

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY  
ADMINISTRATIVE POLICIES AND PROCEDURES  
MANUAL**

**Program/Area:** Operations

**Number:** E 1

**Subject:** Loss or Damage of County Funds/ Property

**Revision Date:** 09/17/2024

**Approved:** Signature on file

**POLICY**

Loss of County funds includes situations where County funds/property have been lost, stolen, or destroyed. The term "funds" includes cash or negotiable instruments, such as checks. This could occur on County property or while funds are being transported. The term "property" includes any equipment owned, rented or leased by the County.

This procedure does not include County-issued warrants/checks that are lost, destroyed, stolen or never received by the recipient. This subject is addressed in program specific procedures.