

**Administrative Regulations 3314.2(a)**

**Business and Non-Instructional Operations**

**REVOLVING FUND**

**Repayment Fund**

There shall be a revolving fund for the district office and schools totaling no more than \$7,450 for the purpose of paying bills as prescribed in Sections 42821 and 42810 of the Education Code. This amount of money is appropriated for the purpose from funds belonging to the district in the county treasury. The funds shall be deposited in a bank doing business in the district whose deposits are insured by the Federal Deposit Insurance Corporation.

The amount for each account and the responsible officers for each shall be as follows:

<u>Site</u>	<u>Amount</u>	<u>Responsible Officer(s)</u>
Analy High School	\$2000	Principal (alternative: vice-principal)
El Molino High School	\$2000	Principal (alternative: vice-principal)
Laguna High School	\$600	Principal (alternative: none)
District Office	\$2850	Business Manager (alternative: Superintendent)

The purpose of this fund is to enable administrators to make necessary purchases when the normal purchase order process is impossible due to insufficient time. It is not intended to circumvent normal purchasing processes. Purchases that may be made include books, instructional supplies, conference registration, postage, fingerprinting required for employment and bank charges necessary to maintain bank accounts of this fund. Services and equipment must be purchased through normal processes including use of a purchase order.

Funds from this account shall be used to make immediate payments by check, drawn on the revolving cash fund, for purchases in an amount not to exceed \$50 including tax and freight for books and instructional supplies and \$500 for conference registration, postage and fingerprinting. Checks must be issued to vendors, not "cash" or to individuals, including employees. The Board of Education authorizes the practice of making a check payable to the vendor at the time the order is prepared, permitting the authorized person to fill in the amount to be paid upon shipment of the purchase, provided the check has on its face the statement that it is not valid for more than \$500.

A monthly list of such payments shall be submitted to the Board of Education for approval. On approval of the expenditures by the Board of Education the clerk of the Board shall draw an order for the replenishment of the revolving cash fund from the county or district fund in the county treasury belonging to the district. Such order shall be treated in the same manner as prescribed for payment of other claims against the funds of the school district.

## **Administrative Regulations 3314.2(b)**

The person who issues a check drawn on the revolving cash fund shall be personally liable for the amount of the check only if the expenditure is in violation of rules and regulations established by the Board with respect to the revolving cash fund. The account is subject to audit by the district's auditor.

Each check drawn against this account shall bear two signatures from a list of four provided to the bank. At least one of the two signatures must be the responsible officer or alternate.

*Legal Reference:*

EDUCATION CODE

*41020 Audits of all district funds*

*42810 Revolving cash funds*

*42820 Revolving cash funds; amounts*

*42822 Drawing; report, refunding*

Approved: August 24, 1993  
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**WEST SONOMA COUNTY UHSD**  
Sebastopol, California