

Board Policy 3314.2 (a)

Business and Noninstructional Operations

REVOLVING FUND

The Governing Board has a fiduciary responsibility to effectively manage and safeguard the district's assets and resources. All revolving cash funds shall be subject to the internal control procedures established by the district to prevent and detect fraud, financial impropriety, or irregularity and shall be maintained in accordance with law and the California School Accounting Manual.

(cf. 3314 – Payment for Goods and Services)
(cf. 3400 – Management of District Assets/Accounts)
(cf. 3451 – Petty Cash Funds)
(cf. 3530 – Risk Management/Insurance)
(cf. 3551 – Food Service Operations/Cafeteria Fund)

The Superintendent or designee shall provide regular reports to the Board regarding the use of revolving funds and the results of any audits conducted on the funds.

(cf. 3460 – Financial Reports and Accountability)

District Revolving Fund

Pursuant to Education Code 42800, the Board of Education has adopted a resolution establishing a revolving cash fund for use by the Superintendent or Superintendent's designee.

At the request of the Board of Education, County Auditor or County Superintendent of Schools, the Superintendent or Superintendent's designee shall give an account of the fund. (Education Code 42804)

The Board of Education shall review and revise fund usage as appropriate.

(cf. 3400 – management of District Assets)

Additional Revolving Funds

The Board of Education also may, by resolution, establish revolving cash funds for use by school principals and other administrative officials to pay for goods and services. The total amount of the funds shall not exceed three percent of the current year's instructional supply budget. (Education Code 42810)

The Board of Education shall name the administrators who will have use and control of the funds. Officials so named shall be responsible for all payments into the accounts as well as expenditures from the account, subject to restrictions established by the Board.

The revolving cash fund for supplies shall be subject to the bonding provisions of Education Code 4280.

(cf. 3530 – Insurance Management)

The Board of Education shall provide an audit of revolving funds on a regular basis.
(Education Code 4289)

Legal Reference:

EDUCATION CODE
35160 Authority of governing boards after January 1, 1976
52030 Audits of all district funds
42800-42806 Revolving cash fund
42810 Revolving cash funds; use; administrators
45167 Error in salary

Adopted: February 13, 1992
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WEST SONOMA COUNTY UHSD
Sebastopol, California