Subject: Revolving Cash

Effective Date: TBD

Approved By: Board of Directors

Policy: 4009.2

The Governing Board has established by resolution a revolving cash fund for use by the Superintendent or designee in paying for goods, services and other charges determined by the Board, including supplemental payments required to correct any payroll errors. All revolving cash funds shall be subject to the internal control procedures established by the School to prevent and detect fraud, financial impropriety or irregularity and shall be maintained in accordance with law and the California School Accounting Manual (CSAM).

The Board may at any time reduce or discontinue the revolving cash fund.

The fund shall be established in a bank or other institution where deposits are federally insured and shall be within the maximum limit specific by law.

Any person who issues a check drawn on the fund shall be personally liable for the amount of the check if the expenditure is in violation of the School's rules and regulations with respect to the fund.

No funds maintained in a revolving fund shall be used in an attempt to influence government decisions, for entertainment purposes or for any other purpose not related to classroom instruction.