**Business and Noninstructional Operations** BP 3314.2

**REVOLVING FUNDS**

The Governing Board has established by resolution a revolving cash fund for use by the Executive Director or designee in paying for goods, services and other charges determined by the Board, including supplemental payments required to correct any payroll errors. (Education Code 42800-42806, 45167)

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

The funds shall be deposited in a bank doing business locally, whose deposits are insured by FDIC. The Executive Director or designee shall be responsible for all payments into the account as well as expenditures from the account subject to the restrictions established by the Board.

The Board shall review and revise fund usage as appropriate.

No funds maintained in a revolving fund shall be used in an attempt to influence government decisions, or for entertainment purposes.

*(cf. 3400 - Management of District Assets/Accounts)*

The Board 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 accounts, subject to restrictions established by the Board.

The revolving cash fund for supplies shall be subject to the bonding provisions of Education Code 42801.

*(cf. 3530 - Risk Management/Insurance)*

The Board shall provide an audit of revolving funds on a regular basis. (Education Code 42810)

*Legal Reference:*

*EDUCATION CODE*

*35160 Authority of governing boards*

*41020 Audits of all district funds*

*42238 Local taxation by school districts*

*42800-42806 Revolving cash fund*

*42810 Revolving cash funds; use; administrators*

*45167 Error in salary*

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| Policy  Adopted: October 25, 2007  revised: December 18, 2023 | **COLLEGE AND CAREER ADVANTAGE**  San Juan Capistrano, California |