

GUIDELINES FOR A REVOLVING CASH FUND:

1. The Revolving Cash Fund will be established in the amount of \$500.00
2. The Administrator will be designated as the custodian of the Revolving Cash Fund.
3. The Revolving Cash Fund checking account will have three authorized signers with two signatures required on all checks.
4. The Revolving Cash Fund checks will be stored in a locked cabinet at night.
5. Expenditures for the Revolving Cash Fund are limited to goods or services that are acceptable charges against the Sebastopol Independent Charter School.
6. Expenditures must be supported by a receipt indicating date and amount. If necessary, a hand-written notation should be made regarding the purpose of the expenditure.
7. At all times the combination of balance in the account and receipts must total the amount of the Revolving Cash Fund.
8. Reimbursement will be made quarterly or more frequently if necessary.
9. Request for reimbursement from the County Treasurer will be made using the form "Request for Revolving Cash Fund Reimbursement".
10. "Request for Revolving Cash Fund Reimbursement" will be completed and signed by the Administrator.
11. The Revolving Cash Fund will be reconciled immediately if the custodian of the fund leaves employment with the Sebastopol Independent Charter School, or changes positions.
12. The Revolving Cash Fund will be used only when necessary.