

Humboldt County Office of Education Revolving Fund

The Superintendent may establish by resolution a revolving cash fund for use by the chief accounting officer in paying for goods, services and other charges, including supplemental payments required to correct any payroll errors.

At the request of the Superintendent of Public Instruction or designee, the Superintendent shall give an account of the fund.

The Superintendent shall review and revise fund usage as appropriate.

Additional Revolving Funds

The Superintendent also may, by resolution, establish revolving cash funds for use by instructional program 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.

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.

The Superintendent 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 Superintendent.

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

The Superintendent shall provide an audit of revolving funds on a regular basis.

Legal Reference:

EDUCATION CODE

42801 Bond requirement; revolving cash fund

42806 Revolving cash fund

42810 Revolving cash funds; use; administrators

45167 Error in salary