

1.0 Revolving Cash Funds

- 1.1 The Los Rios Community College District Board of Trustees authorizes revolving cash funds to be used by authorized Los Rios Community College District employees to carry out District business in situations where there is insufficient time to issue a regular warrant.
- 1.2 Each revolving fund shall be assigned to one manager as the custodian. The manager may assign selected staff members to assist in operation of the revolving fund. The custodian manager shall:
 - 1.2.1 Ensure that all expenditures are consistent with District Policy, Federal and State laws, the Board-approved budget, District accounting procedures, and internal controls,
 - 1.2.2 Ensure that the revolving fund is reconciled at least monthly. Reconciliations shall be performed by a person not having signature authority or any other administrative responsibilities for the revolving fund,
 - 1.2.3 Report any cash variances to the Vice Chancellor, Finance and Administration, and
 - 1.2.4 Manage and utilize the revolving fund prudently and in a fiduciary capacity.
- 1.3 The following revolving funds are authorized by the Board of Trustees:

REVOLVING FUND

CUSTODIAN MANAGER

District Office

Revolving fund	Director, Accounting Services
----------------	-------------------------------

American River College

Instant cash account	Vice President, Administration
----------------------	--------------------------------

Petty cash account	Vice President, Administration
--------------------	--------------------------------

Cosumnes River College

Instant cash account	Vice President, Administration
----------------------	--------------------------------

Petty cash account	Vice President, Administration
--------------------	--------------------------------

Folsom Lake College

Instant cash account	Vice President, Administration
----------------------	--------------------------------

Petty cash account	Vice President, Administration
--------------------	--------------------------------

Sacramento City College

Instant cash account	Vice President, Administration
----------------------	--------------------------------

Petty cash account	Vice President, Administration
--------------------	--------------------------------

Facilities Management

Instant cash account	Associate Vice Chancellor, Facilities Management
----------------------	--

- 1.4 The Vice Chancellor, Finance and Administration shall determine and approve the amount allocated to each revolving fund.

 LRCCD

Adm. Regulation Adopted: 9/13/99

Adm. Regulation Revised: 1/15/03; 11/28/05; 1/26/15; 1/25/16

Adm. Regulation Reviewed: 1/25/16

Board Policy: [P-8152](#)