SYSTEM OF FUNDS AND ACCOUNTS

The district shall maintain a system of funds with the county treasurer in accordance with state law and the accounting manual approved by the state superintendent of public instruction.

The district shall maintain a system of bank accounts as follows:

A. A district general fund imprest bank account,

B. An associated student body imprest bank account for each school having an associated student body organization approved by the board, and

C. Petty cash accounts in such numbers as are necessary to meet the petty cash needs of the schools and divisions of the district. The board may authorize the establishment of such accounts. Each petty cash account shall be approved by the board. A custodian shall be appointed for these accounts who shall be independent of invoice processing, check signing, general accounting and cash receipts functions. If this separation of functions is not feasible, another employee who is independent of those functions shall be responsible for reviewing the management of each account.

Legal References:	RCW 28A.320.330	School funds enumerated — Deposits — Uses
	RCW 28A.325.010	Fees for optional noncredit extra curricular events—Disposition
	RCW 28A.325.020	Associated student bodies — Powers and responsibilities affecting
	RCW 28A.325.030	Associated student body program fund – Fund-raising activities – Nonassociated student body program fund moneys
	RCW 28A.335.060	Surplus school property – Rental, lease or use of – disposition of moneys received from
	RCW 28A.505.140	Rules and regulations for budgetary procedures — Review when superintendent [SPI] determines budget irregularity — Revised budget, state board's financial plan until adoption
	RCW 39.44	Bonds — Form, Terms of sale, Payment
	RCW 42.17.130	Forbids use of public office or agency facilities in campaigns
	RCW 43.09.200	Division of municipal corporations — Uniform system of accounting
	RCW 43.09.210	Division of municipal corporations — Separate accounts for each fund or activity

WAC 392-123	Finance — School District Budgeting
WAC 392-138	Finance — ASB Moneys

State Auditor Bulletin #301, III(E), Petty Cash

La Center School District
Adopted: February 27th, 2007