

# MEMORANDUM

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DATE: May 26, 2015  
TO: Board of Directors  
FROM: Mark Mansell  
SUBJECT: Annual Renewal (and change) of Revolving and Petty Cash Funds

As it is no longer necessary to maintain the \$50 Petty Cash Box which is housed in the District Office, I propose that we reduce the total dollars in the General Fund Revolving/Petty Cash Fund from \$6,100 to \$6,050 for the remainder of the 2014-15 year and carried forward to the 2015-16 fiscal year. The \$50 will be deposited in the General Fund and notification of the reduction to Imprest Cash will be communicated to the Clark County Treasurer's Office. The ASB fund will remain at \$4,870 for the remainder of 2014-15 and carried forward to the 2015-16 fiscal year.

## GENERAL FUND

District Revolving Fund	\$4,500
District Office Change Fund	\$ 400
<del>District Office Petty Cash</del>	<del>\$ 50</del>
K-8 Cafeteria Change Fund	\$ 20
High School Cafeteria Change Fund	\$ 80
K-5 Office Petty Cash	\$ 50
District On-line Merchant Account	\$1,000
<b>Total General Fund</b>	<b>\$6,050</b>

## ASB FUND

9-12 Revolving Fund	\$2,800
6-8 Revolving Fund	\$1,055
6-8 Petty Cash	\$ 15
K-5 Revolving Fund	\$1,000
<b>Total ASB Fund</b>	<b>\$4,870</b>