M E M O R A N D U M

DATE: August 25, 2009

TO: Board of Directors

FROM: Mark Mansell

SUBJECT: Establishment of Revolving and Petty Cash Funds

I recommend we establish the Revolving and Petty Cash Funds for the 2009-2010 school year as follows:

GENERAL FUND

District Revolving Fund	$4,500
District Office Petty Cash	$ 50
K-8 Cafeteria Change Fund	$ 20
High School Cafeteria Change Fund	$ 80
K-5 Office Petty Cash	$ 50
Total General Fund	**$4,700**

ASB FUND

9-12 Revolving Fund	$2,800
6-8 Revolving Fund	$1,055
K-5 Revolving Fund	$1,000
Total ASB Fund	**$4,855**