

REVOLVING ACCOUNTS

School level administrators receive limited authority from the district administrator in expending funds from Activity Revolving (self supporting) Accounts. Activity Revolving Accounts are not supported by general fund monies and the balance in each account must remain positive. The business manager will notify the district administrator when a negative balance occurs. The school level administrator may be responsible for the shortfall as outlined in the last paragraph of this policy.

Employees may not establish a new revolving expense and/or revenue account numbers without the approval of the finance committee. The business manager will take the request of the employee to the finance committee for approval/disapproval.