



MEETING OF: June 12, 2018

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TITLE: Reauthorization of Change Funds for FY2018-2019

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ITEM #: 19

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Information:

Study:

Action: X

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PURPOSE:

1. Reauthorize Auxiliary Operation High School Athletic Change Funds
  2. Reauthorize Key Buy-Back Fund (elevator key deposit refund)
  3. Reauthorize Food Services Change Fund
  4. Reauthorize Middle School Athletic Change Funds
  5. Reauthorize Student Activity Change Funds
  6. Reauthorize Legal Services Change Fund.
  7. Reauthorize Financial Services Change Fund.
  8. Reauthorize Financial Services cushion for Federal Funds Clearing Account.
  9. Reauthorize School Safety-Key Control Change Fund.
  10. Reauthorize Payroll Change Fund
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DESCRIPTION AND JUSTIFICATION:

1. Change Funds of \$250 and \$500 respectively are maintained in each high school for day-to-day operations. The Athletic Change Funds range up to \$2,500 depending on the athletic event.
  2. The Key Buy-Back Fund is \$500.
  3. \$10,000 is required to provide the Food Services cashier at each school with a change fund.
  4. The Middle School Athletic Change Funds range up to \$1,000 depending on the athletic event.
  5. The Student Activity Change Funds are for \$250.
  6. Change Fund of \$20.00 will be maintained by Legal Services for making change for public document fees.
  7. Change Fund of \$50.00 will be maintained by Financial Services for make change for various cash transactions that may occur.
  8. To issue a \$1,000 Purchase Order to TUSD to establish a financial cushion in the Electronic Funds Bank Account to be used for transfers of TSA, Retirement, HSA, and Federal and State Withholdings.
  9. Change Fund of \$25.00 will be maintained by School Safety-Key Control for making change for lost key fees.
  10. Change fund of \$25.00 will be maintained by Payroll for making change for printing duplicates of pay stubs and W2 forms.
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BOARD POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

\_\_\_\_\_  
Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

_____	District Budget
_____	State/Federal Funds
_____	Other
<u>Budget Cost</u>	<u>Budget Code</u>

Budget Certification (for use by Office of Financial Services only):

Date \_\_\_\_\_  
I certify that funds for this expenditure in the amount of \$ are available and may be:  
Authorized from current year budget  
Authorized with School Board approval  
Code:    Fund:

INITIATOR(S):

Renee Weatherless, Executive Director of Finance	06/01/2018
Name	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

<u>ATTACHMENTS:</u>
<a href="#">Click to download</a>
No Attachments Available