

**RESOLUTION NO. 2016-17 #2**

WHEREAS, the Board of Education of Unified School District No. 378, Riley County, Kansas, has determined that the creation of a petty cash fund is needed to make expenditures for school district purposes in emergencies;

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 378, Riley County, Kansas, that a **petty cash fund** designated as the USD 378, Riley County fund is created for the purpose of expending funds for school purposes in emergency situations.

The fund shall be administered by the Superintendent of Schools and the Administrative Assistant. The Administrative Assistant shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer a petty cash fund shall be bonded by the school district.

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

Adopted this 11<sup>th</sup> day of July, 2016 by the Board of Education of Unified School District No. 378, Riley County, Kansas.

**CERTIFICATE**

This is to certify that the above resolution was duly adopted by the Board of Education of Unified School District No. 378, Riley County, Kansas, on the 11<sup>th</sup> day of July, 2016.

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Clerk, Board of Education

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President, Board of Education