

# Eugene School District 4J

Code: **DFC**  
Adopted: 5/21/14

## **Cash Management**

The Board declares its intent to manage cash resources in an efficient and effective manner.

All district funds collected from all sources are to be deposited into the proper account(s) as soon as possible after their receipt. Arrangements shall be made to receive large amounts of money, such as bond settlements and recurring receipts, via wire/ ACH transfers.

All payments shall be made when approved and due. The timing of payments should maximize the district's cash flow and investment opportunities while avoiding penalties for late receipt. Cash discounts will be analyzed to determine the cost/benefit of payment terms in relation to investment opportunities. No payments of any kind will be made from un-deposited cash.

The district's staff shall account for cash balances on district business days by financial institution. The business office shall prepare a cash flow projection for each fiscal year annually that analyzes cash receipts and disbursements on a monthly basis.

The business office shall maintain separate self-balancing budgeting and accounting records that will record cash and other financial resources, related liabilities, balances and charges separately for each fund. Funds shall be balanced on a monthly basis and fund balances ascertained by attributing transactions to the appropriate funds.

Investments of funds shall be made in accordance with the district investment policy.

### **Banking Arrangements**

The Board shall designate the depositories for the district. Banking services are used for deposits, disbursements, and safekeeping of public funds. The superintendent shall establish procedures for reviewing banking services on a regular basis and banking services shall be engaged based on a competitive bidding process.

The district shall use one bank as its primary depository institution. The district may use different banks or financial institutions for investment purposes than those used for depository purposes. All district bank accounts shall be insured or collateralized as required by law.

All district bank accounts shall have at least two available authorized signatories at all times. Student Body accounts will require a principal's signature, while disbursements from the district's primary accounts may be issued with electronic signature. The superintendent's and one designee's signature are the only authorized electronic signatures.

## **Pooling of Funds**

Except for cash in funds that are legally restricted, the Board authorizes the consolidation (pooling) of the cash balances of all district funds for the purpose of maximizing investment earnings, increasing efficiencies and safeguards, easing administration and managing district payments.

Interest earnings will be allocated to the fund in which the interest-earning asset is budgeted at the end of the fiscal year, based on the ending cash balance of the interest-earning asset for each month during the year.

## **Interfund Loans**

The Board may, by resolution, authorize a loan of money between district funds, with the exception that loans from funds that are restricted for particular purposes, either by statute or otherwise, are not allowed unless expressly permitted by law. Such loans may be used to alleviate temporary cash deficiencies.

Board resolutions authorizing loans between district funds shall specify the principal amount of the loan (amount not to exceed), the funds involved, the purpose of the loan, the schedule for repayment, and the interest rate, if one applies. The loan shall be budgeted and repaid to the fund from which the money was borrowed by the end of the ensuing year or ensuing budget period, unless otherwise stated.

END OF POLICY

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### **Legal Reference(s):**

[ORS 294.033](#)  
[ORS 294.035](#)  
[ORS 294.125](#)

[ORS 294.135](#)  
[ORS 294.145](#)

[ORS 294.155](#)  
[ORS 294.463](#)