

Eugene School District 4J

Code: **DFC**
Adopted: 5/21/14
Readopted: 2/14/18
Orig. Code(s): DFC

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 an authorized district bank account as soon as possible after their receipt. Arrangements shall be made to receive large amounts of money resulting from transaction such as bond sales and state and federal grant receipts via federal wire transfer or ACH.

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 payment. Cash discounts will be analyzed to determine the cost/benefit of payment terms in relation to investment opportunities. No payments for goods or services of any kind will be made from undeposited cash or cash boxes maintained for district events.

All district receipts, regardless of the funding source, are considered "public funds" subject to federal and state requirements as well as district policy. Receipts will be recorded in the financial records of the district in accordance with generally accepted accounting practices, and reconciled monthly to district bank account records. The Financial Services Treasury Management team will monitor central district bank and investment accounts on a daily basis, and ensure that account balances are sufficient to fund all current and projected financial transactions.

The district utilizes a central checking account and payroll bank account to process transactions for multiple district funds, including bond and debt service funds. The Financial Services Treasury Management team monitors amounts due to and from various funds resulting from this central payment method, and will transfer cash balances as necessary to resolve amounts due.

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

Banking Arrangements

The Board shall designate the depositories for the district via an annual resolution. 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. Checks issued from Student Body accounts will require an original signature, while disbursements from the district's primary accounts may be issued with an electronic signature. The superintendent's and one designee's signature are the only authorized electronic signatures.

Pooling 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

Legal Reference(s):

[ORS 294.100](#)
[ORS 294.305 - 294.565](#)

Cross Reference(s):

DD - Grant Funding Proposals and Applications