Tulare Public Cemetery District

900 Easte Kern Avenue

Tulare, CA 93274

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RESOLUTION NO. 2023/24 –2

Date: December 14, 2023

IN THE MATTER OF REVOLVING FUND

WHEREAS, under the Health and Safety Code 9078, the district may, by resolution, establish a revolving fund that shall not exceed one hundred ten percent of one-twelfth of the district's adopted budget for the current fiscal year.

NOW THEREFORE, BE IT RESOLVED, that the revolving fund shall be administered as follows:

- 1. The District's existing account at the Bank of the Sierra is hereby designated as the revolving fund.
- 2. The fund may be used to pay any authorized expenditures of the District
- 3. The manager of the District shall have the authority to make disbursements from the fund, with approval of the officers of the board and shall be responsible for keeping account of all receipts and disbursements from the fund.
- 4. The fund is needed to enable the District to pay bills directly without having to go to Tulare County Treasurer's Office to obtain County warrants.
- 5. The maximum amount in the revolving fund shall not exceed one hundred ten percent of one-twelfth of the District's adopted budget for the current year. For 2023/24 the adopted budget is \$1,907,900, so the maximum amount in the revolving fund shall not exceed \$174,891.
- 6. The manager shall ensure that the District's blanket bond contains an endorsement to be conditioned, in addition to the other provisions of the bond, upon the faithful administration of revolving fund and upon the willingness and ability of the manager to account for and pay over the fund or funds upon demand of the Board of Trustees at any time.
- 7. The manager shall ensure that for any expenditure larger than \$1.00, an appropriate receipt is obtained, setting forth the date, purpose, and amount of the expenditure.

- 8. Once the initial balance in the fund is established as set forth above, no other moneys are to be deposited in the revolving fund. Instead, the manager shall provide to the County Auditory an itemized account of all disbursements and shall request reimbursement of the fund in that amount.
- 9. At any time, the Board of Trustees or the County Auditor may ask for an accounting of the fund.
- 10. At any time, the Board of Trustees may reduce the maximum in the fund or may discontinue it. If the maximum is reduced, the manager shall immediately return to the County Treasurer the amount necessary to reduce the fund as ordered by the Board. If the fund is discontinued, the manager shall immediately pay over the balance of the fund on hand as well as all outstanding receipts to the County Treasurer.
- 11. The office manager shall forward certified copies of this resolution to both the Auditor and Treasurer divisions of the Tulare County Auditor-Controller/Treasurer-Tax Collector's office.

The foregoing resolution was adopted on motion of Trustee <u>Steve Presant</u>, seconded by Trustee <u>James Pennington</u>, at a regular meeting of the Board of Trustees held on <u>Thursday</u>, <u>December 14, 2023</u>, by the following vote:

AYES:	James Pennington, Carlos Ramos, Steve Presant
NOES:	Alberto Aguilar
ABSTAIN	
ABSENT:	Xavier Avila

ATTEST:

Alberto Aguilar, Board Secretary