

BEFORE THE BOARD OF TRUSTEES
TULARE PUBLIC CEMETERY DISTRICT
COUNTY OF TULARE, STATE OF CALIFORNIA

In the Matter of Revolving Fund)
) Resolution No. 2020/21 – 1
)

WHEREAS, on June 20, 2018, Resolution #2017/18 – 4 the Board of Trustees adopted a resolution pursuant to Health and Safety Code section 9078, providing that the District’s revolving fund shall not exceed one hundred ten percent of one-twelfth of the district’s adopted budget for the current fiscal year; and

WHEREAS, that resolution omitted some of the information required to be included by Government Code section 53950 et seq., which provides the general rules for revolving funds.

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 fiscal year. For 2020-2021, the adopted budget is \$1,337,757, so the maximum amount in the revolving fund shall not exceed \$122,627.73.

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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 the revolving fund and upon the willingness and ability of the office 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 Auditor 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.

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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 Vice Chairperson Avila, seconded by Trustee Secretary Pennington, at a regular meeting of the Board of Trustees held on August 27, 2020, by the following vote:

- AYES: Avila (1st), Pennington (2nd), Stephen Presant
- NOES: Alberto Aguilar, Vicki Gilson
- ABSTAIN: _____
- ABSENT: _____

ATTEST: LEONOR CASTANEDA, CLERK

By: 

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