

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 3120

ADOPTED: 02/14/96

CLASSIFICATION: General Administrative Policies

REVISED: 05/05/08

SUBJECT: Budget Control

No expenditures for any item in the budget of any Division shall exceed the amount budgeted for such item, unless authorization to exceed the amount has been obtained in advance from the County Superintendent of Schools or the Deputy Superintendent, Fiscal and Administrative Services. The responsibility for exercising budgetary control shall rest primarily with the Deputy Superintendent, Fiscal and Administrative Services, and secondarily with the Executive Director of Internal Business Services.

A revolving cash fund shall be established in the amount of two thousand dollars (\$2,000) for emergency purposes only, and may not be used for any purpose of salary payment. The authorized agents are the County Superintendent of Schools, the Deputy Superintendent of Fiscal and Administrative Services and the Executive Director of Internal Business Services.

An alternative petty cash fund may be established in an amount not to exceed two hundred dollars (\$200) per school site. The purposes, limitations and responsible administrators shall be those designated in the resolution authorizing the fund.