Exhibit Item #J-3

PALOMAR COMMUNITY COLLEGE DISTRICT

FISCAL SERVICES

October 2, 2007

TO: Mr. Robert Deegan
Superintendent/President

FROM: Phyllis Laderman, Director of Fiscal Services

SUBJECT: Approval of Revolving Cash Expenditures

OVERVIEW

Community colleges are authorized to establish revolving cash funds for the use of the chief business officer and other designated officials in securing or purchasing services and/or materials and for otherwise authorized purposes. The revolving cash fund must be established in a bank insured by the Federal Deposit Insurance Corporation, and must be established to the custody of the officer for whom the fund is created and who is responsible for the accounting of all moneys and expenditures subject to such regulations as the governing board prescribes.

DISCUSSION

The Revolving Cash Fund of Palomar Community College District is established in the custody of Robert Deegan, Superintendent President and is established in the amount of $25,000.

The Fund is used for setting up cash funds where necessary, for emergency purchases of authorized goods and services, and for other authorized expenditures.

During the month of August 2007, one Revolving Cash Fund check was written. The check was issued to increase cash on hand for the cashier's office.

BUDGET IMPLICATIONS

There are no budget implications.

RECOMMENDATION

The staff recommends approval of this report.