Article 3 PERSONNEL Policy No. 3012

Business Operations

Operational Finance – Management of Capital Reserves

Capital reserve funds are to be managed in the best interest of the district. All capital reserve accounts shall be initiated by a resolution of the board. The Superintendent and/or Business Manager will report to the Board on a regular basis regarding rates of return and make recommendations as needed to best utilize the district’s reserves. The Superintendent and/or Business Manager shall specifically report to the Board at any time the reserves fall below 15% or above 30% of the general fund budget. The sum of all reserves, including contingency funds, depreciation funds, and cash reserves should not exceed 35% of the general fund budget.

Adopted: June 10, 2024

Reviewed: June 9, 2025