

Administrative Procedures for Administrative Activity Funds  
(Attachment for Policy No. 617)

When processing Administrative Activity Funds, the following procedures should be followed:

Administrative Offices that have a particular business necessity for the use of the administrative activity fund, must submit an e-mail request to the Finance Office, Accounts Payable Department ([accountspayable@philasd.org](mailto:accountspayable@philasd.org))

All requests for an administrative activity fund bank account must detail the specific business need for the office and why the normal payment processes using the ERP Finance System of record for the School District of Philadelphia (SDP) will not meet their business needs.

If the request to establish an administrative activity fund account is approved by the Chief Financial Officer, the Accounts Payable Department will notify the Administrative Office of the approval to set up the account and request the Administrative Office to submit an “Authorized Signers for Bank Accounts” form to the Office of Finance ([form link](#))

The Office of Finance at the Treasury Department will process the “Authorized Signers for Bank Accounts” form for the bank account set-up for the administrative activity funds and inform the Administrative Office once the bank account has been set-up.

The Accounts Payable Department will inform the Administrative Office of the approved amount for the administrative activity fund account. The Administrative Office will also be informed to submit a payment voucher (PVQ) to Accounts Payable Department for the processing of the funds to the bank account in order to establish a balance in the account.

The Accounts Payable Department will process the PVQ for funds to be direct deposited into the Administrative Activity Funds bank account.

Once the bank account has been set-up, the Office of Finance will alert the General Accounting Department of the account. The Office of Finance will also request that an Accounting Control Compliance Monitor (ACCM) be assigned to train the Administrative Office in the Schools Funds On-line system and monitor the administrative activity fund account as it pertains to reconciliation and transactions recorded by the Administrative Office in the District’s School Funds On-line (SFO) system of record. The link to the SFO users guide is :  
<https://www.philasd.org/accounting/wp-content/uploads/sites/125/2017/07/SchoolFunds-Online-Users-Guide-Web.pdf>.

The Functional Custodian of the administrative activity fund is responsible for recording the transactions in the SFO system of record and monthly bank reconciliations of the bank account.

The ACCM will place the check order for the administrative activity fund account via the Schools Funds On-line vendor.

Replenishment for funds to the administrative activity funds bank account can be requested by way of a PVQ to the Accounts Payable Department. All PVQs requesting replenishment to the bank account must have receipts for the disbursements that were disbursed.