

THE SCHOOL DISTRICT OF
PHILADELPHIA

No. 617

Section: Finances

Title: Administrative
Activity Funds

Adopted: April 27, 1981

Revised: March 28,
2019

617 ADMINISTRATIVE ACTIVITY FUNDS

Purpose

The Board of Education recognizes the necessity of administrative activity funds for limited business purposes of the School District of Philadelphia. The purpose of this policy is to articulate the Board's expectations for the use, control and safeguarding of such accounts.

Definitions

For the purpose of this policy the following terms shall be defined as:

Administrative Activity Fund: A fund established for administrative offices which have a specific business need to produce an expense check for payments from a local bank account.

Responsible custodian: The administrator who is given signing authority on the bank account and is responsible to ensure the Administrative Activity Fund is being used for its intended business purpose.

Functional custodian: The trusted employee of the School District who is delegated oversight authority by the Responsible Custodian to oversee the maintenance, safeguarding, disbursement and reporting requirements of the Administrative Activity funds.

Authority

The Board authorizes the establishment of Administrative Activity Funds in the care of administrators delegated the responsibility for the management and oversight of the established bank account and activity .

Administrative activity funds may be used for designated school district business purposes so long as such funds are subject to adequate controls and safeguards. Administrative Activity Funds remain subject to the financial and purchasing policies of the District. Administrative activity funds operate similar to school-based Student Activity Funds and are for administrative functional areas. These types of bank accounts are established only for justifiable business needs. No school or administrative functional area are authorized to have a petty cash/imprest account.

Delegation of Responsibility

The Board delegates the responsibility for approving the establishment of all Administrative Activity Funds to the Chief Financial Officer. Administrative Activity Funds banking accounts shall be established only by the Office of Finance.

Administrative Activity Funds shall only be spent on the designated purposes for which the fund was established and funds shall not be used to circumvent the regular purchasing procedures. A responsible custodian may choose to select a trusted employe to carry out the functional operations on his/her behalf related to the maintenance, disbursement, recordkeeping, and safekeeping of the funds. The functional custodian is directly accountable to the responsible custodian. The responsible custodian shall provide for the safekeeping of funds and records. All accounts must be reconciled monthly and transactions recorded in the District's School Funds on-line system of record.