

WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 7:	Management of the Environment of Care
PROCEDURE 7.20:	Activity/Welfare Funds
Governing Body Approval:	6/10/18
REVISED :	

POLICY:

WFH Activity Fund is a fund operated by the hospital for the benefit of the employees or clients. The benefits may include but not be limited to recreational activities, holiday festivities, business enterprises, vending operations, monthly grants etc. Revenue is derived from the operation of canteens, vending machines, greenhouse, café's, boutiques or any other legal source compatible with the good government of the hospital.

Management of Activity Fund:

The Chief Fiscal Officer is responsible for authorizing the annual budget and expenditures from the Activity Fund. The Supervisor of Valley Finances is the Treasurer of the Activity Fund and is responsible for the day to day operation of the fund. That includes purchases, expenditures, financial reports, cash management, requests to Comptroller for account activity, establish internal controls etc.

PROCEDURE:

Cash Receipts

- a. All cash belonging to the fund will be deposited within 24 hours after receipt, except if otherwise authorized by the State Treasurer, or the total amount is less than \$500. Total daily receipts of less than \$500 may be held until the total receipts to date amount to \$500, but not for a period of more than 7 calendar days. The receipts are to be deposited in the Valley Finances Office located in Page Hall. There is a drop box at this location for off hour deposits.
- b. A pre-numbered cash receipt form is prepared by Valley Finance staff for all Activity Fund deposits and given to depositor. A Bank of America deposit ticket is prepared and logged for Dunbar Armored Car Service pick up, Monday – Friday (except holidays).
- c. All deposits are posted to the Quickbooks EDP accounting system using specific coding that charts the specific source of said receipts.

Expenditures (Comptroller's A.P.M. for Activity and Welfare Fund, September 2000):

Purchases are to be done according to State Procedures as defined in the State Comptroller's Accounting Procedures Manual revised 9/2000

Special Approval:

Prior approval of the State Comptroller-Accounting System Division must be obtained for (1) any single expenditure from the Institution Activity or Welfare Fund in excess of \$1,000 or (2) any combination of expenditures in excess of \$1,000 for any single project, contract or event within a 12-month period. Form CO-1052, Activity or Welfare Fund Request Form, must be completed for this request.

A waiver from the approval process may be granted to agencies that submit detailed annual budgets for expenditures from their Activity Fund. Requests for such waivers should be made to the Director of the Policy Services Division, Comptroller.

Purchasing Regulations:

Purchases should be made at the best prices obtainable. Before making a purchase the Treasurer of the Activity Fund should obtain information about special rates available on State contracts. Competitive bids should be obtained for major purchases. A purchase order/requisition system should be used.

Unauthorized Expenditures:

The following are some unauthorized uses of the Funds:

1. Routine expenditures for State use;
2. Loans to State Employees;
3. Expenditures that would directly benefit the employees; such as testimonial dinners, holiday parties, or travel expenses.
4. Gifts, services, or donations to State Employee, citizens, or organizations

Disbursement Procedures:

The following procedure should be followed when making expenditures for Activity Fund

1. Payments for goods are initiated by preparing a Payment Voucher (Quickbooks Voucher)
2. The Payment Voucher is signed by an authorized person and co-signed by persons designated by the head of the facility.
3. All payments for goods and services should be substantiated by Vendor's Invoices or by receipts from individuals. Payments should also be supported by a purchase order/requisition or contract when applicable.

4. The signed Payment Voucher (Quickbooks Voucher), along with supporting documentation attached is then processed for payment.
5. Valley Finances (Patients Accounts) uses EDP accounting software package Quickbooks Pro. When expenditures are processed staff using Quickbooks will assign the proper accounts for the expenditure while Quickbooks processes automatically the payment voucher and journal entries for the transaction.