

**TOWN OF VIENNA, VIRGINIA  
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u>	<u>Regulation Number:</u>	<u>Effective Date:</u>
<b>EMPLOYEE ACTIVITY FUND</b>	2.36	June 23, 1997
	<u>Supersedes:</u>	

**I. PURPOSE**

The purpose of this regulation is to outline the procedures to be followed when receiving and disbursing monies from the Employee Activity Fund.

**II. ACCOUNTING**

A. A checking account has been established for the EAF. Joint custody of the account is shared by the Town Manager and Director of Administrative Services.

B. Authorization from the Town Manager must be obtained prior to any expenditure or liabilities to the fund are incurred.

C. The Town Manager has authorized that all revenues and commissions received from the operation of vending machines on Town property are deposited into the EAF for use in empmployee andmily related activities.

D. A simple record keeping system is to be established to record the date, source and amount of all receipts. Disbursement information will include check number, date, amount, payee and description of expense.

E. The EAF bank account is to be reconciled monthly with financial statements showing the receipts, disbursements and account balance prepared quarterly. A financial report will be prepared within 30 days of the close of each calendar year and will be made available for review by all Town employees.

F. The financial account, monthly EAF bank account statements and record keeping system will be reviewed by the Deputy Finance Director within 30 days of the annual report's preparation. Records will be maintained for one year after the completion of the review.

G. Funds budgeted by the Town Council for employee activities will be disbursed directly from the Town to the vendor rather than being commingled with the EAF.

H. The Finance Department will obtain a Federal Tax Identification Number for use by the EAF as well as complete and file all required federal and tax related forms.

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**III. APPLICABLE DOCUMENTS**

None

<i>Signature of the Town Manager:</i>	<i>Date:</i>
	