

**Office of the Budget**

**COMPTROLLER OPERATIONS**

**Bureau of Commonwealth Accounting & Financial Management**

**555 Walnut Street, 9th Floor
Harrisburg, PA 17101-1925**

*INSTRUCTIONS FOR REQUESTING APPROVAL TO ESTABLISH A SPECIAL REVENUE FUND*

*For*

*PENNSYLVANIA LOCAL EDUCATIONAL AGENCIES (PA LEAs****)***

The PA School Code allows PA LEAs to establish several pre-defined Special Revenue Funds. These funds are defined in Section B-1 of the Chart of Accounts. Additionally, an LEA has the ability to establish a Comptroller Approved Special Revenue Fund (Fund 28) as long as it meets the requirements of GASB 54.

Per GASB 54, Special revenue funds are used to account for and report the proceeds of specific revenue sources (excluding \ trusts for individuals, private organizations, or other governments) that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

Please justify establishing a Fund 28 by completing the attached form. The questions are designed to help the LEA & the Comptroller's Office determine if the fund meets the requirements of GASB 54. If you need assistance or have any questions about Special Revenue Funds and/or completing this form, please contact Holly Rafalko at the e-mail account listed below.

The completed form should be mailed to **RA-schlfin@pa.gov**



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**Pennsylvania LEA - Request to Establish a Special Revenue Fund (Fund 28)**

**LEA: Date:**

**AUN#:**

**Mailing Address:**

**Requested By: Title:**

**Phone #: E-Mail Address:**

1. What specific purpose does this fund serve?
2. Identify the revenue sources for this fund and are they restricted or committed specifically for a defined purpose, as required by GASB 54 for the specified purpose other than debt service or capital projects?
3. What formal documentation (e.g., board approval, grant agreements, or legal mandates) exists to confirm the restrictions or commitments of these funds?
4. What other resources (such as transfers from other funds) are reported in the fund? What percentage of total revenue do they represent?
5. **Are the restricted or committed proceeds of specific revenue sources expected to comprise a substantial portion of the fund’s inflows?**

[ ]  Yes, the restricted or committed proceeds of specific revenue sourcesare more than 50% as suggested in Accounting Bulletin 2010-02, Revised March 17, 2011.

[ ]  No**, the restricted or committed proceeds of specific revenue sources** are less than 50%.

If no, skip Question #6.

1. Will the revenue for this fund be classified as recurring or non-recurring? If recurring, how frequently is it expected to be received?
2. Please provide any additional information needed to support your request.