

**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****)***

PA School Code provides the ability for PA LEAs to establish several pre-defined Special Revenue Funds. 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 (other than 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 provide your justification for 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 the School Finance team within the Comptroller’s Office at the e-mail account listed below.

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



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

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| **AUN#:** |  | **Date:** |  |

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| **Requested By:** |  | **Title:** |  |

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| --- | --- |
| **Mailing Address:** |  |

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| --- | --- |
| **Phone #:** |  |

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| --- | --- |
| **E-Mail Address:** |  |

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| 1. | Specified Purpose of Fund? |

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| 2. | What specific Revenues are reported in this fund? |

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| 3. | Are the revenues restricted or committed (per GASB 54 definition) to expenditure for the specified purpose other than debt service or capital projects? |

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| 4. | What other resources (such as transfers from other funds) are reported in the fund? What percentage of total revenue do they represent? |

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| 5. | Are the restricted or committed proceeds of specific revenue sources expected to continue to comprise a substantial portion\* of the inflows reported in the fund? |

6. Are the resources in the fund being held in trust for individuals, private organizations or other governments?

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| 7. | Please provide any additional information needed to support your request. |

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*\* Defined as 50% or more in Accounting Bulletin 2010-11 (Revised March 17, 2011)*