



PHILADELPHIA  
PARKS & RECREATION

# Advisory Council Manual

In Partnership With  
Philadelphia Recreation Advisory Council

Revised October, 2016



# PHILADELPHIA PARKS & RECREATION

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## **ADVISORY COUNCIL MANUAL**

### **STATEMENT OF PURPOSE**

This manual is a compilation of practices and procedures that shall apply to the Philadelphia Recreation Advisory Council ("PRAC") as well as all local advisory councils ("Advisory Councils"). PRAC (I) and Advisory Council (II) are defined and the roles and responsibilities of each are more fully set forth below. This manual strives to incorporate the principles of openness, democracy, inclusion, cooperation, ethics and integrity in a uniform manner to be applied at all City of Philadelphia Recreation Centers, fields, playgrounds and/or facilities (collectively "Recreation Facilities").

The policies and procedures contained in this manual have been determined by mutual agreement of PRAC, Philadelphia Parks and Recreation ("PPR") and the Advisory Councils. To ensure consistency and uniformity at all Recreation Facilities, in the event of a conflict between this manual and the bylaws of any Advisory Council, this manual shall supersede the conflicting Advisory Council bylaw(s), and shall be binding on all Advisory Councils, their members, and all Philadelphia Parks and Recreation staff. These rules and regulations shall automatically be considered incorporated into each and every Advisory Council's constitution and bylaws, and shall not be subject to amendment by any Advisory Council.

Advisory Councils shall adopt and implement the practices and procedures set forth in this manual as standard, and shall understand that deviations from these rules may lead to revocation of their official recognition, including the use of the title "(name) Advisory Council." For Philadelphia Parks and Recreation personnel, deviation from this manual may lead to disciplinary action. In addition to following the practices and procedures set forth in this manual, it is mandatory that all local advisory councils maintain active membership in PRAC. PRAC's membership is updated annually in October and requires a minimal fee.

In areas involving the Advisory Council not specifically covered by this manual or bylaws, or when questions of propriety or clarification shall arise, PRAC and Philadelphia Parks and Recreation shall jointly resolve all issues.

Each Advisory Council, its elected officers and membership are responsible for full and complete compliance with the rules, regulations and procedures set forth in this manual. Each Advisory Council is required to know, understand, and comply with the provisions of this manual.

While it is recognized that an Advisory Council has an important and vital function in the successful operation of a Recreation Facility, all Recreation Facilities are ultimately under the

full and complete control of Philadelphia Parks and Recreation and its staff members or appointed designees. The PPR facility supervisor and district manager, therefore, bear the responsibility for the proper operation of the Recreation Facility. This includes, but is not limited to, the issuance of permits, the control of access to the facility, and the control of Philadelphia Parks and Recreation property and resources. This duty and responsibility must be clearly understood and followed by both Philadelphia Parks and Recreation staff and all Advisory Councils.

## **OVERVIEW of THE PHILADELPHIA RECREATION ADVISORY COUNCIL ("PRAC") and LOCAL ADVISORY COUNCILS (Advisory Council)**

### PURPOSE, FUNCTION and ELECTION REQUIREMENTS OF PRAC

The Philadelphia Recreation Advisory Council is a partnership between community members and Philadelphia Parks & Recreation created to support local recreation centers and playgrounds. Advisory Councils work closely with staff to assist with programming, fundraising, special events, maintenance and physical improvements.

PRAC's main objective is to continually strive to improve recreation service to all residents of Philadelphia. As such, PRAC makes recommendations to Philadelphia Parks and Recreation on areas of service that can be improved, modified, or developed in order to better meet the needs of all Philadelphia residents.

PRAC is the representative body of all local and citywide Advisory Councils and membership in PRAC is open to anyone who is a member of a local Advisory Council.

Eligibility to run or vote for PRAC officer positions is as follows:

Running for one of the PRAC officer positions follows the same guidelines as those of a local advisory council. Candidates must meet all of the following requirements:

1. Be eighteen (18) years of age at the time of the vote or election.
2. Be an active member of a local advisory council (either an officer or eligible to vote).
3. Have attended at least 70% of the PRAC meetings during the current election cycle.

Voting for PRAC officer positions is slightly different from voting requirements at the local level, and is based on local advisory council participation as a whole instead of individual participation. The following guidelines apply to the local advisory council:

- At least one member of the advisory council must have attended at least 70% of the PRAC meetings during the current election cycle.
- The local advisory council must be in good standing with financial reporting requirements and PRAC dues must be current.

Qualified local advisory councils will be eligible to cast one vote for each office in the election cycle.

As with local advisory councils, an election of all officers shall be held every three (3) years, with the term of office for all officers and executive board members not to exceed three years. PRAC shall have six months from the publication of this manual to come into compliance.

## PURPOSE OF A RECREATION ADVISORY COUNCIL

The Advisory Council is composed of community residents, participants at the recreation facility, and/or parents of participants who provide a method to interpret recreational needs in that particular community.

Through the Advisory Council, a community resident can express his/her desires as to the type of programming that the Recreation Facility should offer with respect to time, space and variety of activity. The Advisory Council is a vehicle for citizen involvement and is the means of making certain that the recreation services are geared to the needs of the community.

The Advisory Council is a way by which other community recreational agencies, athletic organizations, churches and civic groups can be united towards coordinating recreational activities and programs for the total community.

## DUTIES AND FUNCTIONS OF AN ADVISORY COUNCIL AND ITS MEMBERS

An Advisory Council:

1. Acts as a liaison between staff, community, district, citywide and police advisory councils or any other agencies when needed to assure community input on a regular basis.
2. Serves as a source of volunteer leadership and assists in recruiting volunteers to support the Recreation Facility programs and the facility needs.
3. In conjunction with staff through general membership meetings, evaluates community reaction to programs and helps to introduce new or innovative programs to the recreation facility.
4. Conducts fundraising activities to provide funds for the facility.

## RELATIONSHIP BETWEEN STAFF AND COUNCIL

The PPR facility supervisor or, in his/her absence, a designated staff person, is an ex-officio member of the Advisory Council and should be properly notified of any meeting, and must attend all Advisory Council meetings.

All meetings should be held at the Recreation Facility except in the case of emergency situations such as facility redevelopment. In such instances the PPR facility supervisor and Advisory Council representatives will agree on a mutually acceptable site.

The role of the PPR staff is to work in partnership with the Advisory Council so that the entire community benefits.

The role of the Advisory Council is to be advisory and supportive and facilitate the voice of the community. They should act as a link between the community and the staff, identify community needs and, where possible, assist in meeting those needs.

#### PPR STAFF RESPONSIBILITIES TO THE RECREATION ADVISORY COUNCIL

The PPR facility supervisor works cooperatively and supportively in partnership with the Advisory Council and has the responsibility to the community to encourage all groups and individuals in the community to have the opportunity to serve on or be represented by the Advisory Council. The PPR facility supervisor, as a representative of the City, is responsible to report any non-compliance to the PPR district manager.



## **Getting Involved with and Organizing a Local Advisory Council**

### GETTING INVOLVED WITH AN EXISTING ADVISORY COUNCIL

Most of PPR's Playgrounds and Recreation Centers have an existing group of community members that make up the facility's local advisory council. These groups are always looking for new members to join them in working to improve their local PPR facility. Members of the public need only attend one Advisory Council meeting and have their name appear on at least one sign-in sheet to become a member of the Advisory Council.

If you are interested in joining your community advisory council, contact your local PPR facility staff to find out when the next monthly meeting takes place.

### HOW TO ORGANIZE A NEW ADVISORY COUNCIL

When community stakeholders show interest in supporting their local Recreation Facility and there is no existing advisory council, the first step in organizing an Advisory Council is to contact the PPR facility supervisor.

To determine the viability of an Advisory Council, the stakeholders, in partnership with the PPR facility supervisor, should hold a general meeting to which the public is invited to identify the recreational needs of the community. The meeting should be publicized through postings at the Recreation Facility, advertisements in the local newspapers, and announcements to various community groups that use the Recreation Facility. These may include athletic organizations, civic groups, schools, churches, synagogues and area businesses.

### THE FIRST MEETING AND START UP PERIOD

The PPR facility supervisor shall chair the first meeting and the following topics should be included on the agenda (representatives from PRAC are encouraged to attend):

1. The duties and functions of an Advisory Council.
2. Duties, functions and the preliminary structure of the proposed council.
3. The activities that are currently operating at the Recreation Facility.
4. The recreational needs of the community as well as the needs of the Recreation Facility.
5. Meeting requirements (there is a minimum requirement of seven monthly meetings in each calendar year).

During the one-year start-up period the stakeholders and the PPR facility supervisor may appoint temporary officers until an election can be held. During this period, the PPR facility supervisor and the district manager, in partnership with PRAC and the local community, shall have maximum flexibility to gradually implement the provisions of this

manual. This flexibility, however, while broad in scope, does not relieve any of the parties from ensuring that responsible practices and procedures are used in all areas, especially as it concerns voting, membership and fiscal practices.

## REQUIREMENTS FOR MEMBERS AND OFFICERS

### VOTING AND OFFICER ELIGIBILITY REQUIREMENTS

All members who are eligible to vote in an Advisory Council election shall also automatically be eligible to hold office. The eligibility requirements for voting and holding office are as follows. Members must meet ALL of the below requirements:

1. Be eighteen (18) years of age at the time of the vote or election.
2. Be a registered volunteer in any activity at the Recreation Facility, a registered adult participant in an organized activity at the Recreation Facility, or the parent of a registered minor (under 18 years old) participant in an organized activity at the Recreation Facility.
3. Have attended at least 70% of the advisory council meetings during the current election cycle.

### CRIMINAL CHECKS AND CHILD ABUSE CLEARANCE

In order to be eligible to serve as an officer of an advisory council at any level, a member must apply for a criminal background check and a child abuse clearance. The member may apply using the PPR system in place or by applying in the same manner as PPR employees. See Appendix "E" for further details regarding the application process. Additionally, following are the policy guidelines for all newly elected and incumbent officers:

1. A member has two weeks to apply for the criminal background check and child abuse clearance from the date of election to advisory council office.
2. The check and clearance will be kept on file and reviewed in a manner prescribed by PPR and PRAC.
3. Failure to apply within two weeks of election or a "positive" check and/or clearance may result in automatic removal from office at the sole discretion of PPR and PRAC.
4. Incumbent officers shall have sixty (60) days from the publication of this policy to apply for a criminal background check and a child abuse clearance.
5. Failure of an incumbent officer to apply within 60 days and/or a "positive" check and/or clearance may result in automatic removal from office at the sole discretion of PPR and PRAC.

## THE STRUCTURE AND DUTIES OF ADVISORY COUNCILS AND OFFICERS

The fundamental structure of all Advisory Councils must include president, vice-president, and treasurer/secretary. Additional officers may be added as needed and/or desired. Additionally, the following must be adhered to when appointing or nominating officers or chairpersons:

1. No current PPR permanent employee can serve as an officer of a local advisory council or PRAC.
2. After leaving PPR service, all employees are required to wait one (1) year before running for an Advisory Council office.
3. Chairpersons of committees may be appointed by the president.
4. All AC officers must have current security clearances which will be kept on file and reviewed in a manner prescribed by PPR and PRAC.

In order to ensure a fair election and a transparent election process for nominating and electing Officers, PRAC and PPR have created a detailed Election Process as well as an Alternate Election Process. Refer to the Appendix "H" of this manual for specific guidelines. It is essential that all Advisory Councils follow this process.

### EMPLOYMENT

No person who is an elected officer of an Advisory Council shall, at the same time, hold or be employed or provide any service for which they are paid a salary or any other stipend by the Advisory council at the same facility where they are an elected officer.

Additionally, if the Advisory Council wants to hire a relative of an officer, approval is needed from PPR administration and PRAC. This approval is needed for each new fiscal year.

Persons affected by the above provisions shall have three (3) calendar months from the date the Advisory Council Manual is published to come into full compliance.

### DUTIES OF ELECTED OFFICERS

The President/Chairperson:

1. Shall preside at meetings called by the Advisory Council.
2. Shall have general and active management of the affairs of the Advisory Council.
3. Shall see that all orders and resolutions of the Advisory Council are carried out according to the manual.

4. Shall see that all other Advisory Council officers properly perform their prescribed duties.
5. Shall, with the consent of the Advisory Council, appoint all committees and committee chairpersons, and serve as an ex-officio member of all committees.
6. Shall ensure that all provisions of the bylaws as well as the joint agreement between Philadelphia Park and Recreation and PRAC are followed.

The Vice-President:

1. Shall attend membership meetings.
2. Shall preside in the absence of the president.
3. Shall be assigned other duties as needed by the president and Advisory Council.

The Secretary:

1. Shall attend membership meetings and keep an accurate report of all the business of the Advisory Council, which shall be the official Advisory Council minutes.
2. Shall ensure that, when required, adequate public notice is given for all meetings, elections and other Advisory Council functions. (See Meetings below).
3. Shall report the minutes at each meeting.
4. Shall keep an accurate record of membership attendance and election results.
5. Shall retain all reports and documents of the Advisory Council including this manual.
6. Shall prepare correspondence as directed by the President.
7. Shall ensure that Philadelphia Parks and Recreation staff (especially the PPR facility supervisor) has copies of required Advisory Council materials.

The Treasurer:

1. Shall maintain accurate records and make a Monthly Financial Report and Monthly Petty Cash Report, with the PPR facility supervisor, to be presented at the monthly Advisory Council Meeting. These reports must be submitted to the PPR district manager no later than the 15<sup>th</sup> of each month to be kept on file at the PPR administrative office at 1515 Arch St.
2. Shall ensure compliance with all the requirements set forth in the financial section of the bylaws.

TERMS OF OFFICE

The following timeline must be adhered to regarding terms of office:

1. The term of office for all officers and executive board members shall not exceed three (3) years.

2. An election of all officers shall be held every three (3) years.

#### FILLING UNEXPIRED TERMS

If the presidency is vacated, the vice president shall assume the office until the term expires. The incumbent executive board, in consultation with the facility supervisor, shall appoint all other unexpired items.

#### REMOVAL OF MEMBER

An Advisory Council member may be removed from an Advisory Council if that person violates Philadelphia Parks and Recreation policies and procedures, any of the provisions of this manual or any PRAC decisions or policies. Additional reasons for removal shall include, but not be limited to, if a member:

- Engages in unlawful acts
- Creates a public nuisance (i.e., causing public inconvenience, annoyance or alarm; making unreasonable noise or obscene language that can be heard by the public, etc.)
- Is consistently disruptive at Advisory Council meetings and functions or Recreation Facility programs
- Receives a “positive” result in Criminal Background Check or Childline Clearance, or fails to apply for background checks and clearances

If an Advisory Council does not act to remove a member who falls into any of the above categories, the Advisory Council president may follow the established grievance procedures for the removal of the member. The grievance must be filed in writing with PRAC.

If neither the Advisory Council nor the president acts to remove a member who falls into any of the above categories, then the PPR district manager must notify PRAC in writing with copies to the local Advisory Council president and PPR management and Deputy Commissioner of Programming.

Refer to the Appendix “F” for specific guidelines on the procedure for considering a member for removal from an Advisory Council.

## **Advisory Council Meetings**

### **NOTICE TO PUBLIC**

General meetings must be open to all community residents and the general public.

Adequate public notice of all Advisory Council general membership meetings must be given. This will consist, at a minimum, of prominently posting the date, time, and location of the meeting at several locations in the Recreation Facility at least five (5) days before the meeting date. A written schedule of all meetings should be distributed to all members.

Note: It is strongly recommended that Advisory Councils hold meetings at the same time and place each month.

### **MEETING REQUIREMENTS**

To conduct any business at a meeting of the advisory council, two (2) officers must be present.

At every meeting, it is required that the following be done:

1. Accurate minutes must be kept.
2. An attendance log must be kept and given to the PPR facility supervisor. The Advisory Council will keep a copy of the attendance log.
3. The minutes of the previous meeting must be reported and accepted.
4. A financial report must be reported and accepted and a question period concerning finances be allowed.

All other business shall be conducted under the direction of the presiding officer.

### **REQUIRED DOCUMENTATION**

The Advisory Council shall keep on file a full and complete record of each meeting, including the minutes, financial reports, etc. A copy of the minutes and the financial report shall be given to the PPR facility supervisor within five (5) working days of the meeting for retention in the PPR facility supervisor's records.

Advisory Councils may record written minutes. The written minutes will be signed by the Secretary or such other officer as may be designated in the absence of the Secretary.

At its option and by majority vote, an Advisory Council may present oral minutes at each meeting. The oral minutes shall be approved by the membership in the same manner as

written minutes. Notes on which the oral minutes are presented shall be filed in the manner described above.

At its option and by majority vote, an Advisory Council may take recorded minutes at each meeting. The presiding officer shall first obtain the consent of **each and every** person attending the meeting prior to recording. The presiding officer shall inform each person attending that they have the right to ask for the recording to be turned off before they speak or ask a question.

A copy of the transcribed minutes shall be filed in the manner described above.

In the absence of transcribed minutes, the actual tape or other item used to record the meeting shall be filed in the manner described above.

#### PPR/PRAC INTERVENTION

PRAC and/or PPR may intervene to ensure that meetings are properly conducted. Whenever this occurs, both PRAC and PPR shall be jointly involved in the process.

## **Financial Responsibilities of Advisory Councils**

### STATEMENT OF PURPOSE

One of the functions of an Advisory Council is to raise funds for the purpose of enhancing and improving the recreation opportunities in a community. The following policies and procedures are stated to ensure that all the financial practices of an Advisory Council are within the guidelines set forth by Philadelphia Parks and Recreation and PRAC. This section of the manual sets forth the terms and conditions under which Advisory Councils can function with official sanction. All Advisory Councils shall adopt the following practices and procedures as standard.

No Advisory Council officer or Philadelphia Parks and Recreation staff member shall participate in any decisions in which that person or his/her immediate family has either a direct or indirect personal financial interest in the local facility or the Advisory council or any program or activity that is funded, in whole or in part, by the Advisory Council.

### RESTRICTIONS

All funds raised by an Advisory Council shall be used exclusively for purposes directly related to Recreation Facility programs, the improvement of recreational activities at the Recreation Facility, facility maintenance and improvements, and in support of Philadelphia Parks and Recreation programs.

No Advisory Council member, officer or Philadelphia Parks and Recreation staff shall be paid any fees, stipend or other form of compensation at any time by the Advisory Council for the performance of their official duties other than reimbursement or petty cash disbursements for legitimate expenses related to the Recreation Facility, programs and activities. Expenses and the limits of reimbursement should be approved in advance, via a voucher-type system.

Advisory Councils will not participate in any partisan, religious or political actions with contributions, endorsements, etc. Advisory Councils shall remain neutral in these areas.

Financial fees, assessments or any other type of financial requirement for membership, voting rights, etc. are not allowed. Volunteer donations and contributions are acceptable.

### FINANCIAL STRUCTURE

All Advisory Councils must either have their own federal tax identification number or they may use the PRAC federal tax identification number. Regardless of whether an Advisory Council is its own 501(c)3 or falls under the PRAC umbrella, it must still abide by the provisions of this manual.



### PRAC UMBRELLA STATUS

All Advisory Councils are eligible to use the PRAC federal tax identification number by submitting the annual PRAC membership dues of \$20. This fee is due in October each year and should be submitted through the PPR facility supervisor.

### INDEPENDENT TAX EXEMPT STATUS

If an Advisory Council meets the federal guidelines it may apply for its own tax exempt status. The Advisory Council is then responsible for filing the federal identification number with PRAC and PPR.

### PURPOSE FOR COLLECTING AND ACCUMULATING LOCAL FUNDS

A local Advisory Council may collect and accumulate funds to:

1. Fund, in whole or in part, public programs and activities at the local facility. "Public Program" is defined as any program or activity that is organized, operated or supervised by the local professional or community staff and is wholly or partly funded by the local Advisory Council.
2. Pay for operating expenses such as office supplies and maintenance supplies, purchase equipment needed to enhance the local facility and fund renovations and repairs to the local facility. Renovations and repairs MUST be done with the consent of the PPR.

### ACCEPTABLE REASONS FOR ACCUMULATING FUNDS

A local Advisory Council may accumulate funds in specific "dedicated funds" for the purpose of saving for the purchase of an expensive and specific item of equipment or for saving for a renovation or improvement to the local facility.

A local Advisory Council may also accumulate funds in a specific "dedicated fund" intended to pay for any public program or activity provided the balance in the "dedicated fund" does not exceed the reasonable cost of the program or activity.

### UNACCEPTABLE USES FOR LOCAL FUNDS

It is not the purpose of a local Advisory Council to create wealth or make a profit. Therefore, a local Advisory Council may not accumulate and store in a bank account or other

depository excessive funds not earmarked for any purpose defined above. Additionally, the following three restrictions apply to all Advisory Council financial actions:

1. A local Advisory Council may not donate or otherwise transfer any funds to any private or public non-profit organization without the written consent of PRAC. If the local Advisory Council wishes to make written application to PRAC for consent to donate or transfer local funds to a private or public non-profit, the request must include detailed information about the public or private non-profit including a copy of the non-profit's latest balance sheet or financial report and MUST include specific reasons for the donation or transfer. PRAC, in consultation with the PPR, will issue a written decision on the application within thirty (30) days of receipt.
2. A local Advisory Council may not use any local funds to pay a salary, stipend or any other form of compensation to any person who is an incumbent officer of the local Advisory Council. The sole exception is reimbursement of fair and reasonable expenses that incumbent officers or committee chairpersons may have incurred in the performance of their duties.
3. A local Advisory Council may not mix local funds with the funds of any other private or non-profit organization except as stated above.

## BANKING

All Advisory Councils must establish federally insured checking and/or savings accounts for their funds. The checking account shall be a two (2) signature-required account. The account shall be officially named "The (Recreation Facility name) Advisory Council."

## SIGNATORIES

1. No person will be a signer on more than one Advisory Council account at the same time.
2. Accounts will require at least two (2) signatures from members of the Advisory Council. One must be the Treasurer. The other signatory shall be another officer of the Advisory Council.
3. Any and all changes in signatories can be made only with the approval of the Advisory Council, with written notice to the PPR facility supervisor within five (5) working days.
4. All Advisory Councils will supply PRAC with the names of the signatories of their accounts, along with the name of the bank, by July 1 of each year.

## DISBURSEMENTS

All Advisory Council disbursements shall be by check only and the receipts for all disbursements shall be kept in the record and be available when requested. A limited petty cash system, to total a maximum of \$500.00, may be instituted with vouchers and receipts for each petty cash payment.

At no time shall any checks be made to "cash." No cash withdrawals are permitted.

All disbursements must be kept on record, with the amount, the person to whom the disbursement was given, the reason for the expenditure, a receipt or paid bill and an authorized signature from the president and treasurer. (See Appendix "N" for Sample Forms-- REQUISITIONS FOR FUNDS FORM)

A complete record of all petty cash disbursements must be included in all reports, audits, and financial statements, with the required documentation provided.

## INCOMING FUNDS

All incoming funds, whether by check, money order or cash, must be deposited in the Advisory Council bank account before being expended.

## MISCELLANEOUS

No debit or credit cards may be opened in the name of the Advisory Council under any circumstances.

All checkbooks—including any extra checks—and petty cash must be held by the PPR facility supervisor; furthermore, all bank statements must be sent to the Recreation facility or a post office box that the PPR facility supervisor has access to.

## FINANCIAL ACTIVITIES

An advisory council may, by majority vote, authorize members of the facility professional or community-based staff to accept money and issue receipts for and on behalf of the Advisory Council. In such instances, all accounting and reporting requirements must be complied with. Without this authorization, only members of the Advisory Council may collect funds.

Advisory Councils may receive funds in any of the following ways:

FUNDRAISERS: All fundraisers must be approved by the PPR facility supervisor at least two weeks in advance. Fundraisers must conform to all the policies and procedures of PPR and the City of Philadelphia, and must follow all procedures/requirements for statements, audits, financial reports and reports to the advisory council general membership.

DONATIONS: Only donations made to "(name) Advisory Council" may be accepted by any members of the Advisory Council or PPR staff members. Donations are not to be accepted if they are made out to any individual Advisory Council member or PPR staff. A receipt signed by the treasurer shall be issued to the donating party, with a copy of such receipt being retained in Advisory Council records. A copy of this receipt shall also be reported in the financial report at the next general membership meeting.

GRANTS/FUNDS: When filling out applications for grants/funds, the following procedure must be followed:

- a. The PPR facility supervisor must be consulted before an Advisory Council may apply for a grant.
- b. The general membership shall be fully informed of the desired grant, the application including all its conditions and requirements and the general membership's input concerning the grant's purpose and usage.
- c. Applications for grants must be signed by an officer of the Advisory Council.
- c. If the application is approved, all receipts and disbursements must be reported on the Monthly Financial Report.
- d. No advisory council member or PPR Staff may accept any type of remuneration, including stipend, fee or "finder's fee" or any other type of payment for securing or obtaining a grant for the advisory council.
- f. The Advisory Council is responsible for entering into the grant agreement for any grants it applies for or is awarded. Grants MUST be applied for and on behalf of the Advisory Council and not on behalf of the City. The Advisory Council is responsible for complying with all rules, regulations and reporting requirements regarding grants.

FEE CLASSES: All Advisory Councils and Philadelphia Parks and Recreation staff shall comply with the requirements outlined in Appendix "T" regarding fee classes. Fee teachers shall be under the full and complete direction and supervision of the PPR facility supervisor for the duration of their assignment. The PPR facility supervisor is responsible for ensuring that the fee teacher fulfills all the obligations of his/her

contract. Fees will be determined as per "Application and Payment for Fee Class" in Appendix "T." All revenue-generating activities and programs must be recorded by the Advisory Council.

### BALANCES

In the month of September, in a calendar year, or at any other time as may be determined by PRAC, the balance of all funds in the possession of a local Advisory Council may not exceed Thirty Thousand Dollars (\$30,000.00). If the balance does exceed \$30,000.00 and the overage is not contained in any dedicated fund for any purpose allowed by this section, the Advisory Council will be found to have an excessive amount of money collected or received. PRAC is authorized to audit or investigate the status of funds of any local Advisory Council at any time.

Advisory Councils with excessive balances shall have thirty (30) days to:

1. Disperse the excess amount by spending the money for acceptable reasons defined above.
2. Donate the excess amount, or any portion of it, to the programming District in which the local facility is located. The District may, at its sole discretion, further allocate the money to include providing funds to other local facilities that are struggling financially.
3. Donate the excess amount, or any portion of it, to PPR. This donation may be a general donation or may be earmarked for any program or activity paid for by the PPR.
4. As PRAC, in consultation with PPR, may direct.

### COMPLIANCE

Local Advisory Councils shall have until September, 2014, to come into full compliance with this section.

### PENALTIES

The penalties for not complying with this section shall be:

PRAC, in consultation with PPR, may sanction and dissolve the Advisory Council and order its reorganization. During the interim, PRAC shall take possession of the Advisory Council's bank account and financial records and appoint a Trustee who shall, on PRAC's behalf, bring the Advisory Council into full compliance with this section.

**and/or**

PPR, at its sole discretion or by recommendation from PRAC, may withdraw the PPR's consent for the local Advisory Council to use any city-owned property in PPR's control to raise or receive funds of any kind

### DEDICATED FUNDS

Funds raised or received by an Advisory Council for a specific program or activity must, as a matter of course, be used to support that particular program or activity. This is referred to as a “dedicated fund” and should be documented as such in all financial reports as described below:

1. Advisory Councils will establish a Dedicated Funds ledger with a section for each program or activity fund. The ledger will be used to record the amount of money raised for each individual program and the amounts of expenditure.
2. Ledger entries for receipts and expenditures will include the date of the transaction, the source of the revenue and the type and purpose of any expenditure.
3. Once a dedicated fund has been established and funded by an Advisory Council, the PPR facility supervisor, in consultation with the Advisory Council treasurer, may spend those funds for the particular program or activity without further action from the Advisory Council unless the expenditure is greater than One Thousand Dollars (\$1000.00), in which case a decision of the Executive Board or a vote of the full Advisory Council is required.
4. A report of an Advisory Council's Dedicated Funds will be included as part of each Monthly Financial Report.

Recognizing that overall fiscal health of each Recreation Facility is more important than its constituent individual programs, an Advisory Council may, by majority vote at a proper public meeting, re-direct funds from one program to another making certain that the donor program will not be negatively affected by the loss of funds. In addition, an Advisory Council may, by majority vote at a proper public meeting, terminate a dedicated fund if the program or activity has been cancelled or is completed. Any balance remaining in a cancelled dedicated fund will be transferred to the General Fund of the Advisory Council. A proper entry in the minutes for the meeting where funds were transferred or where a dedicated fund has been terminated will be recorded, including the vote on the motion to do so.

In addition to dedicated program funds, all Advisory Councils will establish a General Fund. A General Fund will consist of monies that an Advisory Council may use at their discretion for purposes directly related to facility programs, the improvement of recreational activities at the

facility or in support of Philadelphia Parks and Recreation programs provided a majority vote at a proper public meeting decides to do so.

### PROGRAM FEES

Ideally, a local Advisory Council will have sufficient funds with which to operate a public program and will not have to charge any fee. However, if a fee for a public program is charged, the fee must not be more than a reasonable estimate of the cost of the program. This type of program is called a “Fee Program.”

When a fee program (not necessarily a public program) is established, the forms and conditions of the fee program contained in Appendix “T” must be completed and submitted to PRAC. A local Advisory Council is also required to submit updates on all fee programs as required per policy.

Any amount left in a dedicated fund for a public or fee program may, at the end of the program, be kept in the dedicated fund for that program. When the program starts a new session, the funds remaining from the old session must be used to calculate the fee. If the program is ended and no new session is contemplated, the local Advisory Council may close the dedicated fund and transfer the remaining amount to another program or to the General Fund. See Dedicated Funds section for more information on this.

The following dedicated funds are exempt from the above provisions:

1. Funds dedicated to programs that do not charge a fee provided that the balance in the dedicated fund does not exceed Two Thousand Dollars (\$2,000.00) or the cost of operating the program for one year, whichever is greater.
2. Funds from a donation(s) from a third party that has been properly documented and are dedicated by the donor for a specific program or purpose.

The purposeful transfer of funds from one or another dedicated fund and/or the creation of a dedicated fund that is not intended to actually commit funds for a defined reason, all for the sole purpose of avoiding compliance with this section, is prohibited.

### RECORDS AND REPORTS

Each Advisory Council is required to prepare and publish a Monthly Financial Report and a Monthly Petty Cash Report for each month in a calendar year, including the months in which the Advisory Council does not meet. The guidelines and instructions for filling out these forms, along with sample blank forms, are located in Appendix “N” of this manual. An advisory council

may use another format for reporting other than the forms in the appendix provided that the format used contains all of the information required on the forms.

The Advisory Council, in conjunction with the PPR facility supervisor, will establish the day of each month when the Monthly Financial Report and Monthly Petty Cash Report shall be prepared. On or close to that day, the PPR facility supervisor and the treasurer of the Advisory Council will meet to reconcile the bank account and petty cash fund and prepare the report. While it will not always be practical to prepare the report on the exact day each month (due to weekends, holidays, conflicting schedules, etc.), the report will be prepared within a five-day window preceding or following the date selected.

A copy of the Monthly Financial Report and Monthly Petty Cash Report will be made for each attendee at any scheduled public meeting of the Advisory Council.

A copy of the Monthly Financial Report and Monthly Petty Cash Report will be forwarded to PRAC no later than the 15<sup>th</sup> day of the month following the month for which the report was prepared. For the purpose of this paragraph, if these reports are received by the PPR district manager by the 15<sup>th</sup> of the month, they will be considered to have been submitted to PRAC on a timely basis.

A copy of the Monthly Financial Report and Monthly Petty Cash Report will be kept on file at the Recreation Facility with a copy sent to the PPR district manager, who will forward a copy to the PPR Administrative office. Any adult member of the public who is over the age of 18 may make arrangements with the PPR facility supervisor to review or examine the report at any convenient time.

The Monthly Financial Report and Monthly Petty Cash Report shall always be submitted together.

For purpose of the Monthly Financial Report, Advisory Councils may, at their discretion, round off cent amounts to the next highest or the next lowest dollar amount.

#### Authentication of Monthly Financial Report and the Monthly Petty Cash Report

The treasurer of the Advisory Council and the PPR facility supervisor are responsible for preparing the Monthly Financial Report and the Monthly Petty Cash Report each month.

The treasurer of the Advisory Council and the PPR facility supervisor at the facility are required to sign each part of the Monthly Financial Report and Monthly Petty Cash Report with his or her full signatures and titles. If the reports do not include the treasurer's signature they will be considered incomplete and the Advisory Council will be considered not to have prepared the required reports.



In the absence of the treasurer, the president of the Advisory Council will prepare and sign the reports. In the absence of the treasurer and the president, the vice president of the Advisory Council will prepare and sign the reports. In the absence of the treasurer, president and vice president, the secretary of the Advisory Council will prepare and sign the reports. If all of the officers are absent, PRAC, in consultation with the PPR facility supervisor, will appoint a person empowered to prepare and sign the reports.

By signing the Monthly Financial Report and Monthly Petty Cash Report, the treasurer or other competent person is verifying that the Advisory Council's funds are in proper order, that all revenue has been properly recorded, that all expenditures are proper and have been duly recorded and that all balances are correct.

### Supporting Documentation and Filing Requirements

Each Advisory Council will prepare a large envelope to contain supporting documentation for each Monthly Financial Report and Monthly Petty Cash Report. The outside of the envelope will be prominently marked with the date coinciding with the date of the monthly reports and the words "Financial Documents."

The Financial Documents envelopes will be filed in concurrent order and will be maintained at the facility. In no way shall this requirement be construed as an Advisory Council relinquishing its ownership of the documents and will, in no way, diminish the Advisory Council's proprietary rights to the documents notwithstanding the filing requirements.

The documents supporting the Monthly Financial Reports that will be filed in the envelope are:

2. Bank Deposit Receipts. The receipt or deposit ticket issued by the Advisory Council's bank when a deposit is made will be filed in the envelope. The total of all the deposit receipts MUST equal the "Total Receipts (Revenue)" line in the Revenue Section of the Monthly Financial Report.

The bank deposit receipts will be kept on file at the facility for a period of three (3) full calendar years.

3. Bank Statements. The monthly bank statement coinciding with the Monthly Financial Report will be filed in the envelope.

The bank statements will be kept on file at the facility for a period of three (3) full calendar years.

4. Bills and Invoices. Bills and invoices paid by check will be filed in the envelope. Each bill or invoice will be marked with the check number and the date of the check that was used to pay for the invoice.

The bills and invoices will be kept on file at the facility for a period of three (3) full calendar years.

5. Receipts for cash expenditures. A proper receipt must accompany each cash expenditure from Petty Cash. That receipt will be filed in the envelope. The receipt must be cross-referenced to the line on the Monthly Petty Cash Report. In the event a receipt for cash expenditure is lost, the treasurer of the Advisory Council and the PPR facility supervisor will both sign a note verifying that the money was actually spent for the purpose reported.

Receipts for cash expenditures will be kept on file at the facility for a period of three (3) full calendar years.

6. Receipts and funds received. Receipts for payments to the Advisory Council by members of the public (for fee programs, donations, etc.) will be filed in the envelope.

Receipts for funds received will be kept on file at the facility for a period of three (3) full calendar years.

PRAC or PPR may request and receive access to the files of all supporting documentation at any time and for any purpose.

Should an Advisory Council decline a request from the PPR, the PPR, at its option, may withdraw their recognition of the Advisory Council as the voice of the local community on parks and recreation.

Should an Advisory Council decline a request from PRAC, PRAC may, at its option, sanction or dissolve the Advisory Council for cause and order the Advisory Council to be reorganized.

### EQUIPMENT/PURCHASES

The Advisory Council will not make any purchases of equipment, materials, etc., or make any expenditure that is not directly related to the improvement and enhancement of the recreation program (including maintenance) and/or Recreation Facility. Additionally, the AC will not make any purchases without consulting the Facility Supervisor.

Any purchases made by an Advisory Council are deemed property of the City of Philadelphia. The PPR facility supervisor shall take and maintain a completed inventory of City equipment

obtained via an Advisory Council. Any Advisory Council that applies for an exception to this policy **must** apply by following the procedure outlined in Appendix “S” of this manual.

#### DISPOSITION OF FINANCES/SANCTIONS

Should an Advisory Council be suspended or dissolved, or should it become inactive for any reason, after consultation with Philadelphia Parks and Recreation, all funds and assets shall be frozen in place by PRAC. PRAC will immediately designate new signatories to the account until a new Advisory Council is established and functioning.

In addition, the president, treasurer and all other officers and any other Advisory Council members shall immediately turn over all records, books, receipts, checks, and checkbook, as well as any other material relating to Advisory Council operations (including minutes, constitution, bylaws, attendance records, voting records, eligibility sheets, etc.), to PRAC for safekeeping until a new Advisory Council is established and functioning.

Any Advisory Council that is inactive, suspended or dissolved, and all its members, is expressly prohibited from soliciting or accepting funds, donations, etc., and from authorizing the disbursement of, or spending of, any Advisory Council funds. They are prohibited from acting in any capacity, and at any function, as the official PRAC sanctioned Advisory Council recognized by PPR for any Recreation Facility. Such prohibitions shall continue until a new Advisory Council is established, and functioning. Violators of this provision may subject to legal action.

#### NON-EXISTENT OR NON-FUNCTIONING ADVISORY COUNCILS

Conducting financial matters in the name of an Advisory Council that does not actually exist or has ceased to function properly is strictly prohibited.

In all instances, the bank account, checkbook, bank statements and all other items automatically become the property of PRAC.

PRAC, as its option, shall appoint a Trustee to sign checks and administer funds until an actually functioning Advisory Council is in place.

## **Compliance Statement**

Failure of an Advisory Council to comply with the rules and regulations contained herein may result in sanctions imposed by PRAC to include dissolution of the Advisory Council and reorganization.

Failure of a PPR facility supervisor to comply with the rules and regulations contained herein may result in disciplinary action.

PRAC and all of the Advisory Councils shall come into full compliance with the rules and regulations contained herein no later than 30 days from the date of distribution.

Requests for extensions of this deadline will not be considered.

**City of Philadelphia**  
**Department of Parks & Recreation**

Advisory Council Manual Appendix

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## **Amendments, Exceptions and Grievances**

### **AMENDMENTS**

This manual may be amended only by the mutual consent of a joint committee comprised of PPR and the PRAC (the "Joint Committee"). It may not be amended by Advisory Councils.

Proposals for amendments may be offered by PPR, PRAC and/or Advisory Councils and should be forwarded up the respective chain of command for consideration by the Joint Committee.

All amendments to this manual must be approved in writing by the Commissioner (or the Deputy Program Commissioner) and the PRAC. All amendments will be distributed in writing by PRAC to the local Advisory Council.

### **EXCEPTIONS**

Any Advisory Council may petition PRAC in writing for an exception to any provision of this manual. The request will contain a detailed justification for the exception.

Requests shall be forwarded to PRAC via the PPR facility supervisor, district manager and regional manager, each of whom will indicate in writing that they have reviewed the request and their recommendation in that regard.

PRAC, in consultation with the PPR, will review all requests and will render a decision on the request. PRAC/PPR will confirm receipt of the request and will issue an initial or final response which must be received by the applicant within 30 days after the request is received. Any initial response will include a statement justifying and estimating any additional time that may be required to decide the request. In no case will the decision extend beyond 90 days from the date the request was received. If a decision is not made within 90 days, the application will be considered approved.

The decision of PRAC on all applications is final. There is no appeal.

### **GRIEVANCES**

Any Advisory Council or any individual council member may submit a grievance with PRAC against any action or decision of an Advisory Council on any subject. The grievance must be submitted in writing.

Grievances will be forwarded to PRAC via the PPR facility supervisor, district manager and regional manager, each of whom will indicate in writing that they have reviewed the grievance.

PRAC, in consultation with PPR, will review all grievances and will render a decision. The decision of PRAC on all grievances is final. There is no appeal.

## **Advisory Council FAQs**

### **What is an Advisory Council?**

The Advisory Council functions as a liaison between the facility staff, community, and city agencies to assure community input on a regular basis. They work in partnership with staff to serve as a source of volunteer leadership, evaluate community reaction to programming, introduce new and innovative programming, as well as conduct fundraising activities.

### **How do I become a member?**

Members of the public need only attend one Advisory Council meeting and have their name appear on at least one sign-in sheet to become a member of the Advisory Council. Advisory Council members may be elected to the offices of President, Vice-President, Treasurer, and/or Secretary, which are required in the structure of an Advisory Council, in which case there are further requirements to be eligible.

### **Do I have to be a member to go to a meeting?**

No, general meetings are open to all community members and once you attend one meeting, you are automatically a member of the Advisory Council.



## Advisory Council Volunteer Guide to Background Checks

1. Go to <https://opportunities.averity.com/phillyparkandrec>
2. Find and click on Philadelphia Recreation Advisory Council (PRAC).
3. Click on the Volunteer position.
4. Click "Apply for Position."
5. Fill out the form completely. You need your **social security number** and a **personal email address**.
6. Next, you will be brought to a screen stating that you agree to the background check. Check "I Agree" and type your **full name** in the box.
7. Lastly, you will be charged **\$8.50** for your application. To complete this step, you need a **credit card**.
8. Your facility will contact you upon receipt of the background clearances.

Thank you for your interest in volunteering!

## Removal Process for Advisory Council Member/Officer

The following is the Standard procedure for considering the removal of a member:

1. Charges must be brought and signed by at least three (3) voting members of the Advisory Council or any one (1) officer. A written report of charges must be distributed to all parties involved.
2. The president of the Advisory Council shall appoint three (3) Advisory Council members, other than the persons who are bringing the charges, to investigate the charges and prepare a written report.
3. A hearing shall be held before the Advisory Council officers, at which time the investigative report will be presented. Also, both the people bringing the charges and the member in question shall be given an adequate opportunity to present their arguments, including the presentation of witnesses.
4. The Advisory Council officers shall issue a written ruling in the matter. This shall be binding until the next general membership meeting.
5. At the next general membership meeting, the Advisory Council officers shall present their ruling to the full Advisory Council. At that time, both the people bringing charges and the member in question may address the full membership for a maximum of ten (10) minutes each regarding this issue.
6. All voting members of the Advisory Council shall vote, by secret ballot, to either accept or reject the officers' report. The count of the ballots shall be made before the meeting is concluded. The results of that vote are binding until the vote is appealed to PRAC.
7. If any member is removed from an Advisory Council, that member may appeal to the PRAC. Such an appeal must be made in writing, within ten (10) business days of the vote by the general membership of the Advisory Council. PRAC must conduct an investigation and collaborate with PPR management, and can either uphold the decision of the Advisory Council or reinstate the member. The whole process must be completed within thirty (30) days unless a timeframe otherwise mutually agreed upon by the parties is established.
8. In all cases where an Advisory Council member is removed, a full and complete report must be filed by the Advisory Council or, if an appeal is filed, by the PRAC. These reports must be filed with the PRAC, the PPR district manager, and the PPR regional manager.

The following is the ***Alternate procedure*** for considering the removal of a member:

There may be instances where local advisory council officers, facility staff or PPR management recommend that a member be removed, but do not feel it is in the best interest of the council to proceed with the removal process at the local level. In this case, it is the responsibility of the officer and/or PPR staff to act to remove the member by following the below procedure:

1. Filing written charges with PRAC, with copies to the local Advisory Council President and PPR management.
2. A hearing will be scheduled before PRAC, with the individual being considered for removal, the AC officers and PPR staff in attendance. At this time, all interested parties will be afforded the opportunity to present their case.
3. PRAC, in consultation with PPR, will issue a decision within 10 days of this hearing. The decision will be binding on all parties.

## **ELECTION PROCESS and ALTERNATE ELECTION PROCESS**

Every Advisory Council must abide by one of the below guidelines when planning for the nomination and election of Advisory Council Officers.

### **STANDARD ELECTION PROCESS**

1. Before the month of January, the president of the Advisory Council shall appoint a three-member (3) election committee from the Advisory Council membership. No present officer or anyone running for office may be a member of the election committee. The names of election committee members shall be announced at the next general membership meeting.
2. All voting members of the Advisory Council are eligible to be nominated for office with the following exceptions:
  - a. An officer of an independent group that is affiliated with the Advisory Council is not eligible to concurrently hold an Advisory Council office.
  - b. Elected governmental officers and candidates for elected office are not eligible for nomination.
  - c. Philadelphia Parks and Recreation permanent employees are not eligible for nomination. Retired employees must wait at least one (1) year before running for office.
3. During the month of January, the election committee shall compile a full and comprehensive list of all eligible members. The list must be prominently posted at the Recreation Facility and be made available to all Advisory Council members upon request.
4. Challenges to the eligibility list must be made in writing no later than the next Advisory Council meeting. The PPR facility supervisor will be given a copy of the final eligibility list. The cut-off for eligibility will be the date of the February Advisory Council meeting.
5. During the February Advisory Council meeting, nominations for office will be taken from the floor. Written nominations and seconds will be read aloud at the February general meeting. To be nominated, an eligible voting member must have his/her name placed in nomination by a voting member of the Advisory Council, and properly seconded by a voting member.
6. At the February meeting, the election committee shall announce the dates, times and location for the election. The location of the election must be at the Recreation Facility. The election should be held during the March meeting, unless prior approval from PRAC

is granted, and the election must be conducted by the election committee. The election committee shall provide public notice of this information by doing the following:

- a. Prominently posting this information at several locations in the Recreation Facility.
  - b. Notifying in writing, both the PPR facility supervisor and the district manager.
7. Prior to the March meeting, the election committee shall announce all valid-nominated candidates and the offices sought.
8. At the March meeting, all candidates will be given an equal opportunity to address the membership. This is a required meeting.
9. Voting shall be held during the March meeting by secret ballot. The election committee shall oversee the ballot. Absentee voting and proxy voting is not allowed and each eligible voting member must be signed in and checked off before voting. A PPR representative must be present. Eligible voters may cast only one vote.
10. The election committee shall tabulate the ballots in a public setting. A PPR representative must be present as an observer during the tabulation. The election committee shall publicly announce the results of the election at the conclusion of the meeting and post them on the facility bulletin board. All results, including vote totals, must be submitted in writing by the election committee to the PPR facility supervisor.
11. In the event of a tie vote, a run-off election will be conducted immediately. The election committee is bound by all the regulations in this section.
12. Five (5) days after elections, candidates shall assume office. There shall be a transition period until the next general meeting. The newly elected officers shall preside at the April general membership meeting.
13. Challenges to the election process should be made according to the following rules:
  - a. Challenges to the election must be received by any member of the election committee in writing within two (2) days of the announcement of the results. The election committee has five (5) days to rule on all challenges. (The election committee must consult with PRAC before ruling on any challenges).
  - b. In the event of serious problems or discrepancies not resolved satisfactorily by the election committee, either the election committee or any member of the Advisory Council can appeal to PRAC to contest the election. PRAC shall make the final determination in this matter.

## ALTERNATE ELECTION PROCESS

1. At its option and by a majority vote, an Advisory Council may use an alternate and simplified election process that may be more appropriate for their facility.
2. At the January meeting in an election year, nominations and seconds may be received from the floor. The incumbent Executive Board (President, Vice President, Treasurer, Secretary, other elected officers) and the Facility Supervisor will review the sign-in sheets for the previous year(s) and announce the eligibility of each nominee to run for office and each member eligible to vote in an election. This process shall be done publicly in full view and hearing of each member attending. At the adjournment of the January meeting, nominations for the office shall be closed. The Advisory Council shall publish a full list of nominees and the names of members who are eligible to vote.
3. All voting members of the Advisory Council are eligible to be nominated for office with the following exceptions.
  - a. An officer of an independent group that is affiliated with the Advisory Council is not eligible to concurrently hold an Advisory Council office.
  - b. Elected governmental officers and candidates for elected office are not eligible for nomination.
  - c. Philadelphia Parks and Recreation permanent employees are not eligible for nomination. Retired employees must wait at least one (1) year before running for office.
4. Challenges to the nominee list and the eligibility list must be made in writing no later than the last day of February. Challenges must be submitted to PPR and PRAC for determination.
5. At the March meeting, nominees for office shall be provided with an opportunity to address the meeting should they choose to do so.
6. Elections shall be held at the March meeting. The incumbent Executive Board and the Facility Supervisor shall count the ballots and announce a winner. Voting shall be done by secret ballot except for an office no opposition. In that case, by majority vote, the election may be done by voice vote or by unanimous consent.
7. Newly elected officers shall take office five (5) days after the election.
8. Challenges to the election must be made as follows:

- a. Challenges to the election must be received in writing by the Executive Board within two (2) days of the election results. The Executive Board has five (5) days to decide any challenges. The Executive Board must consult with PRAC before deciding any challenges.
- b. In the event of serious problems or discrepancies not resolved satisfactorily by the incumbent Executive Board, any member of the Advisory Council may appeal to PRAC to contest the election. PRAC shall make the final determination.

## **Instructions for Completing Monthly Financial and Petty Cash Reports**

### Monthly Financial Report

The Monthly Financial Report shall record all transactions involving the Advisory Council's bank account from the day following the date of the previous report. Since all funds from any source and in any form are required to be deposited in the Recreation Facility's bank account before use, this part of the report will include the overall financial standing of the Recreation Facility for that month.

The Treasurer or representative of the Advisory Council will sign at the bottom of the Monthly Financial Report. The PPR facility supervisor and the PPR district manager will sign verifying they have reviewed the report.

All Monthly Financial Reports must include the following:

1. Revenue Section:
  - a. Balance from previous month
  - b. All sources of revenue by Dedicated Fund, Program Name or Other Source (Grants, Donations, Special Events)
  - c. Total Monthly Revenue
  - d. Total Funds Available (must equal the balance from previous month plus the total monthly revenue)
2. Expenditures Section
  - a. All Dedicated Funds and Balance at Beginning of Month
  - b. All Expenditures by Dedicated Fund (with check # and date, or "total" for groups of expenditures)
  - c. Total of checks written to Petty Cash, with check numbers
  - d. Total Monthly Expenditures
3. Totals Section
  - a. Total Funds Available minus Total Monthly Expenditures = End of Month Balance

### Monthly Petty Cash Report

The Monthly Petty Cash Report will record all transactions in the month that were paid in cash.

No more than \$500 may be deposited in the Petty Cash Fund at any given time.

The only source of revenue for the petty cash system is a check drawn against the Advisory Council's bank account. Therefore, each check number and the date of each check will be



recorded on individual lines under "Revenue" with the amount of each check recorded to the right on the same line. These checks should be made payable to the PPR facility supervisor or Advisory Council treasurer.

The treasurer or representative of the Advisory Council will sign at the bottom of the Monthly Petty Cash Report. The PPR facility supervisor and the district manager will sign verifying that they have reviewed the report.

All Monthly Petty Cash Reports must include the following:

1. Revenue Section
  - a. Balance from previous month
  - b. All Petty Cash brought in during the month listed individually with each check number, date and amount
  - c. Total Petty Cash Available (must equal balance from previous month and totals of monthly petty cash checks)
2. Expenditures Section
  - a. List each cash expenditure made during the month, along with the amount spent, the purpose, and the dedicated fund it was charged against. A proper receipt must accompany each cash expenditure and the AC should notate receipts and report with a cross-reference number.
  - b. Total Expenditures
  - c. \*Once Petty cash is distributed against dedicated fund, this must be reflected in the follow monthly report under "dedicated funds."
3. Totals Section
  - a. Total Petty Cash Available minus Total Petty Cash Expenditures = End of Month Petty Cash

# SAMPLE FORMS





(Name) Advisory Council  
Organization Address  
Organization Phone Number

**PAYMENT VOUCHERS**

1. **OFFICE/COMMITTEE** \_\_\_\_\_
2. PAY TO \_\_\_\_\_
3. FOR \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. CHARGE TO \_\_\_\_\_
5. REQUESTED BY \_\_\_\_\_
6. COMMITTEE CHAIRPERSON/OFFICER \_\_\_\_\_  
SIGNATURE DATE

**VOUCHER NO.**                      **CHECK NO.**                      **DATE**

CHECK ISSUED BY \_\_\_\_\_  
SIGNATURE DATE

**DIRECTIONS**

- A – Complete items 1 through 6
- B – Submit voucher with receipts and/or statement to the president.
- C– Upon approval, the president will sign the voucher and will submit it with his signature to the treasurer for the drafting of a check for payment.
- D – The treasurer will send the check to the president for his signature.
- E – The president will forward the check to the person making the request for payment.

**REQUISITIONS FOR FUNDS**

**Requestor:** \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_

DATE REQUIRED \_\_\_\_\_

Reason: (If the request is for more than \$100.00 attach an itemized budget). If this was previously included in an approved budget, attach the approved copy.

SIGNATURE OF REQUESTOR \_\_\_\_\_

APPROVAL SIGNATURE/S \_\_\_\_\_

\_\_\_\_\_

## Application for Exemption from Equipment/Purchases Policy

Any purchases made by an Advisory Council are deemed property of the City of Philadelphia. The PPR facility supervisor shall take and maintain a completed inventory of City equipment obtained via an Advisory Council.

Any Advisory Council that applies for an exception to this policy **must** include the following with their application:

1. A copy of a liability insurance policy in the **minimum** amount of one million dollars (\$1,000,000.00) for any item the Advisory Council claims to own that is stationary or non-movable (weights, gymnasium equipment, televisions, public address systems, etc.) and a liability insurance policy in the **minimum** amount of two million dollars (\$2,000,000.00) for any item the Advisory Council claims to own that is moveable or mechanical (lawn mower, snow blower, leaf blower, etc.) These are the **minimum** amounts for **EACH ITEM THAT ADVISORY COUNCIL CLAIMS TO OWN**. Both policies must include the City of Philadelphia as an additional insured.
2. Documentation that proves that at least one year's premiums have been paid in full
3. A statement, certificate or other binding legal document, signed by all the incumbent officers of the Advisory Council, holding the City of Philadelphia, its employees, officers, agents and representatives harmless from any claim, act or proceeding related to or based upon any claim for injury or damage caused by any item owned by the Advisory Council, or its use, and must forever discharge the City of Philadelphia, its employees, officers, agents and representatives from any and all claims, in law or in equity.
4. Two (2) copies of a stick-on that **must** be applied to each item the Advisory Council claims to own. The stick-on **must** be professionally printed and **must**, in clear and concise language, inform the public that the City of Philadelphia has no liability for damage or injury caused by the item, or its use. The stick-on **must** include the full name and contact information for the incumbent Advisory Council officer who is authorized to receive and process claims.
5. All of the information contained above must be resubmitted each year or whenever the liability coverage is renewed or changed or when an annual premium payment is paid in full or whenever a new item is added to coverage or when new Advisory Council officers are elected.



## PHILADELPHIA PARKS & RECREATION

### *POLICY STATEMENT – FEE CLASSES*

There are to be no fees charged for any activities in Parks & Recreation other than those which are listed below or to defray specific costs of transportation, admission fees on a per occasion basis. *Exception to this policy will be considered only in the following three cases:*

1. Where there is a need for a particular teaching skill or level of accomplishment in an activity requested by the community, and that skill is unavailable utilizing PPR staff – a fee may be charged to hire an instructor.
2. Where an activity is requested by the community and the *equipment, materials, or supplies* are unavailable through PPR, or are very expensive—a fee may be charged to cover the cost of obtaining the required materials.
3. When PPR is unable to provide sufficient level of staff to support the size of the program, fees may be charged to support the hiring of supplemental staff.

When the conditions in the above cases are met, *and the local advisory council is unable to raise the required funds*, the following guidelines must be employed before the class is instituted:

1. There should be a demand and need for the specific special program at the facility.
2. The teaching skills and supplies should be sought and found to be not available through PPR.
3. Utilizing the proper request form, written requests for approval to initiate these classes on a fee basis must be obtained from the Regional Manager, forwarding the request through the District Manager, and subject to the approval of the Program Deputy, or designated representative. There are to be no fee classes established without the written approval of the Regional Manager. Failure to follow this procedure may result in disciplinary action.
4. Registration for all special fee classes must be handled by the existing staff at the facility; and the fees that are paid, whenever possible, should be collected in the presence of a PPR staff member and an Advisory Council member. However, if PPR personnel handle such fees individually, **they must issue payment receipts**. Furthermore, fees should never be paid directly to the teacher.
5. The amount of the fee for a specific class should be established based on PPR's Fee Class Guidelines and agreed upon by the instructor, the Facility Supervisor, and the Advisory Council.
6. After a reasonable fee is determined, it must be approved by the District Manager. All required information should be stated in the request for approval submitted to the Regional Manager.



The above policy is to provide the subject training, expertise, or supplies where needed—but not to permit our facilities to be used as private studios for the personal profit of a teacher or special interest group.

In all cases an Application and Permit for Fee Class Form must be completed before classes may begin. All Fee Classes must have an established Dedicated Fund and be reported on the Monthly Financial Report.

**Liability insurance is MANDATORY for all fee teachers.**

Liability insurance coverage is available at a nominal cost for all fee class teachers (\$3.25 per participant, subject to change). The insurance is in effect only for those registered class teachers and participants. It is the responsibility of all Facility Supervisors with fee classes conducted by instructors *who are not PPR employees*, to keep all information on file with PPR updated on a monthly basis and maintain all records of individual participants at the facility by using the Participant Waiver Form.

One teacher may be substituted for another; however, an additional \$3.25 (subject to change) must be paid for each additional participant above the number originally submitted. The Application and Permit for Fee Class Form and the enrollment sheets must be kept up-to-date.

**NO FEE CLASSES MAY BE HELD AT ANY FACILITY UNLESS THE TEACHER IS COVERED BY LIABILITY INSURANCE.**

All checks for liability insurance may be made payable to the *Philadelphia Recreation Advisory Council (PRAC)* and forwarded to your District Manager.

Teachers may carry their own liability insurance, in minimum of \$1,000,000.00 – and must hold the City of Philadelphia harmless. Policy copy must be kept on file.

The term “fee class” is also extended to all day camps whose instructors are not on the official City payroll.

Individual advisory councils involved with fee teachers must pay a yearly \$20 fee to the Philadelphia Recreation Advisory Council (PRAC).

**IT SHOULD BE NOTED THAT THESE PROCEDURES DO NOT APPLY TO THE COLLECTION OF FUNDS FOR ACTIVITIES OR LEAGUES INVOLVING OFFICIALS’ FEES, FORFEIT FEES, AWARD FEES, AND THE LIKE, UNLESS THE CLASS OR ACTIVITY DIRECTOR RECEIVES A FEE.**



**PHILADELPHIA  
PARKS & RECREATION**

**Application and Payment for Fee Class**  
*Fee Class Teacher Scale*

Type of Fee Teacher	Qualifications	Hourly Rate Range	Max Hours per Week
Youth	Youth	\$7 to \$10	20
Adult	Standard	\$11 to \$20 (Graduated Scale)	20
Adult	Specialized	\$20 to \$25 (Graduated Scale)	10
Adult	Highly Specialized	Exception Request	5

*Program Information*

Facility			
Type of Program			
Name of Program			
Fee Charged to Participants	\$ _____ per _____ (class, week, session)		
Hourly Rate for Instructor	\$ _____	Qualifications (circle one) Youth   Standard   Specialized   Highly Specialized	
Hours Per Week for Program		Session Length	

*Participant Information*

Number of Participants Expected		Fee Included with this Application (\$3.25 x # of Participants)	\$ _____
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Facility Supervisor Signature: \_\_\_\_\_

Management Approval: \_\_\_\_\_