

	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> COR.02.05
		<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.02.05 of Feb 03, 2010	
	<b>SUBJECT:</b> <b>ADMINISTRATOR ACTIVITY TRUST FUND</b>		Page 1 of 2

## 1.0 PURPOSE

To establish procedures governing the control of the Administrator Activity Trust Fund.

## 2.0 SCOPE

This policy applies to all correctional facilities within the Department.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

Departmental Policy & Procedure (P&P) COR.14.02, Inmate/Work Program/Compensation.

## 4.0 POLICY

A system shall be established for the control of all earned income accumulating from money-raising activities at each correctional facility. The Warden shall have the authority to direct all expenditures from this fund. Such expenditures shall be for the sole purpose of providing benefits for all inmates. No individual inmate and no employee shall benefit from this fund.

## 5.0 PROCEDURES

- .1 Each branch shall deposit all money accumulated for this fund with the State Treasury.
- .2 Each branch shall maintain bookkeeping records and accurate accounting for the money of the Administrator Activity Fund.
- .3 All receipts from the following sources shall be deposited into the Administrator Activity Fund.
 

Net Profit received in the Inmate Store Account.
- .4 All expenditures from the trust fund must be made by voucher following existing State procedure.

**NOT CONFIDENTIAL**

