

**HUMAN RESOURCES, ERFC**

**Employee Benefits**

**Administrative Expenses**

This policy supersedes Policy 4775.2

**I. PURPOSE**

To establish a policy for the approval of expenses by the trustees and staff members of the Educational Employees' Supplementary Retirement System of Fairfax County (ERFC) in order to comply with the School Board's supervisory responsibilities under Section 3-4-2 of the Code of the County of Fairfax.

**II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

This policy has been reviewed, and there are no changes at this time.

**III. APPROVAL OF ADMINISTRATIVE EXPENSES**

The Division Superintendent is authorized to establish procurement, accounting, and reporting procedures for the expenditure of funds by the ERFC trustees and staff members, which shall be consistent with the trustees' independent responsibilities to administer the system pursuant to the Code of the County of Fairfax.

Legal Reference: Chapter 3, Article 4, Section 3-4-2 of the Code of the County of Fairfax

Policy  
adopted: April 30, 1992  
Corrected: April 16, 1996  
Corrected: December 7, 2001  
Corrected: October 18, 2002  
Corrected: December 9, 2002  
Reviewed: January 27, 2009