

ASSOCIATED STUDENTS AGENCY FUND APPLICATION INSTRUCTIONS

According to the State*, each trust fund or agency fund established should be supported by an authorizing document, which will remain on file in the Associated Students (A.S.) Accounting & Financial Services Office. This Agency Fund Application serves as that document and states the type of fund, source of income, purpose of the fund, time constraints, persons authorized to withdraw or expend funds, sample signatures, reporting requirements, instructions for closing the fund, and disposition of balance in the fund. This documentation will be retained until the fund is dissolved. Please type or print neatly, in blue or black ink, except where signatures are requested.

DESCRIPTION OF THE PURPOSE OF THE FUND

Please indicate why an agency fund is needed (for example, to learn more about the field of biology).

SOURCE OF REVENUE

Indicate the sources of dollars (from fundraisers, dues, sponsorships, etc.) that will be deposited into this fund.

EXPENDITURE CATEGORIES

Indicate the type of expenditures that will be made from the fund (e.g., printing, equipment, salaries, personal services, etc.) Disbursements from an agency fund should be made only for the purpose for which the agency fund was established.

FUND DURATION

Please indicate the approximate date the fund will close, or write “indefinitely” if the fund is expected to be permanent.

DISPOSITION OF FUNDS

Please indicate whom to contact if the fund ever becomes inactive (i.e. no transactions in any fiscal year). Any fund left inactive for three consecutive fiscal years will be closed, and any remaining balance will be transferred to the State of California Controller’s Office.

SIGNATURES REQUIRED TO ESTABLISH FUND

These signatures indicate that the signer has reviewed the request to establish or modify an agency fund and is in agreement with the need for the fund, the stated purpose for the fund, and/or the change requested.

<i>Officer:</i>	Required for chartered clubs, groups, or organizations with elected officers.
<i>Additional Signer:</i>	Optional. Another officer of the chartered club, group or organization.
<i>Fund Advisor:</i>	Authorized to sign requisitions, disbursements, and contracts. Advisor’s signature affirms signature of officer and adherence to purpose of account.
<i>A.S. General Manager:</i>	Reviews fund request for congruence with A.S. policy.
<i>Dean/ Financial Manager:</i>	Required for funds managed by colleges, college departments, or administrative units or their departments.
<i>University Controller:</i>	Reviews fund request for conformity with campus and CSU policy.

* Per State Administrative Manual (SAM) 19440.1

ASSOCIATED STUDENTS AGENCY FUND GUIDELINES

FUND BALANCES

Fund must be opened with a deposit of no less than \$25. A \$10 minimum must be maintained in the fund to keep it from being automatically closed.

FUND FEES

At this time, the Associated Student (A.S.) does not charge an additional administrative fee on agency funds. However, that may change in the future. Appropriate notice will be given in the future if/when a fee is approved.

USE OF THE FUND

Fund holders may use the fund only for the purpose listed in the application but, never for the purchase of alcohol, tobacco, or firearms.

DEPOSITS

Complete an A.S. deposit slip, and deliver it to the A.S. Accounting & Financial Services. Please list the currency and checks attached, the source of the funds, and/or the reason for the deposit. Also include the person responsible for the deposit, and his/her telephone number. Please do not carry large amounts of cash without an escort from Campus Police. Checks must be made payable to "Associated Students", or "A.S.". Checks should have the department number written on the back if your organization doesn't have a preprinted endorsement stamp. Those organizations that generate a large volume of checks to be deposited may request an official endorsement stamp from the A.S. Accounting & Financial Services. If approved, the organization will be charged the actual cost of the stamp.

WITHDRAWALS

Withdrawals are made from the fund by presentation of a properly completed, and authorized A.S. expenditure request. The process typically takes 5 – 7 working days from the time the document is authorized by your fund advisor, and is delivered to the A.S. Accounting & Financial Services. Expenditure request forms are available on the A.S. website, under Forms, or you can pick up the form at the A.S. Central Office at x2477 and also at the A.S. Accounting & Financial Services Office. To complete the form, please provide the following: date, amount, payee, payee address, account number, fund number, department name and number, and then a description of what you are purchasing, often an invoice number, or other reason for the disbursement. Attach the appropriate back-up documentation. The person requesting the payment must note whether the payment is to be picked up, or mailed. A contact phone number must be provided in case there are questions regarding the disbursement. The fund advisor must approve the expenditure request before it is presented at the A.S. Accounting & Financial Services for processing. By signing the expenditure request, the advisor is acknowledging that the expenditure falls within the guidelines for which the fund was established.

Purchase orders can be used to guarantee payment. If you are doing business with a vendor that requires a purchase order, check off that box on the expenditure request form.

Campus services require a service requisition in order to obtain services. Bring your completed service requisition, including estimated amount and fund advisor signature, to A.S. Accounting & Financial Services for processing and approval.

Cash withdrawals are not available from the fund. Checks are issued on a scheduled basis. If you need a check issued on an emergency basis, please fill out the expenditure request in the normal manner. When presenting it at the A.S. Accounting & Financial Services, state your need for an expedited check. The staff will attempt to accommodate your need whenever possible.

MONTHLY STATEMENTS

A statement of your fund and account activity will be issued at the beginning of each month. The detail will include all activity that was processed in the prior month. Statements will be sent to the individual who was designated to be the fund statement recipient on the agency fund application. Please check over your statement each month, and inquire about any discrepancies between the fund statement, and your records. It is your responsibility to ensure that your fund and account balances are correct.