

# California State University, Fresno Foundation

## Operating Trust Account Application

This account will be governed by the Foundation's account policy which can be viewed at [Account Policy 03-1.pdf](#)

<input type="checkbox"/> New Account <input type="checkbox"/> Close Account <input type="checkbox"/> Signature Change <input type="checkbox"/> Renewal/Revision of Existing Account # _____			
Name of Account:			
College/School/Division/Area:			
Start/Renewal/Close date:			
Ending Date: (Maximum three years)			
Source of Funds:	<input type="checkbox"/> Gifts/Donations*                        • <input type="checkbox"/> Interest Income                        • <input type="checkbox"/> Fees for Service** <input type="checkbox"/> Sale of Products or Goods**                        • <input type="checkbox"/> Student fees for University sponsored graduation ceremonies** <input type="checkbox"/> Workshops/Conferences/Seminars/Institutes/Non-credit or credit courses** <input type="checkbox"/> Other (please describe) _____		
Allowable expenditures:	<input type="checkbox"/> Community relations • <input type="checkbox"/> Salaries, wages & benefits • <input type="checkbox"/> Supplies • <input type="checkbox"/> Travel <input type="checkbox"/> Stipends • <input type="checkbox"/> Equipment • <input type="checkbox"/> Other, (please describe) _____		
Who is authorized to determine use of unexpended funds upon dissolution of account?			
Is there a contract/agreement associated with this account?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, attach a copy)		
Were these funds received through a Philanthropic Grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Refer to: <a href="http://www.fresnostatenews.com/ORSPguides/">http://www.fresnostatenews.com/ORSPguides/</a> )		
Purpose for which funds will be used:			
Provide examples of services/ activities to be supported by this account:			
Will activities supported by this account be held in campus owned or leased facilities?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will this account be used <u>solely</u> in connection with sponsored programs or grants?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Which entity's policies will govern conduct of activities supported by this account? (Who has oversight?)			<input type="checkbox"/> University <input type="checkbox"/> Foundation
<b>Signatures</b>			
Prepared by:	Name:	Phone No.:	Date:
Authorized Signer:	Name:	Signature:	Date:
Authorized Signer:	Name:	Signature:	Date:
The authorized signers agree not to overdraw the account without prior written approval from the Foundation. (Attach separate sheet for additional signers.)			
Dean ✍:		Date:	
Vice President or President ✍:		Date:	
The Dean and the Vice President for your college/school/area must sign all applications.			
* Vice President for University Advancement ✍:		Date:	
↑ (Required only if a source of funds is donations) ↑			
Assoc. Vice President for Financial Services ✍:		Date:	
↑ (Confirm EO 919 Compliance) ↑			
Type of Funds Code (Assigned by University):	By:	Date:	
<b>Foundation Use Only</b>			
New Account No.:		Date established:	
Foundation Financial Services ✍ :			

\*\* Refer to accompanying instructions. In accordance with Chancellors' Office Executive Order 919 these activities may be required to be associated with a University trust account.

# California State University, Fresno Foundation

## Operating Trust Account Application Instructions

This account will be governed by the Foundation's Account Policy which can be viewed at

<http://www.auxiliary.com/Foundation/documents/ACCOUNTPOLICYCIRC03-1.pdf>

### Procedures:

Trust accounts support the operating purpose of the University. The source of funds deposited to these accounts includes donations and interest income and may include program income – subject to compliance with CSU Executive Order 919. An administrative handling fee, currently 8%, is assessed on these accounts. This is a one-time assessment on all revenues, excluding donations, interest income allocations, and transfers between Foundation accounts. Transfer of funds from sponsored program accounts are subject to approval by the Foundation's Director of Financial Services.

University Vice Presidents have the primary responsibility for approval and use of trust accounts in their respective areas. If donations are a source of funds then the Vice President for University Advancement must review and approve the trust account application. The Associate Vice President for Financial Services must approve all trust applications for compliance with CSU Executive Order 919. The University President approves any new accounts that do not fall directly under one of the Vice Presidents.

Under no circumstances will any Petty Cash/Change Funds be opened, maintained, funded, or reimbursed using Foundation Trust Accounts. Petty Cash/Change Funds may be established with University in accordance with University Petty Cash/Change Fund procedures and regulations.

<http://www.csufresno.edu/accountingservices/policies/pro-petty.shtml>

Any trust account overdrafts must be approved, in advance and in writing, by the Associate Vice President for Auxiliary Operations and Enterprise Development. Overdrafts are considered loans and will be treated accordingly. Interest will be charged against the trust account while the account is overdrawn, subject to the terms of the Foundation's Loan Policy.

Trust account funds are held in non-interest bearing accounts. As a service to the trust account owner, the Foundation, given an authorized request, will invoice third parties on behalf of the trust account. The Foundation will also make reasonable attempts to collect outstanding Accounts Receivable.

### **The form must be completed in all areas before being submitted for approval:**

- Name of Account – Title to be used for the account.
- College/School/Division/Area – Self explanatory.
- Start/Renewal/Close Date – Use current date.
- Ending Date – The maximum term for a Foundation Operating Trust Account is three years. Foundation personnel will facilitate the renewal process.
- Source of Funds – Check the boxes that apply (only revenue sources checked will be allowed).
  - If Donations box is checked – V.P. for University Advancement must sign.
- Allowable expenditures – Check all boxes that apply (only expenditures checked will be allowed).
- Disposition of unexpended funds – Where will remaining funds be moved to when this account is closed?
- Contract or agreement – Yes or No. If yes, applicable contract or agreement must be attached.
- Philanthropic Grant – Yes or No. Were these funds received through a Philanthropic Grant? Refer to <http://www.fresnostateneews.com/ORSPguides/> for additional information.
- Purpose – Why is this account being established?
- Sample activities – List examples of activities that will be supported by this account.
- Use of Campus owned or leased facilities – Yes or No.
- Connected with sponsored programs or grants – Yes or No. Is this account's sole purpose to support a sponsored program or grant?
- Which entity's policies govern conduct of activities – Does the University or Foundation's policies govern the conduct of activities supported by this account (i.e. which entity has control)?
- Authorized signers – Print or type name, sign and date. If additional signers attach separate sheet.
- Approval signatures – Obtain all required signatures (except the Assoc. V.P. for Financial Services) before returning to the Foundation office.

**IF THE ACCOUNT CHANGES, FOR ANY REASON, A NEW APPLICATION MUST BE COMPLETED.**