

CALIFORNIA STATE UNIVERSITY, FRESNO FOUNDATION

Policy No. 2003

Trust Account Policy (Formerly "Account Policy")

This policy is applicable to the following auxiliary corporations:

- Agricultural Foundation
- Association
- Associated Students, Inc.
- Athletic Corporation
- Foundation
- Programs for Children

REVISION RECORD

Date	Type	Approval Authority
6/3/10	New	Approved by Board of Governors
12/11/14	Revision	Approved by Board of Governors
3/30/17	Revision	Approved by Board of Governors

DOCUMENT CONTROL

Document Control Number:
Policy 2003

Next Review Date:
February 2020

Responsible Position(s):


Deborah S. Adishian-Astone
Executive Director


Keith Komps
Director, Foundation Financial Services

PURPOSE

The purpose of this policy is to articulate the terms and conditions governing the creation and use of trust (agency) accounts held by the Foundation for campus programs.

Trust accounts - otherwise known as "campus program" or "agency" accounts - are non-general fund receipts held in trust by the Foundation on behalf of the University.

STATEMENT OF POLICY

Consistent with CSU Executive Order 1059, the following sources of non-General Fund receipts are allowable to be deposited into a Foundation trust (agency) account: gifts, grants and contracts, non-credit course fees (including goods and services) if provided by the Foundation.

The maximum term for an account is three (3) years. A request to renew the trust account may be submitted prior to the end of the three-year term. Accounts will be closed and the account signatory and responsible campus officer notified if there is no activity for more than one (1) year. The University's Chief Financial Officer (or designee) approves all new and renewing trust account applications to ensure compliance with CSU Executive Order 1059.

A six percent (6%) administrative handling fee is assessed on revenue deposited into these accounts. This is a one-time assessment on all revenues, excluding gift income (donations), interest income allocations, and transfers between Foundation accounts. Transfers of funds from sponsored program accounts are subject to prior approval by the Director of Foundation Financial Services.

Any contracts or agreements in the name of the Foundation must be reviewed in advance by Foundation Staff Counsel, and must be signed by authorized signatories as approved by the Foundation Board of Governors. These include, but are not limited to, any type of agreement for space leases, copy machine leases, consultant agreements, equipment purchase agreements, etc.

Trust accounts are non-interest bearing. As a service, the Foundation, upon request, will invoice third parties on behalf of the trust account. The Foundation will also make reasonable attempts to assist in collecting outstanding Accounts Receivable.

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

Any trust account overdrafts must be approved in advance by the Director of Foundation Financial Services and the Executive Director.