Cost Recovery

• Procedures for County Extension Agents
Principles and Expectations

• Partial cost recovery is essential to maintaining and reinforcing Extension’s program delivery network.

• A strong program delivery network is essential to the success of Extension.

• Extension’s strength and success benefits AgriLife Extension employees, our partners, the people of Texas, and our nation.
Principles and Expectations

• Program priorities are driven by our strategic plan.

• Programs will be identified for cost recovery during the program planning process.
For programs identified for cost recovery:

- If participant fee is $100 or less, cost recovery due to the agency is $10 per participant
- If participant fee is more than $100, cost recovery due to the agency is 10% per participant
Cost Recovery Resources

ExtensionCostRecovery.tamu.edu

- Guidelines
- Procedures
- PowerPoints
- Forms and templates
- Event budget planning worksheet
- Best practices for Cash Management
- Other links and resource materials
Cost Recovery

Three scenarios for management of cost recovery due to agency

1. Through local committee
2. Through Extension district office
3. Through Extension Conference Services
Scenario 1 - Through local committee

**Cost Recovery Process**

The **agent** provides leadership to program planning and implementation. Agent calculates cost recovery amount due to agency and communicates information to committee.

The **local committee** plans and manages event details following “Best Practices for Cash Management”, which includes collecting, receipting, and depositing participant fees; producing registrant list; and paying invoices for event expenses.
Scenario 1 - Through local committee

Cost Recovery Process

For each event, the lead agent will:

• Obtain participant list from committee.
• Retain participant list for three years per record retention guidelines.
• Calculate amount of cost recovery due from committee to agency.
• Prepare and submit event report forms.
Cost Recovery Process

Two options for assessing cost recovery to committee:

- **Option A** - no invoice required. Committee issues check without requiring an invoice.

- **Option B** - invoice required. Committee requires an invoice before issuing check.
The lead agent will:

- Go online to the cost recovery resource webpage. Select, complete, print, and sign *event report form with deposit form*
- Obtain committee check for cost recovery amount due to agency
- Endorse check “For Deposit Only- Extension Account 210410”
- Provide committee a receipt for check
- Mail *complete packet* to AgriLife Cash Management Office
Event Reporting – County Programs – Committees

Date: 

AgriLife Administrative Services – Cash Management
2147 TAMU
To: College Station, TX 77843-2147

Primary Contact Information
Agent: 
(Name of Agent Coordinating Event)
County: 
(Name of County)
District #: 
District Code: 

Event Name: 
West Plains Ag conference
Event Date: 
Jan 27, 2010

Cost Recovery Fee Determination- ($10 or 10% whichever is greater)
Number of participants 
Fee per participant 

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Recovery ($10.00 if participation fee &lt; or = $100 per participant)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Cost Recovery (10% if participation fee &gt; $100 per participant)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Cost Recovery amount ( # of participants X cost recovery)</td>
<td>$270.00</td>
</tr>
</tbody>
</table>

Receipt Info

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt Number</td>
<td>735212</td>
</tr>
<tr>
<td>Date of Receipt (mm/dd/yyyy)</td>
<td>02/15/2010</td>
</tr>
</tbody>
</table>

Agent Coordinating Event
Signature: 
Date: 

ORIGINAL SIGNATURE AND DATE REQUIRED
Deposit Form

AG-231 (1/11)
Texas A&M AgriLife
Administrative Services – Cash Management

Deposit Form – Committee

Enclosed are monies consisting of:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>210410-603 0544</td>
<td>$270.00</td>
</tr>
</tbody>
</table>

For Deposit With:

- 07 AgriLife Extension Service

Auto filled from event report form

West Plains Ag Conference
## Deposit Form

<table>
<thead>
<tr>
<th>Receipt Number</th>
<th>Receipt Date</th>
<th>Name and Date of Event</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>735212</td>
<td>02/15/2010</td>
<td>West Plains Ag conference</td>
<td>$270.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 27, 2010</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$270.00</strong></td>
</tr>
</tbody>
</table>

**Submitted by:**

**John Doe**

**Fiscal Approval**

Signed: 

Date: 

Original signature and date required.
Scenario 1- Through local committee

Option A- no invoice required

1. Committee makes check payable to: Texas AgriLife Extension - Account 210410
2. Agent provides receipt to committee
3. Agent endorses check “For Deposit Only, Extension account 210410”
4. Agent mails complete packet to:
   AgriLife Cash Management 2147 TAMU
   College Station, Texas 77843-2147
Scenario 1- Through local committee

Option A- no invoice required

Complete packet submitted to Cash Management includes all of the following:

1. event report form
2. committee check
3. pink copy of receipt
4. deposit form
Scenario 1- Through local committee

Option A- no invoice required

Packet is received by **Cash Management office** which processes deposit, and scans copy of event report form and deposit form into the district Laserfiche folder

**District office** uses these documents to prepare monthly event report summary due by the 15th of the following month
The lead agent will:

- Go online to the cost recovery webpage. Select, complete, print, and sign *event report form with request for invoice form*

- Mail or email **complete packet** to AgriLife Cash Management Office
**Event Reporting – County Programs – Committees**

**Date:**

**To:** College Station, TX 77843-2147

**Primary Contact Information**

- **Agent:**
  - (Name of Agent Coordinating Event)
  - **John Doe**

- **County:**
  - (Name of County)
  - **Lubbock County**

- **District #:**
  - District Code:
  - **02**

- **Event Name:**
  - West Plains Ag conference

- **Event Date:**
  - Jan 27, 2010

**Cost Recovery Fee Determination- ($10 or 10% whichever is greater)**

<table>
<thead>
<tr>
<th>Number of participants</th>
<th>Fee per participant</th>
<th>Cost Recovery ($10.00 if participation fee &lt; or = $100 per participant)</th>
<th>Cost Recovery (10% if participation fee &gt; $100 per participant)</th>
<th>Total Cost Recovery amount (# of participants X cost recovery)</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>35.00</td>
<td>10.00</td>
<td>0.00</td>
<td>270.00</td>
</tr>
</tbody>
</table>

**Agent Coordinating Event**

- **Signature:**
- **Date:** 18

**Note:**

Original Signature and Date Required
Agent must complete this information so committee can be invoiced.

**Committee Name:** ABC Committee

**c/o: Committee Contact:** Jim Howard

**Address Line 1:** Smithville, TX 77777

**Address Line 2:** 312 Main St

**City/State/Zip:**

**Committee Phone Contact:** 936-878-2222

**Committee Email Address:** Jhoward@aol.com

<table>
<thead>
<tr>
<th>Event Name for Invoice</th>
<th>Event Date</th>
<th>Amount to Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Plains Ag conference</td>
<td>Jan 27, 2010</td>
<td>$270</td>
</tr>
</tbody>
</table>

Total to Invoice: $270
Agent mails or emails complete packet to:

- Address
  AgriLife Administrative Services - Cash Management
  2147 TAMU
  College Station, Texas 77843-2147

- Email address: agcash@tamu.edu
  Subject line must state “Invoice Request”
Scenario 1- Through local committee

Option B- invoice required

**Complete packet** submitted to Cash Management includes all of the following:

1. event report form
2. request for invoice
Packet is received by **Cash Management office** which processes invoice request, mails invoice, and scans copy of event report and invoice request form form into the district Laserfische folder.

**District office** uses these documents to prepare monthly event report summary due by the 15th of the following month.
Monthly Event Report Summary

Each month, the district office will:

- Go to the cost recovery resource webpage and obtain the monthly event report summary excel template
- Complete and reconcile events to deposits and invoices
- Submit the excel file to the fiscal office email extcr@tamu.edu
### Monthly Event Report Summary

**District: 02**  
**Month: January 2010**

<table>
<thead>
<tr>
<th>Event</th>
<th>Contact Agent</th>
<th>Contact District Number</th>
<th>Event Date(s)</th>
<th>Per Registrant Fee</th>
<th># of Registrants</th>
<th>Total Registration Fees</th>
<th>Cost Recovery</th>
<th>Invoice or Deposit reference number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pest Control Category Training</td>
<td>Agent name</td>
<td>District 02</td>
<td>Jan. 1, 2010</td>
<td>65.00</td>
<td>7</td>
<td>$455.00</td>
<td>$70.00</td>
<td>A70123</td>
</tr>
<tr>
<td>Ornamental &amp; Turf Category Training</td>
<td>Agent name</td>
<td>District 02</td>
<td>Jan. 2, 2010</td>
<td>135.00</td>
<td>5</td>
<td>$675.00</td>
<td>$67.50</td>
<td>A70166</td>
</tr>
<tr>
<td>Structural Pest Control Technician Training</td>
<td>Agent name</td>
<td>District 02</td>
<td>Jan. 9, 2010</td>
<td>175.00</td>
<td>25</td>
<td>$4,375.00</td>
<td>$437.50</td>
<td>C70123</td>
</tr>
<tr>
<td>Termite Control Category Training</td>
<td>Agent name</td>
<td>District 02</td>
<td>Jan. 13, 2010</td>
<td>100.00</td>
<td>1</td>
<td>$100.00</td>
<td>$10.00</td>
<td>A70172</td>
</tr>
<tr>
<td>West Plains Ag Conference</td>
<td>John Doe</td>
<td>District 02</td>
<td>Jan. 24, 2010</td>
<td>35.00</td>
<td>27</td>
<td>$945.00</td>
<td>$270.00</td>
<td>A70125</td>
</tr>
<tr>
<td>Structural Pest Control Technician Training</td>
<td>Agent name</td>
<td>District 02</td>
<td>Jan. 30, 2010</td>
<td>125.00</td>
<td>17</td>
<td>$2,125.00</td>
<td>$212.50</td>
<td>A70188</td>
</tr>
</tbody>
</table>
Scenario 2 - Through Extension district office

Cost Recovery Process

The **agent** provides leadership to program planning and implementation, coordinating event planning and management with the district office.

The **district office** works with agent on event management, encumbers funds, and processes invoice payments for event expenses.
Cost Recovery Process

For each event, the lead agent will:

• Manage the event to include collecting, receipting and depositing participant fees.
• Generate participant list and retain for three years per record retention guidelines.
• Prepare and submit event report form to district office.
West Plains Ag conference  
Jan 27, 2010  

Agent: John Doe  

County: Lubbock County  

District #: 02  

Event Name: West Plains Ag conference  

Event Date: Jan 27, 2010  

Cost Recovery Fee Determination- ($10 or 10% whichever is greater)

Number of participants: 27  
Fee per participant: 35.00  
Cost Recovery ($10.00 if participation fee < or = $100 per participant): 10.00  
Cost Recovery (10% if participation fee > $100 per participant): 0.00  
Total Cost Recovery amount (# of participants X cost recovery): 270.00  

Agent Coordinating Event

Signature: ORIGINAL SIGNATURE AND DATE REQUIRED
Monthly Event Report Summary

Each month, the district office will:

- Go to the cost recovery resource webpage and obtain the monthly event report summary excel template
- Complete and reconcile events to deposits and invoices
- Submit the excel file to the fiscal office email extcr@tamu.edu
Reminder

The **district office** will be using event report forms from laserfische (for events through committees) and from agents (for events through the Extension district office) to complete and reconcile the monthly event report summary for submission to the fiscal office by the 15th of the following month.
## Monthly Event Report Summary

**District**: 02  
**Month**: January 2010

<table>
<thead>
<tr>
<th>Event</th>
<th>Contact Agent</th>
<th>Contact District Number</th>
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<th>Per registrant fee</th>
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<td>Agent name</td>
<td>District 02</td>
<td>Jan. 30, 2010</td>
<td>125.00</td>
<td>17</td>
<td>$2,125.00</td>
<td>$ 212.50</td>
<td>A70188</td>
</tr>
</tbody>
</table>
The **agent** provides leadership to program planning and implementation utilizing Extension Conference Services for registration and event management.

The **district office** encumbers funds and processes event related invoices for payment. Extension **Conference Services** manages online event registration, accepts payments and manages event details per agreement with agent.
Cost Recovery Process

For each event, the lead agent will:

- Coordinate with Extension Conference Services providing event information needed to post online registration.
- Coordinate with district office to encumber funds and process invoices for event expenses.
Conference Services will:

- Provide online registration and online credit card processing
- Accept payment of registration fees (check, credit card, invoice request) and issue receipts
- Remit deposits to Cash Management office
- Process refunds through Cash Management office
- Provide on site registration packet to agent
- Maintain registration roster-accessible online to event organizer and designees
- Provide event reconciliation to agent
- Submit event report form to fiscal office
- Submit monthly event report summary to fiscal office
Budget planning worksheet (not a required form—use for planning only)

**Event Budget Planning Worksheet**

<table>
<thead>
<tr>
<th>Event or Program Name:</th>
<th>West Plains Ag Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent or Specialist Managing Event:</td>
<td>John Doe</td>
</tr>
<tr>
<td>Date of Event:</td>
<td>Jan. 27, 2010</td>
</tr>
</tbody>
</table>

| Estimated # of Participants: | 27 |

<table>
<thead>
<tr>
<th>Event Costs:</th>
<th>Estimated Event Costs</th>
<th>Estimated Minimum Cost per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising/Marketing Costs</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Conference Service Fees</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Credit Card Service Fees (3% of estimated credit card transactions)</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Educational Materials</td>
<td>$100.00</td>
<td>$3.70</td>
</tr>
<tr>
<td>Equipment Rental Costs (Projectors, etc.)</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Food and Beverage Costs (including Service Charges)</td>
<td></td>
<td>$340.00</td>
</tr>
<tr>
<td>Internet Connection Fees</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Long Distance Telephone Costs</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Name Tag Costs</td>
<td>$25.00</td>
<td>$0.93</td>
</tr>
<tr>
<td>Postage Costs</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Printing Costs (Brochures, etc.)</td>
<td>$75.00</td>
<td>$2.78</td>
</tr>
<tr>
<td>Facility Rental Costs</td>
<td>$126.00</td>
<td>$4.63</td>
</tr>
<tr>
<td>Speaker Fees</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

| Minimum Costs Participant Fee Must Cover | $865.00 | $24.63 |

These calculate automatically based on estimated event costs.
These calculate automatically based on estimated event costs
Contact information:

Cost recovery resources:  
Administrative Services  
   Donna Alexander, CFO  
Fiscal office email  
Conference services website:  
   Valerie Weber

ExtensionCostRecovery.tamu.edu
979-845-7879  
extcr@tamu.edu  
AgriLiferegister.tamu.edu  
979-845-2604