Agenda

• Fiscal Office Goals
• Which Form Do I Use?
• Different Scenarios
• Reminders
• New Resources
• Discussion and Questions
Fiscal Office Goals

• Provide adequate resources and guidance on partial cost recovery procedures

• Ensure partial cost recovery procedures are efficient, effective, and easy to use

• Update procedures in response to CEA experiences and needs
Which form do I use?

• Events through a committee:
  o AG-231 (Event report with Deposit form)
  OR
  o AG-232 (Event report with Request for Invoice form)

• Events using an Extension District Workshop account:
  o AG-230 (Event report)
  AND
  o AG-207 (Deposit form)

• Events through conference services:
  o Agriliferegister.tamu.edu
Which form do I use?

- **Events through a Committee:**
  
  - Committee provides generic committee receipt to participants when they remit their registration fees.
  
  - Extension receipts are NOT used for participant funds.

*If a committee is collecting funds, do not issue an Extension receipt to participants.*
Which form do I use?

• **AG-231 Event Report with Deposit Form**

  o Committee collects, receipts and deposits participant fees - remits Partial Cost Recovery (PCR) fee to Extension

  o Upon receipt of PCR fee, complete AG-231, give committee an Extension receipt for the PCR fee, submit AG-231, pink copy of receipt and committee payment to the Cash Management Office
Which form do I use?

• **AG-232 Event Report with Request for Invoice**
  
  o Committee collects, receipts and deposits participant fees

  o Committee wants to be invoiced for the Partial Cost Recovery fee

  o Complete AG-232, and submit to the Cash Management Office and Committee will be invoiced
Which form do I use?

- **Events using District workshop account:**
  
  - Extension collect funds from participants—these funds are deposited into a District Extension workshop account (*get account number from District office*)
  
  - Extension receipt is issued to each participant
Which form do I use?

- **Events using District workshop account:**
  - AG-207: *Deposit Form* AND
  - AG-230: *Event Report*

  - Complete AG-207 (*Deposit form*) and submit with pink Extension receipts and funds to the Cash Management Office as funds come in.

  - Complete AG-230 (*Event Report*) and submit to District Office.
Which form do I use?

• Questions?
“My event has multiple dates, and crosses more than one month. I use an FCS committee”

Committee collects, receipts and deposits funds for this event. *Do not use Extension receipts*

- Agent can submit PCR fee from committee as soon as all registration information is complete. If you know number of registrants and committee is prepared to pay the PCR before all event dates have occurred, that’s fine:
  - Collect PCR fee from committee and provide an Extension receipt to committee
  - Select AG 231 - *Event Report with Deposit Form*
  - Complete and submit AG 231, check from committee for PCR and pink copy of Extension receipt to Cash Management

- If registration information isn’t complete till end of all events, that’s fine too, submit PCR after last event date.
Different Scenarios

“The local committee wants to pay for multiple events with one check.”

- Agent can prepare multiple AG 231-Event Report and Deposit forms and submit to Cash Management with one check from committee and one pink Extension receipt

OR

- Agent can prepare one AG-233-Multiple Event Report with Deposit form and submit to Cash Management with one check from committee and one pink Extension receipt
Different Scenarios

“My event has multiple dates, and crosses more than one month. I use a district workshop account”

- Collect and receipt fees using Extension receipts.
- Complete AG-207 and send funds and pink copy of receipts to Cash Management.
- Submit AG-230 *Event Report* to District Office
“I have packaged six sessions together with one fee. The events take place over three months, I use the Ag committee in my county, how do I handle?”

Committee collects, receipts and deposits funds for this event. Do not use Extension receipts

- Agent can submit PCR fee from committee as soon as all registration information is complete. If you know number of registrants and committee is prepared to pay the PCR before all events are complete, that’s fine:
  - Collect PCR fee from committee and provide an Extension receipt to committee
  - Select AG 231 - Event Report with Deposit Form
  - Complete and submit AG 231, the check from committee for PCR and the pink copy of the Extension receipt to Cash Management

- If registration information isn’t complete till end of all events, that’s fine too, submit PCR at completion of final event.
Discussion

• Questions on other scenarios?

• Do you have adequate information and resources to deal with these situations?

• Anyone use AG 229? (Event Budget planning worksheet)

• Still have questions? Contact Kay Schubert in the Fiscal Office:
  o Phone: 979.845.1495
  o Email: k-schubert@tamu.edu
In a Nut Shell

What Cash Management should get from a CEA for a committee handled event:

- Event Report and Deposit Form-AG-231 (this will be two pages)

- Pink copy of Extension receipt

- Check or money order- This should be the check or money order the committee has presented for PCR fee
In a Nut Shell

What Cash Management should get from a CEA for a District workshop event:

- Deposit Form - AG- 207
- Pink copies of Extension receipts to participants
- Checks and/or money orders- This should be the funds from the participants
Reminders: Deposit Forms

• Deposit forms must be completely filled out

  o If at all possible, fill out Event Report form (AG-231) online, and the deposit form will auto-fill all needed data.

  o If you print these forms without filling out the Event Form online— you must manually complete all required information on both the event form and the deposit form.
Reminders: Cash

- **DO NOT** send cash through the mail
  - Convert cash to a money order
  - Use the cash from fees to pay for the money order
  - Include the money order receipt with your deposit
  - We will subtract money order fee from deposit

*Do not send cash through the mail*
Reminders: Receipts

• When **NOT** to use Extension receipts
  
  - When a committee is collecting the funds and remitting the PCR fee to Extension **DO NOT** issue Extension receipts to participants.
  
  - Those funds belong to the committee, and the committee issues their own receipt to participants.
  
  - **DO ISSUE** one Extension receipt to the committee when they remit the PCR fee to you.
  
  - An Extension employee should complete and sign Extension receipts when possible. If volunteers are receipting, an agency employee must provide instruction and oversight.
  
  - Checks must be stamped **FOR DEPOSIT ONLY** on back.
Reminders:
Other

• When collecting Extension funds- secure funds, keep in locked cabinet or desk- out of sight if possible

• Extension pink receipt(s) must be included with deposit

• Deposit form must be complete

Don’t forget...

• Deposits should be remitted to Cash Management when:
  o Funds exceed $200 or
  o Every three business days, whichever happens sooner
Reminders: Other

- Account for voided receipts—send in voided pink receipt copies with the deposit

- Use correct forms (see which form do I use?)

- Receipt number(s) must be listed on deposit form

- Don’t submit attendance roster
  - Retain participant list in your office for 3 years
  - Fiscal will contact you if we need list for audit purposes
Reminders:
Other

• For additional receipt books contact:

  Jamie Ausley
  Email:  jlausley@ag.tamu.edu
  Phone:  979-845-0323

• Fully used receipt books:
  o Return to Cash Management office

• Agent leaves county:
  o Make sure receipt book is accounted for
  o Coordinate with DEA

Don’t forget...
New Resources

○ Talk You Through It Trainings
  ▪ How to Write a Receipt
  ▪ Voiding Receipts

○ Redesigned Web site
  http://extensioncostrecovery.tamu.edu

○ AG-233: Multiple Event Reporting with Deposit Form
  found on the Web at:
Talk You Through It Trainings

- Short, easy to follow video clips
- Less than 5 minutes each
- Can be shared with county office staff
- Suggestions for future topics?

- How to Write a Receipt
  What is required on an Extension receipt
- Voiding Receipts
  How to void and account for voided Extension receipts
Redesigned Web site

- Simplified front page
- Click on “County Extension Agent” category
  - Resources specifically for CEAs
  - Complete resource packets easily identified
  - Simplified instructions included with each packet

http://extensioncostrecovery.tamu.edu
Discussion

• Problems you are having
• Successes to share
• Suggestions to improve a process
• Cost recovery FAQs- on Web site

Problems?
What’s worked?

Suggestions...
Contacts:

• Kay Schubert  Extension Budget Office  979-845-1495
• Cathy Schorn  Fiscal Office  979-862-1502
• Valerie Weber  Conference Services  979-845-2604
Questions
Review and Update
Partial Cost Recovery Procedures
County Extension Agents