

Fee Based Programming–Questions and Answers

QUESTIONS

1. When a packet with a committee check is mailed, can it be sent via regular postal service or must it be sent via certified mail? [answer](#)
2. When the Banking and Receivables Office receives mailed items (event report, deposit form, etc.) from an event contact, will the Office send back a confirmation of receipt? [answer](#)
3. For multi-county events, how will the deposit and event report form be filed? [answer](#)
4. Can an Extension office address be used on an invoice request (AG-232) from a committee? In many cases, a committee uses an Extension office address for mail delivery and pick up, including bank statements. [answer](#)
5. Will a committee be subject to taxation on revenue from a program? [answer](#)
6. Can a committee member or other volunteer use an Extension receipt book? [answer](#)
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11. In the event that an agent and specialist have communicated and there is a need to reimburse the specialist for travel, what is the proper procedure for paying expenses to an Extension employee? [answer](#)
12. Is there a need to implement a standard cost recovery guideline for CEU programs, including delivery online and by video? Example: CEUs for pesticide applicators. [answer](#)
13. Are Master volunteers required to pay a membership fee? What about meeting registration fees? [answer](#)
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ANSWERS

1. When a packet with a committee check is mailed can it be sent via regular postal service or must it be sent via certified mail?

Either may be used. Certified mail is not required. [back](#)

2. When the Banking and Receivables Office receives mailed items (event report, deposit form, etc.) from an event contact, a confirmation of receipt be sent back?

No, the cancelled check will serve as confirmation. As checks are received, they are endorsed with a Texas AgriLife Extension Service stamp and deposited within three days. [back](#)

3. For multi-county events, who is responsible for submitting the deposit and event form?

When an event is handled through a committee, one check is received from the committee and one receipt is issued by the agency for the participation funds. Extension faculty should decide among themselves, or with assistance from a supervisor if needed, who will take the lead for an event. Only one person—the lead contact—is responsible for filing the event report and deposit or invoice request form. In the case of multi-county events, the district office can note that the event involved more than a single county. [back](#)

4. Can an Extension office address be used on an invoice request (AG-232) from a committee? In many cases, a committee uses an Extension office address for mail delivery and pick up, including bank statements.

Yes, if the committee's bank statements are directed to an Extension office to hold for pick up, the committee may also use the office address for the accounts receivable invoice request (AG-232). However, a committee name and member should be listed on the invoice request. [back](#)

5. Will a committee be subject to taxation on revenue from a program?

Depending on the type and structure of the entity, income or sales reporting requirements may apply. Entities should review reporting requirements at <http://www.irs.gov/> and <https://comptroller.texas.gov/taxes/>. [back](#)

6. Can a committee member or other volunteer use an Extension receipt book?

No. For events handled by a local committee, the committee should issue its own receipts. [back](#)

7. Is there generic wording I can use in the receipt description field?

Yes, state “participation fee for (name of program),” e.g., participation fee for Do Well Be Well training. [back](#)

8. Is there a 5% administrative charge on accounts for external workshops and conferences, as in the past, in addition to the new agency assessment for partial cost recovery?

No. The 5% administrative charge was replaced by the \$10 or 10% agency participation fee on external workshops and conferences. For internal employee meetings that require a registration fee, the 5% administrative charge remains the same. No other assessment applies. [back](#)

9. Is there an additional management fee for using Extension Conference Services?

No, there is no additional management fee to use Conference Services, however, fees for optional services may be charged by Conference services. These additional costs should be built into the total registration fee. Learn more about Conference Services at: <http://agriliferegister.tamu.edu>. [back](#)

10. For whom should we waive program participation fees, for example, county court members, USDA/NRCS personnel, committee members, etc.?

The AgriLife Extension agency assessment (\$10 or 10%) for fee based programming will not apply to individuals in the following groups who participate in local, public events:

- Faculty and staff of the Texas AgriLife Extension Service and Texas AgriLife Research
- Members of County Commissioners Courts
- Elected officials and their staff in the state or federal government
- Media representatives

However, this waiver does not exempt these individuals from registration fees, which program organizers may assess to cover costs for educational materials, meals, and other related expenses. [back](#)

11. In the event that an agent and specialist have coordinated and agreed to reimburse the specialist for travel, what is the proper procedure for paying expenses to an Extension employee?

A committee would write a check for the travel expense, payable to the agency. The check can be given to the specialist, who will provide it to the appropriate unit bookkeeper for deposit. [back](#)

- 12.** Are Master volunteers required to pay a membership fee? What about meeting registration fees?

No “membership fee” is due from master volunteers. However, like other program participants, Master volunteers will pay registration fees for their certification training and continuing education. [back](#)

- 13.** Are Master Gardeners and Master Naturalists required to charge the \$10 or 10% fee for trainings, educational events, or programs they host? Are Extension programs that are taught by master volunteers subject to the agency assessment?

Extension’s participation fees will not apply to lectures and talks initiated and presented by master volunteers, nor to the fund-raising events and community service projects of a master volunteer association. It is appropriate to levy the agency’s participation fee on fee based educational programs conducted with master volunteers when the program significantly involves Extension educators and subject matter content. The program should be evaluated early in the planning stages to determine if fees are appropriate. Overall, if AgriLife Extension is the lead organizer or provider of an educational program, the program is subject to fee based program guidelines—without regard to the affiliation of additional presenters and co-hosts. Our agency guidelines do not apply when an Extension educator serves as an adviser or speaker for the separate activities of other entities. If you are unsure, confer with your supervisor to confirm the appropriateness of charging a fee for the program in question. [back](#)

- 14.** Does a sponsor’s preference influence whether or not to charge fees?

For large established programs, could there be an agency assessment calculated prior to the event?

Examples: Farm and Ranch Shows, district-wide seminars, and conferences which are dependent upon established sponsorship sources.

If AgriLife Extension is the lead organizer or provider of an educational program, the program is subject to fee based program guidelines—without regard to the involvement of sponsors. An event budget should always be developed. A worksheet is available online (<http://agrilifeas.tamu.edu/library/pdf/forms/ag-229.pdf>) to assist with event budgeting. Simply estimate total costs and use this figure to determine a registration fee that will cover costs. Remember, organizational costs are incurred regardless of monetary or in-kind contributions from sponsors and hosts. You may factor external contributions against costs and adjust the registration fee that is ultimately charged to participants. It is important for all members of the Extension faculty to recognize the need and intent of fee based programming. [back](#)