

Topic	Fee Based Programs - AgriLife Extension Account
Audience	CEAs
Funding Source	AgriLife Extension
Heading	Fee Based Programs
Document #	100007
Revision Date	9/28/15
Primary Contact	District Office Manager

Fee Based Programs - AgriLife Extension Account

County Extension Agent (CEA) coordinates program planning through the District Extension Administrator and Regional Program Leader. The CEA collects the registration fees and handles all financial aspects of the program (for example: receipting registration fees, deposits with AgriLife Extension receipts, renting a venue, and purchasing supplies) through the district office.

Process	Description
Registration fees	Collected by the CEA.
Receipts	AgriLife Extension receipts are issued to each participant for any funds collected.
Registration funds remitted to Cash Management	CEA completes the AgriLife Extension deposit form (AG-207). Then, remits the form, all funds, and pink copies of the Extension receipts to AgriLife Cash Management. Funds are deposited into District workshop account.
Event Report submitted to District office	CEA completes the Event Report (AG-230) and submits to the District office.
Registration handled by Conference Services	AgriLife Extension Conference Services can be used to manage any AgriLife Extension event. All registration deposits and fee based charge reporting are handled by Conference Services. Funds are deposited into District workshop account.
Food Protection Management (FPM)	Deposits for FPM events are handled centrally and should be remitted to: FPM, 2253 TAMU, College Station, TX 77843-2253
Sponsorships	CEA completes the AgriLife Extension deposit form (AG-207). Then, remits the form, funds, and the pink copy of the Extension receipt to AgriLife Cash Management.
Expenditures	Coordinate with District Office Manager for expenditures in support of the event.

Forms	
AG-207: Deposit Form - submit to AgriLife Cash Management	http://agrillifeas.tamu.edu/documents/ag-207.pdf
AG-230: Event Report- submit to District office	http://agrillifeas.tamu.edu/documents/ag-230.pdf

Resources	
Fee Based Programs – General Information	One Pager: Fee Based Programs - General Information (100005)
Fee Based Programming website	http://agrillifeas.tamu.edu/fiscal/cash-mgmt/ext-fee-based-program/
Detailed overview of events through a District workshop account	http://agrillifeas.tamu.edu/documents/fee-based-program-accounts.pdf
AgriLife Extension Conference Services phone, website, and fee schedule	Phone: (979)845-2604 https://agriliferegister.tamu.edu/index.cfm/aboutUs/ https://agriliferegister.tamu.edu/dropinn/sitefiles/extension_brochure.pdf
Designated Accounts - Allowable/Non Allowable Expenses	One Pager: Designated Funds - Allowable/Non Allowable Expenses (100004)
AgriLife Cash Management mailing address	Texas A&M AgriLife - Cash Management 2147 TAMU College Station, TX 77843-2147