

Topic	<b>Fee Based Programs - External Support groups</b>
Audience	CEAs, ESGs
Funding Source	External Support Groups
Heading	Fee Based Programs
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## Fee Based Programs - External Support Groups

County Extension Agent (CEA) coordinates program planning with District Extension Administrator and Regional Program Leader. The External Support Group (ESG) collects the registration fees and handles all financial aspects of the program. CEAs are responsible for coordinating with ESG to remit any applicable fee based charges.

### ESG Coordination

Process	Description
<b>Registration fees</b>	ESG (committee, master gardener association, etc.) collects participant fees.
<b>Receipts</b>	ESG issues their own receipt to each participant for any funds collected.

### CEA Coordination

Process	Description
<b>Fee based charges to be remitted</b>	CEA calculates the fee based charge for the program, collects the fee from the committee, provides the committee with an AgriLife Extension receipt for the fee, and completes the deposit and event form (AG-231 or AG-231S). Then, the CEA remits the forms, fee, and pink copy of AgriLife Extension receipt to the AgriLife Banking & Receivables office.
<b>Fee based charges to be invoiced to ESG</b>	If required by the ESG, the CEA calculates the fee based charge for the program, completes the invoice request forms (AG-232 or AG-232S), and submits the forms to their District Office Manager (DOM) to be entered into iPayment so the ESG can be invoiced for the fee. The first time an ESG is invoiced in iPayment, a completed customer information form (AG-257) or W9 should be submitted to the DOM. This information is required when extending credit to an external group.

### Forms

#### Deposit Forms

<b>AG-231: Event Report with Deposit Form</b>	<a href="http://agrilifeas.tamu.edu/documents/ag-231.pdf">http://agrilifeas.tamu.edu/documents/ag-231.pdf</a>
<b>AG-231S: Specific Program Report with Deposit Form</b>	<a href="http://agrilifeas.tamu.edu/documents/ag-231s.pdf">http://agrilifeas.tamu.edu/documents/ag-231s.pdf</a>
<b>AG-233: Multiple Event Report with Deposit Form</b>	<a href="http://agrilifeas.tamu.edu/documents/ag-233.pdf">http://agrilifeas.tamu.edu/documents/ag-233.pdf</a>

#### Invoice Forms

<b>AG-232: Event Report with Request for Invoice</b>	<a href="http://agrilifeas.tamu.edu/documents/ag-232.pdf">http://agrilifeas.tamu.edu/documents/ag-232.pdf</a>
<b>AG-232S: Specific Program Report with Request for Invoice</b>	<a href="http://agrilifeas.tamu.edu/documents/ag-232s.pdf">http://agrilifeas.tamu.edu/documents/ag-232s.pdf</a>

#### iPayment Form

<b>AG-257: External Customer Information Request Form</b>	<a href="https://agrilifeas.tamu.edu/documents/ag-257.pdf">https://agrilifeas.tamu.edu/documents/ag-257.pdf</a>
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### Resources

<b>Fee Based Programs – General Information</b>	<a href="#">One Pager: Fee Based Programs – General Information</a>
<b>Fee Based Programming website</b>	<a href="https://agrilifeas.tamu.edu/fiscal/fiscal-banking-and-receivables/ext-fee-based-program/">https://agrilifeas.tamu.edu/fiscal/fiscal-banking-and-receivables/ext-fee-based-program/</a>
<b>Detailed overview of events through ESG</b>	<a href="http://agrilifeas.tamu.edu/documents/fee-based-program-committee.pdf">http://agrilifeas.tamu.edu/documents/fee-based-program-committee.pdf</a>
<b>AgriLife Banking &amp; Receivables mailing address</b>	Texas A&M AgriLife – Banking & Receivables P. O. Box 10420 College Station, TX 77842