

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 Cash Management 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 the AgriLife Cash Management office so the ESG can be invoiced for the fee.

### Forms

#### Deposit Forms

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

#### Invoice Forms

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

### Resources

<b>Fee Based Programs – General Information</b>	One Pager: Fee Based Programs – General Information <small>(100005)</small>
<b>Fee Based Programming website</b>	<a href="http://agrififeas.tamu.edu/fiscal/cash-mgmt/ext-fee-based-program/">http://agrififeas.tamu.edu/fiscal/cash-mgmt/ext-fee-based-program/</a>
<b>Detailed overview of events through ESG</b>	<a href="http://agrififeas.tamu.edu/documents/fee-based-program-committee.pdf">http://agrififeas.tamu.edu/documents/fee-based-program-committee.pdf</a>
<b>AgriLife Cash Management mailing address</b>	Texas A&M AgriLife - Cash Management 2147 TAMU College Station, TX 77843-2147