

**FEE BASED PROGRAMMING
PROCEDURES FOR COUNTY EXTENSION AGENTS**

updated Jan 2019



Task/Responsibility	Scenario 1 Local Committee	Scenario 2 District Office	Scenario 3 Conference Services
Determine which programs will assess a fee	Agent, coordinating with DEA/RPL	Agent, coordinating with DEA/RPL	Agent, coordinating with DEA/RPL
Plan budget	Agent, with help of DEA if needed	Agent, with help of DEA if needed	Agent, with help of DEA if needed
Provide leadership to program planning and implementation for fee-based event	Agent	<p>Agent, in coordination with district office for event planning and management. Purchase orders must be requested through district office, and invoices are submitted to district office for payment. <i>*State rules and procedures for purchasing and disbursement of funds must be followed.</i></p> <p>Any on-site registration is handled by Agent. Extension pre-numbered receipt books must be used.</p>	<p>Agent, utilizing Conference Services for registration and event management.</p> <p>Agent coordinates with district office to encumber funds and process invoices for payment. <i>*State rules and procedures for purchasing and disbursement of funds must be followed.</i></p> <p>Conference Services manages online event registration, accepts payment and manages event details per agreement with agent.</p> <p>Any on-site registrations handled by Agent with assistance from Conference Services.</p>
Plan and manage event details following “Best Practices for Cash Management” (includes collecting, receipting, and depositing participant fees; producing participant list; paying invoices)	<p>Committee</p> <p>*Committee issues <u>committee</u> receipt.</p> <p>*Extension receipt books may not be used.</p> <p>*Committee procedures for procurement and cash handling are applicable</p>	<p>Agent</p> <p>*Agent submits invoices to district office for payment</p> <p>*Follow guidelines for personal reimbursements if applicable</p> <p><i>*Agency procurement and cash handling procedures are applicable</i></p> <p>*Agent can send deposits of registrant fees and form AG 207 directly to Extension Banking & Receivables Office</p>	<p>Agent provides details to Conference Services. Conference Services accepts payment, issues receipts and remits deposits to banking & receivables office.</p> <p>Conference Services generates registrant list. Conference Services provides event reconciliation to agent which is reviewed, signed and returned to Conference Services.</p>
Participant list	Agent obtains from committee	Agent	Agent obtains from Conference Services
Retain participant list for 3 years	Agent	Agent	Agent

Task/Responsibility	Scenario 1 Local Committee	Scenario 2 District Office	Scenario 3 Conference Services
Calculate amount of cost recovery due agency	Calculated automatically when event form is completed, Agent communicates amount to committee	Calculated automatically when event form is completed	Conference Services
Prepare/submit event report forms	Agent prepares/submits to Extension banking & receivables with packet	Agent prepares/submits to district office	Conference Services submits to fiscal office
Obtain payment for fee-based amount	Option A (no invoice to committee): Agent obtains committee check for fee-based amount due agency; endorse check “For Deposit Only – AgriLife Extension;” provide committee with official receipt for check; complete deposit form.	No payment due - cost assessed and recorded by Extension fiscal office	No payment due - cost assessed and recorded by Extension fiscal office
	Option B (invoice required by committee): Committee pays invoice when received		
Packet	Option A (no invoice to committee) AG 231: Agent mails complete packet (event report form, committee check, pink copy of receipt, deposit form) to AgriLife Banking & Receivables Office	No official “packet.” -AG 230 Event report form is sent to district office. -Funds collected are sent along with AG 207 to Extension banking & receivables in accord with cash management rules -Invoices submitted to district office for payment (must follow policies for disbursement of funds and timely payment of invoices)	Conference Services completes required paperwork and submits as appropriate to fiscal office
	Option B (invoice required by committee) AG 232: Agent mails or emails complete packet (event report form <u>and</u> request for invoice form) to District Office Manager who prepares invoice in i-payments and emails invoice to agent and committee		
Submit monthly event report summary to fiscal office	District office	District office	Conference Services
Residual (money remaining after payment of cost recovery assessment and all expenses)	Committee governs	Left in Extension district “2” workshop account to be used as seed money for the next event.	Left in Extension district “2” workshop account to be used as seed money for the next event.