



STUDENT DEVELOPMENT PROGRAMS

Quick Guide to On Campus Accounts (aka "Agency Funds")

What is a University Agency Fund?

Agency Fund is another name for an on campus financial account. Agency funds are defined as funds held by the University on behalf of an affiliated organization. These funds work largely like checking accounts and are available to registered clubs and organizations.

- ✓ An organization must always have a positive balance in their agency fund.
- ✓ If an organization's agency fund has a negative balance, the organization will be notified by Student Development Programs. Following the notification, the student organization will have until the end of that month to reach a positive balance.
- ✓ Organizations can monitor their agency fund through the "Treasury" function in their EagleSync portal.

Advantages of a University Agency Fund

- ✓ Agency funds earn interest on average cash balances monthly
- ✓ Student Organizations are exempt from Indiana sales tax (on most purchases), if they maintain an agency fund exclusively and DO NOT have any off-campus accounts.
- ✓ All accounting records are preserved by the USI
- ✓ Organizations operate under the University's tax identification number (TIN). **If an organization maintains exclusively an agency fund, with no off-campus accounts the organization will not have to obtain a separate TIN from the Internal Revenue Service (IRS).**

What do "Org", "Fund", and "Account" mean?

Every financial transaction processed by the University requires a fund, org, and account.

- The "fund" and "org" are five (5) digits each and identify the club or organization.
 - **Typically student organizations have the org number 07020 or 07030.**
- The "account" also consists of five digits and is used to describe the type of revenue being deposited or expense being charged.
 - **The account number changes depending on the type of action taking place.** Five-digit revenue account numbers begin with 5 and the five-digit expense accounts begin with the number 7. For more information on account codes see the "**Commonly Use Accounts codes Table**" on page 3 of this guide.

Off-Campus Account Disclosure

All student organizations are required to submit an annual disclosure statement regarding off-campus accounts. The Student Organization Off-Campus Bank Account Disclosure Statement must be completed in order to keep the organization's agency fund in good standing. An organization that is newly created or requesting an agency fund must complete this disclosure statement. The form may be submitted by email or printed and sent to the Accounting Office. Failure to submit the form could result in an inactivation of the organization's University fund.

Organizations with BOTH an agency fund and off-campus account:

- Will only able to charge campus services to their on-campus University fund.
- Do not receive the University's sales tax exemption status.
- On-campus funds will not earn interest.
- Are required to keep a positive balance.

*If an organization elects to close their on-campus account, the organization will be required to pay all services on-campus in advance from their off-campus account.

How to Request an Agency Fund

If your student organization does not have an on-campus financial account (aka agency fund) and would like to have one, the first step is to fill out the **Request for Student Organization On Campus Financial Account Form in EagleSync**. After submitting the form, it will be sent to your financial manager/on-campus advisor for approval. The form is then sent to Student Development Programs for approval, before being sent to Accounting for the creation of the 10-digit agency fund number. Once the number is created, the student organization president and the advisor will receive an email with the number.

Financial Manager

- Some forms regarding an organization's agency fund will ask for a financial manager signature.
- **An organization's financial manager MUST BE a full-time employee.** Most of the time, the on-campus advisor is the organization's financial manager. In some cases, the financial manager for a student organization may not be the advisor, but rather another employee who handles the financial management for the office for which the student organization is affiliated with.
- We ask for a primary financial manager, a secondary financial manager and a departmental contact. The departmental contact can be Student Development, if you choose.
- Financial Managers are responsible for reviewing financial activity for accuracy and conformance with budget constraints.
- Charges and withdrawals from the university agency fund will require financial manager approval.
- Financial Managers are asked to ensure that financial transactions comply with University guidelines and any external restrictions, including grant limitations and federal, state or local regulations.
- If your student organization does not utilize a university agency fund, it is good practice to be aware of where the organization's money is located and who has access to it.
- If a student organization loses their financial manager, Student Development Programs will serve as the interim financial manager.

How to Find Agency Fund Balance/Activity

Student Organizations can access their balances by requesting a statement from Student Development Programs through an EagleSync form. This statement is a direct reflection of all the activity during that fiscal year.

Deposits/Donations

Deposits can be made at the cashier's window in the lower level of the Orr Center by providing your 15-digit fund, org, and revenue account numbers. A deposit form should be completed when depositing more than one check and a receipt should always be obtained to verify the amount of your deposit and to keep for your records. The deposit form is located on the accounts payable webpage (<http://www.usi.edu/busoff/AccountsPayable/>) or in the Files section of your EagleSync portal. Please keep in mind the cash received should always be deposited as soon as possible, usually within 1 business day of receiving it.

ALL DONATIONS must be deposited with the USI Foundation. The funds will be placed in your on-campus agency fund after they are documented through USI Foundation. If you were handed a check, please be sure to get that to the USI Foundation Accounting office (Wright Admin 102) within 1 business day of receipt. If the check can be sent directly to the USI Foundation office that is the University's preference. ALL CHECKS should be made out to USI Foundation and the memo line should state which student organization the money is for.

Commonly Used Account Codes Table

| Revenue Account Codes | |
|-----------------------|-------------------------------|
| 54105 | Sales - Taxable |
| 54110 | Sales - Non Taxable |
| 54210 | Services - Non Taxable |
| 54255 | Membership & Dues |
| 54260 | Commissions (Giveback Nights) |
| 55360 | Miscellaneous |

| Expense Account Codes | |
|-----------------------|--|
| 70110 | Honoraria & Professional Services |
| 70305 | Travel - In State |
| 70330 | Travel - Out of State |
| 70605 | Printing & Publishing |
| 70620 | Hospitality & Public Relations (Sodexo Catering) |
| 70670 | Prizes & Awards |

* If you need another code other than those listed above, please contact Student Development Programs OR check out: <https://www.usi.edu/media/5620188/accountcodedefinition-expenses.pdf>

Using Agency Fund to Pay

If your group would like to purchase items or services using the agency fund, there are a few ways this can be accomplished.

- To reimburse a student/advisor for expenses, please fill out a Direct Pay form. This form will ask for the reimbursee's name and address, a description, a business purpose, and the agency fund information. The form will need to be signed by the financial manager. Attached to the form should be some sort of documentation (receipts, etc.). The form is turned into the Accounting office, located on lowest level of the Orr Center.
- To pay an invoice, please follow the same process as the reimbursement, but instead of the reimbursee's information you will need information for the company being paid.
- To pay for on-campus services (such as physical plant setups, copy services, Sodexo Catering etc.), You will need to provide your 10-digit agency fund when ordering. These charges will be directly billed to your account. These charges are usually charged back to the account at the end of each month.

*We encourage your organization to keep a copy of **ALL** Direct Pay forms submitted.

Negative Balances

Your student organization is responsible for tracking the spending in their agency fund. If a student organization account becomes overdrawn, the advisor and student leadership will be sent an email from Student Development Programs or the Accounting Office. The group will be given a deadline to repay the funds. If the agency fund balance is not brought out of the negative balance within a specific time frame and the account balance is swept by a Student Development Programs account, the group is STILL responsible for paying back the negative funds. Continual negative balances could result in the no longer being able to have an on-campus agency fund.