



## Agency Account Policies & Procedures

### Overview

CAS has been designated as the organization authorized to administer Agency accounts on the SUNY Plattsburgh campus and, as fiscal agent, to receive, hold, and disburse funds on behalf of students, faculty, staff members, or appropriately recognized organizations. CAS has a fiduciary responsibility to ensure the funds are maintained and used in accordance with the approved purpose. Agency funds are not funds of CAS. Rather, they are non-state accounts funded by various authorized sources as outlined in SUNY Policy 7000 “Agency Account Guidelines”.

As the designated fiscal agent for Agency funds on the SUNY Plattsburgh campus, College Auxiliary Services (“CAS”) is required to develop and maintain up-to-date comprehensive written policies and procedures for the administration of agency accounts. These policies and procedures are required to cover the following areas, at a minimum:

- The establishment of agency accounts
- Procurement and disbursement of agency funds, including travel reimbursements
- Agency fund cash receipt controls
- Investment of agency funds
- Inactive accounts
- Internal controls over the cash receipt and disbursement processes related to the safeguard the agency funds

### Policy

It is the policy of CAS to comply with all fiduciary requirements related to the management and oversight of agency accounts as outlined in the following documents:

- SUNY Policy 7000 “Agency Account Guidelines”
- SUNY Policy 9400 “Auxiliary Services Corporations Guidelines”
- ASC Corporation Contract with SUNY Plattsburgh

### Procedures

#### 1) Establishing an agency account:

To open an agency account, contact the Office of the Vice President for Administration for an application packet and to discuss the appropriateness of an agency account versus a state account. The decision as to whether an account qualifies to be an agency account will be made by the college’s Vice President for Administration. Application packets can also be obtained from the CAS office or downloaded from the CAS website at <http://www.plattsburghcas.com/other-services/agency-account-administration>.

The application packet will include the following:

- Fiscal Agent Agreement – This must be reviewed and signed by the Account Owner. The Agreement outlines the responsibilities of CAS and the Account Owner, as well as some process-related information.
- Agency Account Application – Applicants must complete the form in its entirety and supply such information as the authorized signatories for the account as well as the purpose of the account, sources of funds and authorized expenditures.

Once an account application has been approved, CAS will provide the account owner with check request and deposit forms, along with the related policies and procedures.

2) Account Owner, Supervisor and Alternate Signatories Changes:

Only signatures appearing on the Agency Account Application will be honored for payment requests. When an account owner or the account owner's supervisor changes, or an alternate signatory needs to be added or replaced, a new signature page should be submitted. The entire application need not be resubmitted.

3) Deposit Procedures:

- In order to fund an agency account, an agency account deposit form must be completed in duplicate.
- The deposit form must include the agency account number & name, date, amount being deposited, description of source of funds and must be signed one authorized signatory. A sample completed deposit form can be found in Appendix 1.
- Completed deposit forms and the related funds are to be brought to the CAS office for processing.
- Upon confirmation of the deposit amount, a copy of the deposit form will be returned to the account holder for their records.
- All checks being deposited into an agency account should be made payable to College Auxiliary Services.
- Deposit forms can be obtained in the CAS office or by accessing them on the CAS website at: <http://www.plattsburghcas.com/other-services/agency-account-administration>.
- Deposit Restrictions:  
CAS cannot accept the following:
  1. Monies belonging to the State (the State has an ownership and equitable title in the funds) either as general revenues or as revenues accountable through an Income Fund Reimbursable (IFR) account, nor should such monies be utilized for the purposes of the corporation.
  2. Grants related to sponsored research. Grants of this nature should be submitted to the Research Foundation of the State University of New York.
  3. Gifts, endowments, scholarships, or loan support for students or for academic purposes should be administered through the College Foundation.

4) Check Request Procedures:

- A check request form must be completed in duplicate for all disbursements from agency accounts. A separate request form must be completed for each check to be issued and must include the following:
  - a. Indicate to whom check should be made payable on the PAY TO line and the payment address on the ADDRESS line. This should match supporting documentation.
  - b. Enter the invoice date, invoice, #, agency account # and invoice amount on the lines provided.
  - c. By default, all checks will be mailed or circulated to respective offices through established processes. Alternate special delivery instructions should be noted on the form, if required.
  - d. If a service being provided by an individual or business (i.e. a speaker, referee, musician, etc.), a W-9 Form should be requested from the vendor and submitted along with the supporting receipts. This will provide CAS with the tax ID information required to file annual 1099's. A blank W-9 form can be obtained on the CAS website: [www.plattsburghcas.com/Other Services/Agency Account Administration](http://www.plattsburghcas.com/Other Services/Agency Account Administration)
  - e. Two authorized signatures are required on each check request, one of which must be a supervisor. Only signatures authorized on the Agency Account Application will be honored.
    - i. Expense reimbursement requests being paid to an authorized signatory in excess of \$1,000 must also be signed by the Vice President for Administration or his/her designee.
  - f. A sample completed check authorization voucher can be found in Appendix 2.
- Completed check request forms and the supporting original receipts/invoices should be submitted to the CAS office for processing.
- Payment Restrictions:
  - a. No agency account will be allowed to overdraw its balance.
  - b. All payment requests must be for authorized expenditures as outlined in the Agency Account Application guidelines, otherwise they will be denied.
  - c. Requests for personal service payments to University employees cannot be made directly from agency accounts but should be processed instead through the appropriate State University of New York payroll mechanisms. This includes the reimbursement of State accounts for the funding of payroll.
- Completed vouchers received by Noon on Wednesday of each week will have checks issued on Friday of the same week. Otherwise, payment will be released the following Friday. There may be exceptions to this timeline when school is not in session or during holiday periods.
- A duplicate copy of the check request form will be returned to the account owner with the related check# information provided.

5) Sales Tax:

Pursuant to the Agency Account Guidelines, agency account purchases are eligible for a sales tax exemption under the CAS exemption number for account activity "that is in support of the State University's educational purpose and conducted by a faculty

member...". A determination of whether the account meets eligibility for sales tax exemption will be made at the time the account is established. If CAS questions the purpose of a particular expenditure, the College's Office of Business Affairs will be consulted for a decision.

6) Monthly Reporting:

CAS will provide the Account Owner with a monthly statement of account activities. The Account Owner is responsible for reconciling the monthly activity reports to their internal records and communicating any discrepancies to CAS so that they may be resolved in a timely manner.

7) Inactive Accounts:

Agency accounts inactive for one year will be reviewed with the account owner to determine whether the account should remain open or be closed. Accounts closed due to inactivity may be re-established by completing a new account application.

8) Investment of Agency Funds:

Agency funds may not be commingled with funds of the corporation. However, agency account funds may be combined or commingled for efficiency and investment purposes. Interest earned on the investments can be credited to the agency accounts directly, held by CAS in lieu of a management fee, or a combination of both.

9) Fees:

A reasonable administrative/management fee may be collected by CAS. As such, CAS will retain any interest earned on the agency account balances in lieu of a management fee. Agency accounts will, however, be charged for any insufficient fund check fees assessed by our financial institution.

10) Internal controls over cash receipt and disbursement processes:

*Cash Receipts*

- Agency bookkeeper reviews deposit form received for completeness and validates the amount of the deposit.
- A bank deposit slip is prepared entered into the general ledger as received.
- A copy of the deposit form is returned to the account owner for their records.
- The bank deposit is held in the CAS office safe until the consolidated bank deposit is prepared by the CAS accountant. The consolidated deposit remains in the safe until picked up by a bank courier and transported to the financial institution.

*Cash Disbursements*

- The Agency bookkeeper reviews all check request forms received for proper signatures, supporting receipts, vendor W-9's and validates the mathematical accuracy of submissions.
- Check requests are then entered by the bookkeeper into the general ledger.
- Prior to posting transactions, the payment batch is given to the CAS Controller to review. The Controller will review supporting documentation and confirms the appropriateness of the transaction.

- The bookkeeper will then post the payment batch after it has been reviewed and the checks will be printed by a separate individual.

#### *Month-end Activities*

- The agency fund bank account is reconciled monthly by a staff member not responsible for the entering of agency-related deposits and payables. Bank reconciliations are reviewed by the CAS Controller when completed.
- The Controller runs a summary trial balance for all agency accounts and reviews them for deficit balances. Should a deficit exist, the agency bookkeeper will follow up with the account owner for resolution. After the trial balance is reviewed, the GL period is closed by the Controller.
- Monthly activity reports are run by the bookkeeper and are distributed to each account owner and any discrepancies identified are reviewed and resolved.

#### 11) Statutory Reporting:

In accordance with IRS regulations, CAS will issue to any required 1099-MISC and 1042 Forms to independent contractors that have been paid through an agency account.

#### 12) Audits and Record Retention:

All agency accounts will be subject to internal and external reviews and audits. Records carry the same retention schedule as college fiscal records (the current year plus the six years prior). CAS is responsible for maintaining the historical records as submitted. Original applications will be retained in the Vice President for Administration office for the retention period, and a copy maintained in CAS for signature verifications.

#### 13) Policy & Procedure Exemptions:

Exemptions from all or part of these policies and procedures must be specifically approved by the Vice President for Administration.

**Appendix 1  
Sample Agency Account Deposit Form**

<b>College Auxiliary Services, Inc.</b>			
<b>Agency Account Deposit Form</b>			
<i>Form must be filled out in original &amp; duplicate. Duplicate will be returned after deposit is validated.</i>			
Date:		<u>5/17/2017</u>	
<u>Account #</u>	<u>Account Name</u>	<u>Source of Funds</u>	<u>Amount</u>
1. <u>75-3402</u>	<u>English Dept Fund</u>	<u>Honor Society Dues</u>	\$ <u>500.00</u>
2. _____	_____	_____	\$ _____
3. _____	_____	_____	\$ _____
4. _____	_____	_____	\$ _____
_____	_____	<b>TOTAL DEPOSIT</b>	<b>\$ <u>500.00</u></b>
Authorized Signature:		_____	
<i>(Must be authorized signatory on Agency Account Application)</i>			
<i>CAS OFFICE USE ONLY:</i>			
_____	_____	_____	_____
Date Rec'd	Date Deposited	Deposit #	Processed by

**Appendix 2  
Sample Agency Account Check Request Form**

<b>College Auxiliary Services, Inc.</b>			
<b>Agency Account Check Request Form</b>			
<i>Form must be filled out in original &amp; duplicate. Attach invoice(s) to original copy. Duplicate copy will be returned.</i>			
<b>VENDOR ID:</b>	<u>CHA002</u>	<b>DATE:</b>	<u>5/17/17</u>
<b>PAY TO:</b>	<u>Chartwells Dining Services</u>	<b>ADDRESS:</b>	<u>PO Box 417632 Boston, MA 02241</u>
<u>INVOICE DATE</u>	<u>INVOICE #/ REF.</u>	<u>ACCOUNT # / ACCOUNT NAME</u>	<u>AMOUNT</u>
1. <u>4/30/2017</u>	<u>55362</u>	<u>75-3402 / English Dept Fund</u>	\$ <u>325.00</u>
2. _____	_____	_____	\$ _____
3. _____	_____	_____	\$ _____
4. _____	_____	_____	\$ _____
<b>TOTAL</b>	_____	_____	\$ <b>325.00</b>
<i>CAS OFFICE USE ONLY:</i>			
<b>REQUIRED SIGNATURES:</b>	Entered by: _____	Check# _____	Date: _____
_____ Account Owner/Other Auth. Signor	_____ Account Owner's Supervisor	_____ Business Affairs Approval*	
<i>* Business Affairs approval is only needed when expense reimbursements in excess of \$1,000 are made to an authorized signor.</i>			