CALIFORNIA STATE UNIVERSITY, MONTEREY BAY

**Student Organization Funds Administration Trust Agreement**

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| --- | --- | --- | --- | --- |
| Department: | Student Activities & Leadership Development | Project Name: |  | |
| Project Fund Code: | TM |

Purpose of Fund:

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| --- |
|  |

Source of Revenue and Method of Revenue Collection:

|  |
| --- |
| Including, but not limited to |

Type of Expenditures (Provide details):

|  |
| --- |
| Expenses in support of the student organization, including but not limited to, |

Authorized Disbursements:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name (Printed or Typed)** |  | **Signature** |  | **Title** |  | **Ext. No.** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |

**TERMS OF AGREEMENT**

All fiscal transactions will be administered in compliance with the directives issued by the Departments of the State of California and the Trustees of The California State University.

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| 1. All funds will be held and applied according to the purpose for which the project was established. Good business practice will be exercised in all transactions affecting the project. Each obligation will bear the authorization of an individual named in this agreement. The authorized signers are responsible for ensuring financial transactions comply with the terms of this agreement and any applicable laws. 2. The duration of the trust project is indefinite or until the agreement is modified or terminated. 3. An Administrative fee equal to 0% of total revenue will be charged against the project. Investment income shall not be earned on any balances. |  | 1. All property, equipment and supplies shall become the property of the State and will be recorded, inventoried and accounted for as such. In the event the project is dissolved, all assets shall become State property subject to existing directives for disposition of same. In the event a student club is inactivated (not recognized for two or more years), Student Affairs is responsible for initiating termination in the financial system, see below. Any available funds will be transferred to the Multi-Cultural Greek Council Trust. 2. Instructions to terminate: Email/Memorandum to Director of Budget and Planning |

* Student Organization must comply with Executive Order 1068, ICSUAM 3141.01, and other relevant Chancellor’s Office and Campus policies and procedures.
* Monies collected in the name of the Student Organization must be
  + maintained in a bank account of the University unless authorized by the campus CFO or designee (or in an auxiliary, if authorized by the President), and
  + used exclusively for the purpose of furthering the Student Organization’s goals and objectives. Any other use is not deemed appropriate.
  + Campus policies and procedures related to the handling and processing of cash and cash equivalents should be followed, considering relative risk (i.e., value, repetitiveness of transactions, etc.), or as determined by the Director of Accounting, to ensure assets are protected, accurately processed and properly reported.
* Requests for disbursement of funds shall be made in compliance with all applicable campus policies and procedures, including documentation and authorization.
* The Student Organization shall conduct any philanthropic and/or fund-raising activities in compliance with Chancellor’s Office and Campus policies and procedures, and the student organization handbook, and will be performed in accordance with any guidelines developed by University Development.
* The Student Organization shall not earn investment income on the cash balance in the fund.
* Noncompliance with this agreement and other relevant Chancellor’s Office and Campus policies and procedures may result in sanctions, including withdrawing official recognition, suspension, of recognition, probation, discontinuing or restricting access to student organization fund, etc., as outlined in the student organization handbook
* Student Organization officers are responsible for understanding their fiscal responsibilities. Student Affairs shall be responsible for providing training in fiscal responsibilities, as deemed necessary.

Procedure: Completed form, with departmental signatures, to Budget Office. After approval, fund codes are issued via e-mail.

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| **SUBMITTED BY:** |  | **APPROVED BY:** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signed: | |  | |  | |  | Signed: | |  |  |
| Printed: | | N/A | |  | |  | Printed: | | N/A |  |
| Project Coordinator | | Date | |  |  | | Director of Budget and Planning | Date |
|  | |  | |  |  | |  |  |
| Signed: | |  |  |  | | Signed: |  | |  |
| Printed: | | Leslie Williams |  |  | | Printed: | Susan Koch | |  |
| Dean/Department Head | | Date | |  |  | | Director of Accounting | Date |

Optional (if needed by Division Procedures):

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| --- | --- | --- | --- | --- | --- | --- |
| Signed: |  |  |  | Signed: |  |  |
| Printed: | Ben Corpus |  |  | Printed: | Michal-Anne Miller |  |
| Dean/Director/VP | Date |  |  | Associate V.P. for Finance | Date |