

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Agency Funds Policy

UH-Downtown/PS 05.A.16
Issue No. 2
Effective Date: 10/13/99
Page 1 of 1

1. PURPOSE

The University of Houston-Downtown (UHD) acts in a fiduciary capacity for agency funds. This PS establishes guidelines for accountability by the University for such funds.

2. DEFINITION

Agency funds are those funds in the possession of the University for which it is custodian or fiscal agent but not owner. These include deposits by students, student organizations, faculty, staff members, and professional organizations.

3. POLICY/PROCEDURES

3.1 Regulations and accounting requirements have been established by the University to insure the safekeeping and proper administration of agency funds.

3.2 Regulations and accounting requirements shall include, but not be limited to, the following:

3.2.1 Requiring that all organization accounts have a faculty/staff advisor to assume fiscal responsibility for the account;

3.2.2 Establishing the guidelines and minimum requirements for creating organization accounts, which consist of requesting the Budget and Planning Office to establish the agency account, via memorandum, and depositing monies to the account through the Cashier's Office;

3.2.3 Submitting a monthly Financial Reporting System (FRS) report to individuals and organizations owning the assets to insure accountability;

3.2.4 Requiring that the individual or organization not be allowed to overexpend the funds available in the account; and

3.2.5 Insuring the account is not in a deficit position at year-end.

3.2.6 Prohibiting the use of agency funds for payment of salaries and/or wages.

3.3 Expenditures made using funds from an agency account shall follow the University procedures delineated in PS 05.A.04, Petty Cash Policy, PS 05.A.12, Expenditure Allocations and Adjustments Policy, PS 05.A.13, Service Center Transactions Policy, and other applicable purchasing policies.

3.4 Each check processed on an agency account incurs a check issuance charge for each regular or manual check.

3.5 Once the agency account is no longer needed, the following procedures for closing the account and withdrawing the funds shall be followed:

3.5.1 Prepare a State of Texas Purchase Voucher made payable to the organization's legal name; and

3.5.2 Attach a copy of the most current FBMR 90/91 report.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Administration

Review: Biennial

President

Policy History
Issue #1: 09/30/94