

REQUEST FOR AGENCY BUDGET

Complete the form and send it to the Controller's Office (P.O. Box 5143)

1. Name of Organization - Non USM entity (Principal) for whom USM will be acting as fiscal agent:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

2. Relationship of Principal to the University:

☐ Faculty or staff organization

☐ Faculty or staff professional society

☐ Student Organization

☐ Other (describe):

3. USM Sponsor for Agency Budget/Approver:

Name: _____

Payroll Title: _____

Department: _____

USM ID: _____

E-mail: _____

Phone Number: _____

4. USM Staff/Budget Contact:

Name: _____

Department: _____

USM ID: _____

E-mail: _____

Phone Number: _____

5. Additional Signature Authorities on Agency Budget:

Name: _____

USM ID: _____

Name: _____

USM ID: _____

6. Description of the activities or projects for which the agency budget service is being requested. Attach a signed copy of any contracts or agreements.

7. Event information (complete if activities will include conferences, workshops, or special events)

Event Title: _____

Dates(s): _____

Location of Event: _____

Contact Person: _____ Phone Number: _____

8. Method(s) of collecting funds to be placed in agency budget (check all that apply)

☐ Admission

☐ Sales of : _____

☐ Conference Registration

☐ Dues

☐ Sponsorship

☐ Other (explain):

9. Agency budget services desired (check all that apply)

☐ Normal cash receipting and disbursing services through the Business Office & Accounts Payable

☐ Purchase of materials and services through campus service departments

- ☐ Purchase of materials and services through Purchasing Services
- ☐ Scholarship and fellowship administration services through Student Financial Aid Services
- ☐ Payroll Services through Human Resources (describe below) _____
- ☐ Services provided through Conference, Events & Info Services
- ☐ Other (describe below) _____

10. Per The University of Southern Mississippi's policy agency budgets must have a positive balance at all times unless an authorized necessary exception is in place.

A. Any balance remaining in the agency budget after completion of the activity will be disbursed as follows to the:

- ☐ Principal named in question 2.
- ☐ USM's miscellaneous other income account

B. It is the responsibility of the individuals named in questions 3 and 4, above, to remove any deficits in a timely manner.

Any deficit will be cleared as follows:

- ☐ Check from the Principal named in question 2
- ☐ Funding from corporate or other Principal.
- ☐ Funding from professional/scientific organization
- ☐ Other (explain): _____

C. It is the responsibility of the individuals named in questions 3 and 4, above, to notify the Controller's Office, when an Agency relationship has terminated.

Certification

I certify that I understand and agree to the terms and conditions under which the University of Southern Mississippi provides Agency account services.

Requestor's Signature: _____

Date: _____

Print Requestor's Name: _____

Approvals

_____ The Principal	_____ Date	_____ University Sponsor	_____ Date:
_____ Department Chair/Director/Dean	_____ Date	_____ Tax Compliance	_____ Date:
_____ Senior Accountant	_____ Date	_____ Controller	_____ Date:

Controller's Office Use Only

Budget String Assigned	Fund	Department ID	Program Code	HR Number

APPENDIX A

Budget Title:

In your narrative description of the daily activities of the new or existing fund please address the questions listed below.

1) Background information.

Why did we choose to enter into this agreement?
How does it contribute to the mission of the university?

2) What is the source of the revenues?

If it was a fundraiser, was it hosted on or off campus?
Who footed the cost of the fundraiser was it the USM or the non-University entity?
If we paid the up-front costs for a fundraiser when were we reimbursed?

3) Who is involved in making the decision as to how the funds will be spent?

Does the independent entity include us in the decision making process?
To what extent are we involved in the decisions?

4) Do we turn over all monies received from the independent entity to the designated recipient?

Do we retain a portion for our out of pocket costs?
If so, what were the funds retained for?
Do we retain a buffer, to guard against a deficit balance in the account?

5) Are there any tax related transactions?

Do you withhold sales taxes?
Do you withhold payroll related taxes?
Do you have vendors who will require Form 1099? (We may need to inform the IRS of payments paid to vendors for services provided)

6) Do we benefit from the funds in the agency budget?

Is anything purchased for USM?
Is it used to pay for services provided by USM?

7) Under what scenario would your budget have a deficit balance?

Do you have pay up-front fees to secure a venue or registration fees before you actually start receiving fees from the participants? For example, you book a conference center but the attendance was lower than expected. As such, the fees received from the participants do not cover the venue charges.