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, refer to Appendix A for points that should be included in your narrative. 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
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.
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.

8) Is this a student group?

If so, are they registered with the Student Activities office? If registered, why aren’t they availing themselves of the services provided by that office (versus requesting an agency fund)? Include a copy of the constitution.