



AGENCY FUND ACCOUNTS

Agency Funds are used to account for resources held by Georgia Perimeter College as custodian or fiscal agent for individual students, faculty, staff members, or other organizations.

I. Establishing Agency Fund Accounts

Departments, organizational units, individuals, or groups may request the establishment of an agency fund account. The requestor shall be the custodian of the account and must complete an agency funds account application and agreement with proper documentation and justification in order to establish an account. Once forms have been completed custodian(s) shall forward forms to the accounting service department for review. Accounting service department will review and notify custodian(s) of agency fund account approval or denial information in a promptly manner.

II. Terms of Agency Fund Accounts

Agency fund accounts are required to follow the following terms and conditions in order to be in compliance with GPC agency fund account agreement:

1. Funds accepted for deposit in agency fund accounts are not considered tax-deductible gifts to the institution.
2. The agency fund account should have a positive cash balance at all times. Should a deficit occur, the agency principal is responsible for remedying the deficit balance promptly upon notification. The institution may disapprove disbursements due to insufficient funds.
3. Institution checks will be issued against the agency account using approved disbursement forms.
4. With the exception of Study Abroad program expenses as described in BPM Section 21.4, Purchasing Cards may not be used for any agency account activity.
5. State Funds cannot be used to establish agency accounts nor can state funds be transferred into existing agency accounts
6. Agency accounts cannot be used as a means of generating revenue for an organization, department or group
7. Custodian(s) is/are responsible for keeping the information current and for informing GPC of any changes. **(In the event of any changes to the custodian(s), the purpose or terms set forth, the completion of a new agreement will be necessary.)**
8. All institution policies and procedures must be adhered to as well as applicable U.S. and State of Georgia laws.

Note: Agency fund expenditures are subject to all of the purchasing laws, rules, and regulations normally governing state funds. The applicability of these laws, rules, and regulations is currently under review by the Attorney General of the State of Georgia. Additional guidance shall be provided once available from the Attorney General

III. Deposits and Withdrawals on Agency Fund Accounts

After custodian(s) have received approval notification of approval from the accounting services department and received their account name and number AXXXXXX, the account custodian may make deposits at the student accounts office and request disbursement from the accounting service department using the appropriated payment request form, in order to be reimbursed along with each payment request form itemized receipts will need to be attached and a statement of expenditures relativity to agency fund account will need to be attached and sent interoffice to accounting services on The Decatur Campus. (This documentation is **REQUIRED**; if these documents are not attached with the payment request form your request will be denied)

IV. Terminating an Agency Fund Account

An agency fund account can be terminated:

- A. The custodian(s) of the agency fund account by sending a written request to GPS Accounting Services requesting the closure of the account. Once accounting services have received and processed the request the custodian(s) should be notified of the account termination.
- B. The accounting services department will review the status of each agency fund account periodically, at least once monthly, for the purpose of ensuring whether the agency status should be suspended or revoked. Circumstances to consider for suspension or revoking of agency account funds include:
 1. Failure to adhere to institution policies and procedures.
 2. The nature of the activities and functions has changed such that agency account status is no longer appropriate.
 3. Proper notification and documentation of changes in agency fund account
 4. Deficit balances that are not remedied on a timely basis.
 5. In the judgment of the president or designee, suspension or revocation is in the best interest of the institution.
 6. Inactive balances should not be carried forward indefinitely from year to year, but should be disposed of in accordance with the agency agreement(**If disposition is not covered in Agency fund application after 18 months of inactive activity balance will be transferred to GPC general operating funds**)

The accounting service department shall provide all custodians with monthly reports of the status of their accounts. If custodian(s) do not abide by terms and conditions accounting services department will notify custodian(s) of revocation or suspension of their accounts.