

WSU EXTENSION WORKSHOP ACCOUNTS

Administrative Guidelines

A WSU Extension Workshop Account is used for non-credit Extension Programming not related to any sponsored projects. Accounts may be set up for individual educators, programs, or units; and for single or multiple trainings. The Workshop Account provides Extension Educators with a mechanism to deposit revenue from programs, registration fees, and sponsorships from partners.

The revenue collected covers directly related program expenses (name badges, training manuals, copying, travel for participants and speakers, speaker fees, equipment, and wages, etc.). Expend funds through standard University forms and procedures (e.g., purchase requisitions, travel expense vouchers, invoice vouchers, etc.). Faculty and staff should develop a budget and calculate the amount of fees and expenses to try to break even.

Procedures to Obtain a Workshop Account

Complete the attached Workshop Account Request Form and return it to [Linda Loos](#), WSU Extension Finance/Budget Manager.

Fees

All revenue deposited to workshop accounts are assessed an 8% administrative fee that is collected and retained by the university Controller's Office. Service fees are posted to your account under 03-VF each time a deposit is made. Credit Card payments are assessed a 3-6% Merchant Bankcard fee by the bank. Merchant Bankcard fees post to your account monthly under 03-TP.

Online Registrations—Accepting Credit Cards

If you plan to use a WSU online registration system to collect credit cards, a Transaction Type is assigned to the Workshop Account. If you plan to use the [WSU Extension Online Conference Registration System \(OCRS\)](#), complete an [OCRS Access Request Form](#).

If you plan to use a third party event management system such as [Brown Paper Ticket](#) or [Eventbrite](#), you do not need a Transaction Type as these systems do not interact with WSU's bank account. When setting up your account, do not include sales tax on the registration fee and chose have the participant pay the Merchant Bankcard fee. These third party event management systems also have equipment available for rent if you want to take registrations at the door. When the event is done, the event management company will issue a check made payable to Washington State University, which you will deposit using WSU [Cash Handling Training](#) procedures.

Workshop Recipient Roles and Responsibilities

- Follow established WSU procedures for cash handling, billing, and monitoring revenue, expenditures, and balances.
- Include the standard [WSU College of Agricultural, Human, and Natural Resource Sciences and WSU Extension Refund Policy](#) and/or any exceptions to this standard refund policy on all brochures, order forms, registration forms, and website pages. Refund policies are encouraged on all receipts and confirmation pages as well.
- Review account activity and the budget statement on a regular basis to verify deposits and expenses and to ensure that the account maintains a positive balance at all times. Overdrafts are your responsibility
- The Extension Educator completes a final Workshop Reconciliation report within 2 weeks after each workshop offered and keeps it on file for 2 years beyond the current fiscal year.

WSU EXTENSION WORKSHOP ACCOUNT REQUEST FORM

Complete and return to [Linda Loos](#), WSU Extension Finance/Budget Manager

EXTENSION FACULTY LEAD: _____ **COUNTY/DEPT:** _____

WORKSHOP TITLE: _____

DESCRIPTION OF WORKSHOP:

Is this workshop supported by grant funds? ___ Yes ___ No

Registration Method (Choose All that Apply):

- Pre-pay
- On-site Sign-up Sheet NAME
- WSU Online Registration System (e.g., OCRS): _____
- Third Party Online Registration System (e.g., Brown Paper Ticket)*: _____
- Individual(s) Collecting Registrations: _____

***WSU EMPLOYEES ARE NOT ALLOWED TO SET UP PAY PAL ACCOUNTS**

Deposit Method (Choose One):

- WSU Cashier's Office
- Local Bank of America Deposit: Mail completed WSU Log Sheets and/or D-Receipts, Cash Deposit Report, and Bank Deposit Slip to Linda Loos on the day of the deposit.
- Send Checks (convert cash to cashier's check/money order), completed WSU Log Sheets and/or D-Receipts and Cash Deposit Slip to Linda Loos at least weekly or anytime funds exceed \$100.

- ✓ I have viewed the [Cash Handling training](#).
- ✓ I am responsible for each Extension Educator using this account.
- ✓ I agree to follow established WSU procedures for cash handling, billing, and monitoring revenue, expenditures, and balances.
- ✓ I agree to include the standard [WSU College of Agricultural, Human, and Natural Resource Sciences and WSU Extension Refund Policy](#) and/or any exceptions to this standard refund policy on all brochures, order forms, registration forms, and website pages.
- ✓ I agree to monitor account activity and the budget statement for account revenue, expenditures, and balances on a regular basis, to take action to resolve issues in a timely manner, and to ensure that the account maintains a positive balance at all times.
- ✓ I agree to complete a final Workshop Reconciliation report within 2 weeks after each workshop and keep it on file for 2 years beyond the current fiscal year.

	<u>Signatures</u>	<u>Date</u>
Extension Faculty Lead	_____	_____
Local Records Custodian	_____	_____

APPROVAL

Extension Finance/Budget Manager _____

WORKSHOP ACCOUNT NUMBER: _____

Deficit Guarantee Account Number for overdrafts: _____