



# TRUST AGREEMENT FORM

BKCMP     BKASI     BKSPA     BKSTU

### Trust Fund Information:

New Trust Agreement       Revised Trust Agreement

Effective Date:

Trust Fund Number:

Fund Title:

### Describe Purpose of Fund:

### Source of Funds:

### Types of Expenditures Permitted:

- |                                                   |                                                    |                                          |
|---------------------------------------------------|----------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Supplies & Services      | <input type="checkbox"/> Postage & Freight         | <input type="checkbox"/> Conference Fees |
| <input type="checkbox"/> Travel (In/Out of State) | <input type="checkbox"/> Telecommunications        | <input type="checkbox"/> Advertising     |
| <input type="checkbox"/> Salaries & Benefits      | <input type="checkbox"/> Training/Prof Development | <input type="checkbox"/> Printing        |
| <input type="checkbox"/> Equipment purchases      | <input type="checkbox"/> IT Hardware (Computers)   | <input type="checkbox"/> Hospitality     |

Other:

### Restrictions/Reporting Requirements (attach supporting agreements or contracts):

### Planned Use for Reserves:

Expected Duration:     Indefinite       Definite      Approximate End Date: \_\_\_\_\_

### Disposition of Funds at Termination:

Instructions for closing fund: \_\_\_\_\_

Chartfields for transferring fund balance :

\*Fund:

\*Dept ID:

Project:

\*required information

**TRUST AGREEMENT FORM**
**Terms of Agreement:**

1. All funds collected will be held and applied according to the purpose for which this trust was established and described in the sections above.
2. Good business practices will be exercised in all transactions affecting this trust. The fund manager will ensure all transactions are in compliance with CSU policy and regulations.
3. All property, equipment, and supplies purchased through this trust shall become property of the State and will be recorded, inventoried and accounted for accordingly.
4. Fund Manager must review all balances recorded in this trust funds on a regular basis and keep a reconciliation for his/her records. Positive fund balance will be maintained at all times.

**Submission & Approval**

By signing below, I verify that I have read and agree to the terms of the agreement.

	Printed Name & Title	Signatures	Date
Individual Managing Trust Fund:			
Dean/Administrator:			
VP of Division:			

**Accounting & Reporting Services Use Only**

Authorization Ref: \_\_\_\_\_

SCO Fund Name: \_\_\_\_\_ SCO Fund: \_\_\_\_\_

CSU Fund Name: \_\_\_\_\_ CSU Fund: \_\_\_\_\_

Trust Fund Name: \_\_\_\_\_ PS Fund: \_\_\_\_\_

Subject to Unrelated Business Income Tax (UBIT):  Yes  No

Financial Services Fee: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

University Controller

Submit completed Trust Agreement form to Accounting & Reporting Services, Administration Building, Room 108.



## Trust Agreement Form Instructions

### Guidelines for the Establishment and Administration of Trust Funds

In accordance with Section 89721 of the Education Code, money received by the University in connection with certain sources or purposes shall be deposited and maintained in a trust fund. Each trust fund shall be supported by an executed Trust Agreement form and shall clearly state purpose, source of funds, and allowable expenditures. Sources of funds and types of expenditures must be detailed so as to assist in the management of the trust project. Attach any supporting documentation such as agreements, restrictions or reporting requirements that will impact the administration of the account.

Each Trust Fund Agreement shall be reviewed by Financial Services and requires the final approval of the University Controller to be a valid agreement.

### Trust Fund Information:

**Effective Date:** Enter the date this agreement will be in effect. Whenever possible, select the first day of the month.

**Trust Fund Number:** Enter Fund Number if fund already exists. If requesting a new trust fund, leave this field blank.

**Fund Title:** Enter the title of Trust Fund. This title name must not exceed 30 characters.

### Describe Purpose of Fund:

Describe the purpose of the trust fund and explain how it benefits the campus. The purpose of a trust fund should clearly state why this fund is needed and how this activity is in the best interest of the campus' educational objectives and goals.

### Source of Funds:

Indicate all possible sources of funds for this trust fund. Funding may be from external sources, grants, services rendered, student fees/charges, etc.

### Types of Expenditures Permitted:

Describe how funds will be spent. Indicate all possible types of expenditures in this section. Any expenditures not selected in the boxes of this section can be entered in the Other box. Expenditures must comply with CSU policies and regulations. Disbursements from a trust should be made only for the purposes for which the trust fund was established.

### Restrictions/Reporting Requirements:

Describe any restrictions or reporting requirements. Attach any supporting documentation such as agreements, contracts or reporting requirements that will impact the administration of the fund.

### Planned Use for Reserves:

Specify in detail, the planned use of the projected ending fund balance. This may include an extraordinary purchase that is in compliance with the purpose of the Trust, future acquisition of equipment, salary support, etc. Trust Accounts should not be generating large surpluses but rather generating revenue to fund expenses associated with providing the service or activity.

### Disposition of Funds at Termination:

State the disposition of remaining funds at the termination of the trust project. Chartfields must be provided for transferring any fund balance or deficit at the time of termination. For example, funds may be reclassified to the another trust fund or other appropriate state fund, returned to donor, etc.

### Submission & Approval

#### Individual Managing Trust Fund:

Indicate the individual who will manage and answer inquiries regarding activities within this Trust Fund.

#### Dean/Administrator:

Trust agreement form must be approved by the appropriate Dean or AVP. Approver is acknowledging the establishment of the trust fund and approving all terms of this agreement.

#### Cabinet/VP Approval:

Trust agreement form must be approved by the appropriate divisional Vice-President. Approver is acknowledging the establishment of the trust fund and approving all terms of this agreement.