

CCS Administrative Procedure

5.20.01-B Agency (Trust) Accounts

Implementing Board Policy [5.20.01](#)

Contact: District Director of Fiscal Services, 434-5210

1.0 Purpose

To ensure appropriate handling of resources held by Community Colleges of Spokane in a custodial capacity for other governments, private organizations, or individuals.

2.0 Limitations and Requirements

- 2.1 An agency (trust) account is established for the purpose of recording revenues and expenditures of resources held by CCS as custodian or fiscal agent for other governments, private organizations, or individuals. Such entities include state associations, state commissions, Washington Community and Technical College (SBCTC) groups, education-related conferences, and charitable organizations.
- 2.2 The CCS employee acting in a treasury or custodial role is responsible for obtaining the rules and/or by-laws that from the entity that govern the expenditure of funds. In lieu of such rules and/or by-laws, the laws and regulations applicable to the activities of CCS will govern the expenditure of funds.
- 2.3 The treasurer or custodian must exercise sound and prudent discretion in the management of trust resources, as well as exercise ethical and professional conduct in carrying out custodial responsibilities. CCS policies, procedures, and state ethics laws provide guidelines for carrying out these responsibilities.
- 2.4 Requested disbursement of trust funds must follow CCS and state laws and regulations. Funds must be deposited prior to spending for the activity; a deficit balance is not allowed. The CCS Business Office should be consulted if uncertainty exists regarding the appropriate expenditure of trust funds.

3.0 Establishing an Agency Account

- 3.1 Contact the District Director of Fiscal Services in the District Business Office to establish an agency account.
- 3.2 A copy of the entity's purpose, rules, and/or by-laws must be sent to the Business Office prior to the establishment of an agency account number.
- 3.3 Monies cannot be transferred to or from this account. If trust funds are commingled with state funds, they become state funds.

4.0 Cash Receipts

- 4.1 All monies related to the trust activity must be deposited into the established agency account.
- 4.2 Cash receipts must be deposited at least weekly. Receipts are deposited at the college cashier's office. A CCS deposit form or substitute form must accompany all deposits.
- 4.3 The fee code HZ and the agency account number must be recorded on the deposit form.

5.0 Expenditures and Reimbursement

- 5.1 All purchases must occur on a reimbursement basis. The CCS Purchasing Department may not be used to assist in the procurement of trust activity goods or services.
- 5.2 Purchases must follow the rules or guidelines of the entity.
- 5.3 Funds must be available in the agency account prior to making purchases for the activity; a deficient balance is not allowed.
- 5.4 Requests for reimbursement of purchases may be submitted via a memo to the accounting department. The memo must include details of the expenditure including:
 - 5.4.1 The vendor's name and address;
 - 5.4.2 Description of goods or services provided and the cost;
 - 5.4.3 The agency account number;
 - 5.4.4 The name and address of the person seeking reimbursement.
- 5.5 With advance approval of the District Director of Fiscal Services, CCS travel and purchase cards may be used to make purchases for the trust activity on a case-by-case basis.

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Cabinet approval: August 2007