

WSU COUNTY WORKSHOP ACCOUNTS

Administrative Guidelines

A Workshop Account is a non-credit training course that is short-term, and does not require complex financial/management. It provides Extension Educators with a mechanism to deposit revenue and charge related expenses for small training sessions. Accounts may be set up for individual educators or for units. Accounts may be set up for single or multiple trainings, but profit/loss spreadsheets must be maintained for each training.

Registration fees may be collected to cover direct costs of conducting workshops or conferences such as copying, travel, speaker fees and wages. While it is permissible to collect fees in excess of direct costs, careful consideration must be given to the amounts and reasons for collecting such fees.

Procedures to Obtain a Workshop Account

1. Complete the Workshop Account Request Form
2. Submit the Form to Your Program Director
3. The Program Director Submits the Form to the County Fiscal Operations Manager
4. The County Fiscal Operations Manager Reviews and Approves if Appropriate, Assigns an Account Number, and Notifies You.

Fees

All revenue deposited to workshop accounts are assessed an 8% administrative fee that is collected and retained by the university Controller's Office.

Workshop Recipient Roles and Responsibilities

- Follow established WSU procedures for cash handling, billing, and monitoring revenue, expenditures, and balances.
- Review account activity and the budget statement on a regular basis to verify that deposits and expenses are related to the workshops being offered and to ensure that the account maintains a positive balance at all times. Overdrafts are your responsibility
- For each workshop offered, complete a final Workshop Reconciliation report within 2 weeks after the workshop and route it to the County Fiscal Operations Manager.



WSU COUNTY WORKSHOP ACCOUNT REQUEST FORM

Please complete and return to the Extension County Fiscal Operations Manager

EXTENSION EDUCATOR: _____ **COUNTY:** _____
WORKSHOP TITLE: _____

DESCRIPTION OF WORKSHOP:

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

Registration Method (Choose One):

- Pre-pay and roll call
Individual (s) collecting registration fees: _____
- On-site and sign-up sheet
Individual collecting registration fees: _____
- All of the above (complete required information)
- Other; please explain

Deposit Method (Choose One):

- Local Deposit to Bank Account: Mail completed WSU Log Sheets and/or D-Receipts, Cash Deposit Report, and Bank Deposit Slip directly to the Cashier in Pullman the day of deposit.
- Send Checks (convert cash to cashier’s check/money order), completed WSU Log Sheets and/or D-Receipts and Cash Deposit Slip to County Fiscal Operations Manager.

Deficit Guarantee Account Number: _____

- ✓ 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 review account activity and the budget statement on a regular basis to verify that deposits and expenses are related to the workshops being offered and to ensure that the account maintains a positive balance at all times.
- ✓ I agree to monitor the account revenue, expenditures, and balances on a regular basis to verify that deposits and expenses are related to the workshops being offered, to take action to resolve issues in a timely manner, and to ensure that the account maintains a positive balance.
- ✓ I agree to complete a final Workshop Reconciliation report within 2 weeks after each workshop and route it to the County Fiscal Operations Manager.

	<u>Signatures</u>	<u>Date</u>
Extension Educator	_____	_____
Records Custodian	_____	_____
APPROVALS		
Program Director	_____	_____
County Fiscal Operations Manager	_____	_____

Workshop Account: _____