FRESNO STATE
Accounting Services

Trust Fund Approval

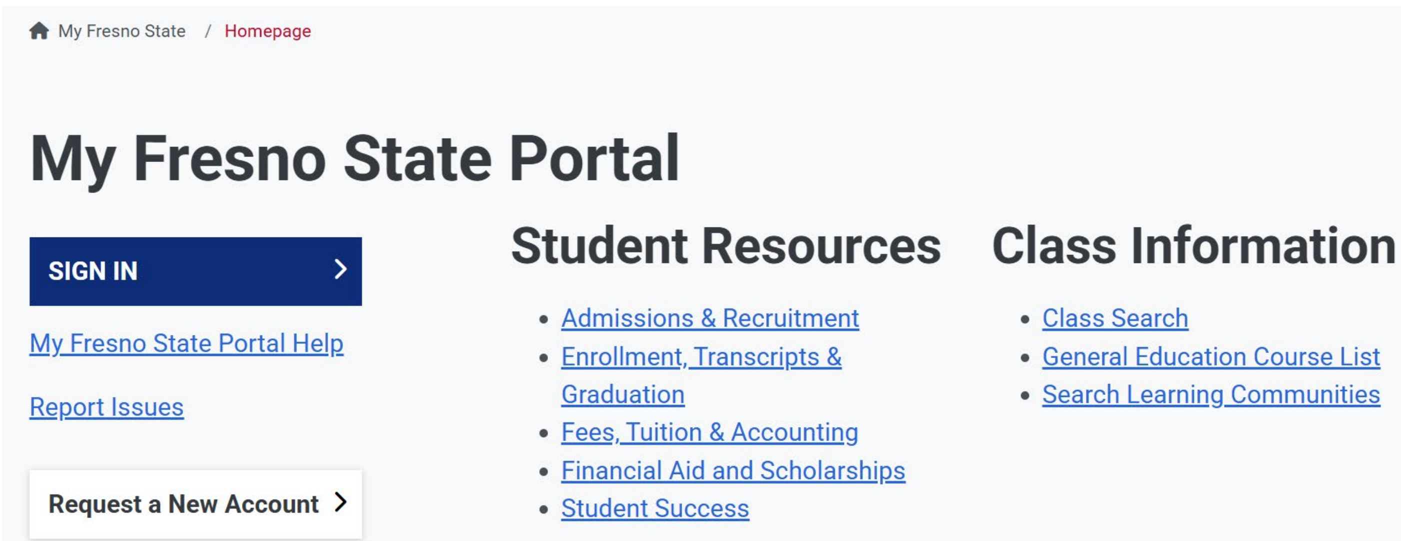
All Trust Funds must have a new Trust Fund Approval form submitted electronically to Accounting Services to be able to process any financial transactions (purchase requisition, alteration, direct pay, travel, budget transactions, etc.).

All Department ID's listed on the Trust Fund Approval Form will allow all those individuals listed on the Financial Signature Approval Form for each of those Department ID's as being approved to sign for **all** financial transactions for that particular Trust Fund**.**

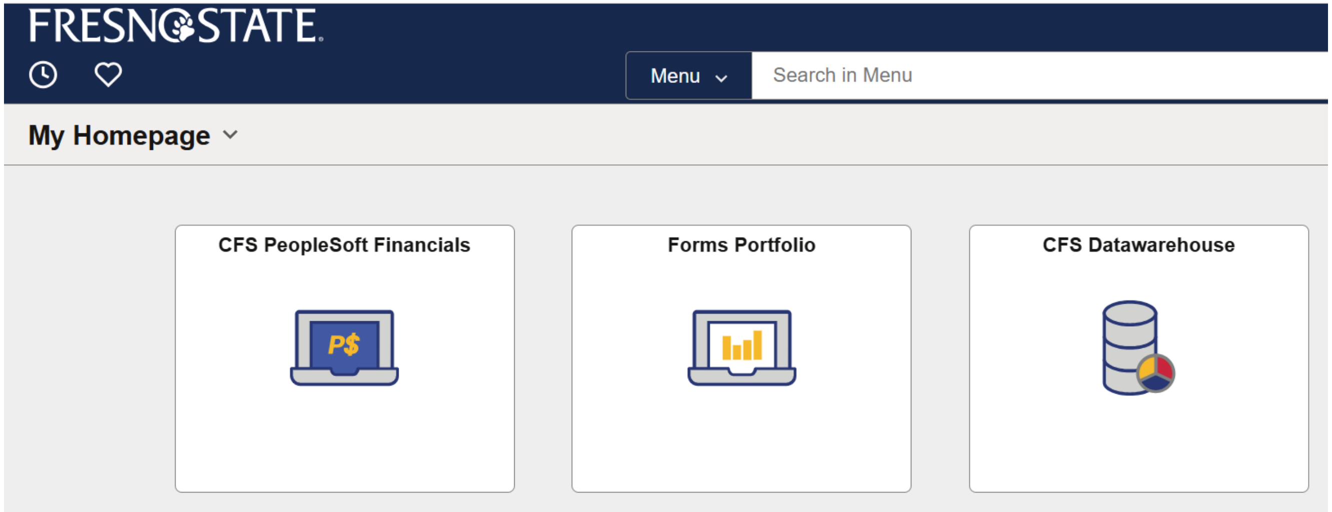
Anyone can create the initial Trust Fund Approval form for their Department ID(s), but only those listed on the Financial Signature Approval Form will be able to make any updates or changes to the form in the future.

Instructions for filling out the Trust Fund Approval form:

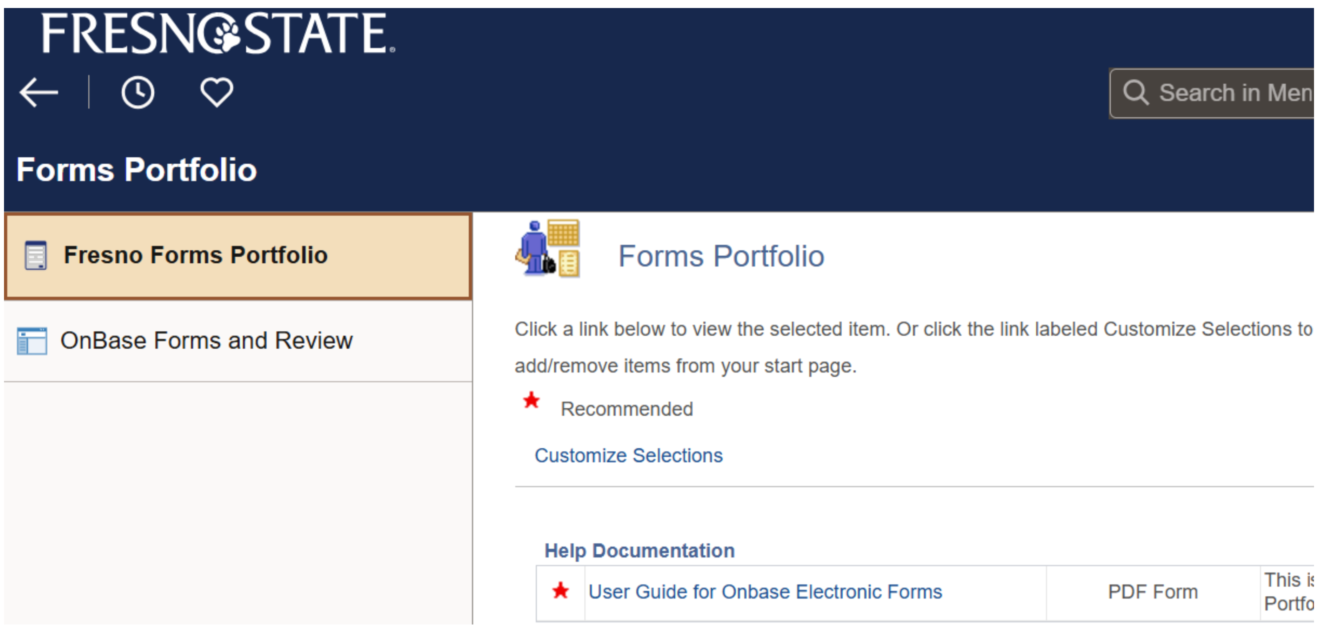
1) At the My Fresno State portal, sign in with your login and password
   https://my.fresnostate.edu/psp/mfs/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST



2) After logging into My Fresno State, search for and click on the **Forms Portfolio** link



3) After clicking on the Forms Portfolio link, then click on **Fresno Forms Portfolio** in the left menu.



4) Click on the **Trust Fund Approval** link, found under the Finance section.

Finance

★	Adjusting Budget Journal (ABJ)	Electronic Form	The Adjusting Budget Journal is used to transfer budget funds from PeopleSoft accounting chartfield location to another.	Details...
★	Departmental Deposits	Electronic Form	Departmental Deposits are intended for departments with twenty deposits or less and/or less than $5000 in a fiscal year.	Details...
★	Direct Pay & Hospitality Approval	Electronic Form	The Direct Pay & Hospitality Approval Form is used for Student and Employee Reimbursements Only to request a check payment.	Details...
★	Financial Signature Approval (FSA)	Forms Application	Authorized Signature form and approvals for Financial Services. Identifies departmental authorized signers for purchase requisitions, direct pays, invoices, petty cash requests, journal entries (TOES), payroll transfer forms (TOPS), and travel applications and expense claims.	Details...
★	Non-Payroll Expenditure/Revenue Transfer Request Form (TOE)	Electronic Form	The Non-Payroll Expenditure/Revenue Transfer Request Form (TOE) is used to request accounting changes for revenue and expenses. The Accounting Office makes the appropriate journal entries in PeopleSoft based on this request form.	Details...
★	Petty Cash Fund / Change Fund Authorization	Electronic Form	Petty Cash authorization form for creating and funding Petty Cash Funds, and identifying or changing the fund custodians.	Details...
★	Purchase Alteration	Electronic Form	Alterations to existing requisitions	Details...
★	Purchase Requisition	Electronic Form	Requisition to purchase goods and services	Details...
★	Request for Billing	Electronic Form	Request for Billing	Details...
★	Stockroom Requisition	Electronic Form	Requisition to purchase stockroom goods and services	Details...
★	Transfer of Payroll Expenditures (TOP)	Electronic Form	The Transfer of Payroll Expenditures form is used to transfer payroll expense transfers associated with an employee to different PeopleSoft Chartfields. It can only be used for employee expenses.	Details...
★	Trust Fund Approval (TFA)	Electronic Form	The Trust Fund Approval form is used to create new trust funds and revise information on existing trust funds.	Details...

5) You will be routed to Kauli Build and the following Trust Fund Approval form will appear:

FRESNO STATE

Trust Fund Approval

Type of Fund *

◉ New Trust Fund

○ Revise Existing Fund

Trust Fund Information

Fund Name *

Please enter fund name. Max character limit of 50 characters.

Start typing here...

Department ID *

Start typing here...

Department Name *

Indicate the purpose of the fund *

Start typing here...

Indicate the source of funds to be deposited into the fund *

Start typing here...

Indicate the types of allowable expenditures

Expenses allowed by applicable law, regulations and policy for this CSU fund type that support the purpose of the fund. Authoritative guidelines include the California Education Code, California State University System-wide Policies, California State University, Fresno policies, etc. (Note: alcohol is not an allowed expense).

Start typing here...

Indicate reporting requirements for this fund, or enter "NONE" *

Start typing here...

Indicate the start and end dates or mark indefinite if fund will be ongoing

Effective Date *	Will this fund be indefinite? *	Expiration Date *
May 12, 2025	○ Yes ○ No	Click Here to Display Calendar Widget

Indicate instructions for the disposition of remaining funds at termination *

Dispositions must be in compliance with applicable law, regulations and policy for this CSU fund type. Authoritative guidelines include the California Education Code, California State University System-wide Policies, California State University, Fresno Policies, etc.

Start typing here...

Identify the additional departments that are allowed to expend against this fund

Any departments added will give authorization to all signers on that department's Financial Signature Approval form authority to expend against this fund. The maximum number of departments that can be added is ten (10).

Department ID	Department Name *	

Add Another Row

Signatures on the Trust Fund Agreement only authorize the establishment of the fund. Expenditures can only be authorized by the individuals listed on the Financial Signature Approval form for each of the Department ID's included on this form.

Trust funds are established in accordance with Education Code 89720-89721 and Government Code 16305.

To recover the business management expenses incurred, Accounting Services will retain interest earned on this fund and a 6% service charge will be calculated on the monthly gross deposits, including eMarket revenue.

Trust fund to be authorized by

Dean or Director *

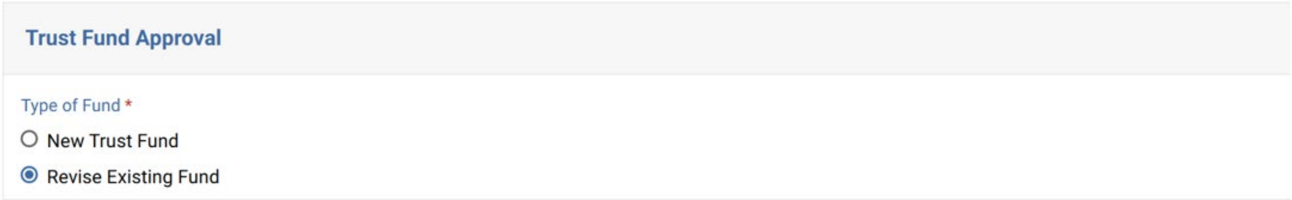
Vice President *

6) Instructions for completing the Trust Fund Approval form:

- Select **New Trust Fund**. or **Revise Existing Fund** to update an existing trust fund. See section 7 for instructions for revising trust funds.
- Enter the Fund Name
- Enter the Dept. ID# for the department that will be responsible for this fund.
- The Department Name will automatically populate.
- Describe the purpose of the fund.
- Describe where the source of the funds that will be deposited into the account.
- Describe the types of allowable expenditures. This description is what will allow and/or prohibit expenditures against this fund in the future.
- Indicate the reporting requirements, if any for this fund. If there are no reporting requirements, enter "NONE".
- Indicate the start and end dates or select Yes if the fund will be ongoing.
- Give instructions for the disposition of funds in the event the purpose of the trust fund is completed or should be closed.
- Identify additional Departments that are allowed to process financial transactions against this Trust Fund account. All additional Department ID's listed on the Trust Fund Approval Form will allow all those individuals listed on the Financial Signature Approval Form for each of those Department ID's as being approved to sign for all financial transactions for that particular Trust Fund.
- Click on Add Another Row to add each additional Department ID.
- After adding all additional Department ID's, verify appropriate department approvers are listed. If approvers need to be updated, please contact Cherie Weber, cweber@mail.fresnostate.edu, in General Accounting for assistance.
- Use the **Submit** button on top right of form to initiate the approval process.
- It will then be sent to the Dean/Director and VP for the Department responsible for this fund for approvals
- Once approvals are completed, it will be sent to Accounting Services for assignment of fund number and setup in CFS.
- You will receive an email notifying you that the form has been fully approved and processed.
- If there are any changes or questions, the form may be returned to you for corrections. If that happens, you will receive an email and a link to the form.
- You may see the status of this form at any time by logging into Kauli Build and locating it in your My Documents list.

7) Instructions for Revising an Existing Trust Fund Approval form:

- Prior to beginning this process, it is recommended that you obtain a copy of the original trust fund approval for reference. Contact genacctg@mail.fresnostate.edu for assistance.
- Select Revise Existing Fund


Trust Fund Approval

Type of Fund *

New Trust Fund

Revise Existing Fund

- The form will appear.


Trust Fund Information

TFA Fund Name Number Select *

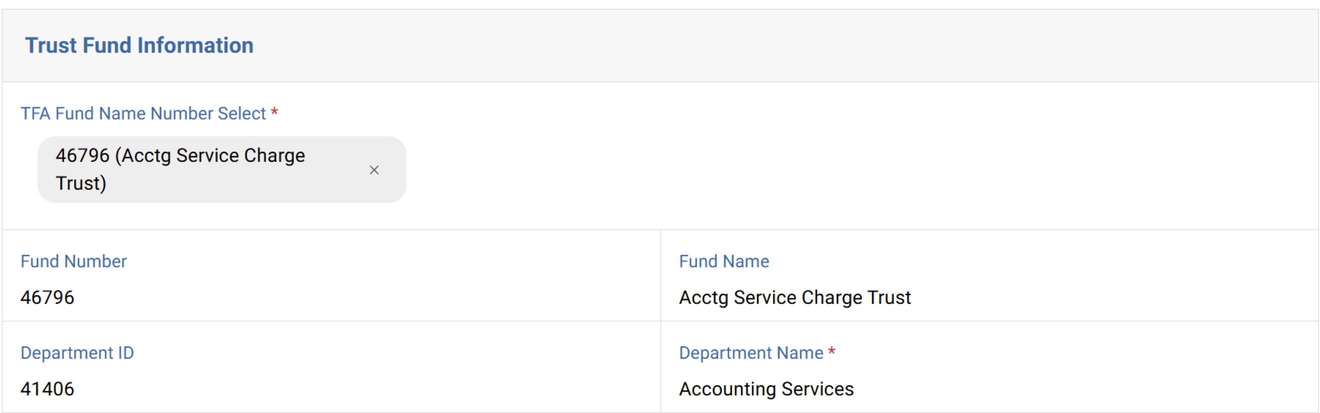
Fund Number

Fund Name

Department ID

Department Name *

- Select the trust fund number that you want to revise. The data from the original form should populate the fields as shown below.


Trust Fund Information

TFA Fund Name Number Select *

46796 (Acctg Service Charge Trust) ×

Fund Number	Fund Name
46796	Acctg Service Charge Trust

Department ID	Department Name *
41406	Accounting Services

Purpose of the Fund

Collect student fees so that student can enter into a deferred payment plan for tuition and fees.

Modify Purpose of the Fund

☑ Yes

Indicate the purpose of the fund: *

Start typing here...

Source of the funds to be deposited into the fund

N/A

Modify Source of Fund

☑ Yes

Indicate the source of the funds to be deposited into the fund: *

Start typing here...

Allowable expenditures

Expenses allowed by applicable law, regulations and policy for this CSU fund type that support the purpose of the fund. Authoritative guidelines include the California Education Code, California State University System-wide Policies, California State University, Fresno policies, etc. (Note: alcohol is not an allowed expense).

N/A

Modify type of allowable expenditures

☑ Yes

Indicate the type of allowable expenditures (Optional):

Start typing here...

Indicate reporting requirements for this fund, or enter "NONE": *

Start typing here...

Indicate the start and end dates or mark indefinite if fund will be ongoing:

Will this fund be indefinite

○ Yes

○ No

Expiration Date *

MM/DD/YYYY

Instructions for the disposition of the remaining funds at termination

Dispositions must be in compliance with applicable law, regulations and policy for this CSU fund type. Authoritative guidelines include the California Education Code, California State University System-wide Policies, California State University, Fresno Policies, etc.

Funds would be transferred to a successor fund

Modify Disposition of Remaining Funds at Termination

☑ Yes

Indicate instructions for the disposition of the remaining funds at termination: *

Start typing here...

Additional Departments

Any departments added will give authorization to all signers on that department's Financial Signature Approval form authority to expend against this fund. The maximum number of departments that can be added is ten (10).

Department Addition

Identify the additional departments that are allowed to expend against this fund

Please list departments you would like to add to the current list of those who can expend against this fund

Department ID	Department Name *	

+ Add Another Row

Department Removal

Remove Existing Additional Departments

Please list the departments you wish to remove the ability to expend against this fund

Please select current additional department to remove (Optional)

NOTE: This list does contain the main department noted above, which will not be removed

Accounting Services

Department ID (Optional)

41406

+ Add Another

Signatures on the Trust Fund Agreement only authorize the establishment of the fund. Expenditures can only be authorized by the individuals listed on the Financial Signature Approval form for each of the Department ID's included on this form.

Trust funds are established in accordance with Education Code 89720-89721 and Government Code 16305.

To recover the business management expenses incurred, Accounting Services will retain interest earned on this fund and a 6% service charge will be calculated on the monthly gross deposits, including eMarket revenue.

Dean or Director *

Tom Chacon

Vice President *

Bob Brown

- If revising the department responsible for the Fund, select Yes to modify department and a box to enter the new department ID will appear. This will route approvals to the original department to approve transfer of the fund to the new department. Then will route approvals to the new department.

Department ID	Department Name *
41406	Accounting Services

Modify Department

☑ Yes

New Department ID *	New Department Name *
Start typing here...	

- Identify the areas you want to modify by selecting **Yes.**
- **Important Note:** If the data from the original form is accurate there is no need to modify and reenter the details. However, if data does not populate correctly or is left blank. Please select Yes to modify then reenter the data from the original form.
- Reporting requirements and Fund start and end dates are required fields and will not prepopulate from the original form.
- Once all revisions are complete, use the Submit button on top right of screen to begin the approval process.
- It will then be sent to the Dean/Director and VP for the Department responsible for this fund for approvals
- Once approvals are completed, it will be sent to Accounting Services for final review and completion.
- You will receive an email notifying you that the form has been fully approved and processed.