



Broward
Community
College

Procedure Manual

Title: Agency Fund Account	Number: A6Hx2-6.25
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Any organization indirectly related to the college may apply for an agency fund account by submitting an *Application for Agency Account* form (ACC-12) approved by the president, appropriate vice president, or appropriate provost. Upon approval, the comptroller's department will assign the cost center number for the account.

All agency fund accounts are subject to the following conditions being met and/or maintained:

1. The college's only responsibility is to account for the receipt and expenditure of the funds as submitted by the cost center administrator.
2. The organization, agency, or individual depositing and authorizing expenditures is responsible for compliance with federal, state, and all other applicable laws relative to receiving, collecting, and expending funds deposited in the cost center.
3. The donor(s) specifically authorizes the organization or agency to use the funds deposited in the account at its discretion.
4. Expenses incurred in the cost center will not exceed the cash available in the account.
5. The funds deposited in this account will not be collected in the name of the college as the soliciting agency.
6. The college assumes no liability for the use, intended or otherwise, of any agency fund.

All fund-raising activities must be approved in writing by the president, appropriate vice president, or appropriate provost and filed in the comptroller's department. All funds collected must be deposited in the campus or college bursar's office in the cost number and assigned to the organization collecting the funds.

The expenditure of funds in the account shall be made upon requisition (*PUR-1* or *AUX-1*) of the organization as approved by the advisor designated to administer the account, and under no circumstances shall expenses or an obligation against an agency fund account exceed the balance of funds in the account.

[Link to Policy 6Hx2-6.25](#)

Recommending Officer's Signature 	Date 06/18/97	President's Signature 	Date 06/18/97
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