CALIFORNIA STATE UNIVERSITY SAN MARCOS

TRUST/SPECIAL PROJECT AGREEMENT FISCAL YEAR FY25/26

FUND NUMBER	TRUST/PROJECT NAME	DEPT	CLASS
4XXXX	Fund Title	XXXX	XXXX

PURPOSE OF FUND

Describe purpose of Trust Fund here.

SOURCE OF REVENUE	AUTHORIZATION REFERENCE	
Specify source of revenue to be received (Student Fees, Off-Campus Users, Donation, Other: explain.	435 Fund - EC 89721 (b); 89722.9	Indicate ED Code #, Exec Order #, etc.

METHOD OF REVENUE COLLECTION

Specify how the revenue will be collected (chargeback, grant, billing, student fees/payment, etc.).

TYPE OF EXPENDITURE FROM FUND

Describe the type(s) of expenditures permitted from this fund.

SPENDING RESTRICTIONS

Indicate expenses that are NOT permitted (i.e., Salaries, Travel, Overhead, etc. or NO Restrictions).

AGREEMENTS AND/OR REPORTING REQUIREMENTS: List Details for Fund i.e., Outside Agency Reporting, Required Forms, Contracts, Due Dates, Etc.

Attach supporting documentation (i.e., Agreement, Award Letter, etc.).

EXPECTED DURATION OF PROJECT (PLEASE INDICATE END DATE OR "INDEFINITE"):

End Date or Indefinite.

DISPOSITION OF FUNDS UPON TERMINATION OF PROJECT (Upon termination of Trust Fund, memo must be sent to Fiscal Services for Approval.)

Transfer to University Discretionary Trust upon termination of project.

AUTHORIZED SIGNERS FOR DISBURSEMENT:

By signing below, I confirm that any expenditure activity authorized under this designation will conform to California State University, San Marcos and CSU Trustee policy, specifically Trust Fund Procedures, and sound fiscal and budgetary practices. By signing this form, I understand that this expenditure authorization may be rescinded at any time, without notice, at the discretion of management.

	Name	Title	Email
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

SUBMISSION AND APPROVAL:

BY SIGNING BELOW, I VERIFY THAT I HAVE READ AND AGREE TO THE TERMS OF AGREEMENT AND THE ACCOUNT MANAGEMENT RESPONSIBILITY POLICY.

Those named above are designated to act on behalf of the Account Manager/Lead Analyst for fiscal expenditure and are hereby authorized to submit requisition and disbursement documents. The Account Manager/Lead Analyst retains the responsibility for all activity appearing in the University's financial record for their Trust Funds per the CSU San Marcos Local Trust Fund Procedures. See TERMS OF AGREEMENT below.

Approver	Name	Title	Email
Account Manager/Lead Analyst			
Fiscal Services			
Sr. Director Budget Office			
Division VP Reviewer			
Dean/AVP (or Designee)			
Provost/Vice President (or Designee)			

TERMS OF AGREEMENT

1. All funds collected will be held and applied according to the purpose for which the project was established. Good business practice will be exercised in all transactions affecting the project. Each obligation will bear the authorization of an individual named in this agreement.
2. All property, equipment and supplies shall become the property of the State and will be recorded, inventoried and accounted for as such. In the event the project is dissolved all assets shall become State property subject to disposition of same.
3. The Project's annual budget for each subsequent year must be submitted according to annual budget submission guidelines.
4. The Account Manager/Lead Analyst must review a monthly Trust Fund Trial balance report and a reconciliation with his/her records. If they do not agree, CSUSM Accounting Office should be notified in writing. If no objections are received then the records are deemed to be in agreement. The Account Manager/Lead Analyst will sign, date and retain reconciliation records for internal audit review purposes.
5. Executive Order # 1000 establishes Trust Fund policy including the need for the operating fund to recover allowable direct costs plus an allocable portion of indirect costs association.
6. Active trust fund agreements must be submitted at a minimum every five years.

ATTACHMENTS:

1) **Trust Budget Plan Worksheet**
2) **Trust/Special Project Cash Flow Worksheet for cyclical projects only (OPTIONAL)**

EXPECTED SOURCES OF TRUST REVENUE: Trust revenue is limited by California Education Code § 89721 to the following:

(a) gifts, bequests, donations, etc. (Note: these type of funds will be deposited to the Foundation and may be transferred to Trust)
(b) student scholarship and loan programs
(f) misc. receipts/deposits (note: must be explained and are subject to fiscal approval)
(g) fees and charges for optional services, materials, or facilities
(h) fees and other revenues from instructionally related activities

REFERENCE: **CSU San Marcos Local Trust Fund Procedures**