

Topic	Fee Based Programs - External Support groups
Audience	CEAs, ESGs
Funding Source	External Support Groups
Heading	Fee Based Programs
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Primary Contact	District Office Manager

Fee Based Programs - External Support Groups

County Extension Agent (CEA) coordinates program planning with District Extension Administrator and Regional Program Leader. The External Support Group (ESG) collects the registration fees and handles all financial aspects of the program. CEAs are responsible for coordinating with ESG to remit any applicable fee based charges.

ESG Coordination

Process	Description
Registration fees	ESG (committee, master gardener association, etc.) collects participant fees.
Receipts	ESG issues their own receipt to each participant for any funds collected.

CEA Coordination

Process	Description
Fee based charges to be remitted	CEA calculates the fee based charge for the program, collects the fee from the committee, provides the committee with an AgriLife Extension receipt for the fee, and completes the deposit and event form (AG-231 or AG-231S). Then, the CEA remits the forms, fee, and pink copy of AgriLife Extension receipt to the AgriLife Cash Management office.
Fee based charges to be invoiced to ESG	If required by the ESG, the CEA calculates the fee based charge for the program, completes the invoice request forms (AG-232 or AG-232S), and submits the forms to the AgriLife Cash Management office so the ESG can be invoiced for the fee.

Forms

Deposit Forms

AG-231: Event Report with Deposit Form	http://agriflifeas.tamu.edu/documents/ag-231.pdf
AG-231S: Specific Program Report with Deposit Form	http://agriflifeas.tamu.edu/documents/ag-231s.pdf
AG-233: Multiple Event Report with Deposit Form	http://agriflifeas.tamu.edu/documents/ag-233.pdf

Invoice Forms

AG-232: Event Report with Request for Invoice	http://agriflifeas.tamu.edu/documents/ag-232.pdf
AG-232S: Specific Program Report with Request for Invoice	http://agriflifeas.tamu.edu/documents/ag-232s.pdf

Resources

Fee Based Programs – General Information	One Pager: Fee Based Programs – General Information <small>(100005)</small>
Fee Based Programming website	http://agriflifeas.tamu.edu/fiscal/cash-mgmt/ext-fee-based-program/
Detailed overview of events through ESG	http://agriflifeas.tamu.edu/documents/fee-based-program-committee.pdf
AgriLife Cash Management mailing address	Texas A&M AgriLife - Cash Management 2147 TAMU College Station, TX 77843-2147