TRUST FUND AGREEMENT PROCESS GUIDE
FISCAL AFFAIRS
01/29/2019

Fiscal Affairs will no longer be accepting any Trust Fund Agreement requests through paper format effective July 01, 2019. Instead, we will be utilizing the DocuSign solution to facilitate this continuing process. The form is already live in DocuSign, so we highly encourage all requestors to start using it now.

TRUST FUND AGREEMENT OVERVIEW

Departments will initiate a Trust Fund Agreement process if:

I. The following changes occur on the Trust Fund Agreement:
   a. Department has a new Trust Fund Manager
   b. Department has a new Trust Fund Administrator
   c. Department has an authorized signer change
   d. Trust Fund Agreement is expired (effective for 5 Fiscal Years)

II. Departments need to set up a new fund
   a. It is noted that Department is only responsible to enter the fund type in the Fund Number field on the Trust Fund Agreement (For example, please enter TC for a new CEL fund)

Trust Fund Accountant will initiate a Trust Fund Agreement process if there is amendment to the existing Trust Fund Agreement. For more information about the Trust Fund Agreement process, please contact Trust Fund Accounting at trust@sfsu.edu.

For general inquiries about DocuSign, please go to DocuSign @ San Francisco State or contact qateam@sfsu.edu.
PROCEDURE

1. Initiator starts a Trust Fund Agreement process in DocuSign.
   a. If this is your first time logging on to DocuSign, please refer to these [How-to-Guides](#).

2. After logging in, click **New** and then **Use a Template** in the drop down menu.

3. Click **Shared Folders/Fiscal Affairs** and then check the box **Trust Fund Agreement**. Click **ADD SELECTED**.
4. **Enter recipients’ information** (i.e. name and SFSU email address) to the routing.
   a. Changes in titles:
      i. Project Director is now referred to as Trust Fund Manager.
      ii. Project Dean is now referred to as Trust Fund Administrator.
      iii. Authorized Personnel is now referred to as Authorized Project Signer.

   b. Signing Order
      i. DO NOT modify the signing order
      ii. Fill in all required fields with the * symbol
         1. Note: the current default allows for four authorized project signers. If you need to add or remove signers for your form, please refer to the **Appendix: How to Add or Remove a Signer** at the end of this document for instructions

```plaintext
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Initiator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name *</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email *</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Trust Fund Accounting Supervisor, Fiscal Affairs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sofia Pang</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:xpeng@sfsu.edu">xpeng@sfsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Trust Fund Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name *</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email *</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Authorized Project Signer 1 for Disbursement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name *</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email *</td>
<td></td>
</tr>
</tbody>
</table>
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5. Modify Email Subject to all recipients.
   a. Replace **[Fund Code]** with the Fund Code value or prefix that is associated to this Trust Fund Agreement on the Email Subject.
   b. Initiator may also enter a customized message.
   c. Click SEND on the bottom left corner or SEND NOW on the bottom right corner if additional signers were added
6. Click **SIGN NOW** on the popup window.

![Popup Window]

7. Then, Click **CONTINUE** to begin filling out the Trust Fund Agreement below.

![Trust Fund Agreement]

**NEW FUNDS** will require supporting documentation. You may attach the supporting documentation by clicking on the **PAPER CLIP SYMBOL** under Part 1-Account Purpose.
TRUST FUND AGREEMENT

Part 1: General Information

<table>
<thead>
<tr>
<th>Required Field</th>
<th>Project Id</th>
<th>Fund#</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trust Fund Title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trust Fund Manager (First Name, Last Name)</td>
<td>Trust Fund Manager ID</td>
<td>Trust Fund Manager Email Address</td>
<td></td>
</tr>
<tr>
<td>Trust Fund Administrator (First Name, Last Name)</td>
<td>Trust Fund Administrator ID</td>
<td>Trust Fund Administrator Email Address</td>
<td></td>
</tr>
<tr>
<td>Required Field</td>
<td>Required Field</td>
<td>Required Field</td>
<td></td>
</tr>
<tr>
<td>College/Unit</td>
<td>Department/Division</td>
<td>PSFT Dept. ID</td>
<td></td>
</tr>
<tr>
<td>Account Purpose (be specific):</td>
<td>Required Field</td>
<td>Required Field</td>
<td></td>
</tr>
</tbody>
</table>

Part 2: FUNDING SOURCES (Check all that apply)

- Cost Allocation (specify if appropriate)
- Reimbursement & Recovery
- Transfer from UCorp/Foundation/ASI
- Sale of Goods/Program Revenue
- Special Events (specify, e.g. workshop)
- External Funding (specify type)
- Fund Transfer (specify type)
- Other (specify)

If selected, please specify

Part 3: EXPENSE TYPE

NATURE OF ANTICIPATED EXPENSES (Check all expense types you may have)

- Salaries and/or Benefits
- Supplies
- Travel
- Recharges
- Equipment <$5,000
- Equipment $5,000 Fund
- Hospitality/Catering
- Fund Transfer
- Other Operating Expenses

If selected, please specify

Part 4: FUND MAINTENANCE/ DISPOSITION OF FUNDS

a) Negative balances are NOT allowed. Funds with negative balances may be closed and become the liability/responsibility of College/department. In the case of cash and fund balance deficit the source to cover the deficit will be

Required Field-Input "deficit not allowed"

b) Upon closure of project, the balance in this fund shall be disposed as follows:

Transfer remaining balance to

Required Field-Close to departments/ general fund or if TAXX>another TAXX, TCXX>another TCXX, and TSXX>another TSXX
8. Once the initiator completes the form and clicks **FINISH**, a DocuSign email will be sent to the next recipient to review and sign the Trust Fund Agreement.

9. Associate Controller of Trust Fund Accounting will review the Trust Fund Agreement after the Trust Fund Manager, Trust Fund Administrator, and all the Authorized Signers have signed the agreement in [DocuSign](#). Afterwards, the Trust Fund Accountant will forward the completed Trust Fund Agreement to the appropriate approvers for signature based on the fund type:
   a. TC Funds will require the approval of the CEL Finance & Budget Director, CEL Dean, and AVP of Fiscal Affairs.
   b. A&F Trust Funds will require the additional approval of the Associate Director for Financial Management, and VP of A&F/Chief Financial Officer.
   c. Other Trust Funds will require the approval of the Executive Director for Budget Administration & Operations and AVP of Fiscal Affairs.

10. Once the process has been completed, the approved Trust Fund Agreement will be emailed to the Initiator, Trust Fund Manager, and Department’s Business Manager. Departments may notify Trust Fund Accounting about the additional recipients of the approved Trust Fund Agreement. Furthermore, Trust Fund Accounting will forward the approved Trust Fund Agreement to the Imaging Control for archiving.
Appendix: How to Add or Remove a Signer

Departments may add additional Authorized Project Signers as needed if they have more than four authorized signers. Simply click *ADVANCED EDIT* then *ADD RECIPIENT* (below the last recipient) to add additional Authorized Project Signers for routing. However, the initiator must update the signing order to ensure that the Associate Controller of Trust Fund Accounting is the last person in the signing process. You may do so by dragging the **dotted line** next to the “Name” field.

<table>
<thead>
<tr>
<th>Authorized Project Signer 4 for Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name *</td>
</tr>
<tr>
<td>Email *</td>
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</table>

<table>
<thead>
<tr>
<th>Trust Fund Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name *</td>
</tr>
<tr>
<td>Email *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associate Controller of Trust Fund Accounting, Fiscal Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cathy Liu</td>
</tr>
<tr>
<td><a href="mailto:cathyliu@tsu.edu">cathyliu@tsu.edu</a></td>
</tr>
</tbody>
</table>

The initiator must also change the numbers consecutively.
Departments may also remove a signer if they authorize less than four Project Signers. To do so, scroll your mouse to the right of the box of the authorized signer and click X to remove excess recipients, starting with Signer 4. Please repeat this step, if needed, to remove all excess authorized project signers.

Continue on to Step 5 after the above has been completed.