

Controller's Office

Agency Accounts

Using a Controller's Office Account

Overview of Agency Accounts

Agency accounts are monies that are collected by an organization related to the College. These organizations also incur expenses related to their function. The money collected from these organizations should be deposited through the Controller's Office. When a check is needed for purposes related to the organization, the executive team with the permission of the advisor can request a check and the College will process the request with funds from the related agency account. A **credit balance** in an agency account indicates that there is money available in the account. A **debit balance** indicates that there is a deficit in the account. The Controller's Office and the Business Office do not normally allow agency accounts to have a deficit.

Requesting A New Agency Account:

If a new organization is in need of an agency account, the appropriate faculty or staff member (the organizations advisor) can make a request through the Controller's Office. The appropriate form can be obtained at the Controller's Office and upon completion should be returned to the Controller's Office as well. If there are any other questions contact the Chief Business Officer or the Controller's Office.

What is an Agency Account and what sort of things is it used for?

An agency account is a twelve digit account number that adheres to the following guidelines:

- The first two digits should be 60
- The next three digits are 000
- The next three digits-22X- indicate what type of account (e.g. May term trip, student organization, etc.)
- The last four digits— typically 2XXX- indicates the specific identifier for each agency account.

Viewing Your Account Balance

- Account Balances are viewable through Inet under the link "BUDGET"
- To view an account you have to be approved by the controllers office
- If you are not approved to see your account your group's advisor must inform the controllers office that you are to have the ability to view the group account.

The funds within an agency account are typically used as an operating budget for most organizations (but this is not their only use). Typically the advisor's name is attached to the account so it is his or her responsibility to oversee the transactions.

- **Forms**

- All forms are available at www.wartburg.edu/controller
- Examples of the Forms are also in this manual
- **ALL FORMS MUST HAVE APPROPRIATE RECEIPTS ATTACHED WHEN TURNED INTO THE CONTROLLERS OFFICE!**
- Once a form has been completed bring it to the controllers office in Luther Hall

There are many ways to access funds within an agency account which includes:

- **Personal Reimbursement Form**

- A personal reimbursement can be used when a group member has utilized his or her own money in order to make a purchase on the behalf of a group
- The personal reimbursement will repay the individual from the money in the group's account
- To use the form simply fill out all the necessary parts
- See Example

- **Payment Voucher Form**

- A payment voucher form can be used when a group needs to pay an invoice or business for services rendered to the group
- The payment voucher will send a check to the appropriate party from the money in the group's account.
- To use the form simply fill out all the necessary parts
- See Example

- **Expense Transfer Form**

- An expense transfer form can be used when a group needs to move money from one account to another. This can be within an organization or to an alternative organization.
- The expense transfer will send money from one groups account to the appropriate destination account
- To use the form simply fill out all the necessary parts
- See Example

****If you would like to receive a check for an event by Friday, all the necessary paperwork needs to into the Controller's Office and approved by that Wednesday****

If your organization is unfamiliar with any of these methods of access, please talk to your advisor. As a last resort, you may contact the Controller's Office or Chief Business Officer.

**WARTBURG COLLEGE
REQUEST FOR A NEW ACCOUNT**

The purpose of this form is to document any request for a new account. This form should be completed, signed, and set to the Controller's Office.

DATE OF REQUEST: _____

DATE ACCOUNT NEEDED: _____

PERSON MAKING THE REQUEST: _____

NAME OF THE ACCOUNT (Limited to 40 spaces): _____

TYPE OF ACCOUNT BEING REQUESTED (Please check or circle one):

| |
|--------------|
| Expense |
| Department |
| Revenue |
| Agency |
| Restricted |
| Endowed |
| Plant |
| Gift Annuity |
| Loan |
| Asset |
| Liability |

PURPOSE OF THE ACCOUNT: _____

OTHER COMMENTS: _____

PERSON(S) WHO SHOULD RECEIVE A REPORT ON THE ACCOUNT: _____

PERSON(S) WHO HAS SIGNING AUTHORITY ON THE ACCOUNT: _____

| | |
|---------------------------------------------|---------------|
| <u>CONTROLLER'S OFFICE USE ONLY:</u> | |
| | |
| _____ | |
| Controller's Approval | |
| New Account Number | _____ |
| Rich Seggerman | |
| Person who added account number | Date Added |
| Requested person notified on | _____ |
| | Date Notified |