

ADMINISTRATIVE FEES POLICY #101

Policy Administrator:	Executive Director or designee
Authority:	Section 89900 of the Education Code and Section 42400 of Title 5 of the California Code of Regulations
Effective Date:	01/01/2001
Updated:	05/23/19 (approved 12/19/19)
Cross References:	

Policy Statement: The purpose of CSU Fullerton Auxiliary Services Corporation’s (ASC) Administrative Fees Policy is to recover administrative costs associated with administering agency accounts.

Procedures: All funds deposited with ASC are placed in one of several types of accounts. Account descriptions and proposed fees for these accounts are as follows.

Designated Accounts are those accounts set up by approval of the Board of Directors. Since the source of funds for designated accounts comes from the ASC itself, there are no administrative fees for these accounts. In addition, no interest is credited to the accounts.

Sponsored Program and Special Consultant Pay Requests (SCPR) Agency Accounts are those accounts established with funds to support research awards of faculty and staff at CSUF.

Administrative Fees: Each agency account will be charged the greater of a base administrative fee of five dollars (\$5) per month or a percentage of income as designated by the ASC Board of Directors

Campus Program Agency Accounts are unrestricted accounts maintained by the ASC to meet the needs of CSUF faculty, staff, students and departments.

Administrative Fees: Each agency account will be charged the greater of a base administrative fee of five dollars (\$5) per month or six percent (6%) of income.

Interest Income. Accounts with balances greater than \$5000 will receive a floating interest rate reflecting the average rate of return on the ASC’s LAIF investment portfolio, less two percent (2%). Interest will be calculated on the average of each end-of-the-month balance.

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