



FISCAL YEAR  EFFECTIVE DATE  EXPIRATION DATE

FUND TITLE  DEPARTMENT TO BE USED WITH NEW FUND

*Note: All Funds are subject to bi-annual renewals. The minimum revenue threshold for a new fund is \$500.00 per year (exceptions allowed on a case by case basis). Also, attach any additional documents related to fund set-up.*

1. PURPOSE (DESCRIBE PURPOSE OF FUND)

2. SOURCE OF FUNDS (SPECIFY SOURCE OF FUNDS)

3. TYPES OF EXPENDITURES (DESCRIBE THE TYPE(S) OF EXPENDITURES PERMITTED FROM THIS FUND)

4. AGREEMENTS, RESTRICTIONS, REPORTING REQUIREMENTS (ATTACH SUPPORTING DOCUMENTATION, IF APPROPRIATE)

5. EXPECTED DURATION/TIME CONSTRAINTS (PLEASE INDICATE END DATE OR "INDEFINITE")

6. DISPOSITION OF FUNDS AT TERMINATION OF PROJECT/INSTRUCTIONS FOR CLOSING THIS ACCOUNT

7. PLANNED USE OF FUND BALANCE

**AUTHORIZED APPROVAL SIGNATURES**

	PRINTED NAME	SIGNATURE	DATE
Project Coordinator			
Division Budget Officer			
Division Vice President			

By checking this box, the above noted signatories certify they have read and agree to all financial requirements for this fund agreement. They confirm that any expenditure activity authorized by the authorized signer(s) noted above will conform to California State University Channel Islands and CSU Trustee policy, specifically Trust Fund Projects, and follow sound budgetary and fiscal practices.

**PROJECTED BUDGET - CURRENT FISCAL YEAR**

**PROJECTED REVENUES**

**Amounts (\$)**

(if applicable, current fee level \$ \_\_\_\_\_ )

Project Beginning Balance	<input type="text"/>
Revenue from Students	<input type="text"/>
Revenue from Outside entities	<input type="text"/>
Other (Please Specify) _____	<input type="text"/>
<b>TOTAL PROJECTED REVENUES</b>	<input type="text"/>

**PROJECTED EXPENSES**

Personal Services	<input type="text"/>
Operating Expense and Equipment	<input type="text"/>
Travel	<input type="text"/>
Financial Services Fee	<input type="text"/>
Other (Please Specify) _____	<input type="text"/>
<b>TOTAL PROJECTED EXPENSES</b>	<input type="text"/>
<b>PROJECTED NET FUND BALANCE AT FISCAL YEAR END</b>	<input type="text"/>

**BUDGET & PLANNING USE ONLY**

	PRINTED NAME	SIGNATURE	DATE
Budget & Planning Approval			

Effective Date  Admin Fee %   
 Fund Assigned  FNAT Key