

**South Texas College  
Business Office  
Quick Reference Guide: Procedures for Revenue Generating  
Conferences and Other Events**

1. Assign a department conference/event coordinator
2. Review procedures posted on the Business Office (BO) website
3. Submit the necessary forms to the designated BO staff:
  - a. Request to Create a Conference Organization Unit form (BO-2600), if needed
  - b. Conference/Event Projected Budget form (BO-2610)
    - i. The BO will prepare and submit the Budget Transfer form (BO-3500) for approvals
4. Submit online requisitions to purchase goods/services
  - a. Reference the conference/event title and dates in the Document Text section
  - b. The BO will monitor all conference/event-related requisitions
5. Submit the Budget vs. Actual Revenue/Expenditure Schedule form (BO-2620) to the designated BO staff no later than 30 days after the end of the conference/event
  - a. The BO will adjust the conference/event budget according to final revenue and expense balances

**South Texas College  
Business Office**

**Procedures for Revenue Generating Conferences and Other Events**

**Purpose**

These procedures establish the proper steps that a College department must follow when the department is holding a conference or other event and when an auxiliary fund organization unit and associated budget will be created and revenue will be generated. For purposes of these procedures, the term conference includes conferences, meetings, seminars, or other events which the College holds for internal and/or external participants.

The department must identify one employee who will be designated as the department conference coordinator for purposes of these procedures. The department conference coordinator must plan for each component necessary for hosting a conference or event. Department conference coordinators must comply with appropriate College policies and procedures.

In planning, for a conference, the following items must be addressed by the department conference coordinator or other responsible party.

1. Request and gain approval of conference
2. Coordinate conference-related activities and identify the conference location
3. Prepare budget and request for an general ledger organization unit
4. Purchase goods and services for the conference
5. Execute contracts and service agreements
6. Registration processing
7. Cash handling and deposits
8. Recordkeeping and reconciliations
9. Create a conference website for registration and payment

**1. Request, gain approval and coordinate conference-related activities**

The department conference coordinator should gain approval to hold the conference or the event. Approval should be obtained from the appropriate personnel - immediate supervisor, financial manager and vice president. Each division should develop guidelines on types of conferences that are beneficial to the College. The purpose of the conference should be related to the College's educational mission.

The College's facilities are utilized for a wide variety of activities, meetings and other business functions. In order to ensure that an adequate space is secured, the department conference coordinator should work with the Operations and Maintenance Office to identify and reserve a suitable location.

The department conference coordinator should also develop the conference guidelines regarding such issues as substitute attendees, refunds, cancellations, payment deadlines, etc.

## **2. Prepare a budget and setting conference fees**

Prepare a projected balanced conference budget (Conference/Event Projected Budget Form BO-2610) that includes an itemized list of anticipated revenue and expenditures based on the expected number of attendees. The department conference coordinator must also determine if it is necessary to establish a new organization code in Banner for the conference. The Request to Create a Conference Organization Unit (Form BO-2600) should be used to create an organization code for conferences that are not established in Banner. Refer to Section #3 “Request an auxiliary fund general ledger organization unit” below for more information.

The projected conference budget form and Request to Create a Conference Organization Unit form must be prepared and submitted to the Business Office. All conference organizations are in the auxiliary fund and are therefore self-sustaining. The conference should generate sufficient funds to cover all of its expenses.

Upon receipt of the projected conference budget form, the Business Office will initiate a budget transfer form (BO-3500) to move funds into the conference organization. The budget transfer form will be forwarded to the appropriate personnel (VP FAS, President) for approvals. Approved budget transfer forms will then be processed by the Business Office.

Online requisitions for expenses related to the conference will only be approved when the Business Office has received:

- The Request to Create a Conference Organization Unit (Form BO-2600), if needed,
- The projected conference budget form (BO-2610),
- And the approved budget transfer form (BO-3500) initiated by Business Office staff

The projected conference budget form and the request for an organization unit form must be submitted to the Business Office at least 45 days prior to the conference/event. Department conference coordinators are strongly encouraged to adhere to this timeline to allow enough time for processing all of the required paperwork.

The Business Office will provide a copy of the projected conference budget form to Purchasing to assist in requisition processing.

The conference fees, per Board of Trustees approved fee schedule, should be set to recover costs. A processing fee may also be charged. The fees should not be set to generate excess revenues to be used for other purposes. Excess revenue posted to the conference auxiliary fund will be rolled to the next fiscal year during the annual budget roll-over process.

In determining the fee amount, obtain cost estimates for any goods and services needed for the conference, including considerations for: facility/meeting space rental, meals and hospitality coffee breaks, audio visual equipment, supplies, promotional items, advertising, printing, postage, copying, transportation, food purchases, equipment rental, vehicle use, speakers’ honoraria and expenses, etc.

All expenses directly associated with conference should be charged to the conference organization unit.

It is recommended that revenue projections be conservative or a best-case and worse-case projection be developed. It is advisable to include as much as possible in the registration fee and to limit separate charges, though meals and optional excursions may have to generate their own revenue.

The department conference coordinator must read and understand the College's Fundraising Procedures if fundraising activities are scheduled. The department conference coordinator must read and understand the College's Donation Procedures if donations are solicited and accepted for the event.

### **3. Request an auxiliary fund general ledger organization unit**

A general ledger organization unit must be created in order to record all of the event's financial activities. An organization unit is requested from the Business Office using Form BO-2600, Request to Create a Conference Organization Unit.

The department conference coordinator must complete and submit the BO-2600 form for conferences that have never been hosted by the College. Recurring or annual conferences hosted by the College should be established in Banner and may not require the submission of the BO-2600. Please verify the organization code set up in Banner or with Business Office staff.

### **4. Purchase goods and services for the conference**

Pre-planning for purchase of goods is key. Please take into the consideration the amount of time that is needed to prepare the requisition and place the order. Some purchases or services require prepayment. In these cases, additional time is required since checks are processed only once a week. The check cycle is available on-line under the Business Office Accounts Payable webpage. Unless otherwise noted on the calendar, the deadline to submit approved documentation for the weekly check run is Tuesday at noon. A/P processes the weekly check run on Thursdays. Goods and services acquired must comply with College's policies and procedures.

Online requisitions submitted to purchase items for the conference must include the conference title and dates in the Document Text section.

Promotional items purchased for use during the conference may be charged to the conference organization through the Interdepartmental Transfer (IDT) – Expenditures form (BO-5300). Budget transfers moving funds from the conference organization to the auxiliary Promotional Marketing organization are not allowed. The department conference coordinator must adhere to the guidelines in the Promotional Items section of the Allowable Expenditures Procedures posted on the Business Office website and to the Public Relations and Marketing Guidelines from the Office of Public Relations and Marketing.

Budget transfers into or out of the conference organization are not allowed. The only budget transfers permitted for conference organizations are those related to the projected budget conference form (BO-2610).

#### **5. Execute contracts and service agreements**

All contracts and agreements must be prepared and executed in accordance with College policies and procedures. The Purchasing Office must be consulted from the onset regarding any contracts or agreements.

#### **6. Registration processing**

Procedures for the registration process must be developed by the department conference coordinator and reviewed by the Business Office. The registration forms must include the organization unit of the event.

#### **7. Cash handling and deposits**

The department conference coordinator must read and understand the Business Office cash handling procedures. These procedures are available at the Business Office procedures webpage. The department conference coordinator and other responsible parties must attend the cash handling training course conducted by the Business Office.

#### **8. Recordkeeping and reconciliation**

The department conference coordinator is responsible for maintaining a record of all revenues and expenses, and for reconciling all activities with the Business Office at the end of the event. The department conference coordinator is responsible for submitting a conference financial report (Form BO-2620) at the end of the event to their immediate supervisor and to the Business Office. The report is due no later than 30 days after the end of the conference.

Conference accounts may be audited in the same manner as all other accounts are audited at the College by internal or external auditors.

In the case that the total expenses exceed the total revenue for the conference, the department conference coordinator must specify the organization(s) that will absorb the excess expenses. Only auxiliary organizations may be used to fund the expenditures. The department conference coordinator must also obtain approval from the financial manager assisting with the expenses.

#### **9. Create a conference website for registration and payment**

A website may be created to announce the Conference's activities, including registration and payment.

## **10. Responsibilities**

Department conference coordinator:

1. Obtain approval from appropriate immediate supervisor, financial manager and Vice President to hold the Conference.
2. Request an organization unit from the Business Office (Form BO-2600)
3. Prepare a projected budget and submit to the Business Office so that the budget may be posted to the organization (Form BO-2610).
4. Prepare a conference financial report after the end of the conference (Form BO-2620) and submit to the Business Office no later than 30 days after the conference.
5. Reconcile the financial activities with the Business Office.
6. Read and understand the Conferences and Other Event Procedures.
7. Attend the cash handling course, if applicable.
8. Read and understand the Fundraising Procedures, if applicable.
9. Read and understand the Donation Procedures, if applicable.

## **11. Business Office contacts**

The Business Office has designated staff for conference-related matters:

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Version 1 – March 23, 2009

Version 2 – May 4, 2009 (with revisions per PAS (May 1, 2009) recommendations)

Version 3 – May 12, 2009 (Final)

Version 4 – February 21, 2011 (Updates)

Version 5 – April 26, 2011 (Updates)