



JULY 2019

DOCUSIGN INSTRUCTION MANUAL:
CUSTODIAL FUND AGREEMENT

CONTROLLER'S OFFICE

Table of Contents

Custodial Fund Policy Review	3
Logging into DocuSign	8
Creating an Envelope	10
Correcting an Envelope	14
Voiding an Envelope	16
Changing Time Zones	18

Custodial Fund Agreement Policy

A Custodial Fund is a fund held by the Institute in a purely custodial capacity on behalf of another party (“Owner”) as a fiscal agent. Owner activities recorded in a Custodial Fund must be consistent with and supportive of the Institute’s instruction, research, public service, and economic development missions.

Custodial Funds may be used in collaboration with Institute programs, but they record only the financial activity of the fund Owner and not of the Institute. The Institute, in accepting this responsibility, agrees to conduct itself in accordance with the requirements normally attributed to a fiscal agent with fiduciary responsibilities. The financial management staff in colleges, schools and departments are responsible for carrying out these fiduciary tasks on behalf of the Institute. The Office of the Controller provides oversight of these funds including monitoring negative balances and monitoring funds with inactivity.

In order for the Institute to provide the Owner with an accurate accounting of these funds, the following procedures shall apply:

1. Standard Institute accounting processes for Custodial Funds include depositing funds in an Institute bank account; maintaining a record of transactions and balances in the general ledger system; processing cash receipts, disbursements, and journal entries as directed by the Owner; reporting transactions and balances periodically to the Owner; issuing Internal Revenue Service (IRS) 1099 forms for funds disbursed from the Custodial Fund to external parties and IRS reporting for disbursements to non-resident aliens. The Institute does not pay interest on funds held on behalf of the Owner. The Institute’s provision of additional services to the Owner is permitted only at the Institute’s discretion by written contract between the Institute and the Owner.

2. The Custodian and Fiscal Agent are responsible for the management of

Custodial Fund financial activities, including proper use of Institute processes and documentation to initiate recording of transactions in the general ledger system; reconciliation of funds, including provision of fund reconciliation copies at the request of the Institute; maintenance of positive cash balances, filing sales and other tax returns not performed by the Institute; and maintaining its organizational documentation, such as income and sales tax exempt status.

3. Deposits consisting of checks and cash shall be forwarded daily to the Office of Bursar and Treasury Services. At no time shall these items be kept overnight by the Custodian or Fiscal Agent unless the Office of Bursar and Treasury Services is closed at the time of receipt. The Custodian or Fiscal Agent shall insure that the correct accounting information is used when making deposits.

4. Deposits which are made by a non-negotiable instrument, such as a fund transfer, must be fully documented by the initiator. The Office of Bursar and Treasury Services must be immediately notified in writing of the nature and amount of the deposit. The Custodian or Fiscal Agent will then instruct the initiator to use the Custodial Fund in the details of the wire transfer.

5. All disbursement requests must be approved in writing by the Custodian or Fiscal Agent and must include appropriate supporting documents, such as invoices, receipts and a list of participants when necessary. Prior to approval, the Custodian or Fiscal Agent must verify the availability of funds.

6. The Institute's Accounts Payable department processes payments daily. Unless otherwise indicated on the AP Payment Request Form, checks will be mailed to the payee at the address listed on the form. Allow approximately 5-7 business days for disbursements processing after documentation and all approvals have been submitted.

7. The Institute does not assume responsibility for any obligation or activity undertaken by the Custodian or Fiscal Agent which are not in line with Institute policy, process or procedure.
8. The Institute cannot process disbursements that are not handled in accordance with the Institute's prescribed practices, including applicable bid requirements and guidelines for allowable expenditures.
9. The Institute cannot accept responsibility for financial shortfalls for the Agency. Disbursements will not be made unless adequate funds are available in the Custodial Fund.
10. The financial status of each Custodial Fund should be reviewed monthly by the Custodian or Fiscal Agent for the purpose of ensuring that sufficient funds are available and/or if the Custodial Fund should be closed.
11. With prior written notification, the Institute may assess administration fees to Custodial Funds, including funds with inactive balances. Direct costs expended by the Institute on behalf of the Custodial Fund must be reimbursed by the Custodial Fund.
12. Inactive balances should not be carried forward indefinitely from year to year, but should be disposed of in accordance with the Custodial Fund Agreement. The Office of the Controller shall be advised of the proper disposition of any unused or inactive balances at the end of the Agreement. After five (5) years without activity, unused balances must be forwarded to the State of Georgia as mandated by escheatment laws, unless the disposition of the unused balances is covered by the Custodial Fund Agreement. Complete files should be maintained for all agreements, letters, or other documents, for guidance in the proper handling of funds.
13. By establishing a Custodial Fund, the Owner is not a unit of the Institute and does not obtain Institute privileges, including but not limited to: entitlement to use Institute services or facilities; inclusion under Institute income or sales tax exempt status; use of the Institute Federal Employer

Identification Number (FEIN); use of the Institute payroll system; use of Institute staffing; use of Institute name, logos, trademarks; use of Institute property recordkeeping or tracking systems.

14. The Institute is not responsible for the Owner's actions, including but not limited to: appropriateness of disbursements; indebtedness or other liabilities incurred by the Owner, and banking services other than the bookkeeping services named in Section one (1) above. Owner agrees to hold the University System of Georgia, including its trustees, employees, and agents, harmless from and to indemnify each of them against all claims, demands, losses and liabilities relating to the Institute's management of the Custodial Fund at the Owner's direction.

15. The Owner of the Custodial Fund does not enjoy tax-exempt status under the Institute's charitable tax status. Donations to the Owner are not tax deductible unless the Owner obtains its own charitable status under the Internal Revenue Code. The Owner is responsible for all aspects of compliance with its charitable status, such as issuing written gift acknowledgements to donors.

16. The Institute agrees to continue in the capacity of fiscal agent for those funds established on a long-term continual basis until such time as the Custodian shall request termination of this Agreement.

17. In the event that there is a change of Custodian or Fiscal Agent, the College, School or Department should notify the Office of the Controller and complete a new Custodial Fund Agreement.

18. Custodial Fund status is contingent on adherence to all Institute policies. The Institute has the right to close a Custodial Fund account at its discretion. Some of the circumstances that may lead to closure of a Custodial Fund include failure to adhere to Institute policies and procedures, nature of activities and functions has changed such that Custodial Fund status is no longer appropriate, and deficit balances are not remedied in a timely

manner. Individual Custodial Funds must maintain positive cash balances.

19. The records of all Custodial Funds are subject to review or audit by appropriate Institute, State, or external auditors as necessary.

20. A copy of the program brochure or other documentation that establishes the affiliation between the program and the Institute should be attached to this agreement.

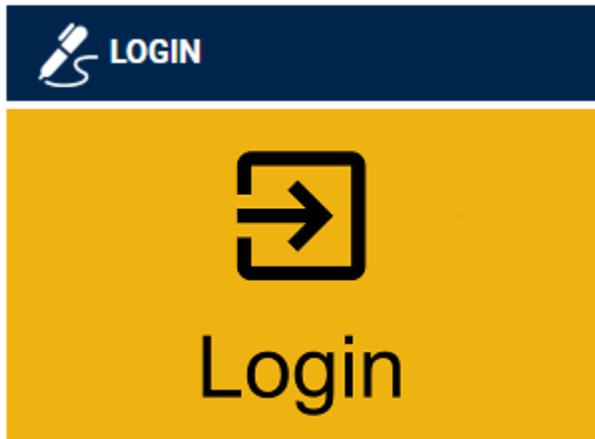
By signing the Agreement, the Custodial Agent attests to owning the money being deposited in the Custodial Fund, or is an authorized representative of the entity that owns the money, and that they have read, understand, and agree to the conditions for depositing money with the Institute to be held by the Institute as an agent.

Logging into DocuSign

- Open a Web Browser and navigate to the DocuSign homepage address below. This application is currently not behind TechWorks. Use the link below every time or save to your favorites.

<http://esignature.gatech.edu>

- On the eSignature page, click on the DocuSign icon



- On the DocuSign homepage, click Log in to DocuSign in the top right corner

Log in to DocuSign

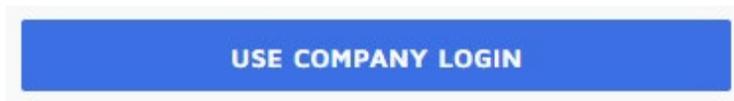
- On the log in page, use your username@gatech.edu account. (i.e. gburdell3@gatech.edu)



- Click continue



- On the password page, click the blue button that says Use Company Login



- Sign into Duo like you would going through TechWorks



Enter your GT Account and Password

Login requested by: **idp.gatech.edu**

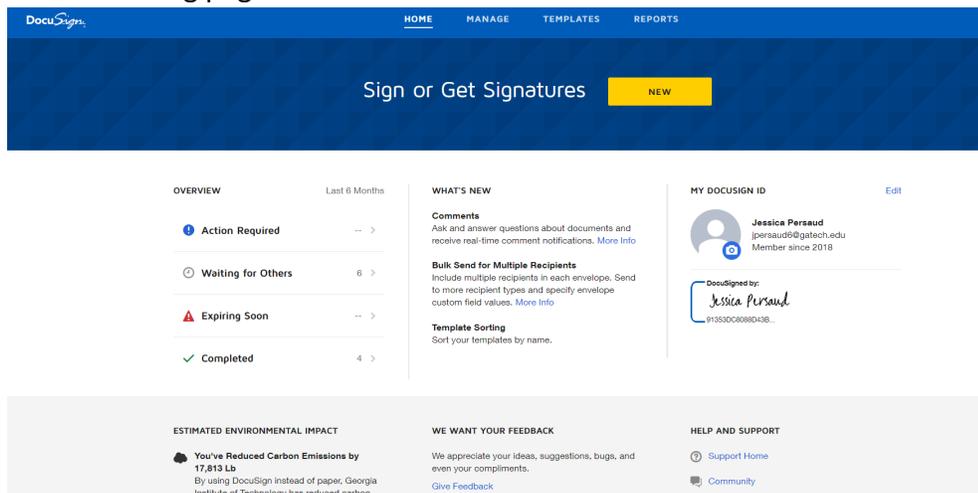
GT Account:

Password:

 Warn me before logging me into other sites.

LOGIN clear

- Once you accept the Duo push or press 1 during the call, you should reach the DocuSign landing page



The screenshot shows the DocuSign user interface. At the top, there is a navigation bar with 'HOME', 'MANAGE', 'TEMPLATES', and 'REPORTS'. Below this is a large blue banner with the text 'Sign or Get Signatures' and a yellow 'NEW' button. The main content area is divided into three columns: 'OVERVIEW' showing a list of document statuses (Action Required, Waiting for Others, Expiring Soon, Completed) with counts and arrows; 'WHAT'S NEW' with sections for 'Comments', 'Bulk Send for Multiple Recipients', and 'Template Sorting'; and 'MY DOCUSIGN ID' showing the user's profile for Jessica Persaud, including their email and member since date. At the bottom, there are three sections: 'ESTIMATED ENVIRONMENTAL IMPACT' (17,813 Lb of carbon reduced), 'WE WANT YOUR FEEDBACK', and 'HELP AND SUPPORT'.

- End Process

Creating an Envelope

Custodial Agents will need to complete this form in order to designate Fiscal Agents and receive necessary signature approvals.

- From the landing page, click on Templates on the top toolbar



- On the left side of the page, click Shared Folders



- Click on the _Employees parent folder and then click the Controller's Office subfolder



- As the Custodial Fund Holder submitting the agreement form for approval, use the **CO Custodial Fund Agreement Form**

CO_Custodial Fund Agreement Form
Eligible for matching

- Click Use 
- Fill out the workflow for the envelope
- Enter your first and last name in the Custodian Signature field, then your GT Account email address in the next field.

- Use the GT contact icon  to locate the designated signer's GT Account email address

Fiscal Agent

Name * 

Email *

- Complete this step for the designated Fiscal Agents and Approver of the Custodial Fund as well
 - Remember to use the contact icon to add in the names from the GT contact list
- At least one Fiscal Agent of the Custodial Fund is required. Fields are available for up to three designated Fiscal Agents

- The Approver of the fund may be the Institute VP, Provost, Dean, School Chair, or Department Head/Director. Please enter the name of the Approver required for signature in this field, along with their GT Account email address through the GT contact list icon

Institute Vice President, Provost, Dean, School Chair, Director or Department Head Approval

Name * 

Email *

- If any additional information needs to be included to the Approvers, it can be included in the email message box below the workflow

Message to All Recipients

Custom email and language for each recipient

Email Subject *

Please DocuSign: GaTech - Custodial Fund Agreement

Characters remaining: 50

Email Message

*Enter additional information here if necessary

- Once all fields are filled out click the blue send button 
- If you are ready to sign for the Custodial Fund as the designated Custodian, click the Sign Now button. If not, click sign later. The Custodian of the fund must sign/fill out information in order to keep the document moving

Do you want to sign this document now?

- If you select sign later and are now ready to fill out the Custodial Fund Agreement Form, go to the home page and click the Actions Required section on the left side of the page

OVERVIEW	Last 6 Months
 Action Required	-- >
 Waiting for Others	3 >
 Expiring Soon	-- >
 Completed	8 >

- When the document opens, click continue

CONTINUE
OTHER ACTIONS ▾

- Fill out the document with information regarding the Custodial Fund Agreement

Custodial Fund Name

Description of Activity/Purpose

Custodial Fund Type Funds on Deposit Designated Scholarships Payroll Operations

Termination Date

Disposition of Funds at Termination
(Return to owner, escheat to state, etc.)

Name of Organization

Federal Tax ID Number (if applicable)

College/School/Department Name

Cost Center Code Cost Center Name

Custodian Name Title

- Once all the information is filled in, click finish
- The document closes and sends you back to the Manage page of your DocuSign account

DocuSign HOME MANAGE TEMPLATES REPORTS

NEW

Shared Envelopes

ENVELOPES

- Inbox
- Sent
- Drafts
- Deleted

QUICK VIEWS

- Action Required
- Waiting for Others
- Expiring Soon
- Completed

FOLDERS +

POWERFORMS

Action Required

Filtered by: Date (Last 6 Months) | Edit

No activity in the last 6 months.

LOAD ALL

- End Process

Correcting an Envelope

If you send a document to someone and that person is out of the office, or the user's email address is incorrect, you will need to correct the envelope.

- Log into DocuSign
- On the landing page, click on Waiting for Others on the left side of the page

OVERVIEW Last 6 Months

 **Action Required** -- >

 **Waiting for Others** 4 >

 **Expiring Soon** -- >

 **Completed** 7 >

- Click on the envelope that needs to be corrected
- Click the correct button.

CORRECT

- **FYI** You can only correct the approvers that have not signed the document
- Change the recipient name and email address to one that is in the office

Add Recipients to the Envelope

Some of the recipients are locked and cannot be changed [Learn More...](#)

As the sender, you automatically receive a copy of the completed envelope.

Set signing order

1

Owner of Custodial Fund

Jessica Persaud

jpersaud6@gatech.edu

NEEDS TO SIGN ▼ MORE ▼

2

Fiscal Agent of Fund

⋮

cg31@gatech.edu

NEEDS TO SIGN ▼ MORE ▼

3

Department Director, Dean, Provost, Institute Vice President, or School Chair

Lee Wates

lw150@gatech.edu

NEEDS TO SIGN ▼ MORE ▼

- Once the approver has been changed, click next in the top right-hand corner of the document



- Click correct in the top right-hand corner of the page
- The system sends you back to the Waiting for Others screen

Waiting for Others

FILTERS

Filtered by: Date (Last 6 Months) | [Edit](#)

	Subject	Status	Last change	Folder
<input type="checkbox"/>	*TEST* Please DocuSign: GaTech - Custodial Fund Agreement To: Jessica, GROUP-Controllers_Office_Approval	Waiting for Others	3/15/2019 03:16:24 pm	RESEND ▼
<input type="checkbox"/>	*TEST* Please DocuSign: GaTech - Custodial Fund Agreement To: Jessica, GROUP-Controllers_Office_Approval	Waiting for Others	3/13/2019 03:09:21 pm	RESEND ▼
<input type="checkbox"/>	Please DocuSign: Custodial Fund Agreement To: Jessica Persaud, Carol Gibson +2 more	Waiting for Others	3/6/2019 01:00:07 pm	RESEND ▼
<input type="checkbox"/>	Please DocuSign: Custodial Fund Agreement To: Carol Gibson, Lee Wates +2 more	Waiting for Others	3/6/2019 12:28:06 pm	RESEND ▼
<input type="checkbox"/>	Please DocuSign: Custodial Fund Agreement To: Carol Gibson, cgibson@gatech.edu +2 more	Waiting for Others	3/6/2019 12:24:01 pm	RESEND ▼
<input type="checkbox"/>	TEST - Please DocuSign: CO_Custodial Fund Agreement.pdf To: Carol Gibson, Lee Wates +2 more	Waiting for Others	2/26/2019 07:39:38 am	RESEND ▼

- End Process

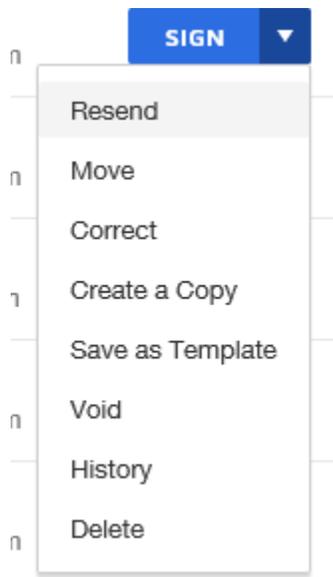
Voiding an Envelope

If you have already created an envelope and the purchase is no longer valid, you can void the document. Follow the steps below

- Log into DocuSign
- On the landing page, click Manage on the top of the page

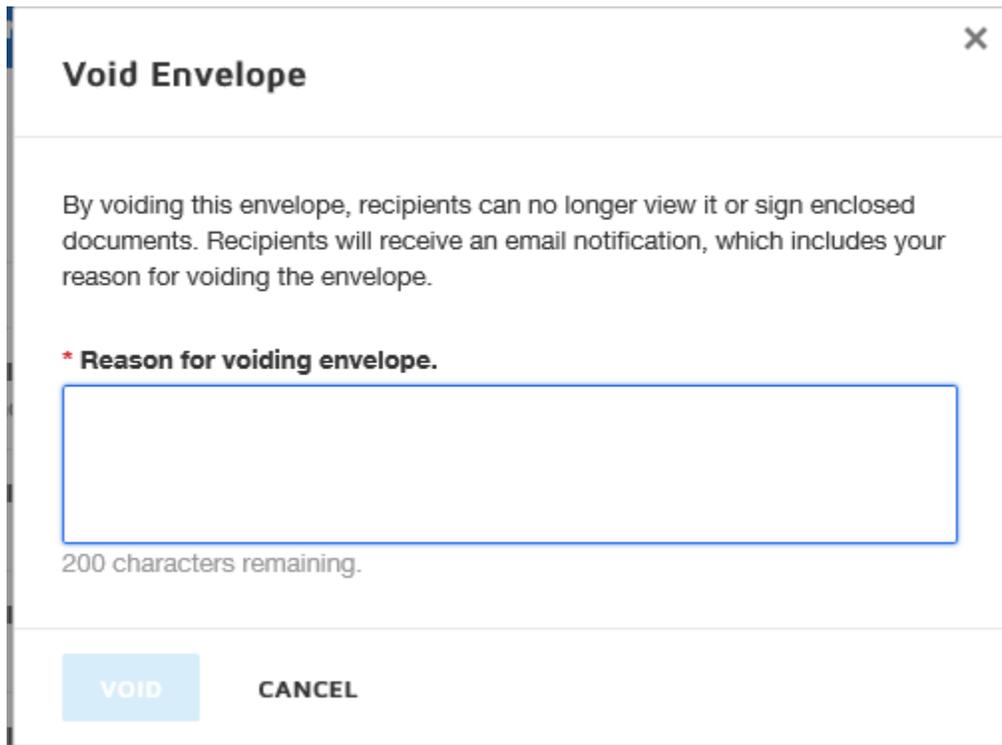


- Find the envelope and click the arrow next to the blue Sign button



- Click Void

- There will be a box that pops up for you to put a reason as to why this envelope is being Voided



Void Envelope

By voiding this envelope, recipients can no longer view it or sign enclosed documents. Recipients will receive an email notification, which includes your reason for voiding the envelope.

*** Reason for voiding envelope.**

200 characters remaining.

VOID **CANCEL**

- Click the blue Void button
- This message will pop up



Jessica Persaud voided Please DocuSign: GaTech - Custodial Fund Agreement.

- The status of the envelope will change to Voided
- Voided
- End Process

Changing Time Zones

If you find that your envelopes have the PST time zone on them follow the steps below to change it.

- Log into DocuSign

- On the landing page, click the profile in the top right- hand corner
- Click on My Preferences



My Profile

My Preferences

Feedback

Log Out

- On the left- hand side of the page, go to Regional Settings
- Under Time and Date, select Specify a Time Zone
- Change it to the Time Zone you are located. For example, I am in Georgia so I selected Eastern Time

Regional Settings

Time and Date

- Match my computer's time zone
- Specify a Time Zone

(UTC-05:00) Eastern Time (US & Canada) ▼

- Click Save
- End Process

SAVE