

FISCAL AGENT AGREEMENT

This agreement, by and between the Ohio Association of Community Colleges Academic Officers (“CCAO”), and Columbus State Community College (“CSCC”), is the complete agreement between these organizations as follows:

CSCC will act as fiscal agent for CCAO.

Dues and other revenues collected by the CCAO will be deposited by CCAO’s Treasurer into an account in the name of CCAO that will be held by CSCC in its treasury.

Expenditures from the account shall be authorized by both the CCAO’s Chair and the Treasurer. Expenditures shall include but not be limited to expenses associated with holding CCAO meetings, recognition items not to exceed \$100 in value, and other reasonable expenses necessary to advance the group’s work.

Monies not spent in the fiscal year in which they were collected shall be transferred for use by the CCAO in the subsequent fiscal year.

Quarterly the CCAO’s Treasurer shall provide a quarterly report to the CCAO’s Chair.

CCAO’s Treasurer shall communicate on all matters related to this agreement with Ann Helfrich, Senior Accountant, Columbus State Community College, 550 E. Spring Street, Columbus, OH 43216-1609, phone: 614.287.2420, e-mail ahelfric@cscce.edu.

This agreement shall be effective through June 30, 2009.

**For the Ohio Association of Community
Colleges Academic Officers:**

**For Columbus State
Community College:**

Date

Date