

National Taiwan Normal University

校務基金自籌收入收支管理辦法

Regulations Governing Income and Expenditure Management for the Self-Generated Income of the University Endowment Fund

Last Amended on December 16, 2015

- Article 1. The *Regulations Governing Income and Expenditure Management for the Self-Generated Income of the University Endowment Fund* (hereinafter referred to as “the *Regulations*”) has been formulated by National Taiwan Normal University (hereinafter referred to as “the University”) in accordance with Article 13, Paragraph 2 of the *National University Endowment Fund Establishment Act* and Article 16 of the *Regulations Governing the Management and Monitoring of National University Endowment Funds* for the purpose of effective management and use of self-generated income.
- Article 2. The scope of self-generated income referred to herein includes the following items:
1. Tuition and miscellaneous fees: Direct or indirect fees collected from students for their participation in academic activities.
 2. Income from continuing education: Fees collected from classes, seminars, and training sessions in continuing education offered by the University in accordance with the *Continuing Education Regulations for Universities*.
 3. Income from industry-academia collaborations: Income generated from the relevant projects/programs held in accordance with the *Industry-Academia Collaborations Regulations for Universities*.
 4. Government scientific research subsidies or income from the relevant commissioned projects/programs: Government subsidies or income generated from the commissioned projects/programs in accordance with the *Fundamental Science and Technology Act*.
 5. Venue and equipment management income: Fees collected from venue and equipment users.
 6. Income from donation: Movable, real property, and other monetary rights and interests received free of charge or with debt reductions.
 7. Income from investment: Income generated from investments in accordance with Article 10, Paragraph 1 of the *National University Endowment Fund Establishment Act*.
 8. Other income: Sources of self-generated income that do not fall under the preceding subparagraphs.
- Article 3. For every donation received, the University shall issue a receipt or certificate and complete the following procedures:
1. Cash donations shall be received or deposited into designated account(s).
 2. Non-cash donations (movables or real property) shall be turned over or the transfer of ownership shall be completed.
- Income arising from donations in Subparagraph 2 shall be processed in accordance with the operating procedures for property registration and

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both annual and interim inspections shall be conducted by the administrative and operational units.

Donors' names as well as the content, date, and purposes of donations shall be publicly disclosed on the University's website every 6 months, which shall be restricted to non-identifying information for any donors who wish to remain anonymous.

The designated purpose of donations shall be relevant to institutional affairs of the University.

The procedures shall not have any conflicts of interest with donors. Enthusiastic donors may be awarded in accordance with the rules and regulations set forth by the University.

Article 4. The use of self-generated income shall be coordinated by the University. However, matters concerning the government, private grants, or commissioned projects/programs shall be processed in accordance with the relevant grant proposals or contracts.

The University shall exercise reasonable cost control over self-generated income and may earmark a budget ratio of administrative expenses or project surplus funds in accordance with available resources. Fund allocated to administrative or academic units responsible for processing shall be set separately and approved by the University Endowment Fund Committee (hereinafter referred to as "the Committee") before implementation.

Article 5. In addition to the *Regulations*, administrative and operational units tasked with processing self-generated income may stipulate rules as necessary, which shall be implemented upon passage by the Committee or in other relevant meetings.

Article 6. Self-generated income may be expended for the following items:

1. Personnel expenses of the University:
 - (1) Allowances other than basic salary (seniority salary) and allowance for regular full-time personnel
 - (2) Incentives for regular full-time administrative personnel in accordance with their performance in processing self-generated income
 - (3) Personnel expenses for supernumerary personnel
2. Payment for lectures
3. Rewards for teaching and academic research activities
4. Meeting, lecture, training, conference, or seminar (colloquium) expenses
5. Overseas travel expenses
6. Procurement, replacement, and rental of official vehicles
7. New construction projects
8. Other expenditures relevant to the promotion of the University's affairs

Regular full-time personnel in Paragraph 1, Subparagraph 1, Item (1) refers to faculty members, researchers, full-time sports coaches, and faculty member rank technical specialists.

Supernumerary personnel in Paragraph 1, Subparagraph 1, Item (3) refers to contract employees whose rights, duties, remuneration, benefits, and performance incentives are processed in accordance with applicable rules

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- and regulations of the University.
- Article 7. Self-generated income earmarked by the University for personnel expenses in Article 6, Paragraph 1, Subparagraphs 1 to 3 shall not exceed 50% of the total amount listed in the financial statement of the most recent year. The monthly performance incentives for regular full-time administrative personnel for processing self-generated income shall not exceed 60% of the profession allowance or academic research fees they receive, which is not limited to cash payments.
- The recipients, projects/programs, source, and limits of funds in Article 6, Paragraph 1, Subparagraphs 1 to 3 shall be processed in accordance with the University's *Guidelines on Personnel Expenses* as stipulated in Article 11 of the *Regulations*. The quota, criteria, methods, and assessment standards shall be further established by competent units and implemented upon passage by the Committee or in other relevant meetings.
- Article 8. When earmarking new construction projects in Article 6, Paragraph 1, Subparagraph 7 with self-generated income, the University shall predict changes in available funds during construction and after inauguration to avoid disruption of university operations. For projects over NT\$50 million, the University shall estimate construction and operational expenses as listed in the preliminary proposal submitted to the Ministry of Education for review.
- "Available funds" in the preceding paragraph refers to the total amount of cash plus realizable assets after deducting short-term liabilities. The estimation of "operational expenses" herein shall be based on the design life, utility and maintenance fees, and the depreciation amount of the building in question.
- Article 9. Self-liquidating projects shall require stringent financial planning and cost-benefit assessments. In case of insufficient self-generated income, the University may seek finance from financial institutions as approved by the Committee.
- The fund limit, debt repayment, and recourse in case of default shall be stipulated in the directives for self-liquidating expense management implemented upon passage by the Committee.
- Article 10. The expenses in Article 6, Paragraph 1 shall be funded by income generated in the current year and surplus funds of self-generated income from previous years.
- Expenses that involve the construction, improvement, or expansion of fixed assets, capital reinvestment, sale of assets, as well as the raising and repayment of long-term debts shall be funded for the original purposes within budget. In the case of non- or under-budgeted expenses, while the construction, improvement, and expansion of fixed assets may proceed with approval from the President and a report submitted to the Committee; the remaining types of expenditures may only proceed upon passage by the Committee.
- Article 11. Self-generated income for expenditures in Article 6, Paragraph 1 shall be governed individually by competent units of the University as stipulated in applicable rules, which shall be implemented upon passage by the Committee or in other relevant meetings.
- Article 12. To enforce the management and control of the University Endowment

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Fund, internal control rules and regulations shall be formulated to serve as the basis for the establishment and maintenance of an effective internal control system.

Article 13. Operations of the University Endowment Fund and self-generated income shall be executed in accordance with the principle of maintaining a surplus or balanced budget. In case of deficits, the competent units shall draft revenue-increasing and expenditure-reducing plans, which shall be implemented upon passage by the Committee.

The “revenue-increasing and expenditure-reducing plans” in the preceding paragraph shall entail concrete measures for increasing the self-generated income and the assessment of the necessity of capital, personnel, and other expenses.

Auditors or auditing units shall include the implementation results of the plans in the annual audit plan and conduct regular follow-ups and include them in the annual audit report.

Article 14. Any deficiencies or irregularities in Article 21 of the *Regulations Governing the Management and Monitoring of National University Endowment Funds* shall be disclosed in the annual audit report with the opinions of the auditor or auditing unit, who shall conduct follow-up until final correction.

Article 15. A university endowment account shall be set up to manage, safeguard, and use self-generated income. Valid proof of revenues and expenditures shall be retained for the prescribed time in accordance with applicable requirements.

Executive personnel, budget administrators, and asset utilization and management personnel shall be responsible for budget execution as well as asset management and utilization; accounting personnel shall be tasked with accounting duties and the compilation of financial statements.

Article 16. The *Regulations* and any amendments thereto shall be implemented upon passage by the Committee and submission to the Ministry of Education for reference.