SECTION A
Organisational Structure: Complete the entries under this section. The cost centre should be located in the most appropriate structure for all external and internal reporting requirements.

Selection Codes: Indicate the selection code for the organisational structure component to the immediate left. Refer to the Financial & Commercial Services webpage for further reference or your administrative officer.

SECTION B
Cost Centre Title: Income derived by staff from private activities cannot be credited into a University cost centre. For this reason, an individual's name, initials, staff ID or other personal ID cannot be in the cost centre title. The names of students that are not members of staff and that are on genuine scholarships are permitted on cost centre titles (60 character maximum).

Short Description: Is an optional field to select how the cost centre title will appear in reports (15 character maximum).

SECTION C
Purpose of the Cost Centre: This should be filled by the cost centre manager. It should state what this cost centre aims to achieve. Utilisation of specific line items within existing cost centres can replace the need for the opening of a new cost centre. Therefore, any application to open a new cost centre needs to justify why a line item in an existing cost centre cannot be utilised. Financial Services has the authority to reject a cost centre application that does not adequately justify the need for a new cost centre.

Expiry Date: This relates to the date at which the original purpose of the cost centre should cease. In the case of a recurring cost centre with no set cessation date, please nominate a reasonable date at which the need for maintaining the cost centre will be reviewed.

SECTION D
Fund Type

RT – Teaching Program (Recurrent): This fund type is for teaching activities and related administrative support.

SR – Research: This fund type is for general research activities. Consult with the Office of Research & Development to determine whether the research project meets their definition of a research activity. They will provide a project number code which needs to be inserted in the blank space provided. Please ensure that Section E is completed and attach documentation to support this fund type in the form of contracts or similar documentation. The cost centre will not be established until documentation is provided and approval from the Office of Research & Development received.

RR – Research Infrastructure: This fund type is to manage research infrastructure monies. Consult with the Office of Research & Development to determine whether the research project meets their definition of a research infrastructure activity. They will provide a project number code which needs to be inserted in the blank space provided. Please ensure that Section E is completed and attach documentation to support this fund type in the form of contracts or similar documentation. The cost centre will not be established until documentation is provided and approval from the Office of Research & Development received.

SO – Trusts, Foundations and Prizes: A trust exists where the University holds or receives property or income from an external source for a particular purpose or purposes on behalf of or for the benefit of other persons or classes of persons. Examples of trust funds include money entrusted to the University by benefactors for the purposes of providing scholarships and prizes to students, moneys collected from students for payment of their health insurance premiums, refundable deposits on accommodation, etc. A foundation is a fund established by Curtin Statute. Prizes cost centres may be established using internal or external funding to provide awards and prizes to outstanding students. Please ensure that Section E is completed and attach documentation to support this fund type in the form of contracts or similar documentation. The cost centre will not be established until documentation is provided.
SP – Donations and Bequests: Donations are property or funds given to the University “with detached and disinterested generosity” (ie the donor expects and receives nothing in return). Bequests are property and funds provided from deceased estates. A bequest may also be a donation of capital sum to provide a future income stream for some specific purpose(s). All donations must be credited to an SP cost centre and dealt with in accordance with the University’s Donations Policies & Procedures.

Please ensure that Section E is completed and attach documentation to support this fund type in the form of trust deeds, specific selection criteria or written confirmation by the sponsor. This documentation needs to address the nature of funding, restrictions on the use of funds and whether funds should be returned or used for other purposes if the funding cannot be applied to its original purpose. The cost centre will not be established until documentation is provided.

SD – Special Purpose Accounts: This fund type is for special account projects and other purposes that do not have an ongoing nature and cannot be captured under the other fund type definitions. Refer to Special Purpose Accounts: Policy and Procedures.

SB – Business Enterprises: This fund type is for commercial/self-supporting activities e.g. bookshop, student housing, recreation etc.

US – University Strategic Projects: This fund type is only for projects approved as strategic in the University annual budget process. The Senior Accountant, Budgets will need to countersign any application for this fund type. Other projects, although strategic to the area, should be designated SD - Special Purpose Account.

SECTION E - Nature of Funding
This section is to be completed for the following fund types: Research (SR), Donations and Bequests (SP) or Trusts, Foundations and Prizes (SO).

Restricted Funding
If the research monies, donations, prizes and trusts/foundations have specific legal or externally imposed requirements placed on them, then they are classified as restricted fund. **This does not restrict an area’s ability to use the funds.** It merely indicates that the University is obliged to spend the moneys in accordance with the conditions of the donation, grant or bequest. For example, a donor may impose the condition that funds not utilised are to be refunded or treated in a specific way. Documentation must be attached to the application form and/or provided as a pdf to Financial Services. The cost centre will not be opened until such documentation has been provided and validated.

Non-Restricted Funding
Where funds are generated internally, by raising an internal application for funds, for a specific project or a research project, they are not restricted fund (the only exception to this is where the University funds a project internally but holds funds for other collaborators i.e. other universities, external organisation etc). Note: Research grants can either be restricted or non restricted. Generally, if the research is funded internally via an application to Curtin for funding, the grant is non restricted as the funds are allocated to a specific project but Curtin have the option of using the funds elsewhere. Externally funded research does not have that option, as the fund must be spent on the particular research for which it was given.

SECTION F - Source of Funding
Please be as specific as possible in describing any granting bodies that are applicable to this cost centre. Tick the granting body - i.e. whether Commonwealth Government or State Government or other. For the grant body/source, detail the specific granting committees. This information is also of use when cheques arrive with little or no supporting documentation.

SECTION G - Acquittals
If the person or organisation that is supplying the funds for this new cost centre requires special statements or reporting, this section must be filled.

SECTION H - Cost Centre Manager Signatory
The Cost Centre Manager is a staff member, appointed by an Executive Manager or Head of Organisational Area/Unit, who manages the cost centre’s resources and expenditure. (This differs from the function of an Incuring Officer who has the designated authority to approve expenditure under the Schedule of Designations - refer to the Purchasing Policy).
The staff ID number is available from the pay slip or ID card. If you require access to the Curtin financial system, you will need to complete a "F1 C1 User Access Request Form" for Finance One and forward this to the F1 Helpdesk at Financial Services. A copy of this form is available at:

SECTION I
The Cost Centre Manager is a staff member who is primarily responsible for signing off salary in this cost centre. This term refers to the function of the staff member rather than a position title. This person will have the ability to add and remove user access to the cost centre.

The users listed here will be able to sign off salary in this cost centre but will not be able to add or remove user access. Only include staff members with ALESCO access.

COMPLETION OF THE FORM
The cost centre application form must be signed by the person requesting the cost centre, the Executive Manager or Head of Organisational Area/Unit and the Faculty Accountant. Forward the original completed form to Financial Services for processing.

When the cost centre has been opened, a screen shot of the opened/modified cost centre will be emailed to the cost centre manager. It is the cost centre manager’s responsibility to verify the accuracy of each field.