SECTION A

Organisational Structure: The cost centre should be located in the most appropriate location, consistent with the University’s approved Organisational Structure. If a new organisational unit is being created, you must first seek approval in accordance with Curtin’s Organisational Structure Policy and Procedures.

SECTION B

Cost Centre Title: Cost centre titles should be aligned with the purpose of the cost centre.

Note: Income derived by staff from their private activities cannot be credited to a University cost centre. For this reason, an individual staff member’s name, initials, staff ID or other personal ID cannot be in the cost centre title.

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

SECTION C

Purpose of the Cost Centre: It should state what the activity recorded in this cost centre aims to achieve.

Estimated funding amount: As a guideline, a new cost centre will only be created when the expected funding amount is above $50,000. If the estimated amount is less than $50,000, for externally funded research projects please check with the Manager, Finance and Resources, Office of Research & Development (currently Joe Valenti). For other purposes, please check with your faculty accountant.

SECTION D

Activity Type

TO – Teaching and other related activities (Recurrent or Non-recurrent): This activity type is for all teaching activities and related administrative support, including Recurrent teaching, Non-recurrent teaching, Open University Australia (OUA), Teaching royalties, Offshore programs and all types of teaching scholarships.

SR – Research: This activity type is for all general research activities, including externally and internally funded research projects, consultancy activities and scholarships for research purposes. Funds in SR cost centres can be utilised in any year, though expenditure must still be budgeted for.

For externally funded research projects, cost centre establishment is subject to approval from the Office of Research & Development, to ensure that the data in Script is correctly allocated to the cost centre in the Finance One (F1) system and vice versa.

Note: Commonwealth Research Grants, other national competitive Research Grants and funds received for research project equipment should be recorded under the Research activity type.

RP – RPI /TPI Funding: This activity type is both for Research Performance Index (RPI) and Teaching Performance Index (TPI) funding.

RPI/ TPI funds can be utilised in any year, though expenditure must still be budgeted for.

SS – Support Services: This activity type is for those support services that cannot be directly attributed to another activity type.
SB – Business Enterprises: This activity type is for commercial/self-supporting activities e.g. bookshop, student housing, rental, parking, recreation, etc.

SO – Legal Trusts: A trust exists where the University holds or receives property, funding or income from an external source for a particular purpose on behalf of, or for the benefit of, other persons. Examples of trust funds include money entrusted to the University by benefactors for specific purposes that are subject to a legal trust structure, monies collected from students for payment of their health insurance premiums, refundable deposits on accommodation, etc. Unspent funds for this activity type are recorded as a liability.

DB – Donations and Bequests: Under the Statute No. 14 of Government Gazette, Western Australia, all donations to Curtin University must be made to the Curtin University Foundation. Faculties/Offices may use this cost centre activity type to record donations distributed from the Curtin University Foundation.

IF – Infrastructure: This activity type is to record all capital works relating to buildings, road works and IT infrastructure as part of the University physical facilities/infrastructure.

US – University Strategic Projects: Use may only be approved by Financial Services.

SECTION E

Nature of Funding: This section is to be completed for all fund types. Research (SR), Donations and Bequests (DB) and Legal Trusts (SO) cost centres are most likely to include restricted funds.

Non-Restricted Funding: Default setting for cost centres.

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 funds. For example, a donor may impose the condition that funds are to be spent for a specific purpose. Documentation must be provided for restricted cost centres demonstrating the nature of the funds restriction(s).

SECTION F

Source of Funding: Please detail the specific granting body or revenue source. This information is of use when money is received with little or no supporting documentation.

SECTION G

Interest: Surplus funds are invested collectively to earn income. Under normal circumstances, no interest is credited to cost centres. However, if there is a contractual requirement for interest to be credited (such as certain research grants), relevant documents must be provided.

Please contact the Accountant, Financial Analysis & Treasury if you need to discuss interest distribution eligibility.

COMPLETION OF THE FORM

The cost centre application form must be signed by the Cost Centre Manager and the Faculty Accountant, who must 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.