NOTES

* Send completed form, together with supporting documentation, to your Faculty/PASS/Research Finance Office.
* Faculty/PASS/Research Finance Office to either send to fnd-ledgers@uct.ac.za or, if *Investment fund*, to fnd-treasuryreq@uct.ac.za.
* If the fund needs to be linked to more than one cost object, attach form [CO113](http://forms.uct.ac.za/co113.doc) (Fund/Cost Object Relationship)
* For assistance in completing this form, see: [FM003ahlp](https://forms.uct.ac.za/fm003ahlp.docx)
* Required fields are marked with an asterisk, either red asterisks (\*) or, for those fields that are required only if the relevant condition is met, gold asterisks (\*).

|  |
| --- |
| A. *(To be completed by applicant and authorised by fund holder)* |
| Funds center\* |  |
| More than one cost object to be attached to fund?\* | No |  | Yes |  | If *No* | Enter the cost object to be attached to fund\* |  |
| If *Yes* | Confirm that [CO113](http://forms.uct.ac.za/co113.xls) is attached, if more than one cost object\* |  |
| Fund description *(max 40 characters)*\* |  |
| Fund name *(max 20 characters)*\* |  |
| Is this an FDFP fund? \* | No |  | Yes |  | *If Yes, fund name must start with “FDFP”, VAT must be 100%* |
| Fund application\* *(*as applicable) | GOB  |  | NON-GOB  |  | RESEARCH  |  |
| INV NO 1 (Endowment)  |  | INV NO 2  |  | INV NO 3 (Cash)  |  |
| If investment fund, specify linked operating fund |  |
| Completed by\*  |  | Date\* |  |
| Authorised by fund holder (FH) | I have examined the above and accept accountability for all transactions on this fund. |
| FH Name\* |  | FH Signature \* |  |
|  |
| B.\* *(Either section B1 OR B2 must completed by Faculty/PASS finance manager or nominee)* |
| eRA Project number *(if applicable)* |  |
| Indicate which section you are completing (i.e. section B1 or section B2)**\*** | Section B1 |  | Section B2 |  |  |
| B1 – Select Standard Template\* (refer [page 2](#page2)) |
| Template: Research funds | R1 |  | If R1 is selected, then specify year-end rule fund\* |  |
| Template: Research funds | R3 |  | R4 |  | If R3 or R4 are selected, specify VAT indicator per eRA\* |  |
| Template: Research funds | R2 |  | R5 |  |  |
| Template: GOB funds | G1 |  | G2 |  | If G1 or G2 are selected, specify year-end rule fund\* |  |
| B2 – Select the appropriate fund attributes\* |
| Fund type *(select one)* \* | COUNCIL  |  | COUNCIL-STUDENT/ STAFF HOUSING  |  | DESIGNATED |  | RELATED PARTY/NON-UCT |  |
| Budget Structure Template (BST)\* |  |
| VAT *(select one)\** | Exempt [E] |  | Vatable [V] |  | Zero-rated (local) [Z] |  | Zero-rated (foreign) [F] |  |
| Input VAT claimable (select one %) | 50% |  | 100% |  | All vatable research funds will be 50% VAT claimable UNLESS specifically motivated & approved by Central Finance, via the appropriate Faculty/PASS finance manager. Note: Approval must be attached to this form if 100% selected. |
| Maintain Balance (MB)*\** | YES |  | NO |  | Revenue Increasing Budget (RIB) *\** | YES |  | NO |  |
| Create Year-end rule *\** | YES |  | NO |  | If yes, enter the Year-end rule fund*\** |  |

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| --- |
| C. Approval by Faculty/PASS finance manager or nominee |
| Approved by Faculty/PASS finance manager or nominee | Name*\** |  |
| Signature*\** |  | Date*\** |  |

|  |
| --- |
| D. Approval by Treasury (if an investment fund) |
| Approved by Treasury | Name |  |
| Signature |  | Date |  |

**LIST: STANDARD FUND TEMPLATES**

When completing [section B1](#sectionb1), refer to the details in the list of standard fund templates below, select one applicable template and specify the required information as indicated in the notes.

**Research**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Template** | **Nature of fund** | **Fund type** | **Maintain Balance (MB)** | **VAT** | **Budget Structure Template** | **Revenue Increasing Budget (RIB)** | **Year-end rule** | **Year-end rule fund** |
| R1 | Spend and Claim - NRF | Designated | On | Exempt | RSS-GENERIC-RESEARCH | Off | Yes | *To be specified* |
| R2 | Spend and Claim - MRC | Designated | On | Vatable – 50% | RSS-GENERIC-RESEARCH | Off | No | n/a |
| R3 | Spend and Claim - Other | Designated | On | Per eRA | RSS-GENERIC-RESEARCH | Off | No | n/a |
| R4 | Non-spend and claim | Designated | On | Per eRA | RSS-GENERIC-RESEARCH | On | No | n/a |
| R5 | University Research Committee (URC) | Designated | Off | Exempt | RSS-GENERIC-RESEARCH | Off | No | n/a |

**Note:**

* If R1 is selected the year-end rule fund **must** be specified.
* If R3 or R4 are selected the VAT indicator **must** be specified for each eRA project.

**GOB**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Template** | **Nature of fund** | **Fund type** | **Maintain Balance (MB)** | **VAT** | **Budget Structure Template** | **Revenue Increasing Budget (RIB)** | **Year-end rule** | **Year-end rule fund** |
| G1 | Departmental operating | Council | Off | Exempt | FND-DEPT-OPER-EXPS | Off | Yes | *To be specified* |
| G2 | Departmental salaries | Council | Off | Exempt | FND-DEPT-STAFF-COSTS | Off | Yes | *To be specified* |

**Note:**

* If either G1 or G2 is selected, then the year-end rule fund **must** be specified.