



# Finance Review Committee

## Claim Submission Information

### Claim Submissions Procedure

All claim submissions to the Finance Review Committee shall be submitted on the approved claims template published on the Division of Finance website. Separate templates are provided for

- a) Reimbursement of Long Service Leave; and
- b) Other Funding Supplementation.

All claims incorporating a claim for reimbursement of salary and wages must be submitted in the first instance to Payroll ([payroll@csu.edu.au](mailto:payroll@csu.edu.au)) for validation prior to inclusion in the Finance Review Committee agenda.

Claims are to be received into the Finance Review Committee by the agenda closing date published on the Division of Finance website. Note that claims requiring payroll validation should be submitted to Payroll not less than three (3) working days prior to the agenda closing date to meet submission requirements.

### Claim Submissions - Specifications

This section provides guidance on the requirements for each type of claim that the Finance Review Committee will receive and consider.

Claims not meeting these requirements may be returned to the preparer stating the reason for rejection and be excluded from meeting agendas. Claims may be resubmitted for consideration upon meeting claim requirements.

Claim submissions for costs incurred in the previous calendar year will only be considered in special circumstances. Advice should be sought from the Committee Secretary prior to allocating time to prepare claim documents.

Claim Type	Reimbursement of Long Service Leave (LSL)
Claim Description	Claim for reimbursement of salary expenses for a replacement employee engaged when a staff member takes long service leave
Claim Submission Timeframe	All claims must be submitted within the calendar year that the cost has been incurred AND within three (3) months of the final date of leave taken Where leave extends across multiple calendar years separate claims should be submitted for each year
Claim Threshold	Minimum period of 20 continuous working days unless student facing
Claim Reimbursement	Lesser of 100% of replacement cost or LSL payment
Claim Form Name	Long Service Leave Staffing Reimbursement
Claim Required Evidence	The employee was replaced during the course of their LSL. All replacement employee number(s) and name(s) must be specifically documented in the claim
Claim Pre-Validation	All claims must be submitted to <a href="mailto:payroll@csu.edu.au">payroll@csu.edu.au</a> for validation prior to submission to Finance Review Committee
Claim Exclusions	Payments for Long Service Leave upon termination and payments in lieu of Long Service Leave are made direct from central funds and do not require reimbursement

Claim Type	Reimbursement of Extended Sick Leave (ESL)
Claim Description	Claim for reimbursement of salary expenses for a replacement employee engaged when a staff member takes extended sick/personal leave
Claim Submission Timeframe	All claims must be submitted within the calendar year that the cost has been incurred AND within three (3) months of the final date of leave taken Where leave extends across multiple calendar years separate claims should be submitted for each year
Claim Threshold	Minimum period of 20 continuous working days of leave / replacement unless student facing
Claim Reimbursement	Assessed on an individual claim basis
Claim Form Name	Additional Funds Supplementation Request
Claim Required Evidence	The employee was replaced during the course of their ESL. All replacement employee number(s) and name(s) must be specifically documented in the claim
Claim Pre-Validation	All claims must be submitted to <a href="mailto:payroll@csu.edu.au">payroll@csu.edu.au</a> for validation prior to submission to Finance Review Committee
Claim Exclusions	Not Applicable

Claim Type	Reimbursement of Redundancy / Separation Payments
Claim Description	Claim for reimbursement of termination costs for redundancy / separation
Claim Submission Timeframe	All claims must be submitted within the calendar year that the cost has been incurred AND within three (3) months of the final date of service
Claim Threshold	Employee payment exceeds 2 weeks' pay for each year of service AND minimum claim value of \$10,000
Claim Reimbursement	Limited to 50% of total final payout
Claim Form Name	Additional Funds Supplementation Request
Claim Required Evidence	Confirmation of final payment details and dates
Claim Pre-Validation	All claims must be submitted to <a href="mailto:payroll@csu.edu.au">payroll@csu.edu.au</a> for validation prior to submission to Finance Review Committee
Claim Exclusions	Components of final payments already funded by central

Claim Type	Reimbursement of Insurance Out of Pocket Excess
Claim Description	Claim for reimbursement of out of pocket costs in relation to insurance excess and remediation costs
Claim Submission Timeframe	All claims must be submitted within the calendar year that the cost has been incurred AND within three (3) months of completion of remediation
Claim Threshold	The Budget Centre is responsible for the first \$10,000 of the University Insurance Excess (currently \$20,000)
Claim Reimbursement	Reimbursable Portion of Excess - \$10,000 Additional remediation costs not fully covered by insurance reimbursements in excess of \$10,000
Claim Form Name	Additional Funds Supplementation Request
Claim Required Evidence	Reconciliation of remediation costs with supporting invoice copies (PDF) where the value of the individual invoice exceeds \$10,000 Confirmation that payment for the Insurance Excess / receipt of claim monies has been finalised
Claim Pre-Validation	Not Applicable
Claim Exclusions	Additional remediation costs reimbursed through insurance



<b>Claim Type</b>	<b>Infrastructure Levy Variation / Exemption</b>
Claim Description	Claim for variation or exemption of the Infrastructure Levy applied to external fee-for-service and commercial activities
Claim Submission Timeframe	All claims must be submitted at the commencement of the agreement as part of the development of the activity's budget development process
Claim Threshold	Minimum claim value of \$1,000
Claim Reimbursement	Assessed on an individual claim basis
Claim Form Name	Additional Funds Supplementation Request
Claim Required Evidence	Copy of executed fee-for-service / commercial activity agreement (PDF)
Claim Pre-Validation	Not Applicable
Claim Exclusions	Not Applicable

<b>Claim Type</b>	<b>WHS Ergonomic Adjustment</b>
Claim Description	Claim for reimbursement of WHS Ergonomic related expenses
Claim Submission Timeframe	All claims must be submitted within the calendar year that the cost has been incurred AND within three (3) months of when the cost is incurred
Claim Threshold	Minimum claim value of \$1,000
Claim Reimbursement	Assessed on an individual claim basis
Claim Form Name	Additional Funds Supplementation Request
Claim Required Evidence	Copy of supplier invoice supporting claim (PDF)
Claim Pre-Validation	Not Applicable
Claim Exclusions	Not Applicable

<b>Claim Type</b>	<b>Other Budget Supplementation</b>
Claim Description	Claim for reimbursement of other costs where the budget centre can identify justifiable need due to hardship
Claim Submission Timeframe	All claims must be submitted within the calendar year that the cost has been incurred AND within three (3) months of when the cost is incurred
Claim Threshold	Minimum \$5,000 claim value
Claim Reimbursement	Assessed on an individual claim basis
Claim Form Name	Additional Funds Supplementation Request
Claim Required Evidence	Hardship business case Copy of supplier invoice(s) supporting claim (PDF)
Claim Pre-Validation	Where claims relate to payroll - All claims must be submitted to <a href="mailto:payroll@csu.edu.au">payroll@csu.edu.au</a> for validation prior to submission to Finance Review Committee
Claim Exclusions	Not Applicable



## Carry Forward Funds

End of calendar year financial process requires balances in most funding sources to be rolled up to a separate fund code at the Portfolio level. The use of carry forward funds is exceptional and only available for significant new initiatives that are temporary in nature.

Claim Type	Carry Forward Funds
Claim Description	Claim for use of carry forward funds on significant new initiatives that are temporary in nature.
Claim Submission Timeframe	All claims must be submitted prior to any expenditure taking place
Claim Threshold	Fund Code designated as Carry Forward 'Y' in Fund Code table (clause 24) AND Minimum \$10,000 claim value
Claim Reimbursement	Assessed on an individual claim basis
Claim Form Name	Additional Funds Supplementation Request
Claim Required Evidence	Business case (per form questions) supporting the application including proposed budget
Claim Pre-Validation	All claims must have pre-approval from Portfolio Head prior to submission to the Finance Review Committee
Claim Exclusions	Not Applicable

The following table provides Fund Code descriptions, use, examples, treatment of carry forward funds and acquittal or special reporting requirements. This table will assist you in determining whether a claim for use of carry forward funds is required to be submitted to the Finance Review Committee.



FUND CODES – Description and Use

Fund Type	Fund Code	Chart of Accounts Name & Usage	Examples	Carry Forward	Acquittal or Special Reporting
11	A102	<p><b>Operating (General) Funds</b></p> <p>Normal operating funds for all teaching and teaching support, allocated through the budget process. Carry forward balances are quarantined. Not authorised to supplement other fund types.</p>	All general school, office, division, faculty operating accounts, typically funded by the University student fee income and Australian Government fee contribution and allocated through an annual budget allocation.	N	N
12	A103	<p><b>Residence Life Operating Funds</b></p> <p>Exclusively for Res Life operations (including specific services provided by DFM and CSCS to Res Life)</p>	Residence Life, DFM and CSCS servicing to Residence Life	Y	N
	A105	<p><b>Operating (External) Funds</b></p> <p>To manage funds received from external sources (outside of the University). Infrastructure levy will apply to external income.</p>	Externally funded activity including consultancy, workshops, events, CSU Global	Y	N
	A108	<p><b>Operating (Internal Trading/Charge)</b></p> <p>Internal cost recovery services for approved areas.</p>	CSU Print, Computer Shop, Transport, DIT	Y	N
	A109	<p><b>Operating (Special Purpose Staff Dev)</b></p> <p>Operating funds for specific staff professional development purposes. Must be used with a specific, identifying program code.</p>	V-C and Division awards, prizes, internal and external staff professional development allocations, training etc.	Y	N
13 & 14	A3xx	<p><b>Other Australian Government Funds</b></p> <p><b>Australian Government Scholarship Funds</b></p> <p>These funds are specific purpose grants and require and acquittal of funds. Critical to keep the expenses aligned to the source of the funds.</p>	HEPPP (A304) SSAF (A318) ISSP (A345) CSU General Scholarships (A391) HCSDS (A392)	Y (Conditional)	Y



Fund Type	Fund Code	Chart of Accounts Name & Usage	Examples	Carry Forward	Accittal or Special Reporting Required
15	<b>A4xx, A6xxx</b> <b>Including A402</b>	<b>University Development Funds</b> Capital Management Plan – construction, infrastructure and major equipment purchases related to teaching and research	Mostly used by DFM for all areas of the capital management plan, and by Faculties and Divisions for A402 Major Equipment funds.	Y – Org 102	N
16	<b>A4xx, A4xxx</b>	<b>University Enhancement Funds</b> Funds allocated for strategic purposes including the Initiatives & Strategy Implementation Plan (ISIP) and portfolio investment funds	ISIP (A420) Portfolio Investment Fund (Academic A4511 & Admin A4512), Strategic Initiatives Fund (A4520)	Y (A4511, A4512 and A4521 Only)	N
17 & 18	<b>A5000</b>	<b>University Research Funds</b> Internal research funds for staff schemes, internal research funding schemes.	A505 Research Strategic Appointments, internal research support funding, A541 Faculty Compacts.	Y	Y (internal reporting)
	<b>A5200 and A6000</b>	<b>Australian Government Research Funds</b> Australian Government Research Block Grants.	Joint Research Engagement (JRE), Sustainable Research Engagement (SRE), Research Infrastructure Block Grants (RIBG), Research Training Scheme (RTS), HDR Scholarships.	Y	Y
	<b>E116</b>	<b>Research Centres</b>	University Research Centre operating funding and University Research Centre Fellowships.	N	Y
	<b>A5401</b>	<b>Faculty Research Support Funds</b> Faculty managed research funding internal and external (excl Compacts and active research grants)	Research consultancy surplus distributions, Research Honours Student Scholarships	Y	N
31	<b>Exxx</b>	<b>Enterprise funds</b> For use by CSU commercial enterprises.	Clinics (Vet, Dental, Allied Health), Farm, Child Care centres, EAL, Playhouse	Y	N



Fund Type	Fund Code	Chart of Accounts Name & Usage	Examples	Carry Forward	Acquittal or Special Reporting Required
41	Rxxx	<b>Research Grant Funds</b> Externally funded competitive research grant funds	Commonwealth, ARC, State Government, Non-Government.	Y	Y
50	Sxxx	<b>Special Purpose Funds</b> Awards and prizes funds, Division special funds, bequests, Student Council.	Specific awards and prizes funds, Sustainability, Infrastructure levy, Student Council Activities, AusAid, ADPP Scholarships.	Y	N
80	Txxxxx	<b>Trust Funds</b> Funds held in trust by the University, intended to provide benefits to an individual or organisation.	Charles Sturt Campus Services, CSU Foundation Trust funds, Bathurst Early Intervention Service	Y	Y

