

Guidelines for handling budget planning and execution, Yuan Ze University

Passed by the 8th Administrative Council, 1998 Academic Year dated December 28,1998
Submitted to the 1st University Council, 1998 Academic Year dated January 11,1998 for refere
nce

Approved by the 1st University Council, 2011 Academic Year dated December 19,2011

Approved by the 2nd University Council, 2013 Academic Year dated June 5,2013

Approved by the 1st University Council, 2018 Academic Year dated October 31,2018

Chapter 1 General Provisions

Article 1: Unless otherwise stipulated by relevant regulations, all budget planning and execution of YZU shall be governed by these Guidelines.

Article 2: All income and expenditures of YZU should be incorporated into budgets.

Article 3: The school budget is conducted once per fiscal year.

Article 4: The fiscal year is the same as the academic year of YZU, which starts from August 1 of every year and ends on July 31 of the following year. The year name is based on the ROC (Republic of China) era year corresponding to the commencement date of the year.

Article 5: The budget of this school is categorized into current and capital accounts based on its nature. Incomes, except for the increase in debt and reduction of assets, and the increase in funds as capital income, which should be classified as capital accounts, are all considered current incomes and should be recorded under current accounts. Expenditures, except for the reduction of debt and the establishment or expansion and improvement of assets as capital expenses, which should be classified as capital accounts, are all considered current expenditures and should be recorded under current accounts.

Article 6: The income and expenditures of this school should be kept in balance.

Article 7: All funds shall be limited to the amount specified in the budget nor the disposal of school property.

Article 8: No additional debt is allowed beyond what is specified in the budget.

Article 9: YZU should use the fees collected, such as tuition and miscellaneous fees,

to maintain the school's regular expenses. If there is a surplus, priority should be given to urgent needs such as expansion, equipment, and debt repayment.

Chapter 2 Budgeting

Article 10: The General Accounting Office shall, by the end of March each year, prepare the estimated income and expenditure for the upcoming academic year based on the financial planning of the overall school development plan and the financial situation of the academic year. This budget shall be submitted to the Secretariat Office for the formulation of planning and budget allocation principles. After the initial review by the Planning and Budget Review Committee and the subsequent review by the Administrative Council, it shall be distributed to various units as the basis for budget preparation and review.

Article 11: A portion of the annual income may be allocated as a special fund for infrastructure development each year to support the medium and long-term development of YZU.

Article 12: Each unit shall, by the end of April each year, formulate an annual work plan and budget based on the approved focus of the next fiscal year. After compilation by the Secretariat Office, the plan shall be submitted to the Planning and Budget Review Committee for the initial budget review.

Article 13: The annual income and expenditure budget of the university shall be prepared according to the format and itemization of income and expenditure budget items stipulated in the "Unified Regulations for the Accounting System of School Foundation Corporations and Private Universities."

Article 14: The Planning and Budget Review Committee shall complete the initial budget review by mid-May each year. The results of the initial review shall be announced on the website in a read-only file format, with access restricted to internal IP addresses, enhancing the transparency of budget allocation to ensure the sustainable development of YZU. The initial review results shall be submitted to the Administrative Council for final review by the end of May each year.

Article 15: The results of the final review shall be submitted to the Academic Council

for deliberation by mid-June each year and then submitted to the Board of Directors for approval.

Article 16: The Board of Directors shall approve the income and expenditure budget for the new academic year by early July and report the results to the Ministry of Education for record by July 31.

Chapter 3 Execution of the Budget

Article 17 Each unit shall execute the expenditure budget in accordance with the annual work plan.

Article 18 In the execution of the expenditure budget by each unit, apart from the routine operating expenses of the current account being used in proportion to the length of time, other current and capital accounts shall be used in accordance with the progress of the work plan.

Article 19 The General Accounting Office shall regularly convene secretaries and relevant personnel from each unit to review the execution of the budget for the previous quarter. If there are abnormalities in the progress of routine operating expenses, it shall be reported to the Administrative Council.

Article 20 In the execution of the expenditure budget by each unit, when it is necessary to transfer funds between various planned items, a budget adjustment may be proposed. However, this should be done with special care and in accordance with the following provisions:

1. Capital account budgets may not be transferred to current accounts, but current accounts may be transferred to capital accounts.
2. Personnel expenses may not be transferred from other purposes, and any surplus may not be transferred out.
3. Except for the provisions of the second paragraph, for transfers between other planned items, the total annual amount transferred in or out shall not exceed 40% of the original budget. If it exceeds 40%, the unit may request the attendance of the project supervisor at the Project and Budget Review Committee to explain the reasons for the budget adjustment.

The budget adjustment review process is as follows:

1. If the budget adjustment amount does not exceed 10% of the original budget, it shall be jointly approved by the accounting office and the secretariat, and endorsed by the Project and Budget Review

Committee.

2. If the budget adjustment amount exceeds 10% of the original budget, it requires preliminary review by the Project and Budget Review Committee and final review by the Administrative Council. The principle is to conduct reviews once per quarter.

Article 21: In the execution of the budget by each unit, when the actual regular income in a significant category is noticeably less than the budgeted regular income, based on the principle of maintaining the balance of the university's finances, relevant budget expenditures must be correspondingly reduced. In the event of special incidents leading to the necessity of increasing or decreasing funds, an application for additional or reduced budget may be submitted to the Planning and Budget Review Committee. The application for additional budget must specify the appropriate source of funds. The Planning and Budget Review Committee should conduct the initial review in accordance with the principle of balancing revenue and expenditures. After approval by the Administrative Council, the results of the review by the University Council should be submitted to the Board of Directors for final approval before implementation.

For significant and urgent cases of additional or reduced budget mentioned in the preceding paragraph, after the initial review by the Planning and Budget Review Committee members and approval by the Administrative Council, the President may approve immediate action or reduction. Subsequently, the matter should go through the University Council for review and be reported to the Board of Directors for reference.

Article 22: Adjustments or additions (reductions) to the budget of each unit should follow administrative procedures (including the approval of the College). They should be submitted to the General Accounting Office first and then processed by the Secretariat Office for the review of the Planning and Budget Review Committee, the Administrative Council, and other relevant bodies. Before implementing additional budgets each quarter, the General Accounting Office should provide the Planning and Budget Review Committee and each unit with the budget allocation for that quarter based on the actual financial situation as a basis for application and approval.

Article 23: If there is a need to increase debt in the case of additional budget, the complete administrative procedure should be followed, and it should be submitted to the Board of Directors for approval.

Article 24: At the end of the fiscal year, unused funds should be ceased immediately, except for projects of a continuing nature. In principle, budgeted expenditure items should not be retained, and relevant budgets should be re-allocated for each fiscal year. If it is necessary to retain the budget for projects of a continuing nature, the executing unit may apply for the retention of budget funds. After the initial review by the Planning and Budget Review Committee and approval by the Administrative Council, it should be submitted to the University Council for review and then reported to the Board of Directors for retention for the next fiscal year.

Article 25: Within two months after the end of the fiscal year, the General Accounting Office should complete the final accounts and provide relevant information to the accounting firm assigned by the Board of Directors. The financial statements audit should be completed by the end of October. After the audit report and recommendations are approved by the Board of Directors, by the end of November each year, the university should submit the financial statements, the auditor's verification report, and recommendation letters to the relevant education administrative authorities for reference.

Article 26: In order to smoothly complete the final accounts, expenditures for the month of July (including prior months) by each unit should adhere to the closing time announced by the General Accounting Office in its closing notice. Expenditure vouchers should be submitted to the accounting office. For purchases exceeding Twenty Thousand NTDs, purchasing units should consider the procurement process and the time required for acceptance and make purchases as early as possible. If there is a delay in reporting and procurement matters, the reporting and purchasing units are responsible for their own actions.

Chapter 4 Supplementary Provisions

Article 27: Matters not specified in this code shall be handled in accordance with the budget and accounting systems promulgated by the Executive Yuan and relevant regulations.

Article 28: This code shall be implemented after deliberation by the Administrative Council and approval by the Academic Council. Amendments shall also follow the same procedures.