

Guidelines for the Use of Non-UGC Funds

General

- a. This set of guidelines shall apply to all Non-UGC Funds. For clarity, Non-UGC Funds include, but not limited to, donations, sponsorship, and income from self-funded programmes.
- b. For the purpose of the use of Non-UGC Funds, the Head of a unit shall be the budget controller of the Non-UGC Funds of that department or cost centre. A budget controller would normally be the staff member at the level of the Head of a department or a research centre. The only exception is research/consultancy project for which the principal investigator, who is at a level below the Head of a department or a research centre, shall be the budget controller of that cost centre.
- c. These guidelines shall be read in conjunction with other funding rules and regulations imposed by the funding body and the more stringent one shall prevail if in conflict.
- d. All Non-UGC Funds should only be used on University-related business. No expenditure of a personal nature should be paid from such funds. All expenditure should be modest and reasonable. For personal subscription fees to professional bodies as approved by the Dean or the reporting VP and President, the reimbursement should be limited to 50%.
- e. As the Non-UGC Funds are also considered as University money, all prevailing financial procedures, including purchasing, reimbursement, staff appointment and the like, should be followed on the use of such funds.
- f. The use of Non-UGC Funds, which are generated from donation, must follow the wish of the donors and/or UGC-rules if the donation has been matched with UGC Matching Grants.
- g. Delegation of controllership of budget does not imply delegation of responsibility. The VPs, Deans, Heads and budget controllers will be held accountable for the use of budgets within their control.

Financial Awards

- h. Payment of cash directly to staff or student should be avoided unless it is a reimbursement of expenditure incurred on behalf of the University for business purpose, remuneration under properly approved contracts of appointment or service, purchase of services or Financial Award as defined.
- i. For the purpose of these guidelines, Financial Award includes all forms of

financial assistance, reward, scholarship, prizes, bursary and honorarium (collectively called "Financial Award").

- j. Rules and regulations governing Financial Award should be approved by a committee at a level equivalent to or above the management committee of the respective Faculty/School/Department/Unit before implementation. The approved rules and regulations and their implementation should be in line with the principles of equity, fairness and openness. Items of expenditure already included in the budget, which have been scrutinized by an approving authority when the programme/project in question is approved, are deemed to have been approved.
- k. Financial Award must be study- or work-related, which may include extra-curricular activities.
- l. Where Financial Award is offered for financial assistance to meet study-related expenditure, payments should preferably be made on a reimbursement basis.
- m. For the purpose of these guidelines, Financial Award does not include act of grace payments.

Approval for Payment

- n. Irrespective of the controllership of the budget, endorsement from the reporting supervisor or a higher officer must be obtained for expenditure incurred by the budget controller himself/herself (except for P/VC who is the Head of the Institution), before the expenditure can be charged to the budget, e.g. dinner bills incurred by the Head of Office/Department must be endorsed by the respective Dean or the reporting VP or the P/VC and conference trip expenses incurred by a Head of Department/Dean must be endorsed by the respective Dean, the reporting VP or P/VC as appropriate.
- o. Notwithstanding the above, for administrative efficiency, approval from the budget controllers below the level of Deans would normally suffice for bills up to the amount of \$5,000 and approval of budget controllers at the level of Deans and above (except for P/VC who is the Head of the Institution) would normally suffice for bills up to the amount of \$30,000.

Finance Office
30 January 2015

HKBU School of Business
Reimbursement of Personal Subscription Fees to Professional Bodies,
wef January 2023
(ExCo 15 December 2022)

Conditions (in addition to FO's policy at
<http://www.hkbu.edu.hk/~fohome/internal/NUGCGuide.pdf>):

- (1) **Each faculty member could apply for 50% reimbursement up to 5 membership# each year, which shall be paid out of non-UGC fund accounts.** (# see Accountancy Notes 2)
- (2) **This is a School list, allowing business staff to claim subsidy for subscription to ALL professional bodies listed therein, subject to (1) above.**

Accountancy

1. American Accounting Association (AAA)
2. American Institute of Certified Public Accountants (AICPA)
3. Canadian Academic Accounting Association (CAAA), in-charge of Contemporary Accounting Research
4. Certified General Accountants in Canada (CGA)
5. Chartered Institute of Management Accountants (CIMA)
6. Chartered Professional Accountants Canada (CPA Canada)
7. Chinese Institute of Certified Public Accountants (CICPA)
8. CPA Australia
9. European Accounting Association
10. Hong Kong Institute of Certified Public Accountants (HKICPA)
11. Institute of Certified Management Accountants (CMA in USA, Australia and Canada)
12. Institute of Chartered Accountants in England and Wales (ICAEW)
13. Institutes of Chartered Accountants/Chartered Professional Accountants in Canada (CA/CPA in Canada)
14. International Association for Accounting Education and Research (IAAER)
15. Korea Institute of Certified Public Accountants (KICPA)
16. Society of Registered Financial Planners
17. Society of Legal Scholars
18. The Association of Chartered Certified Accountants (ACCA)
19. The Association of International Accountants (AIA)
20. The Hong Kong Academic Accounting Association (HKAAA)
21. **The Hong Kong Chartered Governance Institute (HKCGI) (formerly known as The Hong Kong Institute of Chartered Secretaries (ICSA))**
22. The Hong Kong Institute of Chartered Secretaries (ICSA)
23. The Law Society of England and Wales
24. The Law Society of Hong Kong
25. The Taxation Institute of Hong Kong

Notes 1: For Accountancy#6, CPA Canada (Chartered Professional Accountants Canada)

is added because CGA, CA and CMA in Canada (all these three are in the current School list) merged to form CPA Canada in 2014. CGA, CA and CMA in Canada should be retained in the School list as there is a 10-year transitional arrangement during which members can use both CPA and CGA/CA/CMA.

Notes 2: In addition to membership fees and practising certificate fees, certified/chartered tax adviser payable to professional bodies could be accepted for reimbursement. The reason is that: in June 2020, the Taxation Institute of Hong Kong (“TIHK”) has reached an agreement with the Chartered Institute of Taxation (“CIOT”) regarding the Licensing Arrangement (The “Licensing Agreement”) under which CIOT has licensed TIHK to grant the “Chartered Tax Adviser” designation to TIHK qualifying members. See <https://www.tihk.org.hk/tihk-ciot-joint-accnouncement/> for the joint announcement from TIHK and CIOT. Starting from 2021, the current Certified Tax Advisers will be able to convert to Chartered Tax Advisers.

Economics

1. American Economic Association
2. American Society of Health Economists (ashe)
3. American Statistics Association
4. Asia-Pacific Economic Association
5. Association for Chinese Economic Studies (Australia)
6. Eastern Economic Association
7. European Association of Labour Economists
8. European Economic Association
9. Hong Kong Economic Association
10. Institute of Mathematical Statistics
11. International Health Economics Association (iHEA)
12. International Institute of Public Finance
13. International Society of Business, Economics and Ethics
14. Society of Labor Economists
15. Southern Economic Association
16. The Chinese Economic Association (UK)
17. The Chinese Economists Society (USA)
18. The Econometric Society
19. The International Data Envelopment Analysis Society (iDEAs)
20. The Royal Economic Society
21. Urban Economics Association
22. Western Economic Association

Finance

1. American Finance Association (in charge of Journal of Finance)
2. Asia Finance Association
3. Certified Financial Planner (CFP)
4. Chartered Financial Analyst (CFA)

5. Eastern Finance Association
6. European Finance Association
7. European Financial Management Association
8. Financial Management Association International
9. Game Theory Society
10. Hong Kong Securities Institute (HKSI)
11. Institute of Financial Planners of Hong Kong
12. International Society of Dynamic Games
13. Midwest Finance Association
14. Royal Economic Society
15. Royal Statistical Society (United Kingdom)
16. Southwestern Finance Association
17. Western Finance Association

Information Systems

1. Association for Computing Machinery (ACM)
2. Association for Information Systems
3. Hong Kong Computer Society
4. Hong Kong Operations Research Society
5. Information System Audit and Control Association (ISACA)
6. Institute of Electrical and Electronics Engineers (IEEE)
7. Institute of Electrical and Electronics Engineers (IEEE) Computer Society
8. Operational Research Society (United Kingdom)
9. Professional Member of HK Logistics Association

Management

1. Academy of International Business
2. Academy of Management
3. American Psychological Association
4. Asia Academy of Management
5. Asian Professional Counselling & Psychology Association
6. Association for Psychological Science (APS)
7. Australian Counselling Association (ACA)
8. Australian HR Institute (AHRI)
9. British Academy of Management
10. Chartered Institute of Personnel and Development (CIPD)
11. European Academy of Management
12. Hong Kong Institute of Directors
13. Hong Kong Institute of Human Resource Management
14. Hong Kong Institute of Training Professionals
15. Hong Kong Management Association
16. Hong Kong People Management Association
17. Hong Kong Psychological Society
18. International Association for Chinese Management Research

19. International Association of Applied Psychology
20. Labor and Employment Relations Association
21. Society for Industrial/Organizational Psychology Inc.
22. Strategic Management Society

Marketing

1. Academy of Marketing
2. Academy of Marketing Science
3. American Academy of Advertising
4. American Marketing Association
5. Association for Consumer Research
6. Australian and New Zealand Marketing Academy (ANZMAC)
7. Chartered Institute of Marketing
8. Chinese Marketing Association of Universities (CMAU)
9. European Marketing Academy
10. Hong Kong Institute of Marketing
11. Product Development and Management Association
12. Society for Consumer Psychology