**FINANCE DIVISION**

**SHORT COURSES**

Short courses are offered to members of the general public and to staff members, and fall outside the formal courses offered to students for degree purposes. Departments complete an application for the course, which must be submitted to the Director of Academic Planning and Quality Assurance for approval.

The application is sent to Finance Division before approval, and the following procedures are followed:

* **Check the budget** for: -
  + Accuracy of calculation.
  + Allowance for the 10% admin.
  + Any vat implications.
* **With regards the Vat implications: -**
  + Check Question 10 to see if this is a closed course or open to the general public.
  + If the course is open to the general public – no vat implications.
  + If it is closed, like to government employees, GM staff etc, then vat is to be charged.
  + If vat is involved, check that income is reflected net of vat.
* Enter details of the course onto the **Short Course Control Schedule** as far as possible. (Courses are listed in course number EG: 25/10)
* Allocate an account number within the **Short Course range (553XX OR 554XX)**
  + If the course has been run previously, check that the account is zero & that a financial statement has been prepared / admin has been taken on the previous course.
  + Once the account has been cleared, it can be reused.
  + If this is a new course, re-use a dormant account in the range, renaming it.
* HR and ADC courses for staff development, where there is no income – note on spreadsheet but no further action needs to be taken & no GL ranges are needed.
* Sign the application & return to the Director of Academic Planning and Quality Assurance.
* Once the course has been approved by the Vice-Chancellor, the application is returned to Finance Division for filing.

**Steps to be taken before the course is run**

* If the course has been run previously, check that the account is zero & that a financial statement has been prepared / admin has been taken on the previous course.
* Contact the course coordinator, and ensure that a copy of the Policy for short courses is in his/her possession. (Should the coordinator be inexperienced in running courses, assist and advice on the financial management, as far as possible.)
* **Advise the coordinator that all payments to lecturers/staff MUST be forwarded to Finance Division for authorization before payment**.
* Check that no spending in respect of the course has taken place and been charged to a department account.
* Any such spending must be transferred to the Course account.
* At the time of the receipt of the course approval documents, **a financial statement must be set up, inserting the new budget**.

**Procedures to follow while the course is in progress**

* Salary payment requests must be ticked off against the budget, before sending to the salaries office.
* Course coordinators should not be paid if income or transactions have not been finalized.

**Procedures to follow once the course has been completed**

* Two weeks after the course has ended, contact the coordinator to ensure that all fees and expenses are being processed as quickly as possible.
* Request the coordinator to advise Finance Division once all transactions are reflected in the accounts.
* The financial statements are prepared within 6 weeks after the date of completion.
* If after six weeks, there are still outstanding fees: -
  + The coordinator must provide Finance Division with details of debtors and amounts.
  + The outstanding fees are incorporated in the financial report, but are not taken into account when calculating the administration fee due to the University.
* Once the financial report has been prepared, enter details of the income, administration fee and any outstanding fees on the Control Schedule.
* Prepare journals for the administration fee and distribute the remaining balance in terms of the application.
* Prepare three financial statements:-
  + Send one copy of the financial statement to the Course Coordinator
  + Send a second copy to Sandy Stephenson in Academic Planning.
  + File a third copy in your short courses file.
* Enter the admin fee and date of finalization on the spreadsheet
* ***The coordinator is responsible for the collection of any outstanding fees, and may not be paid until the course is completely finalized.***
* Outstanding fees, when paid, should be deposited into the course account, and administration fee charged in the normal way.

**Monthly financial controls on short courses.**

* Check monthly to see that there has been a follow up on finalization of courses (should be done within 6 – 8 weeks of course closing).
* Follow up on completed courses where such advice has not been received after one month. (*see point 2 above, on* ***” procedures to follow once courses are complete”*)**
* Print out your list of courses that you have finalized but still had outstanding fees.

(see *point 4, 8 above on* “***procedures to follow once courses are complete”*)**

* Check to see if any income has been received, take the 10% admin & transfer the remainder of the funds to the designated account.
* At year end, do a printout of GL account containing the admin taken on short courses & ensure that it balances with the total in your short courses spreadsheet. **(05160883168**)
* Make a list of short courses that have not been finalized & ensure that they are finalized by the end of January the following year.