|  |  |  |  |
| --- | --- | --- | --- |
| Academic/ Professional Unit Name: |  | | |
| Funding Type: | Choose an item. | | |
| Reason: | [Brief purpose of funding] | | |
| Funding Start: | [Enter Date] | Funding End: | [Enter Date or NA for ongoing] |
| Cost Centre: |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Endorsed by | |  | Approved By | |
| Name: |  |  | Name: |  |
| Title: |  |  | Title: |  |
| Date: | Click or tap to enter a date. |  | Date: | Click or tap to enter a date. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | New Funding | [Provide details] | | |
|  | Amend Funding | [Provide details] | | |
|  | Transfer Funding | From: | [Org2] | [Cost Centre] |
| To: | [Org2] | [Cost Centre] |
| [Provide details] | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Allocation Phasing (NA for ongoing) | Monthly | Upfront | End of Year True Up |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| $ | **[YYYY]** | **[YYYY]** | **[YYYY]** | **[YYYY]** | **[YYYY]** | **Total** |
| Salary |  |  |  |  |  |  |
| Non-Salary |  |  |  |  |  |  |
| Capital-Related |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |
| **FTE** |  |  |  |  |  |  |

Please summarise reason for funding and include supporting documentation / Business Case.

**Purpose**

The Funding Source Confirmation form is used by Corporate Finance to document and update the Corporate Allocations for

* New Funding – Approved new funding allocations to Academic and Professional units
* Amend Funding – Approved Amendments (+/-) to existing funding allocations to Academic and Professional units including cessation of funding
* Transfer Funding – Approved transfer of funding allocations between Academic and/or Professional units or other internal funding source (e.g. VCDF, transfer from non-recurrent to recurrent)

Completion of this form will not be required for annual indexation or Enterprise Bargaining/Administrative Increase changes to existing allocations.

**Source of funding**

Funding sources and the associated item code covered in this form include:

* 6728 – Core Teaching Allocation (Recurrent)
* 6731 – Core Teaching Allocation (Non-recurrent)
* 6719 – Core Teaching Allocation (Capital)
* 6798 – Recurrent Allocation
* 6725 – Non-recurrent allocation

VC Development Fund (VCDF), Provost Initiatives (including Program Strategy Fund) and DVC: R&E allocations will be captured and managed separately.

**Endorsement and Approval**

All funding requests, amendments and transfers are endorsed prior to approval. Endorsement in most cases will be by the relevant ELT member with approval from the VC.

The table below summarises the endorser and approver by funding source.

| **FUNDING TYPE** | **ITEM CODES** | **ENDORSER** | **APPROVER** |
| --- | --- | --- | --- |
| Recurrent Allocation | * 6728 – Core Teaching Allocation (Recurrent) * 6798 – Recurrent Allocation | Relevant ELT Member | VC |
| Non-Recurrent Allocation | * 6731 – Core Teaching Allocation (Non-recurrent) * 6719 – Core Teaching Allocation (Capital) * 6725 – Non-recurrent allocation | Relevant ELT Member | VC |

**Finance Business Partners**

The finance business partner of the Academic / Professional Unit will

* Complete the Funding Source Confirmation form
* Ensure relevant cost indexation is factored into non-recurrent allocations
* Attach the endorsement and approval including relevant documentation. Noting that funding associated with Enterprise Fellows will not require evidence of approval but require for this form to be completed to provide details for the allocation.
* Advise if the funding has been included in either the current year Forecast, next year Budget or both. This will assist the Corporate Accounting & Budgeting team with updating the monthly allocation journals.
* Send the completed form and supporting documentation to the [**Corporate Accounting**](mailto:corporateaccounting@unisa.edu.au?subject=Funding%20Request%20Support%20-%20[Academic%20/%20Professional%20Unit%20Name%5d) mailbox addressed to Roopa Bhindi, Manager: Corporate Accounting & Budgeting.

**Corporate Accounting & Budgeting**

* Provide confirmation of amendment to monthly allocation (if relevant for current year) within 10 business days of receiving the completed form with documentation
* Timely communication of any clarifications or amendments that may be required