

Name of Policy	Professional Pursuits Accounts Policy	
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Description of Revision		

Human Resources Directorate

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1. BACKGROUND

This policy has been developed to provide a mechanism through which a member of the academic or general staff might legally manage funds received through payment from inside or outside of the University to support their personal legitimate academic, research, professional or professional development pursuits.

2. INTRODUCTION

Academic and general staff in a range of prescribed ways have opportunities from time to time to engage in certain professionally relevant activities for which a consideration is paid. Such activities are separate and distinct from their normal employment but rest within their area of academic or professional expertise and capacity, and must be appropriately approved. This policy is designed to support and regulate the receipt of such benefits legally in accordance with Australian Taxation Office requirements. The policy outlines parameters within which Professional Pursuits Accounts are managed and regulated by the University.

3. DEFINITIONS

“Academic Staff Higher Duties” means payments made to ACU staff assigned as Head of School, Assistant Head of School, Course Coordinator or Subject Coordinator in recognition of the higher level of responsibility exercised while performing this role.

“Paid Outside Work” means the provision of professional services to an external party for a fee or other consideration. It includes teaching, consulting, research and development activities [See also: separate Paid Outside Work Policy and Procedures].

“Paid Inside Work” means the provision of professional services to an internal ACU organisational or functional unit for a fee or other consideration. It includes teaching, facilitation, non-commercial internal research and development, and technical or professional support activities [See also: separate Paid Inside Work Policy and Procedures].

“Professional Pursuits Account” means an account established at the University into which payments, received on behalf of a member of staff of the University for conducting approved Paid Outside or Paid Inside Work or for academic staff higher duties, may be paid.

4. STATEMENT OF OBJECTIVES

In addition to their normal teaching, research and administrative duties, academic staff may undertake certain activities for which a consideration is paid. Where appropriately qualified, general staff may also undertake activities for which a consideration is made. Such activities are permitted under a range of University policies including:

- Paid Inside Work
- Paid Outside Work
- Academic Staff Higher Duties
- Commercial Research

No funds from other sources will be paid into a Professional Pursuits Account.

Where the staff member elects to pay the monies generated into a Professional Pursuits Account, an appropriate entitlement will be established in that account for the staff member in recognition of the work done. These 'credits' are designed to permit the academic staff member to augment the funds available to support his/her academic, research or professional development activities or the general staff member to augment his/her

professional or professional development activities. As the activities were performed under the auspices of the University, the University is the legal owner of the funds. In recognition of the fact that the individual has generated the funds, the University supports the monies being used to fund official University expenditure related to the individual concerned, subject to the following guidelines.

5. GUIDELINES FOR THE OPERATION OF PROFESSIONAL PURSUITS ACCOUNTS

5.1 Professional Pursuits Accounts may normally be opened only by an organisational or functional unit using the Request for New Professional Pursuits Account form (See: Attachment). Within these accounts appropriate entitlements will be credited to individual staff members who are assigned to that organisational or functional unit for the work they have done in generating the revenue.

5.2 Funds may be credited to a Professional Pursuits Accounts with respect to individual academic or general staff members by deposit of earnings from sources external or internal to the University. No other forms of revenue, including salary, can be credited to a Professional Pursuits Account.

5.3 Funds credited to a Professional Pursuits Account may be used for academic, research, professional or professional development purposes. It is emphasised that such funds can only be used to meet expenditure incurred in conducting legitimate University business in the same way as other funds available to a University organisational or functional unit (eg Faculty or Directorate). In considering what can be funded from these accounts, the question to be asked is:

“Does the proposed expenditure meet existing requirements that apply to expenditure in relation to other organisational or functional unit funds?”

Subject to current University policy and guidelines, and with appropriate prior approval, expenditure from Professional Pursuits Accounts may be utilised for the purchase of work-related goods and services such as:

- conference attendance;
- purchase of equipment needed for a staff member’s work or research;
- membership of professional or learned associations;
- work-related entertainment or accommodation;
- flight club membership; and/or,
- work-relevant courses that are directly employment-related.

Because of the taxation implications of expenditure from Professional Pursuits Accounts, clarificatory advice on proposed expenditure relating to the above examples or any other proposals should be obtained from the Director of Finance.

5.4 Expenditure from Professional Pursuits Accounts must be authorised by the head of the organisational or functional unit, as appropriate, within which the account resides.

5.5 As the funds have not been subject to taxation and are the property of the University, any assets which are purchased from these funds remain the property of the University and must be accounted for as part of University assets. Hence when a staff member, having purchased from this account certain equipment, moves from the University, the equipment will normally remain with the University. Subject to approval by the Vice-Chancellor, arrangements may be made to transfer equipment to another university’s register of assets in cases where the staff member moves to another university.

5.6 The monies lodged in Professional Pursuits Accounts become part of the University funds. They are therefore not transferable other than in the following circumstances:

- in the case of a staff member leaving the employment of the University and who is not retiring and accessing superannuation, the monies on application by the staff member may, following deduction of appropriate taxation, be transferred to their superannuation fund as an employer contribution; or
- in the case of a staff member leaving the employment of the University for the purpose of retirement and who is then eligible to access superannuation, the monies on application by the staff member may be paid into the staff member's bank account after the deduction of Pay As You Go (PAYG) taxation.

No other arrangements for transferring funds in Professional Pursuits Accounts are sanctioned by this policy.

- 5.7** Monies in Professional Pursuits Accounts will normally be carried forward from year to year.
- 5.8** Professional Pursuits Accounts with less than \$200 in them for twenty-four months will be closed and any outstanding monies will revert to the University.
- 5.9** Any interest earnings on Professional Pursuits Accounts will accrue to the University.

6. REVIEW

The University may make changes to the Professional Pursuits Accounts Policy to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about the Professional Pursuits Accounts Policy may forward her/his suggestions to the Director, Human Resources.

7. FURTHER ASSISTANCE

Any staff member who requires assistance in understanding the Professional Pursuits Accounts Policy should first consult her/his nominated supervisor. Should further advice be needed she/he should contact the Finance Office responsible for their campus.

ATTACHMENT

Request For New Professional Pursuits Account
(Please refer any queries to x3360)
(Upon completion, please forward to x3360)

Name of new account:

Corresponding Cost Centre (T2):

Source of Funds: (T3 will not be opened unless a source of funds is specified)

Reason for new account:

Special Instructions (if any):

Financial Delegation(s):

Name: _____ Signature: _____ Limit \$ _____

Name: _____ Signature: _____ Limit \$ _____

Requested by: _____ Approved by: _____
(Executive Dean/Director)

Date of Request: ___/___/___

FINANCE DIRECTORATE ONLY

T3 Code allocated:

Corresponding Cost Centre (T2):

Funds Analysis Comments:

Processed By: _____

Date: ___/___/___

Please refer to the Australian Catholic University Privacy Policy located at www.acu.edu.au for details as to how personal information collected on this form will be used and disclosed.