

GLOSSARY

- Account code** – A dedicated myFinance account code has been established for the processing and recording of the purchase of *Vouchers*. The account code is an expense item, number 5442 – Gratuities, Gift Cards and Vouchers.
- Cash payments** – *Cash Payments* are payments made to volunteers, research participants, students or focus group members either in cash or via Finance Accounts Payable for services rendered. These types of payments must not be made as they breach the University's obligations under tax, superannuation, workers compensation law and industrial and workplace relations instruments. Payments made in cash for personal services provided by volunteers, research participants, students or focus group members will not be considered to have been acquitted or suitable for a Staff Reimbursement.
- Certification** – The value of un-used *Vouchers* held for use in a program must be recorded and certified by the FedUni officer responsible for the program on a quarterly basis. Certification dates are the last business day of March, June, September and December each year.
- Goods and Services Tax (GST)** – The Gratuities, Gift Cards and Vouchers *Account Code* has been set-up with a default *GST* treatment of GST Free. *Vouchers* are regarded as a transfer of cash from one payment method to a different payment method to allow a recipient to make a purchase at a later period in time. A purchase subject to *GST* does not take place until the recipient of a *Voucher* makes a purchase with the *Voucher*. FEDUNI is not entitled to a *GST* input tax credit for purchases made with a *Voucher* as ownership of the *Voucher* has been transferred to the recipient and as such FedUni is not the entity making the end purchase.
- Gratuity** – A *Gratuity* is a token offering provided in return for a voluntary service as a sign of appreciation for providing the service. There must not be any expectation of *payment of value* by the recipient for the service they provide, at the time of providing the service.
- Payment of value for services** – *Payment of value for services* provided is regarded as the payment of salary and wages and must be made through Payroll.
- Purchasing card** – A *Purchasing Card* is an official FedUni corporate credit card available to FedUni Staff members with a Financial Delegation.
- Voucher** – A *Voucher* is a Gift voucher, food voucher, book voucher, gift card, movie ticket, movie money, entry pass or any similar voucher, ticket or right.

Who should receive a Voucher

The issue and use of a *Voucher* should be restricted to students, research participants, focus group members and volunteers.

Staff should not be issued *Vouchers* for services they provide to a program during normal working hours, as they are already remunerated for this period of service to FedUni.

Issuing *Vouchers* to staff is likely to raise a Fringe Benefits Tax liability against the program that issues the *Voucher*.

Vouchers should not be used as a method of making payment to someone as value for services rendered.

Recording the use of Vouchers and Vouchers held for use

All use of FedUni funds is required to be substantiated, the purchase and issue of a *Voucher* as a *Gratuity* must be substantiated using a Gratuities Register.

A pro-forma version of a Gratuities Register is available from the Finance webpage of the FedUni website.

Schools and Portfolios may choose to design and produce their own Gratuities Register layout, where a School or Portfolio chooses to do so the Register must contain all information listed below for a Gratuities Register.

It is recommended that the completed Gratuities Register is kept with the financial records of the program requiring the *Vouchers*.

A completed Gratuities Register can be stored by making a scanned Portable Document Format (pdf) copy of the original and storing the pdf electronically with the projects records.

A Gratuities Register must include:

- The name of the business which issued the *Vouchers*
- The *Voucher* identification number or reference
- The value of the *Voucher* in Australian Dollars
- The name of the School/Portfolio/Cost Centre purchasing the *Vouchers*
- The FedUni myFinance Dept or Project code to which the cost has been posted
- The FedUni purchase order number
- The FedUni officer responsible for the program requiring the *Vouchers*
- The FedUni officer responsible for holding and issuing the *Vouchers*
- The reason or purpose for the need to issue *Vouchers*
- The date the *Voucher* was issued
- The name, contact details and signature of the recipient of the *Voucher*

A Gratuities Register can take the form of a single continuous list of *Vouchers* and recipients or it can be a collection of single page recipient signature forms.

Where single page recipient signature forms are used, these should be collated using an index page.

The number and value of *Vouchers* held must be recorded and certified by the FedUni officer responsible for the program requiring the *Vouchers*.

Certification must be completed on a quarterly basis, as of the last business day of the month for the months of March, June, September and December each year.

A signed and dated copy of the certification must be forwarded to Finance no later than the last business day of the month following the month of certification.

A *Certification* must include:

- The name of the business which issued the *Vouchers*
- The *Voucher* identification number or reference
- The value of the *Voucher* in Australian Dollars
- The name of the School/Portfolio/Cost Centre purchasing the *Vouchers*
- The FedUni myFinance Dept or Project code to which the cost has been posted
- The FedUni purchase order number
- The FedUni officer responsible for the program
- The FedUni officer responsible for holding and issuing the *Vouchers*
- The reason or purpose for the need to issue *Vouchers*

NB. The pro-forma version of the Gratuities Register contains an in-built Certification section.

Purchasing Vouchers

Vouchers must only be purchased using an official University of Ballarat purchase Order.

Suppliers from whom *Vouchers* are to be purchased must complete and submit to Finance an Accounts Payable [New Supplier Details](#) form, this form is available from the Finance webpage of the FedUni Website.

The purchase of *Vouchers* is subject to the FedUni [Procurement Policy](#) and [Purchasing Thresholds](#).

Purchasing cards MUST NOT be used to purchase *Vouchers* or pay *Gratuities* as these are considered to be cash equivalents.

The FedUni [Purchasing Card Policy](#) specifically prohibits the use of Purchasing Cards for the purchase of *Vouchers* and other cash equivalent items.

Securing Vouchers

Vouchers should be secured and treated as if they are cash.

Vouchers should be stored in a locked tamper proof container and that container stored in a lockable storage place, preferably a safe, as per the FedUni [Cash Policy](#).

Linked policies, procedures and documents

FedUni Cash Policy

FedUni Procurement Policy

Staff Reimbursement Procedure

FedUni Purchasing Card Policy

Gratuities Register

New Supplier Application Change of Details form