

Rambhai Barni Rajabhat University Regulations on University Revenue B.E. 2549

By virtue of section 18 (12) of Rambhai Barni Rajabhat University Act B.E. 2547, the RBRU Regulations on University Revenue B.E. 2549 are prescribed as follows:

Clause 1: This regulation shall be called “RBRU Regulations on University Revenue B.E.2549”.

Clause 2: This regulation shall be enforced on the day following the date of announcement.

Clause 3: Any other rules, regulations, or announcements in conflict with this regulation shall be replaced by this regulation.

Clause 4: Within this regulation:

“University” refers to Rambhai Barni Rajabhat University

“University Council” refers to the Rambhai Barni Rajabhat University Council

“Government Service” refers to the faculties, institutions, and divisions including other names or titles with equivalent status.

“Head of Government Sector” refers to the president, deans, directors of Institute, and heads of division including other names or titles with equivalent status.

“Executive Committee” refers to the committee consisting of the President, Vice-Presidents, Assistants to the President, Deans, Directors of Institute, Directors of Office and, Heads of Division including other names or titles with equivalent status.

“Revenue” refers to any monetary benefits or assets that the university acquire in addition to the state budget and government revenue.

“Treasury Reserve” refers to the remaining sum of money after the deduction of expenses incurred from university operations and projects in each fiscal year.

“Budget Expenditure” refers to the maximum allowable sum of money that can be used for payment or fulfill other financial obligations in accordance with the terms and timeframes prescribed in each fiscal year.

“Fiscal Year” refers to the 1-year period starting on October 1st of one calendar year and ending on September 30th of the next calendar year. The description of that fiscal year shall be the “BE” year of the beginning year.

Clause 5: The president shall be responsible for enforcing this regulation and is authorized to lay down the guidelines to facilitate the implementation of this regulation. In case where the regulation is subject to interpretation, the president is authorized to make the final judgment.

Chapter 1

Types and Sources of Revenue

Clause 6: Types of Revenue consist of:

6.1 Tuition Fees

6.2 Student Scholarship, money or donated assets

6.3 Deposit

6.4 Research Funding subsidies from outside sources

6.5 Other Revenues and Gains

Clause 7: Sources of Revenue

7.1 Tuition Fees are registration fees for academic credits, university fees, fines and other forms of fees collected from students in accordance with rules, regulations and university announcements.

7.2 Scholarship grants, money or donated assets are money or assets funded by donors for educational or any other purposes as stipulated by the donors.

7.3 Deposits are money that the university or other state divisions make under certain conditions and/or payback periods as stipulated by the depositors.

7.4 Research funding subsidies from outside sources are money received from agencies outside the university both national and international for researching purposes.

7.5 “Other revenues” are revenues apart from those stipulated in Clauses 5.1-5.4.

Chapter 2

Use of Revenue

Clause 8: Uses of revenue in each category

8.1 Revenue from tuition fees may be used for university administrative purposes.

8.2 Revenue from academic scholarship, grants or donated funds

8.2.1 Revenue from academic scholarship may be used in accordance with the official announcement on the allocation of grants as stipulated.

8.2.2 Revenue from grants or donated funds may be used in accordance with the donors' intention. If the intention is not specifically stated, the revenue can be used for any other purposes according to section 7 of Rambhai Barni Rajabhat University Act B.E. 2547.

8.3 Revenue from deposits must be returned to depositors under the agreed upon conditions or terms of payment.

8.4 Revenue from outside sources for research may be used in accordance with the donors' intention or the board of committee's approval.

8.5 Revenue from other sources may be used in accordance with the announcements from the university.

Chapter 3

Treasury and Revenue Management

- Clause 9: Revenue from all sources must first be deposited into the treasury account. It may not be withheld for payment unless stated otherwise.
- Clause 10: A receipt must always be issued when revenue is obtained. The format of the receipt shall be determined by the university and the book and receipt numbers must be in ascending numerical order. There must be a verifiable record to prove the issuance of receipt from the issuing party. For certain types of revenue, another document may be used in place of a receipt according to paragraph 1st. Nevertheless, the receipt of fund must be verifiable.
- Clause 11: Revenue of value no higher than 30,000 Baht collected by state divisions, agencies per the ministry notification or university announcement must be submitted to the Office of President within 3 working days. If the value exceeds 30,000 Baht, the fund must be delivered to the Office within that day or the next working day unless stated or announced otherwise.
- Clause 12: Revenue received by the Office of President may be partially kept as petty cash, the limit of which shall be set by the president. The rest must be deposited into the bank account on that particular day or the next working day at the latest.
- Clause 13: The University may use its revenue for investment purposes as follows:
- 13.1 Invest in government bond
 - 13.2 Invest in government or state enterprise bond
 - 13.3 Invest in treasury bill
 - 13.4 Deposit in a savings or fixed account in a commercial or state-owned bank

13.5 Purchase a promissory note from state or private financial institutions with high credit ratings via bank aval.

13.6 Other investment channels that the university board of committee shall see fit.

Chapter 4

Budgeting and Budget management

- Clause 14: The use of revenue according to 5.1 must be planned in the annual budget and must not exceed 80% of the expected revenue in that fiscal year.
- Clause 15: Prior to the start of each fiscal year, each executive committee must plan its annual budget and propose the plan to the board of committee to be presented to the university council for approval before the fiscal year begins.
- Clause 16: The annual budgeting of each government service must be performed in accordance with the university guidance.
- Clause 17: The president has full authority for the management of budget including the changes in items and types of expenses. Nonetheless, the university council must be notified thereafter.
- Clause 18: Under reasonable grounds, each government service may request an additional budget in the middle of the fiscal year by notifying the board of committee for university council approval thereafter.

Should the need for the budget cut arises, the president is authorized to do so and notify the university council thereafter.

- Clause 19: In case of an emergency when a unbudgeted payment must be made, the president is authorized to approve and report to the university council thereafter.
- Clause 20: In purchasing or procurement, the job or item that has been approved but the hand-off is expected to be delayed further than the end of the fiscal year, the head of the government service shall notify the president to earmark the budget for disbursement in the next fiscal year.

Clause 21: At the end of the fiscal year, if any government service has not requested disbursement for the items included in the annual budget, but has incurred expenses or financial obligations, that portion of the expenses or financial obligations shall be reserved in treasury.

Chapter 5

Payment and Disbursement

- Clause 22: The president is authorized to make payments, order purchases, recruit personnel, and incur liabilities from revenue according to Clause 5. The president shall also be able to delegate another person to make payments, order purchases, recruit personnel, and incur liabilities, whose limits are under the sole discretion of the president.
- Clause 23: Payment from university revenue can be made either in cash or in a check payable to the creditor or recipient.
- Clause 24: The president is authorized to approve payment or financial obligation within the annual budget for government services.
- Clause 25: The president is authorized to use university revenue as advance borrowing for university personnel and government service. The criteria and payment terms must be in accordance with the university announcement.
- Clause 26: The petition must be in the format required by the university. If the disbursement of any item cannot be made into a petition, the president shall come up with disbursement criteria as he/she sees fit.
- Clause 27: The petition for disbursement in each fiscal year must be made within the designated timeframe established by the president. Nevertheless, the date must be no later than the last day of the fiscal year. The Office of the President must complete the disbursement process within 15 days starting from the day the disbursement is due.

Chapter 6

Accounting and Financial Reporting

Clause 28: The Office of President or Government Service on behalf of the university shall be responsible for book keeping of payments according to Clause 5. The accounting record must be kept for no less than 10 years.

Clause 29: The Office of President or Government Service on behalf of the university shall be responsible for financial reporting by highlighting key performances and financial position in accordance with the Generally Accepted Accounting Principles (GAAP).

Those responsible shall prepare financial statements detailing financial position and cash flows and report to the committee on a monthly basis within the 15th of the next month. The Office of President on behalf of the university must prepare an annual report when the accounting period ends and report to the committee within 60 days starting from the closing date of the fiscal year.

Chapter 7
Accounting Audit

Clause 30: Audit on accounting records, proof of purchase, and financial documents for all asset types must be performed on a regular basis by internal auditors. The assistance of external auditors may be required in accordance with the university council's guidance.

Clause 31: The president must submit the audited annual report which has been approved by the board of committee to the university council within 150 days after the closing date of the fiscal year.

Chapter 8

Spending Monitoring and Evaluation

Clause 32: Government service spending must be monitored and evaluated every 6 months according to the university policy.

Clause 33: The Office of President on behalf of the university must prepare a report detailing the administration and implementation according to the policies and targets and submit to the university council within 150 days after the end of the fiscal year with the following details:

1. The performance in relation to the policies and planned targets.
2. The performance in relation to the policies and planned targets.

The efficiency of administration and management during the fiscal year.

Temporary Provision

Clause 34: Any activity in progress and not yet completed at the time of this regulation announcement shall be carried out under the regulation of the RBRU council B.E. 2541 and the regulation of RBRU related to this regulation until the activity is completed or until it can be processed under this regulation.

Announced on 30 March B.E. 2549 (2006 A.D.)

Rambhai Barni Rajabhat University Council