

National Sun Yat-sen University Notice for the Property Management and Budget Audits

Made by Property Management Division, 10/19/2011

Section 1. Regulations of Property Management

1. Property, general term for asset and equipment. §2 (Guideline of Property Management)

(1) Asset: Including land, improvement on land, building construction with equipment value more than NT\$10,000, machinery and equipment used more than 2 years, traffic and transport equipment and miscellaneous equipment. Classification of books is not included in this guideline.

(2) Equipment: Including properties not mentioned above. The classification is shown below.

a. Consumables: Refers to the goods that could be wear out or used up, like office supplies, papers and sanitation supplies etc.

b. Non-consumables: Refers to the hard goods that do not quickly wear out. The unit price is more than NT\$3,000 and below NT\$10,000 and been used no more than 2 years.

2. Management of property is done on a department level. Each unit (Yuan, Office, Faculty, Center, Department, Library, Office and Section etc.) are responsible for purchase, manage, register, maintain and consumption etc. of their own. The Property Management Division is responsible for property registration, maintenance, depreciation and disposal of the whole university. §4

3. The duties of property assignee and users are as below.

(1) Responsible and accountable for the acquisition of new properties

(2) Attach tags on properties after confirmation

(3) Making sure the records kept are the same as in Property Management

Division

(4) The use of property has to be applied from the department property manager

(5) Keep and maintain their own property

(6) Responsible for the indemnity if found loss or damaged

(7) Coordinate in annual audit and/or irregular audit

(8) Property transfer due to any change or resignation

* The property assignee (user) is responsible for the maintenance of property. No transfers, lending or selling are allowed without approval. §7

* The property assignee shall not be the one who has exempted from filling out Resignation Form before resignation.

4. When the user is leaving, on a job-transfer or retiring, he/she has to hand over any properties in use to the department supervisor. The property managing administrator shall determine all properties have been handed over. The school-leaving procedure of the user shall also be approved by the Property Management Division. The user shall be responsible for indemnity in case of missing. No resignation approval will be given at this time. §11

5. The property assignee (user) is responsible for the maintenance of property. No transfers, lending or selling are allowed without approval. Departments must report all incidents like disaster, theft or any accident beyond control resulting in property damage or loss. All relevant information shall be sent and report to the Ministry of Education according to the Enforcement Rules of the Audit Act. The property manager and user shall undertake the duty of indemnity if or otherwise been exempted in which the user has exercised his/her due care of a good administrator. § 12

6. When the estimated useful life of property has met and could no longer be use, a form of property loss shall be filled out and sent to Property Management Division. The procedure of disposal could be done once it has been approved by the university principal. The property shall be kept well and no disposals could be done before the approval. §13

7. After the approval of disposal, the form of disposal and the disposal property from such department shall be sent to the storage in Property Management Division. After deducted from the inventory, the procedure of waste disposal shall follow “[The Operational Procedures for the Sale and Evaluation of Approval Scrape Property Managed by Government Agencies](#)” by Executive Yuan. §15

8. The Property Management Division shall schedule an annual inventory plan at the beginning of each year and so the audits could be followed. The auditing has to be done by each department of their own and the records have to be sent to the Property Management Division. After all auditing, the final records in accordance with any recommendations are to be sent to the university principal. All units shall follow up results and then review and make improvements. §16

* Property Management deficiencies found: first auditing has been done properly, no tags on property, irrelevant location to store property, property without model and brand, not appropriate assignee, no application approved when property found moving out of the university (for experiment or repair), etc.

Section 2. Other Important Issues

1. National Property Act. 28: The competent authority or administration authority shall not dispose or make profits from public use property. There will be a penalty if user trade in the property in exchange for a new model under this Act.
2. Properties were purchased in bulk could not be recorded if each unit does not exceed NT\$10,000.

Capital Expenditure: properties (equipment) reflecting depreciation or loss of value

Eg. Expenditure of air-conditioner NT\$9,000 + Installation fee NT\$2,000 = NT\$11,000

Eg. Expenditure of Computer NT\$9,000 + Screen NT\$4,000 = NT\$13,000

Capital Expenditure: Non-consumables, supplies, repair

Eg. Only expenditure of Computer NT\$9,000

Eg. Only expenditure of Screen NT\$4,000

3. All units may accept property donation.

Approve by the school (donor signs the agreement) → countersign by Property Management Division Accounting Office → Secretary Office → Property Management Division reports to the Ministry of Education → Ministry of Education reports to Ministry of Finance then transfer to Executive Yuan → reply and assign the school to manage the property → filling out Form of Property Acquisition accordingly → put in the record (becoming the university's property)

4. If a donation is giving to other facilities outside of school, such department shall be getting an approval by the university principal in coordinate with relevant unit (Property Management Division, Accounting Office). Auditing has to be done following by the rule. Then the recipient may accept the donation.
5. The Property Management Division has to be notified first if there are properties out, in, lending or any changes occur. The procedure may start only after approval by the university principal.
6. Procedure of handling property theft: (Notification and approval are need when taking properties out of the school.)
 Preserve the scene and notify campus security squad (contact insurance company if necessary) → photograph the theft site (where the damage occur) → acquire a triplicate form of crime report → fill out Form of Property Theft → Property Management Division reports to the Ministry of Education then transfer to National Audit Office to acquire approval of disposal prior useful life → The Nation Audit Office verify for approval as future reference or whether the user has exercise his/her due care of a good administer and is responsible for indemnity or not
7. Form of Property Increase shall be filled out for software (as intangible asset) with purchasing value more than NT\$10,000. Form of Non-consumable Property Increase shall be filled out for value more than NT\$3,000 and less than NT\$10,000. The cost shall be included in the hardware equipment if certain software were purchased along with it.
8. For computer upgrade with amount more than NT\$10,000, the serial number shall be filled in the Form of Property Increase and indication like function increase or upgrades shall be made.
9. All sections in Form of Property Increase and Form of Non-consumable Property Increase shall be completed in order to handover, schedule registration and audit in the future. Especially the product name in Chinese, make, model, specification, location, etc. A reduced copy of specification could be stick onto the form to save writing time and to avoid mistake.
10. Expenditure Application Form: Purchasing or acquiring any equipment are not allowed without approval. Final reports could not be made before delivery by vendor. For example, a return is necessary soon after property registration.
11. Please indicate name of product (in Chinese) on the receipt and sign or seal when doing a final report in which the receipt was issued by cash registers. The product name along with price shall be listed in detail in order to schedule inventory

- auditing and property registration. For example, a bulk of computer supply
12. If the new purchased property is for repair and replace purposes, an indication of property number for repair in the section of Proof of Expenditure shall be done in order to be checked by the Property Management Division.
 13. If the product is consumable, fragile and easily worn out with useful life less than 2 years but value more than NT\$3,000, an indication in the section of Proof of Expenditure is needed. If not indicated, the Property Management Division could find the product as asset or non-consumable which is not accurate.
 14. Classification, numbering and product useful life shall follow “The standards of Classification for Properties” by Executive Yuan.
 15. Please consult Property Management Division for the classification of property and non-consumable. Please consult Accounting Office for Current Expenditure or Capital expenditure.
 16. To increasing the operating procedure of final report making, the final report shall be separately made under following circumstances. The reports may sent to Office of General Affairs without coordination with Property Management Division.
 - (1) Travel and delivery fee – travelling fee, delivery fee, tickets, travelling allowance
 - (2) Service fee – copy, typing, postage, rent, tax, oil, food, gift, flower basket, celebratory (funeral) hanging scroll, meal, photography, newspaper, advertisement, customs duty
 - (3) compensation fee
 17. When the assignee received approved form of disposal, the property to be disposed shall be sent to the storage room before deadline in order to implement the operating procedure. “This form of disposal has been registered. Please bring this form along with the disposal property by XX month XX day XX time for recycle” will be indicated on the form of disposal. The storage room for disposal opens Wednesday on first week of each month.
 18. See webpage of Property Management Division for regulation, operating procedure, form, process and Q&A. (No.38)