

THE FINANCIAL MANAGEMENT RULES OF THE FACULTY OF MATHEMATICS AND PHYSICS OF CHARLES UNIVERSITY*

of 14 June 2017

Under sections 27 (1) (b) and 33 (2) (f) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (“the Higher Education Act”), as amended, and under Article 20 (2) (b) of the Constitution of the Faculty of Mathematics and Physics of Charles University the Academic Senate of the Faculty of Mathematics and Physics of Charles University has adopted the following Financial Management Rules of the Faculty of Mathematics and Physics of Charles University as its internal regulation:

Article 1

Balance Sheet of Revenues and Expenditures, Breakdown of Contributions and Subsidies

1. The Faculty of Mathematics and Physics of Charles University (“the Faculty”) manages its finances in accordance with the Breakdown of Subsidies and Contributions of Charles University (“the University”). The Balance Sheet of Revenues and Expenditures (“the balance sheet”) of the Faculty for its principal activities is prepared as balanced. Only economic activities are planned as profitable.
2. After approval of the University budget by the Academic Senate of the University, the Dean submits the draft balance sheet of revenues and expenditures of the Faculty for approval to the Academic Senate of the Faculty (“the Senate”).
3. The Draft Breakdown of Subsidies and Contributions (“the breakdown”) contains in particular the following:
 - a) Distribution of non-investment funds among schools and other workplaces;
 - b) Limits on personnel costs;
 - c) Volumes of capital funds in relation to the Investment Asset Reproduction Fund (“IARF”).
4. The breakdown is prepared under the following principles:
 - a) The breakdown is prepared in accordance with the principles and rules applicable to preparing the breakdown of the Faculty which are approved by the Senate;
 - b) Vice-Deans for Physics, Computer Science, Mathematics and the Secretary to the Faculty, under the authorization of the Dean, create a breakdown for individual workplaces. The head of workplace may raise his objections concerning the draft breakdown with the Dean of the Faculty within 14 days of its delivery.
5. As of 30 September the Dean submits to the Senate for approval the partial accounts. All changes to the breakdowns are also submitted on an ongoing basis for approval to the Senate. The Annual Report on Financial Management is prepared by the relevant department of the Dean’s Office based on annual accounts prepared as of 31 December.

* Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.

6. Between 1 January and the date of due approval of the breakdown of the Faculty by the Senate the Faculty manages its finances under provisional breakdown. The conditions applicable to the provisional breakdown for the accounting period are provided in a Dean's order.

Article 2 Profit or Loss

Up to the proceeding of the annual accounts and approval of the Annual Report by the Senate, the profit or loss of the Faculty is presented as profit or loss subject to approval. Upon approval by the Senate, it is transferred to the profit or loss of the preceding years and if it is a profit it is transferred to individual partial funds of the Faculty within a deadline stipulated by the University. The allocation to the funds is also subject to approval by the Senate.

Article 3 Funds

1. The Faculty reports on the following partial funds:
 - a) The Investment Asset Reproduction Fund;
 - b) Scholarship and Bursary Fund;
 - c) Fund of resources for a defined purpose;
 - d) Fund of operating resources.
2. The generation and use of resources of the funds is governed by the internal regulations of the University and Dean's directives (in particular "The Principles for Generating and Use of Social Fund"). Transfers among funds may be carried out only upon approval by the Rector and after obtaining an opinion from the Senate.

Article 4 Other Regulations Concerning Financial Management

To manage the finances of the Faculty in accordance with the Financial Management Rules of the University, the Dean or the Secretary to the Faculty issues measures in the form of directives regulating the relevant issues.

Article 5 Final Provisions

1. These Rules were approved by the Senate on 14 June 2017.
2. These Rules come into force on the date of approval by the Academic Senate of Charles University.¹⁾
3. These Rules become effective on the first day of the calendar month following the date of coming into force.

1) Section 9 (1) (b) point 2 of the Higher Education Act. The Academic Senate of Charles University approved these Rules on 23 June 2017.

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Dean

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