Revenue, Recovery and Transfer Accounts

**External Debit Revenue, Recovery and Transfer Accounts**

Academic 500860 510860 500801 510801 Contact HSC Finance for more information.

Default recovery accounts for salary and benefits:
- Computer Software
  - Computer Hardware Under $5,000 610031
  - Furniture & Fixtures Under $5,000 610016
  - Vehicles Under $5,000 610011
  - Vehicles Over $5,000 610010
- Equipment Under $5,000 610001

**Internal Revenue**
- Foreign Masters 501009 511006
- Canadian PhD 501006 511004
- Foreign Undergrad 501008 511005
- Foreign Masters 501009 511006
- Foreign PhD 501010 511008

**Revenue Accounts**
- Revenue accounts 46xx — 46xx

Transfer Account Decision Tree

**Transfer between different funds**
- Revenue
- Cost/Benefit

**Transfer within the same fund**
- Revenue
- Cost/Benefit

**Debit**
- Revenue
- Cost/Benefit

**External**
- Revenue, Recovery and Transfer Accounts

HST/GST Tips & Accounts

Purchases of Goods & Services

<table>
<thead>
<tr>
<th>HST rebate on purchases (73.77%)</th>
<th>Self-Assess 13% HST on imports</th>
</tr>
</thead>
<tbody>
<tr>
<td>240020</td>
<td>240020</td>
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</tbody>
</table>

**HST Rate**
- Federal
  - Tax rate: 5% (73.77%)
  - Rebate: 67% (100% - 32.23%)
- Ontario
  - 8% (73.77%)
  - 78% (100% - 21.23%)
- Total
  - 13%
  - 3.41%

For example, a $100 purchase with $13 of HST costs your department $90.41.

Self-assessing HST
- Most goods and services imported into Ontario will need to be self-assessed with HST.
- If unsure, please contact aphelp@mcmaster.ca.

Help is always available at hst@mcmaster.ca

Salary & Benefit Accounts by Group

**APPOINTMENT** | **SALARY** | **BENEFITS** | **EMPLOYER GROUP**
--- | --- | --- | ---
**ACADEMIC**
- Full-time 500001 510001 MUFa Faculty (MFF) Clinical Faculty (CFa) Senior Academic Officers (SAA)
- Part-time/overload 501012 511011 Sessional Faculty Cupe Unit 2 (CP2)
- Administrative Stipend 501001 511009 Sessional Music Faculty Cupe Unit 2 (CMF) Conversational Assistants (CVA), Non-Cupe Part-Time Teaching (ESA)
- Limited Term 501012 510121 MUFa Faculty (MFF) Clinical Faculty (CFa)
- Teaching Track 501012 511011 MUFa Faculty (MFF) Clinical Faculty (CFa)
- CAVAR 501041 510041 MUFa Faculty (MFF)
- FHS Stipend 500002 510002
- Ceiling Guarantee 500005 510005
- Post-doctoral fellows 501011 511011 Post-Dec-Fellows Cupe Unit 3 (CP3)
- Post-Dec-Fellows-Non-Union (PDF)
- Clinical Scholars 501016 511016 Clinical Scholars (CSL)
- Teaching Assistants 522001 523001 Teaching Assistants Cupe Unit 1 (CP1)
- Graduate Over Time 522002 523002
- Undergraduate 522011 523011

**STAFF**
- Permanent 540001 550001 The Management Group (TMG) Unit 5 (DFP)
- Librarians (ML) MUFa Library (ML)
- Senior Academic Officers (SAA)
- Limited Term 541001 551001 Research Associate Academic (Raa)
- Intern (ESA) - Limited Term Only
- McWork/Work Study 541008 551008 Intern (ESA)
- Hourly 570001 571001 Operations & Maintenance (Unit 5 (BUC)) Hospitality SeU (50) (Hsc) Municin (SeU Local 2 (MHC)) Kide Operating Engineers (Cpe) Parking Unit 3 (FDP) Security Unit 4 (UF4)

**RESEARCH**
- Canadian Undergrad 501008 511001
- Canadian Masters 501005 511002
- Canadian PhD 501006 511004
- Foreign Undergrad 501008 511005
- Foreign Masters 501009 511006
- Foreign PhD 501010 511008

Research Funds

**What are the Research Funds?**

- Non-Health Sciences 50 55
- Health Sciences 80 85

Financial Information about a Research Project

Tri-Agency Expense Eligibility Principles
- Directly related to research
- Not normally provided by the institution
- Economical
- Not for personal gain

The Tri-Agencies understand that different expenditures are appropriate for different institutions. In addition to the above, the Tri-Agencies rely on the judgement of institutions and their policies and controls. It is appropriate to review transactions using a sample-based approach.

**Tri-Agency Rules Supercede Institutional Policies for:**
- Alcohol
- Rules specific to programs, e.g. specific equipment awarded in the NSERC Research Tools and Instrument Program

Helpful Points
- Research projects are created specific to each research agreement, identifying the award amount and terms.
- Research Finance Offices submit financial claims and reports specific to each agreement to obtain funding from the sponsor.
- Please ensure relevant documentation is submitted with claims for reimbursement, e.g. payment verification.

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