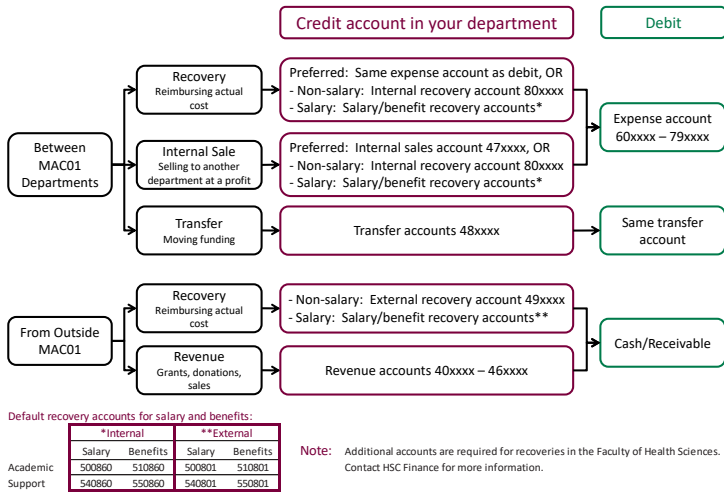
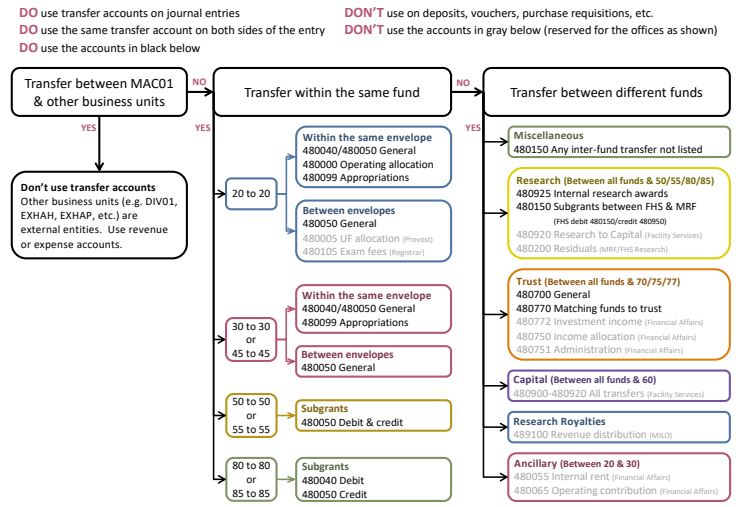


Revenue, Recovery and Transfer Accounts



Transfer Account Decision Tree



Is it Capital?

Assets valued above the thresholds below are capitalized for financial reporting.

EQUIPMENT & COMPUTER HARDWARE	Value	Assets with a useful life of greater than one year	
Equipment Over \$10,000	610000		
Equipment Under \$10,000	610001		
Vehicles Over \$10,000	610010		
Vehicles Under \$10,000	610011		
Furniture & Fixtures Over \$10,000	610015		
Furniture & Fixtures Under \$10,000	610016		
Computer Hardware Over \$10,000	610030		
Computer Hardware Under \$10,000	610031		
COMPUTER SOFTWARE			One-time License: Perpetual right to use the software without an ongoing subscription fee
One-time Software License Over \$10,000	610040		
One-time Software License Under \$10,000	610041		
Software Fees (other than one-time)	610045		
FACILITIES PROJECTS		Generally projects less than \$200,000 do not extend the useful life of the asset	
Renovations & Alterations Under \$200,000	620000		
Renovations & Alterations Over \$200,000	620100		

HST/GST Tips & Accounts

Help is always available at hst@mcmaster.ca

PURCHASES OF GOODS & SERVICES		SALES OF GOODS & SERVICES	
HST rebate on purchases (73.77%)	240200	HST collected on taxable sales	240000
Self-Assess 13% HST on imports	240300		
HST rate		External	
	Tax rate Rebate Net cost	Not all goods or services provided by the University to external entities are exempt from HST. Common examples where HST may apply include:	
Federal	5% 67% 1.65%	• Running a conference or workshop	
Ontario	8% 78% 1.76%	• Goods acquired for the purpose of resale	
Total	13% 3.41%	• Use of real property/physical space	
For example, a \$100 purchase with \$13 of HST will cost your department \$103.41.		• Certain recreational or athletic events	
Self assessing HST		Internal	
Most goods and services imported into Ontario will need to be self-assessed with HST. If unsure, please contact aphelp@mcmaster.ca .		HST generally should not be added to interdepartmental charges within the university.	

Salary & Benefit Accounts by Group

EMPLOYMENT GROUP	APPOINTMENT	SALARY	BENEFITS
MUFA (MFF)	Tenure/tenure track	500001	510001
Senior Academic Officers (SAA)	Contractually limited appointment	500121	510121
Clinical Faculty (CFA)	Teaching track	500131	510131
	CAWAR	500141	510141
	VP administrative base	540001	550001
	Administrative stipend	500111	510001
	FHS stipend	500002	510002
	Ceiling guarantee	500005	510005
	Faculty supervision	501013	511013
	Overload teaching	500151	510151
Unifor Unit 1 (UF1)	Other	540001	550001
The Management Group (TMG)	Cost-shared secretaries - university	540002	550020
MUFA Librarians (MFL)	Cost-shared secretaries - hospital	540003	550020
MUALA Librarians (MUL)			
Senior Administrative Officers (SAO)			
Research Associate Academic (RAA)			
CUPE TA (CP1)	Graduate	522001	532001
	Undergraduate	522011	532011
	Graduate over time/other	522002	532002
	Canadian Masters RA in lieu of TA	501005	511002
	Canadian PhD RA in lieu of TA	501006	511004
	Foreign Masters RA in lieu of TA	501009	511006
	Foreign PhD RA in lieu of TA	501010	511008
CUPE Post-Docs (CP3)	Canadian	501007	511003
Post-Docs non-union (PDF)	Foreign	501011	511007
Clinical Fellows (CLF)			
CUPE Sessional Lecturer (CP2)		501012	511011
CUPE Sessional Music Lecturer (CPM)			
SEIU Hospitality (HSP)		570001	571001
SEIU Machinists (MCH)			
Unifor Unit 5 (OMC/BUC/OPM)			
IUOE Operating Engineers (OPE)			
Unifor Unit 3 Parking (UF3)			
Unifor Unit 4 Security (UF4)			
Interim (ESA)	Part-time academic admin	500007	510007
Excluded Grad (Research Fund)(SCH)	Invigilating	501014	511014
	Cost-shared secretaries - university	540002	550020
	Cost-shared secretaries - hospital	540003	550020
	Other staff	541001	551001
	Canadian UG student	501004	511001
	Canadian Masters student	501005	511002
	Canadian PhD student	501006	511004
	Foreign UG student	501008	511005
	Foreign Masters student	501009	511006
	Foreign PhD student	501010	511008
Clinical Scholars (CLS)		501016	511016
Conversational Assistants (CVA)		501001	511009

Research Funds

What are the Research Funds?

	"INTERNALLY RESTRICTED"	"EXTERNALLY RESTRICTED"
Non-Health Sciences	50	55
Health Sciences	80	85

Financial Information about a Research Project

Dashboards

- My Dashboard
- Custom
- HR Payroll Dashboard
- Principal Investigator Dashboard
- Research Project Statement

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- Research Project Statements
- Researcher's Portfolio
- Salary details and adjusting entries
- Transaction review

Tri-Agency Expense Eligibility Principles

- Directly related to research
- Not normally provided by the institution
- Economical
- Not for personal gain

Tri-Agency Rules Supersede Institutional Policies for:

- Alcohol
- Rules specific to programs, e.g. specific equipment awarded in the NSERC Research Tools and Instrument Program

Helpful Points

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.

- 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.