

<b>UNSW Accounting Procedure</b>	
<b>Linked UNSW Policy</b>	Financial Reporting & Property, Plant and Equipment
<b>Responsible Officer</b>	Director, Corporate Finance and Advisory Services and Shared Services
<b>Contact Officer</b>	Senior Manager, Capital Asset Management Reporting, Corporate Finance and Advisory Services (CFAS)
<b>Review</b>	Every year
<b>Effective Date</b>	31 December 2013

### 1. Objective

This procedure outlines the process to account for building maintenance expense determined in accordance with AIFRS, at a departmental level (i.e. Faculties, Schools & Divisions) in NS Financials.

### 2. Basis of Accrual

The University's maintenance is managed by Facilities Management (FM) and the expense is distributed uniformly over the period of service rendered.

The general maintenance expenses are recorded at a 'Central' level. Specific maintenance expenditure is charged to the faculty the work relates to.

### 3. Accounting procedure

#### 3.1 A/P system: Vendor Payments

Facilities Management (FM) code the maintenance cost invoices to relevant expense accounts, based on the nature of work undertaken by each faculty and as per the contractual terms. The invoices are forwarded to Accounts Payable and charged, through chartfields central to FM, to the maintenance expense accounts at the time of payment.

#### 3.2 Capital Asset Management Reporting, CFAS: Reconciliation

During the reporting period, there may be instances of approval/ processing delays of vendor invoices, which results in the expenses being charged to a month other than that to which the period of service relates. In such cases, Capital Asset Management Reporting, CFAS journals the adjustment, at a 'Central' level, to ensure the maintenance expenses are recognised uniformly over the period in which the benefit of the service is obtained.

### 4. Operational aspects

#### 4.1 Charges to Business Units

Facilities Management is responsible for managing regular maintenance of campus buildings. These costs are charged to central FM chartfields.