

**Staff Donations and Allocation of Matched Funds
Internal Guidelines**

1. Allocation of up to 40% matched funds to Faculties/Schools and Offices

- a) Allocation of matched funds will be made to Faculties/Schools for staff donations made towards the Faculties/Schools or the Departments under them.
- b) For staff donations made towards administrative Offices, the allocation will be given to the Office of the President or Vice-President overseeing the Offices.
- c) A development fund account may be opened by the administrative Office for donations by its staff, with the Head of Office as the budget holder. However, the matched funds will be credited to a development fund account held by the respective President or Vice President for all offices reporting to him.
- d) The President or Vice-President will authorize the use of the matched funds according to guidelines to be developed particularly to avoid conflict of interests between the donors and beneficiaries of the donations.
- e) For donations including scholarships secured not with the efforts of any Department or Office, all the matched funds will go to the University central.
- f) For staff donations made in response to the suggestion for donations at the SECO meeting held on 6 November 2003, all matched funds will go to the University central, as the spirit of making those donations was for the University as a whole.
- g) If the effort contributed by a Department or Office is confined to the preparation of a proposal, no allocation of the matched fund will be given as the Department/Office has already benefited from the donation for the project, which is the original purpose of the proposal.

2. Approval for Staff Donations

For the sake of maintaining confidentiality and avoiding conflict of interests, it is not necessary for staff donations to be approved by the President/Vice-President/Dean. The same rule applies to donations through the HKBU Staff Association.

(13 January 2004)