

Accounting For Departmentally-Sponsored Conferences

Many University departments sponsor conferences on behalf of organizations in their field of study. The following information is designed to assist the UVic staff members with the accounting required to record these activities.

University Activity

If a conference is hosted by UVic, where the department receives the revenue (directly or indirectly through an agency arrangement) incurs the expenses and assumes the risk of profit or loss, the revenues and expenses of the conference are considered University activity. Such revenue and expenses are reported in the University financial statements with University policies and procedures applying.

If a conference (is UVic re contact the Supervisor of Accounting for guidance.

Use of an External Agent to Organize a Conference

Departments will occasionally contract the services of external suppliers to provide conference organization services. In such cases, purchase requisition should be raised and forwarded to Purchasing Services in accordance with the UVic Procurement Policy.

On the revenue side, conference registration fees are generally

UVic employees who register and make payment personally should be charged GST. Due to the tax consequences, it is advantageous for UVic departments to pay the UVic conference host directly by journal voucher (with no GST) rather than to have an employee pay the fee themselves (including GST) and seek reimbursement from their department with only a portion of the GST recoverable.

External Sales

External sales are all registrations not charged directly to UVic FAST accounts. Personal payments from UVic employees and Agencies (FAST accounts starting 83.296th0.052 Tw ()Tj 9xxxxf024 [0

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