



Dean's Measure No. 7/2021

Contracts of Complementary Activities (CoA) at the FFPW USB

This document is based on the Measure of the Rector of the USB to implement complementary activities at the University of South Bohemia in České Budějovice No. 335 of 26th October 2016, which defines the legal framework for complementary activities and the implementation of complementary activities at the USB, formation and price calculations and other.

1. Contracts of CoA, both economic and non-economic activities, are registered in the accounting of the FFPW USB under the Type of Action (TA) 101 or 901 and at the same time with a complex item with the flag "3" on the 5th place of the number.
2. Contracts of CoA **exceeding the amount of 100,000 CZK without VAT** will have established their own action and own budget proposed by the contract's responsible leader. These contracts will be managed by the Registrar as well as the Director of the particular part of the faculty where the contracts will be implemented. The Director and the Registrar will be informed in advance by the contract's responsible leader about its implementation. This information will also serve as an incentive to establish the contract. The correctness of the budget's setting will be approved by the economic department of the FFPW USB.
3. Contracts of CoA **not exceeding the amount of 100,000 CZK without VAT** will be monitored under already established actions. These contracts of CoA will be managed by the head of a laboratory / workplace implementing this contract of CoA. The Director of the particular faculty's part / the Registrar will be informed about the implementation and the result of the contract at its conclusion. Information about existing contracts and the whole accounting sentence (cost centre / type of action / action / complex item) will be given by the economic department of the FFPW USB on a request.
If necessary, it is possible to set up a separate action for contracts of CoA not exceeding the amount of 100,000 CZK without VAT.
3. An exception is the already established contract TA: 901, Action: Fish breeding, Complex item: 982031, where contracts related to fish breeding are directed regardless of the amount of CoA without VAT and it is further separated according to the cost centre of the workplace.
4. The principal of the operation is always the contract's responsible leader.



5. Each contract of CoA must make a reasonable profit.
6. Rewards from CoA will be ordinarily reimbursed at the end of the past year (in reasoned cases at the end of past quarter) provided that there is a compliance among revenues, costs and a reasonable profit. The rewards from CoA will be paid in accordance with the Dean's Announcement for payment of rewards at the FFPW USB.
7. For the observance of set rules are responsible directors, the Registrar of the FFPW USB, heads of laboratories / workplaces (for contracts under 100.000 CZK without VAT), the head of the economic department. Compliance with the prescribed rules is one of the criteria for payment of extraordinary annual rewards of people responsible for the implementation of CoA.

The Dean can decide about exceptions.

This Measure cancels the Dean's Decision No. 22/2016.
This Measure shall take effect on the 23rd March 2021.

Prof. Dipl.-Ing. Pavel Kozák, Ph.D.
Dean of FFPW USB

Attachment No. 1. Calculation of the price for the Contract of Complimentary Activity
(example)