

國立成功大學學生宿舍收入收支管理要點

NCKU Directions Governing Revenue Management for Student Dormitories

112 年 11 月 16 日 112 學年度第 1 次校務基金管理委員會通過
Approved at the 1st meeting of the Endowment Fund Management Committee in the 2023-24 academic year on Nov. 16, 2023

- 一、國立成功大學(以下簡稱本校)為有效管理及運用學生宿舍專款收入，依據本校校務基金自籌收入收支管理辦法規定，訂定本要點。
- I. To effectively manage and use student dormitory-related revenues, NCKU Directions Governing Revenue Management for Student Dormitories (hereafter, the Directions) are established by National Cheng Kung University (NCKU) in accordance with National Cheng Kung University Revenue and Expenditure Management of Self-Generated Endowment Fund Regulations.
- 二、本要點所稱學生宿舍收入，包括：
- (一) 學生宿舍住宿費
 - (二) 短期交流生住宿費
 - (三) 營隊申請費及床位租借費
 - (四) 行政手續費
 - (五) 其他學生宿舍相關收入
- II. Student dormitory-related revenues defined in the Directions include:
- (1) Student dormitory accommodation fees.
 - (2) Accommodation fees for short-term exchange students.
 - (3) Dormitory camp application fee and bed rental fee.
 - (4) Administrative fees.
 - (5) Other incomes related to student dormitories.
- 三、學生宿舍收入之運用範圍如下：
- (一) 學生宿舍年度營運費用，以提撥年度收入總額百分之八十為上限：
- 1. 人事費：宿舍專案工作人員薪資(含薪資、保險及年終金)、宿舍加班費及宿舍工讀金。總支出金額以不超過年度收入總額百分之二十五為上限。
 - 2. 水電瓦斯費。
 - 3. 設施修繕費：宿舍各項設施改善及維修費用。
 - 4. 設備維護費：飲水機、發電機、鍋爐及電梯等宿舍設施保養或汰換更新費。
 - 5. 環境管理費：宿舍委外清潔費與保全費等。
 - 6. 宿舍共同支出：包含宿舍活動費用、誤餐費及雜項費用等。
 - 7. 重大維護基金：以提撥年度收入總額百分之十至十五為原則。

(二) 校管理費，提撥年度收入總額百分之二十：

1. 宿舍興建經費來源為自償性者，如借款或宿舍收入等，得支應自償性經費來源支出或宿舍重大維護經費。
2. 宿舍興建經費來源為公務預算或非宿舍收入等校務基金者，由校方統籌運用。
3. 方統籌運用。

前項第一款除人事費外，得相互流用，如有賸餘，轉入重大維護基金。經費運用涉及採購與保管等事項，依本校相關規定辦理。

III. Student dormitory-related revenues shall be managed for expenses as follows:

(I) Annual operating expenses of student dormitories shall be capped at 80% of the total annual revenues, including:

1. Personnel expenses: dormitory project staff salary (including salary, insurance, and year-end bonus), overtime pay, and dormitory work-study allowance. The total amount of expenditure shall not exceed 25% of the total annual revenues.
2. Utility bills.
3. Facility repair costs: improvement and maintenance of dormitory facilities.
4. Equipment maintenance fees: maintenance or replacement of dormitory equipment, such as drinking fountains, generators, boilers, and elevators.
5. Environmental management fees: expenses for outsourcing dormitory cleaning and security services.
6. Common dormitory expenses: dormitory activity fees, meal breaks and miscellaneous expenses.
7. Major maintenance fund: on a basis of 10 to 15% of the total annual revenue.

(II) School management fees shall be capped at 20% of the total annual revenues:

1. If a dormitory construction project is financed by a self-liquidating fund, such as a loan or dormitory incomes, the dormitory may use its revenues for payments for its self-liquidating expenses or major dormitory maintenance costs.
2. If a dormitory construction project is financed by school funds such as an endowment fund, public budget or non-dormitory income, the NCKU administration shall coordinate the use of the school management fees for expenditures.

Except for personnel expenses, all operating expenses in the designated funding categories in the first subparagraph may be reimbursed interchangeably from one another. Should any amount remain, it shall be transferred to the major maintenance fund. The use of funds for matters such as procurement and safekeeping shall be administered in accordance with relevant NCKU regulations.

四、學生事務處住宿服務組應於每學年開始一個月前，編列下學年學生宿舍收入收支預算表，經學生宿舍自治委員會討論通過，陳校長核定後辦理。

IV. The Housing Service Division under the Office of Student Affairs should submit a budget

proposal for revenues and expenditures of student dormitories for the next academic year one month before the start of each academic year. Upon approval by the Self-governed Committee of Student Dormitories, the budget proposal should be forwarded to the NCKU president for approval before taking effect.

五、本要點未盡事宜，依本校校務基金自籌收入收支管理辦法等相關規定辦理。

V. Matters that are not regulated in these Directions shall be administered in accordance with National Cheng Kung University Revenue and Expenditure Management of Self-Generated Endowment Fund Regulations.

六、本要點經校務基金管理委員會議通過，陳請校長核定後實施，修正時亦同。

VI. These Directions shall be approved by the Endowment Fund Management Committee and the NCKU president before taking effect. Amendments shall be processed accordingly.