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CLOSURE OF COST POINTS**Policy Number: 048B/130906****Scope: The policy contains SU's procedure for the closure of cost points.****Policy:**

Since the closure of cost points within various environments causes problems, the following procedure is proposed:

- Requests for the closure of cost points should be directed to Financial and Management Systems who will confirm the following:
 - that the balance of the cost centre equals nil. If there is a balance, the department will be contacted to indicate a cost centre to which this balance can be journal to. A journal request will be send to the accountant responsible for transfers;
 - that there are no commitments on the cost centre. If so, the department will be informed to look into them and confirm with Financial and Management Systems when they are finalised;
 - that there are no assets linked to the cost centre, if so, Funds and Assets Management are asked to move the assets to the appointed cost centre;
 - that if the cost centre receive interest, Funds and Assets Management will change the interest to the indicated cost centre;
 - that no remuneration is being paid from the cost centre. If so, Human Resources must be informed of the new cost centre by the department.

Please note that it is the department's responsibility to:

- identify cost centres that must be closed and to inform Financial Services or Financial and Management Systems thereof;
- see that all commitments are taken care of;
- indicate to which cost centre the surplus or shortage, interest and assets must be moved to.

STAFF MEMBERS WHO LEAVE SU'S EMPLOY

The cost points of persons who leave the employ of the University must:

Be identified by the Financial and Management Systems Division as soon as the monthly retirement list is received and be sent to the relevant accountant at Financial Services to:

- be cleared or closed; or
- The Dean and/or Vice-Rector (Research) should recommend what should be done with the staff member's research funds.

Guidelines:

K cost points:	Return to Subcommittee A, B or C (B268A, B268B or B268C)
Research funds:	React to recommendation of Dean and/or Vice-Rector (Research)
Rector's Award	Return to B064
Statutory councils:	Refundable to statutory council
Establishment funds:	Return to Dean

CLOSURE AND OPENING OF COST POINT ACCOUNT COMBINATIONS: 0999

No salary cost point account combination may be closed during the final week of the month, when the Remuneration Division posts the salaries. The correct cost point must be provided by the department concerned to Human Resources with regard to the posting for the next month.

Contact Division:

Financial and Management Systems