44.1 Definitions

44.1.1 In this Regulation, unless inconsistent with the context or subject matter-

a) ‘award’ includes prizes, scholarships, exhibitions and bursaries.

b) ‘designated committee’ means a committee established by the Council, if specified in a Fund Record, to authorise to the Council the awarding of particular Fund monies.

c) ‘net annual income’ is the annual income of a Fund less any deductions allowable under the terms of the Fund Record or the Act, such deductions to include income added to capital and income deducted as commission pursuant to the Act.

d) ‘Fund’ means an internal fund owned by, and comprising part of the assets of the University, where the fund is the subject of a Fund Record and where the intention of the University at the time of establishment of the fund is that the fund be used for a designated charitable purpose of the University. For the avoidance of doubt, ‘Fund’ does not include a trust.

e) ‘unexpended monies’ are monies available for expenditure pursuant to the terms of a Fund, but not expended.

f) ‘Fund Record’ means a determination under this regulation containing an accurate record of the relevant background to the creation of the Fund, the terms and any administrative provisions devised by the Council for the operation of the Fund according to its terms.

44.1.2 The terms defined in section 44.1.1 have the same meaning in any Regulation or Fund Record, unless inconsistent with the context or subject matter.

44.2 Fund Record

44.2.1 The University may record the terms of its acceptance and administration of any gift in a Fund Record.

44.2.2 The University may maintain a consolidated record of Fund Records, in such manner as in the University’s absolute discretion facilitates access to that information for any person who may need to review the terms and other provisions referable to Funds.

44.2.3 A Fund Record is not legally binding.
44.3 **Fund Capital and Income**

Monies in a Fund may be spent only in accordance with the terms of the relevant Fund Record as amended from time to time.

44.4 **Accountability of Vice-Chancellor or Designated Committee**

Subject to section 44.3, the Vice-Chancellor or designated committee, as the case may be, may in writing authorise expenditure from monies in a Fund and they are accountable to the University for any such expenditure. They must certify when so required by the University for compliance purposes.

a) the name of, or an identification reference for, the relevant Fund;

b) the applicable Fund purposes;

c) the amount of money available for distribution in fulfilment of the Fund purposes;

d) the amount of money expended in fulfilment of the Fund purposes;

e) the manner in which the expended monies were applied; and

f) such other information referable to compliance as may be required from time to time by the Council.

44.5 **Decisions to be made by Council**

Subject to the terms of the Act, including any power of Council to delegate the performance of its obligations, where the terms of a Fund Record oblige Council to make a decision, including making an award or otherwise applying Fund monies, Council's decision may take into account such recommendations as may be made by officers, committees or Academic Board as required by the Fund terms or, as prescribed by the Council from time to time.

44.6 **Shortfall in Income**

If in any year the income of a Fund is insufficient to provide the full amount prescribed by the Fund Record for any award, then, subject to the terms of the gift, the amount of the award for that year may be reduced to the net annual income.

44.7 **Unexpended Income**

Subject to any Fund Record to the contrary any unexpended income in any Fund in any year is to be retained as income and be available in any subsequent year for the purposes of the Fund.

44.8 **Addition of Income to Capital**

44.8.1 Where a Fund Record requires or permits unexpended income to be added to the capital of the Fund, the Council must comply with the requirement so imposed or may act pursuant to the permission so given.
44.9  **Power to amend administrative arrangements**

44.9.1  The Council may amend any administrative arrangements established by it from time to time to implement or administer the terms of any gift received by the University and subject to a Fund Record.

44.10  **Recommendations for Awards**

Subject to any regulation, determination or Fund Record, the Vice-Chancellor may on behalf of the University make any recommendation for the purposes of an award. In all other situations, the Chair of the relevant designated committee nominated by the Chancellor has authority to make recommendations to the Council.

44.11  **Making of Determinations**

The Council may, by determination, make rules and give directions regarding any matter relevant to this Regulation or a Fund Record, including the functions or decisions of a designated committee or the Vice-Chancellor.

44.12  **Revocation and amendment**

The establishment of a Fund may be revoked by the Council at any time, and the purposes or other provisions of a Fund Record may be revoked or amended by the Council.
FUND RECORD 1 LEATHERLAND FUND

Approved by Council: 25 June 2014
Revised by Council: 2 December 2014

1. Fund Record 1

This Fund is a management account owned by, and an asset of, the University and is made and administered under Regulation 44 of the University. It is not legally binding.

2. Name of Fund

Leatherland Fund

3. Account Style

University of Divinity – Leatherland Fund

4. Date of Establishment

This Fund was approved by the Council as Fund Record 1 under Regulation 44 on 25 June 2014.

5. Background

In 1978 the Ecumenical Liturgical Centre contributed to a fund in honour of its late founder, the Reverend Dr Harold Leatherland, the H.F. Leatherland Fund, which was co-administered from 1984 by the Australian Academy of Liturgy (the AAL) and the Melbourne College of Divinity. The Fund has been used to award the Leatherland Prize for liturgical scholarship, purchase liturgical resources for the Dalton McCaughey Library, and support travel by liturgical scholars.

6. Treatment of income and accumulation

Income and capital gains earned by the Fund are retained in the Fund and invested in accordance with the University's Investment Policy.

The Grants Committee has delegated authority to determine the proportion of donations, capital or income which should be expended in any year or carried forward to subsequent years, provided that where possible a balance of $10,000 is preserved in the Fund.

7. Expenditure
Expenditure from the Fund may only be authorised by the Grants Committee of the Council. The Grants Committee may only award funds to specific purposes nominated in writing by the Proposer. Permitted expenditure is:

a) award of the Leatherland Prize for outstanding contribution to liturgical scholarship by a currently enrolled student or a graduate of the University;

b) providing funds to support the acquisition of scholarly materials in liturgical studies by a currently enrolled student, staff member, researcher or a graduate of the University at the Dalton McCaughey Library.

8. Proposer

The Proposer is the Vice-Chancellor. Before nominating an award to the Grants Committee, the Vice-Chancellor must consult with the Convener of the Victorian Chapter of the Australian Academy of Liturgy.

9. Termination or amendment of Fund

The Council may revoke the establishment of this Fund at any time, and the purposes or other provisions of this Fund Record may be revoked or amended by the Council in accordance with Regulation 44. If revoked, any investment or operating accounts will be closed and any remaining balance will be transferred to a general bank account of the University.
FUND RECORD 2    ST ATHANASIUS COPTICORTHODOX LECTURESHP FUND

Approved by Council: 2 December 2014
Revised by Council: None

1. Fund Record 2
This Fund is a management account owned by, and an asset of the University and is made and administered under Regulation 44 of the University. It is not legally binding.

2. Name of Fund
St Athanasius Coptic Orthodox Lectureship Fund

3. Account Style
University of Divinity – Coptic Orthodox Lectureship Fund

4. Date of Establishment
This Fund was approved by the Council as Fund Record 2 under Regulation 44 on 2 December 2014.

5. Background
The University of Divinity is committed to critical engagement with Christian theological traditions. Since 2012 the University has a particular focus on strengthening critical engagement with Coptic Orthodox theological scholarship. The Council has established an internal Fund to pursue this aim through support for the delivery of University awards through St Athanasius Coptic Orthodox Theological College. Council’s intention is that donations to the University may nominate this Fund and are to be placed in the Fund.

6. Treatment of income and accumulation
Income and capital gains earned by the Fund are retained in the Fund and invested in accordance with the University’s Investment Policy.

It is permitted to exhaust the Fund in any given year.

The Grants Committee of the Council has authority to determine the proportion of donations, capital or income which should be expended in any year or carried forward to subsequent years. At the time of establishment there is no target size for the Fund.
7. **Expenditure**

Expenditure from the Fund may only be authorised by the Grants Committee of the Council. The Grants Committee may only award funds to specific purposes nominated in writing by the Proposer.

The purpose of the Fund is to support teaching in the Coptic Orthodox tradition through St Athanasius Coptic Orthodox Theological College that contributes to courses of study leading to University of Divinity awards. Permitted expenditure is the salaries and on-costs of academic staff of St Athanasius Coptic Orthodox Theological College, including permanent, contract, visiting, sessional, full-time and part-time staff who deliver teaching to students of the University of Divinity.

8. **Proposer**

The Proposer is the Vice-Chancellor. Before nominating an award to the Grants Committee, the Vice-Chancellor must consult with the Dean of St Athanasius Coptic Orthodox Theological College.

9. **Termination or amendment of Fund**

The Council may revoke the establishment of this Fund at any time, and the purposes or other provisions of this Fund Record may be revoked or amended by the Council in accordance with Regulation 44. If revoked, any investment or operating accounts will be closed and any remaining balance will be transferred to a general bank account of the University.

The Council commits itself to act in good faith prior to any decision to revoke the Fund, including, where possible, exhausting any moneys in the Fund through permitted expenditure to support teaching in the Coptic Orthodox tradition through St Athanasius Coptic Orthodox Theological College that contributes to courses of study leading to University of Divinity awards.
FUND RECORD 3  BURSARY FUND

Approved by Council:  2 December 2014
Revised by Council:  None

1. Fund Record 3
   This Fund is a management account owned by, and an asset of, the University and is made and administered under Regulation 44 of the University. It is not legally binding.

2. Name of Fund
   Bursary Fund

3. Account Style
   University of Divinity - Bursary Fund

4. Date of Establishment
   This Fund was approved by the Council as Fund Record 3 under Regulation 44 on 2 December 2014.

5. Background
   The Bursary Fund is established to assist students of the University of Divinity in financial need.

6. Treatment of income and accumulation
   Income and capital gains earned by the Fund are retained in the Fund and invested in accordance with the University's Investment Policy.

   It is permitted to exhaust the Fund in any given year.

   The Grants Committee of the Council has authority to determine the proportion of donations, capital or income which should be expended in any year or carried forward to subsequent years. At the time of establishment there is no target size for the Fund.

7. Expenditure
   Expenditure from the Fund may only be authorised by the Grants Committee of the Council in accordance with the Bursary Policy approved by the Council. The Grants
Committee may only award funds to specific purposes nominated in writing by the Proposer.

The purpose of the Fund is to improve access to theological education by the provision of financial support to students enrolled in a course of study at the University of Divinity. Permitted expenditure is the payment of tuition fees, the payment of a grant to support the cost of living during a period of study, or the payment of a grant to support the purchase of study materials.

8. Proposer

The Proposer is the Vice-Chancellor.

9. Amendment or termination of Fund

The Council may revoke the establishment of this Fund at any time, and the purposes or other provisions of this Fund Record may be revoked or amended by the Council in accordance with Regulation 44. If revoked, any investment or operating accounts will be closed and any remaining balance will be transferred to a general bank account of the University.
FUND RECORD 4   GENERAL RESERVE FUND

Approved by Council: 12 August 2015
Revised by Council: 23 November 2016

1. Fund Record 4

This Fund is a management account owned by, and an asset of, the University and is made and administered under Regulation 44 of the University. It is not legally binding.

2. Name of Fund

General Reserve Fund

3. Account Style

University of Divinity - General Reserve Fund

4. Date of Establishment

This Fund was approved by the Council as Fund Record 4 under Regulation 44 on 12 August 2015.

5. Background

The General Reserve Fund was first established by the Council in 2013 and reconstituted as an internal fund on the date on which this Fund Record was approved. The growth of the General Reserve Fund is a key goal in the Council's financial management of the University.

The Fund represents monies withdrawn from operating funds, the amounts of which are documented as part of the annual business planning and budgetary process. The Council intends to reserve an amount no less than fifty percent of its operating budget, including the costs of Office of the Vice-Chancellor staff, shared academic services, property and administration, and strategic projects.

6. Treatment of income and accumulation

Income and capital gains earned by the Fund are retained in the Fund and invested in accordance with the University's Investment Policy.

The required balance in the Fund is a sum no less than fifty per cent of the annual operating costs of the Office of the Vice Chancellor, including employment of the Vice-
Chancellor and Office of the Vice-Chancellor staff, property and administration, academic shared services, and strategic projects.

The Finance and Investment Committee is responsible for managing the General Reserve Fund and for ensuring annual budgets and the business plan document and support achievement of the required fund balance. The Finance and Investment Committee must report at least annually to the Council on the General Reserve Fund.

7. Expenditure

Expenditure from the Fund may only be authorised by the Council.

The purpose of the Fund is to strengthen the financial viability and sustainability of the University and to mitigate risk.

8. Proposer

The Proposer is the Vice-Chancellor.

9. Amendment or termination of Fund

The Council may revoke the establishment of this Fund at any time, and the purposes or other provisions of this Fund Record may be revoked or amended by the Council in accordance with Regulation 44. If revoked, any investment or operating accounts will be closed and any remaining balance will be transferred to a general bank account of the University.
FUND RECORD 5  

CATHOLIC THEOLOGICAL COLLEGE FUND

Approved by Council: 9 March 2016  
Revised by Council: None

1. Fund Record 5

This Fund is a management account owned by, and an asset of the University and is made and administered under Regulation 44 of the University. It is not legally binding.

2. Name of Fund

Catholic Theological College Fund

3. Account Style

University of Divinity – Catholic Theological College Fund

4. Date of Establishment

This Fund was approved by the Council as Fund Record 5 under Regulation 44 on 9 March 2016.

5. Background

The University of Divinity is committed to critical engagement with Christian theological traditions. The Council has established an internal Fund to support the delivery of University awards through Catholic Theological College. Council’s intention is that donations to the University may nominate this Fund and are to be placed in the Fund.

6. Treatment of income and accumulation

Income and capital gains earned by the Fund are retained in the Fund and invested in accordance with the University’s Investment Policy.

It is permitted to exhaust the Fund in any given year.

The Grants Committee of the Council has authority to determine the proportion of donations, capital or income which should be expended in any year or carried forward to subsequent years. At the time of establishment there is no target size for the Fund.
7. **Expenditure**

Expenditure from the Fund may only be authorised by the Grants Committee of the Council. The Grants Committee may only award funds to specific purposes recommended in writing by the Proposer.

The purposes of the Fund are: to support teaching at Catholic Theological College that contributes to courses of study leading to University of Divinity awards, to enhance the library facilities available to students of Catholic Theological College undertaking study leading to University of Divinity awards, and to improve access to theological education by the provision of financial support to students enrolled in a course of study at Catholic Theological College for a University of Divinity award.

Permitted expenditure is: the salaries and on-costs of academic staff of Catholic Theological College, including permanent, contract, visiting, sessional, full-time and part-time staff who deliver teaching to students of the University of Divinity; the salaries and on-costs of staff and the purchase of resources for Affiliated Libraries of Catholic Theological College listed in Schedule A of the Collegiate Agreement with the University; the payment of tuition fees, the payment of a grant to support the cost of living during a period of study, or the payment of a grant to support the purchase of study materials.

8. **Proposer**

The Proposer is the Vice-Chancellor. Before recommending an award to the Grants Committee, the Vice-Chancellor must consult with the Master of Catholic Theological College.

9. **Amendment or termination of Fund**

The Council may revoke the establishment of this Fund at any time, and the purposes or other provisions of this Fund Record may be revoked or amended by the Council in accordance with Regulation 44. If revoked, any investment or operating accounts will be closed and any remaining balance will be transferred to a general bank account of the University.

The Council commits itself to act in good faith prior to any decision to revoke the Fund, including, where possible, exhausting any moneys in the Fund through permitted expenditure to support teaching at Catholic Theological College that contributes to courses of study leading to University of Divinity awards, to enhance the library facilities available to students of Catholic Theological College undertaking study leading to University of Divinity awards, or to improve access to theological education by the provision of financial support to students enrolled in a course of study at Catholic Theological College for a University of Divinity award.
FUND RECORD 6    CENTRE FOR RESEARCH IN RELIGION AND SOCIAL POLICY FUND

Approved by Council: 21 September 2016
Revised by Council: None

1. Fund Record 6

This Fund is a management account owned by, and an asset of the University and is made and administered under Regulation 44 of the University. It is not legally binding.

2. Name of Fund

Centre for Research in Religion and Social Policy Fund

3. Account Style

University of Divinity – Centre for Research in Religion and Social Policy Fund

4. Date of Establishment

This Fund was approved by the Council as Fund Record 6 under Regulation 44 on 21 September 2016.

5. Background

The University of Divinity is committed to addressing the issues of the contemporary world through critical engagement with Christian theological traditions. The Council has therefore established a Centre for Research in Religion and Social Policy. The Council’s intention is that donations to the University may nominate this Fund and are to be placed in the Fund.

6. Treatment of income and accumulation

Income and capital gains earned by the Fund are retained in the Fund and invested in accordance with the University’s Investment Policy.

It is permitted to exhaust the Fund in any given year.

The Grants Committee of the Council has authority to determine the proportion of donations, capital or income which should be expended in any year or carried forward to subsequent years. At the time of establishment there is no target size for the Fund.
7. **Expenditure**

Expenditure from the Fund may only be authorised by the Grants Committee of the Council. The Grants Committee may only award funds to specific purposes nominated in writing by the Proposer.

The purpose of the Fund is to support the Centre for Research in Religion and Social Policy. This may include, but is not limited to, the costs associated with employment of a Director, administration, research, publications, and communications.

8. **Proposer**

The Proposer is the Committee of the Centre for Religion and Social Policy.

9. **Termination or amendment of Fund**

The Council may revoke the establishment of this Fund at any time, and the purposes or other provisions of this Fund Record may be revoked or amended by the Council in accordance with Regulation 44. If revoked, any investment or operating accounts will be closed and any remaining balance will be transferred to a general bank account of the University.

The Council commits itself to act in good faith prior to any decision to revoke the Fund, including, where possible, exhausting any moneys in the Fund through permitted expenditure to support the aims of the Fund.
FUND RECORD 7  GOVERNMENT SCHOLARSHIPS RESERVE FUND

Approved by Council: 23 November 2016
Revised by Council: None

1. Fund Record 7

This Fund is a management account owned by, and an asset of, the University and is made and administered under Regulation 44 of the University. It is not legally binding.

2. Name of Fund

Government Scholarships Reserve Fund

3. Account Style

University of Divinity – Government Scholarships Reserve Fund

4. Date of Establishment

This Fund was approved by the Council as Fund Record 7 under Regulation 44 on 23 November 2016.

5. Background

Since 2002 the University has awarded scholarships for tuition fees and stipends to higher degree by research students on a competitive basis funded by Commonwealth Government grants for research training. The Council desires to ensure it holds sufficient funds in reserve to mitigate risk to its ability to meet expected payments to scholarship holders. The Government Scholarships Reserve Fund was established by the Council in 2016 with the approval of this Fund Record and the transfer of a sum of $1,253,237 from the General Reserve Fund into the Fund. Future deposits into the Fund are made from operating funds of the University.

The University Council, through its Business Plan, aims to hold an amount in the fund equal to one hundred percent of expected payments to existing scholarship holders.

6. Treatment of income and accumulation

Income and capital gains earned by the Fund are retained in the Fund and invested in accordance with the University's Investment Policy.

The required balance in the Fund is a minimum of 50% up to a maximum of 100% of the total expected payments to higher degree by research students currently enrolled at the
University who have been awarded and who have accepted scholarships for the payment of tuition fees or of stipends that are funded by the Commonwealth Government, net of any carried forward Commonwealth Government grants for research training, and taking into account projected investment returns and forecasted growth rates of tuition fees and stipend allowances.

The Finance and Investment Committee is responsible for managing the Fund and for ensuring that the required balance is maintained. The Fund balance must be reviewed after the census date in each semester and adjusted accordingly.

The Finance and Investment Committee must report twice annually to the Council on the Government Scholarships Reserve Fund.

7. Expenditure

The purpose of the Fund is to ensure that the University has sufficient reserves to meet its expected payments to currently enrolled higher degree by research students at the University who have been awarded and who have accepted scholarships for the payment of tuition fees or of stipends that are funded by the Commonwealth Government.

Expenditure from the Fund resulting in the Fund remaining at the maximum balance may be authorised by the Finance and Investment Committee. Any such expenditure may only result in the transfer of funds to the General Reserve Fund.

Expenditure from the Fund resulting in the Fund falling below the maximum balance may only be authorised by the Council.

8. Proposer

The Proposer is the Vice-Chancellor.

9. Amendment or termination of Fund

The Council may revoke the establishment of this Fund at any time, and the purposes or other provisions of this Fund Record may be revoked or amended by the Council in accordance with Regulation 44. If revoked, any investment or operating accounts will be closed and any remaining balance will be transferred to a general bank account of the University.
FUND RECORD 8  PRIZES FUND

Approved by Council:  16 August 2017
Revised by Council:  None

1. Fund Record 8

This Fund is a management account owned by, and an asset of, the University and is made and administered under Regulation 44 of the University. It is not legally binding.

2. Name of Fund

Prizes Fund

3. Account Style

University of Divinity – Prizes Fund

4. Date of Establishment

This Fund was approved by the Council as Fund Record 8 under Regulation 44 on 16 August 2017.

5. Background

The University of Divinity is committed to acknowledging and celebrating academic achievements, especially those of its students. Through the Prizes Policy, the University’s Academic Board recognises prizes that celebrate these achievements. The Council’s aim in establishing this Fund is to support provision of a monetary component for such prizes. The Council’s intention is that donors to the University may nominate this Fund and in such cases their donations are to be placed in the Fund.

6. Treatment of income and accumulation

Income and capital gains earned by the Fund are retained in the Fund and invested in accordance with the University's Investment Policy.

It is permitted to exhaust the Fund in any given year.

The Grants Committee of the Council has authority to determine the proportion of donations, capital or income which should be expended in any year or carried forward to subsequent years. At the time of establishment there is no target size for the Fund.
7. Expenditure

Expenditure from the Fund may only be authorised by the Grants Committee of the Council. The Grants Committee may only award funds to specific purposes nominated in writing by the Proposer.

The purpose of the Fund is to provide a financial component to prizes awarded to students of the University that are listed in the University’s Prizes Policy. This may include, but is not limited to, the costs associated with providing a sum of money or the purchase of a medal, trophy or other item to be given to the recipient of a prize.

8. Proposer

The Proposer is the Vice-Chancellor.

9. Amendment or termination of Fund

The Council may revoke the establishment of this Fund at any time, and the purposes or other provisions of this Fund Record may be revoked or amended by the Council in accordance with Regulation 44. If revoked, any investment or operating accounts will be closed and any remaining balance will be transferred to a general bank account of the University.

The Council commits itself to act in good faith prior to any decision to revoke the Fund, including, where possible, exhausting any moneys in the Fund through permitted expenditure to support the aims of the Fund.