



č.j. 09/0667/16

Vodňany, 16.11.2016

Dean's decision No. 22/2016

Contracts of complementary activities (CoA) at the FFPW USB

This document is based on the Provision of the Rector of the USB to implement complementary activities at the University of South Bohemia in České Budějovice No. 335 of 26rd 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 a CoA **exceeding the amount of 100,000 CZK without VAT** will have established their own action and own budget proposed by the contract's leader. These contracts will be managed by the director / the registrar of particular part of the faculty for which the contracts will be implemented. The director and the registrar will be informed in advance by the contract's leader about its implementation. The correctness of the budget's setting will be approved by the economic department of the FFPW USB.
2. Contracts of a CoA **not exceeding the amount of 100,000 CZK without VAT** will be monitored under already established actions. In this case, the cost of each contract will be monitored closely in an excel format. Monitoring of these costs will be ensured by the economic department of the FFPW USB.
These contracts will managed by the head of a laboratory / workplace implementing this contract. 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 the CoA not exceeding the amount of 100,000 CZK without VAT.
3. An exception is the already established action "201 Fish breeding", where contracts related to fish breeding are given regardless of the amount of the CoA without VAT.
4. People responsible for the fulfilment of the CoA distinguish delivery (direct material, services and other direct costs) that will be used to implement the contract immediately upon issue of "Request for the issue of an order" or "Settlement of purchases for cash" and direct them to the specific action of the contract. In the case of business travels related to the implementation of the contract in the CoA, the travel order will be directed to a specific action of the contract. The principal is always the contract's leader.



5. Each contract of the CoA must make a reasonable profit.
6. Rewards from Agreement to complete a job (CoA) will be ordinarily reimbursed at the end of the past year (in reasoned cases at the end of past quarter) in compliance with the accordance among revenues, expenses and reasonable profit. Reward will be reimbursed only when the level of remuneration will not exceed the reasonable profit achieved for a given contract.
The rewards from the 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 the CoA.

The dean can decide about exceptions.

This decision cancels the Dean's Decision No. 36/2015.

This decision shall take effect on the 16th November 2016.

Prof. Dipl.-Ing. Otomar Linhart, DSc.
Dean of FFPW USB

Attachment: 1. Calculation of the price for the contract of complimentary activity (example)