Finance

Income A to Z -

Income A to Z -

Inter-library loans income	26
Books	
Other learning media loans to other eligible bodies	
Other learning media loans to non-eligible bodies	
Knowledge Transfer Income (KTP)	27
To UK company	
Innovate UK - grant income	
Laundry income	27
Legacy income - income from legacies (wills etc.)	27
Library income	28
Fines	
Loans and sales of audio, visual tapes, and microfilms	
Loans and sales of books	
Live animals - income from sale of live animals of a kind generally used for human co	onsumption - CEDAR Farm supply 28
Loans received	28
Maintenance services - income from maintenance services supplied to customer	29
Milk sales - CEDAR Farm supply	29
National Lottery Grants received	29
Photocopying income	29
Students (for Education related work)	

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Other	
Postal services income	
Disbursements on behalf of customers	
Income that is not a disbursement	
Prizes - income received for distribution as prizes - donations paid for prizes to be awarded to students 30	
Printing	
Stationery	
Reading matter e.g., student dissertations, reports, newsletters	
Design (without printing)	
Property rental income	
Publications - income from sales of publications e.g., books, journals	
Rebate received from supplier	
Refund from supplier for overpayment	
Reimbursement received from student or employee for expenditure	
Repayments of salary overpayments received from employees	
Research, including Research Training support grants	
Freely given with no benefit provided to funder	
Benefit supplied to funder or commercial or other body	
To UK customer	
To business outside the UK	

To organisation outside the UK with no business activities
To individual outside the UK
Residences income supplies to UoR Students
Room Hire income
Supply of space only, with no facilities provided
Supply of space and facilities, e.g., audio-visual equipment
Supply of room for a catering function, e.g., a wedding party
Royalty income
From UK licensees
From overseas licensees
Rural Payments Agency income - CEDAR Farm - grant income
Scientific services income
To UK customer or to organisation outside the UK with no business activities or to individual outside the UK
To business outside the UK
Security services income
Shares sale of shares in a company
Sponsorship income
Sports Facilities Lettings
To corporate body for its own benefit
Single lets for continuous periods over 24 hours

Series of

For UK education	 . 40
For non-UK taught education	 . 40
Vehicle sale	
Vending machine income	
Waste recharges income	
Water and sewerage - income from charge to tenant	

## Accommodation - income from charges for sleeping accommodation

Classification for VAT: Standard Rate Tax code ST

Classification for VAT: Exempt Tax code SX

# **Administration charges income**

Classification for VAT: Standard Rate Tax code ST

Classification for VAT: Zero Rate Tax code SZ

### Award programmes and publications sales

Zero Rate Tax code SZ

#### **Bank interest received**

Exempt Tax code SX

#### **Bar income**

Standard Rate Tax code ST

## **Bench Fees income**

See VAT A-Z Guide for full guidance Exempt (usually) Tax code SX

## Books, including e-books, sales

Zero Rate Tax code SZ

# **Bursary income**

Outside the Scope Tax code SO

## **Business rates - income from recharges of business rates to tenants**

Follows liability of rent Exempt or Standard rate, depending on whether property is subject to an option to tax. Tax code SX or ST

## **Campus cards**

Exempt Tax code SX

Standard Rate Tax code ST

#### **Cancellation charges for Room Hire/Accommodation**

Outside the Scope Tax code SO

# **Capital grants income**

Outside the Scope Tax code SO

# **Car parking charges and permits**

Exempt Tax code SX

Standard Rate 6 Tax code ST

International Parking Services UK Ltd. Standard Rate Tax code ST

# **Catering income**

# **Charity fund raising events income**

Run and promoted as such by university for the benefit of its students

Exempt Tax code SX

#### **Cleaning services income - not an obligation under a lease**

Standard Rate Tax code ST

# **Coin rental laundry equipment profit share**

Martindale Court Outside the Scope Tax code SO

# **Computing Equipment (including printer ribbons, disks, CD Roms)** sales

Standard Rate Tax code ST

# **Conference fee charged to delegate**

Fee charged to delegate to University of Reading conference

Exempt Tax code SX

Income A to Z - VAT codes Finance-

# **Compensation income - CEDAR Farm**

Outside the Scope Tax code SO

# **Delivery Charges income**

Where delivery is included under the contract with the customer Same as Goods Supplied Tax code Same as Goods Supplied

# **Distance learning materials income**

#### Sold as a package with tuition services

Exempt Tax code SX

#### Sold with no tuition, in which case packages should be apportioned as follows equipment, cassettes, stationery

Standard Rate Tax code ST

#### **Printed Matter**

Zero Rate Tax code SZ

Sold as a package with tuition services

Exempt Tax code SX

Sold with no tuition (all cases)

Zero Rate Tax code SZ

# **Dividend income**

Outside the Scope Tax code SO

## **Donations income**

Given freely and without the expectation of goods or services being provided or made available in return

# **Electricity- income from recharges of electricity supply costs**

Follows liability of rent

Exempt or Standard rate, depending on whether property is subject to an option to tax

Tax code SX or Tax code ST

Standard Rate Tax code ST

# Equipment

Standard Rate Tax code ST

Zero Rate Tax code SZ

Income A to Z -

### **Graduation ceremony income**

Standard Rate Tax code ST

Standard Rate Tax code ST

#### **Grant income**

Outside the Scope Tax code SO

Outside the Scope Tax code SO

# **Grazing rights - income from supply of right to graze land - CEDAR Farm supply**

Zero Rate Tax code SZ

# Hire income

Exempt Tax code SX

Standard Rate Tax code ST

## **Insurance - income from recharge to tenant of insurance costs**

Follows liability of rent Exempt or Standard rate, depending on whether property is subject to an option to tax. Tax code SX or ST

#### **Insurance claim income**

Outside the Scope Tax code SO

#### **Interest received**

Exempt Tax code SX

# **Inter-library loans income**

# Library income

Outside the Scope Tax code SO

Standard Rate Tax code ST

Zero Rate Tax code SZ

# Live animals - income from sale of live animals of a kind generally used for human consumption - CEDAR Farm supply

Zero Rate Tax code SZ

#### Loans received

Bank loans received Tax code 0 Tax code 0

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# Maintenance services - income from maintenance services supplied to customer

Standard Rate Tax code ST

## Milk sales - CEDAR Farm supply

Zero Rate Tax code SZ

# **National Lottery Grants received**

Outside the Scope Tax code SO

# **Photocopying income**

Exempt Tax code SX

Standard Rate Tax code ST

# **Printing**

Standard Rate Tax code ST

Zero Rate Tax code SZ

Standard Rate Tax code ST

## **Property rental income**

Exempt or Standard rate, depending on whether property is subject to an option to tax. Tax code SX or ST

# Publications - income from sales of publications e.g., books, journals

Zero Rate Tax code SZ

# **Rebate received from supplier**

Standard Rate Tax code ST

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# **Refund from supplier for overpayment**

Tax code used for the entry to which the refund relates

#### **Reimbursement received from student or employee for expenditure**

Tax code used for the entry to which the reimbursement relates

# **Repayments of salary overpayments received from employees**

Tax code 0 Tax code 0

# **Research, including Research Training support grants**

Outside the scope Tax code SO

#### To UK customer

Standard Rate Tax code ST

#### To business outside the UK

Zero Rate Tax code SZ

#### To organisation outside the UK with no business activities

Standard Rate Tax code ST

#### To individual outside the UK

Standard Rate Tax code ST

# **Residences income – supplies to UoR Students**

Exempt Tax code SX

## **Scientific services income**

Standard Rate Tax code ST

Zero Rate Tax code SZ

#### **Security services income**

Standard Rate Tax code ST

# Shares – sale of shares in a company

Exempt Tax code SX

# **Sponsorship income**

Sponsorship which amounts to advertising or promotion services where the sponsor receives overt exposure

Standard Rate Tax code ST

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## **Tuition fee income**

Exempt Tax code SX

Exempt Tax code SX

#### Vehicle sale

Please contact the VAT team. Tax code

#### Vending machine income

Standard Rate Tax code ST

## Waste recharges income

Standard Rate Tax code ST

## Water and sewerage - income from charge to tenant

Obligation under a lease to supply water - follows liability of rent

Exempt or Standard rate, depending on whether property is subject to an option to tax Tax code SX or ST

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