

GRANTS (GOVERNMENT) POLICY

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1 PURPOSE

- 1.1 This policy outlines how CQUniversity will manage government grants.

2 SCOPE

- 2.1 This policy applies to grants (including research grants) received by CQUniversity, and its controlled entities, from Australian Federal, State and other Government Department sources.

3 POLICY STATEMENT

- 3.1 The University must ensure that grants received from Government entities are:
- recorded in a timely basis
 - in accordance with agreed funding levels, and
 - certified acquittals to government departments are in accordance with the [Higher Education Support Act 2003](#) (Cwlth), [VET Student Loans Act 2016](#) (Cwlth) and other government agreements as appropriate.

Agreements

- 3.2 Agreements in relation to government grant funding, excluding those in relation to research funding, must be forwarded to the Finance Directorate for review and action. Agreements in relation to research funding must be forwarded to the Office of Research.
- 3.3 Research grants will be administered and managed by the Office of Research. Other grants will be administered and managed by the relevant University business area with oversight by the Finance Directorate, as appropriate.

Revenue

- 3.4 Grant monies received will be recorded in a timely basis in the University's accounts. Receipts will be checked to ensure completeness and accuracy of the funding received against the granting document.
- 3.5 The Finance Directorate is responsible for the:
- regular review of revenue control procedures to ensure that they are in place and operating as required, and
 - calculation and recording of interest earned by such funds as and when required in the funding agreements.

Expenditure

- 3.6 Expenditure shall be in accordance with funding requirements, properly authorised in accordance with the [Authorities and Delegations Register](#) and accurately recorded in the University's general ledger in a timely manner.
- 3.7 The Finance Directorate will ensure adequate controls are in place and operating as required in accordance with the University's policy documents and conditions set out in the relevant grant funding agreement.

Reports, acquittals and audit

- 3.8 The Finance Directorate and Research Division will establish procedures respectively to ensure reporting dates specified in the granting documents are recorded in a manner that will ensure they are not overlooked.
- 3.9 Reports and funding acquittals shall be prepared by the manager of the respective grant, in conjunction with and oversight by the Finance Directorate. Unspent balances of grant funding may be available to be carried forward in accordance with the legislative requirements of the funding agreement.
- 3.10 The Finance Directorate will negotiate the timing of the annual audit of the University's Consolidated Financial Statements with the [Queensland Audit Office](#) and take steps to ensure an efficient process is maintained.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Chief Operating Officer and Deputy Director Financial Accounting and Operations are responsible for implementing, monitoring, reviewing and ensuring compliance with this policy.

Reporting

- 4.2 The Chief Operating Officer is responsible for government grants reporting requirements.

Records management

- 4.3 The Deputy Director Financial Accounting and Operations is responsible for ensuring compliance with record management requirements.
- 4.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Authorities and Delegations Register](#)

[Financial Accountability Act 2009](#) (Qld)

[Financial and Performance Management Standard 2019](#) (Qld)

[Higher Education Support Act 2003](#) (Cwlth)

[VET Student Loans Act 2016](#) (Cwlth)

7 FEEDBACK

7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	University Management Committee
Required Consultation	N/A
Administrator	Chief Operating Officer
Next Review Date	20/04/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Council 16/05/2002.
Amendment Authority and Date	Director Division of Finance 27/04/2010 (this policy is formally known as Control of DEST Grants); Vice-Chancellor and President 2/10/2013; Vice-Chancellor and President 18/03/2015; Deputy Vice-Chancellor (Finance and Planning) 15/03/2017; Deputy Vice-Chancellor (Finance and Planning) 26/02/2018; Editorial amendment 03/09/2020; Vice-President (Student and Corporate Services) 20/04/2021; Editorial amendment 03/01/2023.
Notes	