

CONTENTS

| | | |
|---|--|---|
| 1 | PURPOSE..... | 1 |
| 2 | SCOPE..... | 1 |
| 3 | POLICY STATEMENT | 1 |
| | Agreements..... | 1 |
| | Revenue..... | 1 |
| | Expenditure..... | 2 |
| | Reports, acquittals and audit | 2 |
| 4 | RESPONSIBILITIES | 2 |
| | Compliance, monitoring and review..... | 2 |
| | Reporting..... | 2 |
| | Records management..... | 2 |
| 5 | DEFINITIONS | 2 |
| 6 | RELATED LEGISLATION AND DOCUMENTS..... | 2 |
| 7 | FEEDBACK..... | 3 |
| 8 | APPROVAL AND REVIEW DETAILS..... | 3 |

1 PURPOSE

- 1.1 CQUniversity must ensure that grants received from the Australian Government are recorded in a timely basis, are in accordance with agreed funding levels and that certified acquittals to government departments are in accordance with the [Higher Education Support Act 2003](#) and other agreements as appropriate.
- 1.2 This policy outlines how CQUniversity will manage government grants.

2 SCOPE

- 2.1 This policy applies to grants received by CQUniversity and controlled entities from the Department of Education and other Government sources.

3 POLICY STATEMENT

Agreements

- 3.1 All agreements in relation to government grant funding will be forwarded to the Finance and Planning Division for review and actioned as necessary with the exception of agreements in relation to research funding which must be forwarded to the Office of Research Services, Research Division.
- 3.2 Research grants will be administered and managed by the Office of Research Services, Research Division. Other grants will be administered and managed by the relevant University department with oversight by Finance and Planning Division, as appropriate.

Revenue

- 3.3 All grant monies received will be recorded in a timely basis in the University's accounts. All receipts will be checked to ensure completeness and accuracy of the funding received against the granting document.
- 3.4 The Finance and Planning Division will be responsible for the regular review of revenue control procedures to ensure that they are in place and operating as required and to ensure their continued relevance.

They will also be responsible for the calculation and recording of interest earned by such funds as and when required in the funding agreements

Expenditure

- 3.5 Appropriate expenditure budgets will be established and will not be altered without proper authorisation.
- 3.6 All expenditure shall be in accordance with funding requirements, properly authorised and accurately recorded in the University's general ledger in a timely manner.
- 3.7 The Finance and Planning Division will ensure adequate controls are in place and operating as required in accordance with CQUniversity's policies and procedures, along with the conditions set out in the relevant funding agreement.

Reports, acquittals and audit

- 3.8 The Finance and Planning Division will establish procedures to ensure reporting dates specified in the granting document are recorded in a manner that will ensure they are not overlooked.
- 3.9 The Research Division will establish procedures to ensure reporting dates specified in research grant agreements are recorded in a manner that will ensure they are not overlooked.
- 3.10 Reports and funding acquittals shall be prepared by the manager of the respective grant in conjunction with and oversight by Finance and Planning Division. Unspent balances of grant funding may be available to be carried forward in accordance with the legislative requirements of the funding agreement.
- 3.11 The Finance and Planning Division will be responsible for negotiating 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 Deputy Director, Financial Accounting and Operations is responsible for monitoring, reviewing and ensuring compliance with this policy.

Reporting

- 4.2 The Deputy Vice-Chancellor (Finance and Planning) is responsible for all 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 Staff must maintain all records relevant to administering this policy in a recognised University recordkeeping system.

5 DEFINITIONS

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

6 RELATED LEGISLATION AND DOCUMENTS

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

[Financial and Performance Management Standard 2009](#) (Qld)

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

| Approval and Review | Details |
|--|---|
| Approval Authority | Vice-Chancellor and President |
| Advisory Committee to Approval Authority | Vice-Chancellor's Advisory Committee |
| Administrator | Deputy Vice-Chancellor (Finance and Planning) |
| Next Review Date | 26/02/2021 |

| 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; Updated titles and template – Deputy Vice-Chancellor (Finance and Planning) 15/03/2017; Administrator Amendment – Deputy Vice-Chancellor (Finance and Planning) 26/02/2018. |
| Notes | |