

SUSPENSE POLICY (FMPM)



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1 PURPOSE

- 1.1 The purpose of this policy is to outline the principles for the consistent recording and monitoring of unreconciled deposits received by the CQUniversity.
- 1.2 This policy also contributes towards meeting the University's obligations under the [Financial and Performance Management Standard 2009](#) by ensuring the existence of a revenue management system that facilitates the identification and recording of revenues.

2 SCOPE

- 2.1 This policy applies to all forms of revenue recognised by the University and to all staff responsible for the formal recording and reporting of University revenue.

3 POLICY STATEMENT

- 3.1 The [Financial Management Practice Manual](#) (FMPM) is the University's financial management policy framework. As such, this policy forms part of and must be read in conjunction with the FMPM.

Suspense accounts

- 3.2 Suspense accounts are only to be established for the purpose of recording transactions that cannot be properly identified due to insufficient information regarding the substance and nature of the transaction at the time of recording.
- 3.3 The University retains all unreconciled deposits in the suspense account as these funds are assumed to represent payment for services provided by the University.
- 3.4 The recording of transactions in suspense accounts is an interim measure until the substance and nature of the transaction can be established.

Suspense register

- 3.5 A Suspense Register will be maintained to provide information regarding items that have been in the suspense account for a period equal to or greater than three months.
- 3.6 A copy of the Suspense Register will be provided to the Deputy Director, Financial Accounting and Operations on a quarterly basis for review and sign-off. At this point, the Deputy Director, Financial Accounting and Operations will recommend to the Deputy Vice-Chancellor (Finance and Planning) suitable action for each item that has been in the suspense account for a period equal to or greater than three months. Should the required action not be implemented within one month, the Deputy Vice-Chancellor (Finance and Planning) will notify the Executive Management Committee (EMC) for recommended action and follow-up.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Deputy Director, Financial Accounting and Operations is responsible for managing the implementation of this policy and for ensuring that its provisions are adhered to and applied consistently across the University by way of regular monitoring and compliance.
- 4.2 Reconciliations are performed regularly to confirm the balance in each account with the Finance Operations Manager maintaining responsibility for compliance and regular monitoring.

Reporting

- 4.3 There are no additional reporting requirements.

Records management

- 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](#)

[Financial and Performance Management Standard 2009](#)

[Financial Management Practice Manual](#)

[Grants \(Government\) Policy](#)

[Revenue Policy \(FMPM\)](#)

[Student Refund and Credit Balance Policy and Procedure](#)

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	Council
Advisory Committee to Approval Authority	Audit, Risk and Finance Committee
Administrator	Deputy Vice-Chancellor (Finance and Planning)
Next Review Date	31/07/2020

Approval and Amendment History	Details
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Notes	