SCHEDULE 2 – FINANCE DELEGATIONS

The following authorities and powers are conferred by the Council of Charles Sturt University on the officers or bodies specified in this Schedule in accordance with section 20 of the *Charles Sturt University Act 1989*, section 12 and 13 of the *Public Finance and Audit Act 1983* and subject to the Delegations and Authorisations Policy.

DR MICHELE ALLAN
CHANCELLOR

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
FIN1.	**Budget**	AUTHORITY TO approve Annual Budget and Revised Budget of the University (including allocations to primary budget centres).	Band 11		
FIN2.		AUTHORITY TO approve a variation to allocation to a primary budget centre in Annual Budget.	Band 9	Within the total budget allocated in the Annual Budget by the Council.	
FIN3.		AUTHORITY TO approve secondary budget centre budgets.	Band 7		
FIN4.	**Annual Accounts**	AUTHORITY TO certify the draft Annual Accounts for review by the Auditor General.	Finance, Audit and Risk Committee		
FIN5.		AUTHORITY TO certify Annual Accounts as true and correct.	Band 11		
FIN6.		AUTHORITY TO approve Annual Accounts for submission to the Minister for Education and Training.	Band 11	This delegation may be exercised by the Council Executive Committee for and on behalf of the Council in accordance with the provisions set out in the *Governance (Council Executive Committee) Rule 2019*	*Governance (Council Executive Committee) Rule 2019*

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
FIN7.	**Bank Accounts**	AUTHORITY TO approve opening and closing of bank accounts.	Chief Financial Officer		
FIN8.	**Plant and Equipment**	AUTHORITY TO approve the adjustment of plant and equipment records (disposal, lost, stolen, damaged) on the recommendation of the budget centre manager:			
		• exceeding $50,000	Chief Financial Officer	Adjustments to plant and equipment records of or above $50,000 and not a disposal in the ordinary course of business must be reported to the next meeting of the Finance, Audit and Risk Committee.	
		• up to $50,000	Band 6, Division of Finance		
FIN9.	**Inventory Records**	AUTHORITY TO adjust inventory records:			
		• exceeding $5000	Chief Financial Officer	Adjustments to inventory records of or above $50,000 and not a disposal in the ordinary course of business must be reported to the next meeting of the Finance, Audit and Risk Committee.	
		• up to $5000	Band 6, Division of Finance		
FIN10.	**Loan or Hire of Equipment**	AUTHORITY TO approve loan or hire of University equipment to an outside organisation or person.	Chief Financial Officer	The Chief Financial Officer may establish a list of equipment that may be offered for loan or hire and authorise officers to approve	

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
				the loan or hire on terms and conditions approved by the Chief Financial Officer.	
FIN11.		AUTHORITY TO approve the terms and conditions for the loan or hire of equipment.	Chief Financial Officer		
FIN12.	**Fees and Charges**	AUTHORITY TO approve Premium HECS Fee.	Band 11		
FIN13.		AUTHORITY TO approve all student related fees, including charges and pricing including course/subject fees and charges, student amenities and services fee, administrative fees and charges, residential accommodation, library fees and disciplinary fines.	Band 9	On advice of Fees Advisory Committee.	
FIN14.		AUTHORITY TO approve external fees, charges, levies and contract income excluding research and grant income.			
		• Up to $5,000,000	Vice-Chancellor for all organisational units		
		• Up to $500,000	Chief Operating Officer for all organisational units		
		• Up to $50,000	Band 7 for their respective Primary Budget Centre		
FIN15.		AUTHORITY TO approve internal fee rates and charges.	Chief Operating Officer		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
FIN16.	**Taxation**	AUTHORITY TO certify and submit University taxation returns to relevant taxation office (e.g. Australian Taxation Office and Canadian Revenue Agency) where a University taxation liability arises.	Band 6, Division of Finance		
FIN17.	**Credit Cards**	AUTHORITY TO approve issuance of credit cards for purchasing and travel.	Manager, Revenue and Payables		
FIN18.		AUTHORITY TO approve variations to credit card limits. Purchase card transaction limits are set to Band 1 delegation (EXP1), except for approved exceptions.	Band 6, Division of Finance		
FIN19.	**Investments**	AUTHORITY TO approve investment policies of the University, including investment guidelines, asset allocation and benchmarking requirements.	Band 11	This delegation may be exercised by the Investment Committee for and on behalf of the Council in accordance with the provisions set out in the *Governance (Investment Committee) Rule 2010.*	*Governance (Investment Committee) Rule 2010*
FIN20.		AUTHORITY TO approve the appointment of external investment funds managers.	Minister	Recommendations will be made by the Investment Committee for and on behalf of the Council in accordance with the provisions set out in the *Governance (Investment Committee) Rule 2010.*	*Governance (Investment Committee) Rule 2010*
FIN21.	**Quotes and Tenders**	AUTHORITY TO issue and approve request to/from suppliers for inclusion on a University Preferred Supplier List.	Band 6, Division of Finance		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
FIN22.		AUTHORITY TO select preferred supplier for the supply of individual goods and services from the University Preferred Supplier List up to $100,000.	Band 6		
FIN23.		AUTHORITY TO select preferred supplier for the supply of individual goods and services from the University Preferred Supplier List.			
		• From $100,000 to $250,000	Band 7		
		• Exceeding $250,000	Chief Operating Officer	Following an approved tender process	
FIN24.		AUTHORITY TO review and recommend the supply of individual goods and services that exceed $250,000.	Chief Operating Officer	Following an approved tender process	
FIN25.		AUTHORITY TO issue a Tender for individual goods or services in excess of $100,000 (other than those goods or services provided by suppliers listed on the University Preferred Supplier List).	Band 6		
FIN26.		AUTHORITY TO instigate a procurement process for goods or services between $20,000 and $100,000 (other than those provided by suppliers listed in the University Preferred Supplier List).	Band 6	Two quotes required for expenditure from $20,000 to $50,000. Three quotes required for expenditure from $50,000 to $100,000.	

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
FIN27.		AUTHORITY TO authorise use of a Sole Supplier for expenditure from $20,000 to $100,000.	Band 6, Division of Finance	Expenditure over $100,000 is treated through the Tender process.	
FIN28.		AUTHORITY TO authorise a waiver of the requirement for Tender and substitution of alternative process.	Band 6, Division of Finance		
FIN29.		AUTHORITY TO instigate a procurement process for goods or services up to $20,000 (other than those goods or services provided by suppliers listed on the University Preferred Supplier List).	Band 4	One quote required for expenditure up to $20,000.	
FIN30.	**Authorised Signatories**	AUTHORITY TO approve a Schedule of Authorised Signatories under section 13 of the *Public Finance and Audit Act* 1983 (including signatory to Purchase Orders, Bank Accounts, electronic funds transfers, payroll and salary on-costs limited to actual liability).	Chief Financial Officer	Inclusion on the Schedule of Authorised Signatories confers on the officer an 'Authority to Sign' and not a delegation. Refer EXP10 for Payroll	
FIN31.	**Third Party Funding (not research)**	AUTHORITY TO approve terms and conditions of third party funding (other than for research).	Band 9		
FIN32.	**Banking and Finance**	AUTHORITY TO approve supply of banking and finance to the University.	Chief Financial Officer		
FIN33.	**Insurance**	AUTHORITY TO approve supply of insurance to the University.	Chief Financial Officer		

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
FIN34.	**Financial Reviews**	AUTHORITY TO conduct periodic financial review of primary budget centres and other organisational units.	Chief Financial Officer		
FIN35.		AUTHORITY TO negotiate and approve insurance contracts.	Chief Financial Officer		
FIN36.	**Credit Clearance Arrangements**	AUTHORITY TO approve establishment of PayPal account for University or a controlled entity.	Chief Financial Officer		
FIN37.	**Debtor Refunds**	AUTHORITY TO approve refund of overpaid charges on debtor accounts.	Manager, Revenue and Payables		
FIN38.	**Taxation**	AUTHORITY TO act on CSU's behalf in respect of taxation matters and transactions that arise within the requirements of the taxation legislation of the applicable jurisdiction, including: • authority to authorise acts or decisions referred for approval by CSU's tax agents; and • authority to sign documents authorising CSU's tax agents to act for and on behalf of the University in respect of taxation matters.	Chief Financial Officer	Prior to making a tax related decision or entering into a tax related transaction, the delegate must be satisfied that they have appropriate advice and/or documentation to ensure compliance with applicable taxation laws. Clause 54 of the Delegations and Authorisations Policy applies to the exercise of an authorisation granted by the Delegate.	Delegations and Authorisations Policy

Document history

Approval date	Resolution or delegation	Nature of Amendment
30 Sep 2020	CNL152/10	FIN14,15,23,24: authority changed to Chief Operating Officer. FIN6: special condition updated to the Council Executive Committee. Various: position titles and references to documents updated.