

The background of the cover features several financial-themed graphics. In the upper left, there are five 3D dollar sign symbols (\$). To the right, a 3D pie chart is shown with several slices. In the lower left, there are several overlapping documents, likely financial statements or policy papers, with some text and logos visible. The overall color scheme is a gradient of blue and green.

FIJI NATIONAL UNIVERSITY Finance Policies

Adopted: 2010 | Revised: December 2012

1. Overview

- 1.1. These “Financial Policies” are prepared by, and under the hand of the Fiji National University Council via the powers conferred upon it by the FNU Decree 2009 section 11 and in accordance with the designated statutory responsibilities for proper control of the University’s finances and related matters.
- 1.2. The policies are in place to ensure proper management of FNU’s financial resources, in a manner that satisfies the requirements for accountability, financial viability, safeguarding of assets, internal control procedures, management of financial risks, International Financial Reporting Standards, relevant legislative compliance, and, financial obligations as laid down by the Ministry of Education and other relevant Government agencies.
- 1.3. These policies form part of the management framework designed to ensure that resources are being directed and applied properly towards the achievement of the University’s Strategic Plan and business objectives.
- 1.4. The policies are supported by the more detailed financial procedures manual. These policies and procedures apply to all FNU colleges and departments and all funds received and held by the University from various sources. It also applies to other entities whose financial results are included in the University’s annual audited financial statements.
- 1.5. In the event of any conflict between the FNU Decree and the Financial Policies and Procedures manual, the order of priority will be the FNU Decree and then the Financial Policies and Procedures manual.

2. Definitions

- 2.1. **Regulation refers to all University Policies.**
- 2.2. Head of Budget Unit is the person responsible for managing the budget of a College or a Division, in this case, the Vice Chancellor, Deans, Directors and Registrar.
- 2.3. Segregation of Duties refers to the requirement that personnel are assigned tasks such that the same person is not responsible for both checking and authorizing a document.
- 2.4. University’s capital funding is defined as those funds set out in the University’s Capital Plan submitted to the Financial Resources Committee and includes funds from the University Capital Fund.
- 2.5. Programme and Course Fee Review Committee is the committee responsible for the review of all fees throughout FNU and shall comprise:
 - 2.5.1. Three members nominated by FRC
 - 2.5.2. PS Finance or Nominee
 - 2.5.3. PS Education or Nominee
 - 2.5.4. Vice Chancellor (Chair)
 - 2.5.5. Director Finance

3. Responsibilities of University Staff

Council

- 3.1. The FNU Council has the overall responsibility for the management of the University’s financial resources. Accountability for financial management within the University is delegated by the Council to the Financial Resources Committee (FRC) and the Management within the framework of delegated authority.

Vice Chancellor

- 3.2. The Vice Chancellor is the Chief Accounting Officer of the University.
- 3.3. The Vice Chancellor is responsible to the FRC and the Council for the total financial management of the University and for timely and regular financial reports.
- 3.4. The Vice Chancellor is to ensure that all employees and officeholders of the University comply with the Financial Policies and Procedures and any departure from or failure to conform to these policies shall be treated as a disciplinary offence.

Director Finance

- 3.5. The Director Finance is responsible to the Vice Chancellor for:
 - 3.5.1. Preparing annual operating and capital budgets and financial plans;
 - 3.5.2. Preparing monthly operating results of the University, and budget units, management information, variance analysis, monitoring and control of all financial operations;
 - 3.5.3. Preparing monthly financial accounts of the University ensuring that the accounts, general ledger reconciliations, bank and other reconciliations are signed off.
 - 3.5.4. Providing the Deans and the Directors with financial information as is necessary to enable them to carry out their responsibilities for budgetary management;
 - 3.5.5. Preparing the University's annual accounts and other financial reports as per statutory and regulatory requirements;
 - 3.5.6. Ensure compliance with IFRS, all relevant legislation and statutory requirements;
 - 3.5.7. Providing professional advice on all matters relating to financial policies and procedures;
 - 3.5.8. Ensuring the safeguarding of the University's assets and maintain a robust financial management system;
 - 3.5.9. Liaison with auditors in order to achieve efficient and effective processes.
- 3.6. The Director Finance is to ensure that the financial policies and the procedures manual are both reviewed periodically so that they are in harmony with changes in legislation and accounting standards at all times.

Heads of Budget Units (VC/Directors/Deans/Registrar)

- 3.7. The Heads of Budget Unit are responsible for controlling various allocations of the estimates as listed in the College/Centre/Division budgets and/or authorized by the Director Finance from time to time. They are also subject to any direction issued by the Director Finance in matters relating to accountinor financial policies, procedures and processes.
- 3.8. The Heads of Budget Unit shall assume full responsibility for accountability of funds which they initiate and delegate to their subordinates. They are, in fact, held personally and pecuniarily liable for the administration of the allocations towards the services under their control.
- 3.9. The Heads of Budget Unit are personally responsible for the authentication of all purchases of stores and services under their control and are responsible for seeing that all purchases have behind them authority which can, if required, be referred to for justification.
- 3.10. The Heads of Budget Unit must ensure that:
 - 3.10.1. All staff within the Unit are made aware of the Financial Policies and Procedures and of any consequences of the failure to comply with them. Failure to comply by a person responsible may be subject to action including those under the University's disciplinary procedures:

- 3.10.2. An appropriate system of financial delegated authorities exists that ensures that funds received or spent are properly controlled, and their use monitored;
- 3.10.3. The Unit submits correct and timely returns of all required data to the Finance Division as per financial procedures;
- 3.10.4. Appropriate and adequate arrangements exist to safeguard all assets; that University policies, including the Regulations and Financial Procedures, are complied with; and that records are maintained in a complete and accurate form, with electronic data appropriately backed up using a secure database;
- 3.10.5. The Finance Division is supplied with any information necessary to ensure that the University complies with the Accounting Standards and related guidelines, as required by the Director Finance;
- 3.10.6. They are responsible for providing the Finance Division with any information required for the compilation of the University's annual accounts, implementation of financial planning and implementation of audit and financial reviews and special projects.
- 3.10.7. All internal management systems for the control of finance-related activities in their units are so designed as to allow adequate segregation of duties.
- 3.10.8. Adequate check of financial transactions is carried out, in accordance with the Financial Policies and the Procedures Manual.
- 3.10.9. Heads of Budget Unit must also ensure that access to staff using the University's business systems is restricted as appropriate to each user's role. The system's roles and responsibilities allocated should provide clearly defined delegated authorities where necessary, with an appropriate balance of controls to prevent and detect flaws.

All Staff Members

- 3.11. All Finance Division staff are personally and pecuniarily responsible for the due performance of the accounting duties of their offices, for the proper collection and custody of University monies receivable and must be liable for any inaccuracies in the service rendered by them or under their authority and bring to the attention of the Director Finance, Vice Chancellor and Financial Resources Committee any deviation or non-compliance.
- 3.12. The responsibility of the auditors for checking and reporting any shortcomings, in relation to the University's accounts and finances does not absolve any staff from his/her responsibility for complying, or securing compliance, with instructions entrusted to him or her.
- 3.13. Where it has been established that a staff has negligently failed to collect any money due to the University, or is responsible for any loss, made improper payment or destruction of any public monies or public stores, the University shall levy appropriate penalties including a surcharge.
- 3.14. The Director Finance is responsible to ensure that a surcharge imposed upon a staff is collected and paid into the University's fund as soon as the time specified for lodgment of appeal has expired or in the event of an appeal being disallowed, as soon as notice of the decision has been conveyed favouring the University.
- 3.15. The staff surcharged may have the amount deducted from his/her salary in installments with the approval of Director Finance. If the staff surcharged fails to pay or to make arrangements for deductions from his/her salary, the Director of Finance should be notified without delay.
- 3.16. The University staff through their respective managers should refer to the Director Finance in the first instance on any matters of accounting affecting the accounts of the

University regarding any application of a particular financial procedure, and on general question of regularity and propriety which is not provided for in these regulations.

- 3.17. All members of staff are required to make available on request to the Vice Chancellor Director Finance or internal/external audit staff any relevant records or information in connection with the implementation of the University's Financial regulations, policies and procedures.
- 3.18. Provide the Vice Chancellor or Director Finance any financial and other information as may be deemed necessary, from time to time, to carry out the requirements of the Council.
- 3.19. Shall notify any deviation or non-compliance to the Director Finance without delay of any matter arising which involves, or is thought to involve irregularities concerning cash or property of the University. The Director of Finance shall then take steps as considered necessary and report to management.

4. Authorization Limits

Financial Limits

The delegation limits shall be as prescribed in the Procurement Policy.

Authority to enter into contracts

- 4.1. The Vice Chancellor has the authority in relation to any and every form of contract with approved authority as per FNU policies.
- 4.2. In addition, the VC and other officers have authority in relation to the specific contracts alongside their title as per FNU policies:

Vice Chancellor	Contracts for the sale and purchase, leasing, licensing, and charging of fixed and other assets
Vice Chancellor	Instruction of external lawyers, legal advice
Director Finance	Contracts dealing with sales, purchases, investments, borrowings, commercial activities, research contracts
Chair of Research Committee	Research and research-related contracts
Deans/Directors/Registrar	Contracts in the ordinary course of the activities of their Colleges, Division or Office
Director Property and Facilities	Contracts or the design, demolition, construction, alteration, repair, and maintenance of buildings as per guidelines set out by the Physical Resources Committee

- 4.3. The Vice Chancellor may also delegate authority to the Deans or Directors
- 4.4. The office of the Vice Chancellor shall keep a register of all delegations and is responsible for the upkeep and updating of these on a regular basis.
- 4.5. Heads of Budget Unit have authority to sign contracts that are in the course of the ordinary business of their Unit and which involve only the funds over which they have delegated control. They do not have any authority to enter into any Contract which fall within the remits of the officers in Table A above (apart from sales and purchases in the

course of the Unit's ordinary business). What is ordinary business will vary, but for academic units can be taken to mean teaching, research and consultancies as per the policies on these areas.

- 4.6. Sealing of document shall be done in accordance with the University's Seal Policy.

5. Audit

- 5.1. The Council shall appoint the University's auditors. This confers responsibilities to the Audit Committee of the Council, on internal audits and on the external auditors.
- 5.2. The University's internal auditors and external auditors shall have authority to:
 - 5.2.1. unrestricted right of access to all assets, all vouchers, documents, books of accounts, computer data and correspondence relating to any financial and other transactions of the University;
 - 5.2.2. access the University's premises at reasonable time;
 - 5.2.3. access records belonging to third parties, such as contractors, suppliers, etc., when required;
 - 5.2.4. require any University staff to account for cash, stores, or any other property under his/her control;
 - 5.2.5. require and receive explanation as may be necessary concerning any matter under examination;
 - 5.2.6. Any other information which they consider relevant to their enquiries.

Audit Committee of the Council

- 5.3. The Audit Committee is a committee of the Council whose members are appointed by the University's Council. The committee reviews the University's annual financial statements for compliance with IFRS (International Financial Reporting Standards). The committee also reviews the effectiveness of the financial and other internal control procedures, scope of the works of internal and external auditors.
- 5.4. The Committee reports its activities explicitly to the Council at least once a year.

Internal Audit

- 5.5. The primary purpose of internal audits is to provide the Council and the Vice Chancellor, through the Audit Committee, with assurances on the adequacy of the University's internal financial control procedures.
- 5.6. The internal audit service remains independent in its planning and operation but has direct access to the Council, the Vice Chancellor and Chair of the Audit Standing Committee.
- 5.7. **The internal audit is also responsible to:**
 - 5.7.1. carry out appraisals of the internal control procedures of the University's activities;
 - 5.7.2. provide assurance on the adequacy and effectiveness of risk management, control and corporate governance arrangements that are in place;
 - 5.7.3. provide advice concerning controls and other matters in development of systems, however, shall have no involvement in the implementation matters;
 - 5.7.4. Assess the adequacy of the arrangements to prevent and detect irregularities, fraud and corruption. However, the responsibility for preventing and detecting irregularities, fraud and corruption rests with management.
 - 5.7.5. As a minimum, the internal audit shall be conducted in the following areas:

Area	Minimum
Cash Handling	2 times a year
Revenue Recognition	2 times a year
Procurement Process	2 times a year
Payroll	1 time a year
Financial Systems/ICT	1 time a year
Donor Funded Projects	1 time a year
Credit Cards	3 times a year

External Audit

- 5.8. External audit of the University’s annual financial statements are carried out by the Auditors approved by the Council.
- 5.9. The primary purpose of external audits is to report on the University’s financial statements and to carry out such examination of the statements and underlying records and control systems as is necessary to ascertain, as to whether in their opinion, those statements provide a true and fair view of the state of financial affairs of the University and to report on the appropriate use of funds.
- 5.10. The University may also be audited by other government departments, such as the Ministry of Education, and the Ministry of Finance on operating and capital grants. These auditors have the same rights of access as internal and external auditors with the concurrence of the Vice Chancellor.
- 5.11. The University shall have different Internal and External Auditors.

6. Records and Financial Statements

Accounting Records

- 6.1. All transactions relating to Budget Unit must be properly recorded in the University’s financial management system.
- 6.2. Heads of Budget Unit are required to ensure that all assets, including petty cash monies, under their Unit’s control are kept safely, and used only for the purposes for which they are approved, and that all transactions are properly accounted for and recorded in the University’s accounting system.

Retention of Financial Records

- 6.3. The Heads of Budget Units must follow the guidelines in the Regulations and keep such documents for the periods prescribed.
- 6.4. The University is required to retain prime documents for at least seven years.
- 6.5. The Director Finance should make appropriate arrangements for daily backups in the server and retention of electronic records.

7. Access to the University’s Accounting System

- 7.1. All staff members of the University with access to the accounting system must comply with the relevant password and other security controls and with the regulations as per the ICT Policy.

8. Budget

Budget Submissions

- 8.1. In accordance with the budget timetable issued by the Director Finance, each Budgetary Unit is required to propose an operating and capital budget before the start of the financial year and notify of the budget to its Units.
- 8.2. All the Heads of Budget Units must provide their Unit budget to the Finance Division for the preparation of the University’s annual budget by the dates stipulated by the Director Finance.
- 8.3. The University’s annual budget has to be consistent with the strategic plan of the University.
- 8.4. The proposed annual budget has to be submitted to the Council through the Financial Resources Committee for approval annually.
- 8.5. Budgetary Units are required to keep their income and expenditure within the budgetary limits as approved by Council.
- 8.6. The Budgetary process to commence in January each year, based on actual annual accounts of the previous year, in time for submission to funding agencies’ deadlines.

Budget Monitoring

- 8.7. Each head of budget unit should monitor the budget of their Unit(s) vigorously and review exception reports regularly.
- 8.8. Each budget Unit must prepare quarterly forecasts of its income and expenditure for each financial year, and submit them to the Director Finance in accordance with the timetable approved by the Management.
- 8.9. Appropriate procedures must be implemented by the Unit to monitor and manage financial performance against budget and forecast; and the Unit shall supply the Head of College/Department with regular and timely reports of such performance.
- 8.10. If a Budgetary Unit finds that during the course of a year that it is likely to show a material variance against its budget, it must submit details of the situation to the Director Finance without delay.
- 8.11. The Director of Finance shall allow the Budgetary Unit to exceed its budget only if it is satisfied that the Unit has plans in place to recover the position.
- 8.12. A budget unit is not allowed to transfer budgeted amounts between budget lines except within their own classification at the approval of Budget Head and DF.
- 8.13. Budget unit can transfer budgets between the units but only on the agreement of both the respective budget heads, Director Finance and Vice Chancellor.
- 8.14. Every instance in which a Budgetary Unit is allowed to go materially over budget must be reported to the next meeting of the Finance Resources Committee through the variance reports.
- 8.15. A full set of general ledger codes and the account classifications are attached as appendix 1 and shall form part of these policies.

Reporting to Council

- 8.16. The Finance Division is required to provide quarterly management accounts and audited annual accounts to the Council through Financial Resources Committee.
- 8.17. The management account shall include the year to date actual together with budget, variance analysis, and debtors and creditors listings.
- 8.18. Audited annual accounts.

9. Receipts

- 9.1. All monies received/receivable by the University are to be regarded as funds of the University.
- 9.2. University income includes all monies made available to individuals on the basis of their association with the University.
- 9.3. All University monies must be banked intact, paid into the University's bank accounts promptly and be properly accounted for.
- 9.4. The Director Finance must ensure that all grants allocated by the Government of Fiji and other bodies, including research grants and contracts, are received and appropriately recorded in the University's accounts.
- 9.5. The Director Finance is responsible for ensuring that appropriate procedures are in operation to enable the University to receive and record in the financial system, all income to which it is entitled.
- 9.6. The Director Finance is responsible for the prompt collection, security and banking of all income received.
- 9.7. Each Head of Budget Unit, which receives funds, is responsible for ensuring compliance with the Financial Policies and Procedures governing such receipts.

10. Student Fees

- 10.1. The Fee Review Committee shall review the fee structure as deemed necessary and any changes shall be proposed to the Council for adoption.
- 10.2. Students shall be issued with invoices which should have details in regards to payment of fees and the consequences of non payment.
- 10.3. Application to enroll or graduate shall not be processed or approved if any outstanding fee is not cleared.

11. Sales

- 11.1. All sale of goods and supply of services shall be covered under the UniServices Procedures manual.

12. Levy

- 12.1. The Training Levy is a statutory requirement that obligates all employers in Fiji to pay a levy of 1% of gross payroll (except those that are specifically exempted by law). These are funds of the University.
- 12.2. The funds raised from the training levy are used primarily for in-service training of employees of levy payers, managing apprenticeship schemes, trade testing, productivity promotions and education and training in the national interest.
- 12.3. Levy Order meets the definition of a Government grant and shall be accounted under IAS20 Accounting for Government grant and Disclosure of Government Assistance.
- 12.4. In addition, IAS 20.12 requires that Government grants are recognized in profit or loss on a systematic basis over the periods in which the entity recognizes as expenses and related costs for which the grants are intended to compensate.
- 12.5. Levy shall be treated as deferred income to the extent of 90% of Levy paid. The remaining 10% shall be treated as income to the Levy and Grants section for the administration of Levy.
- 12.6. The deadline for payment of grants shall be 6 months. Treatment of Levy from Deferred Income to Levy Income upon grant claim shall be as follows:
 - 12.6.1. For Method A Employers, upon full payment of grant claim, any residual shall be transferred to NTPC as Levy income.

- 12.6.2. For method B Employers, upon full payment of grants claims, only 50% of the residual sum shall be transferred to NTPC Levy income. The remaining 50% residual shall be held till the end of year for claim before transferring to income.

Interest Penalty and Waiver of Interest Penalty

- 12.7. An interest penalty is charged monthly to all Employers (except doubtful cases) who have outstanding levies and is calculated at the rate of 1% per month based on the individual six monthly periods outstanding until fully paid.
- 12.8. Employers requesting for waiver of interest will have to write to the Fiji National University requesting for a waiver based on reasons.
- 12.9. The Vice Chancellor shall have full and final discretion for the Waiver of the Interest Penalty. He may, however, delegate full authority to the Director of Finance.

13. Development Assistance and Research Contracts

- 13.1. The Director for Planning and Development is responsible for application and negotiation with donor agencies for research funds and grants for the University. All applications for grants and sponsorship should go through the Officer responsible for Planning and Development and the Vice Chancellor before being dispatched to the sponsor.
- 13.2. The Planning and Development team will oversee the management of aid, grants and associated income and advice should be sought from the Officer responsible for Planning and Development where uncertainty exists on the nature of receipts.
- 13.3. Due diligence should be taken and all necessary steps must be taken in complying with the Financial Transaction Reporting Act 2004 (FTR Act).
- 13.4. In considering the acceptability or otherwise of any aid or grant, the Planning and Development Office may have regard to the possibility that funds may have originated from questionable sources. They should exercise particular caution:
 - 13.4.1. Where, having been offered large donations from persons unknown to them, they do not receive satisfactory replies to the queries they make;
 - 13.4.2. Where donations are conditional on particular individuals or organizations being used to carry out work for the University;
 - 13.4.3. Where offers of donations in cash are made for a certain period of time, during which the University receives the interest, before the capital sum is returned to the donor at the end of the specified period;
 - 13.4.4. Where offers of donations in foreign currencies are made for a certain period of time, during which the University receives the interest, before the capital sum is returned to the donor in the form of a sterling cheque at the end of the specified period.
- 13.5. Where in it is the judgement of the Officer responsible for Planning and Development that acceptance of any donation may breach the guidelines set out in the regulations he/she must refer the donation to the Vice Chancellor for his consideration and decision. Legal opinion shall be sought should this be necessary.
- 13.6. All other cash aid and grants, and all other undertakings to make future payment, must be notified promptly to the Officer responsible for Planning and Development. If the sum exceeds \$5,000, or involves future payment, no payment should be accepted, conditions agreed, or formal receipt provided, without prior reference to the Officer responsible for Planning and Development's Office. All cash gifts and grants of \$5,000 or less (and not involving future payment) should be sent to Manager Finance Revenue and Debt Office with the supporting information prescribed in the Financial Procedures and Policies.

- 13.7. All future commitments shall be made on the subject of a binding covenant where decisions on University expenditure have to be made in advance of receipt of the funds.
- 13.8. Only the Finance Division is authorized to issue a formal receipt on behalf of the University. The Officer responsible for Planning and Development's Office may issue acknowledgements where the donor does not ask for a formal receipt.
- 13.9. Where necessary, in consultation with the Finance Division, the Planning and Development Office will determine whether an aid or grant should simply be received and acknowledged; whether an University Trust Regulation should be made; whether and undertaking to make future payments should be made the subject of a binding covenant or; whether the commitment to future payment is more in the nature of a non-binding pledge.
- 13.10. Trust Regulations will be prepared by Finance Division after taking advice where necessary from the Vice Chancellor. The Financial Resources Committee has the authority to approve Trust Regulations.
- 13.11. The Officer responsible for Planning and Development shall periodically provide the Council with a report of all aid and grants and pledges, including individual details of gifts and pledges of \$2,000 or more.

14. Dues Collection and Write off Policy

- 14.1. The Finance Division will monitor all outstanding debts of the University and will provide a report to the Financial Resources Committee in a timely manner.
- 14.2. The Director Finance or an assigned nominee is ultimately responsible for all aspects of credit control and debt collection in respect of invoices issued to students and third parties including sponsors.
- 14.3. The Director of Finance or the assigned nominee will ensure that arrangements are in place to monitor all debts properly, and to follow up overdue accounts.
- 14.4. The provision for doubtful debts should be provided for in the following manner:
- 14.4.1. Debts which are less than an academic term (semester/block/trimester) should only be provided for, in part or on full, where there is any doubt as to their recoverability.
- 14.4.2. Debts which are 3 months over the end of academic term should be provided for at 50% except for specific debts where a doubt exists regarding the University's ability to recover the debt; such debts should be provided for in full;
- 14.4.3. Debts which are 6 months over the end of the academic term should be provided for at 100%.
- 14.4.4. Sovereign debts should not be provided for on the basis that such debts would eventually be paid despite their age.
- 14.5. Where circumstances are known to the University that would make it inappropriate to apply the provision policy, as set out in paragraph 14.4 above, with regard to a specific debt then a variation to the provision may be made. In such circumstances, full details should be recorded, and appropriate evidence retained, as to the reasons for the variation.
- 14.6. **Specific provisioning applies for levy debt:**
- 14.7. The authority for write-off of levies whether current or arrears shall rest with the Financial Resources Committee of the FNU.
- 14.8. All employers that are declared doubtful shall be submitted to the Director Finance for vetting before referral to the FRC for approval.

Doubtful Debts

- 14.8.1. An employer shall be declared doubtful should they reach the following stages:-
- Owner migrated overseas and University cannot establish any further contacts
 - Business has closed down due to natural disasters or fire;
 - Death of the owner of business;
 - The business cannot be located upon inspection by officers during field visitations;
 - Change of ownership;
 - Company searches can not yield any further information relating to its existence;
 - In receivership/liquidation/winding up petition;
 - Employers that have outstanding levies of more than 6 years old;
- 14.9. Details of employers who have been declared bankrupt or are in receivership are to be obtained from the Office of the Official Receiver and with the approval of the Financial Resources Committee write-offs are to be processed through the accounts subsidiary ledger.

Adjustments

- 14.10. Adjustment of levies shall relate to the following scenarios:-
- Merger of subsidiaries;
 - Duplication of invoices;
 - Wrong entries;
 - Actual against arbitrary assessments;
 - Assessments calculated after business has been declared closed;
 - Exempted by the Levy Order;
 - Returned notices – no further contacts;

Expenditures

15. Petty Cash

- 15.1. The Director Finance shall make available annual petty cash imprest of such amount as considered necessary for the disbursement of petty cash expenses. The cap shall be \$2000.
- 15.2. Annual petty cash imprest must be retired before the end of the financial year by the submission of the payment vouchers (with receipts attached), for journalizing, and cash balance to Finance Director, and for which revenue receipts must be obtained.
- 15.3. Director Finance may also approve Special Imprest for particular official purposes and which will not be replenished but must be retired in full by the submission of receipts to support the payment vouchers and the return of any balances of cash immediately after the service for which they were issued are completed.
- 15.4. The member of staff granted a float/imprest is personally responsible for its safe keeping. All petty cash receipts and vouchers must be held securely. Petty cash boxes must be kept locked in a secure place in compliance with the requirements of the University's insurers when not in use, and will be subject to periodic checks by the Finance Division.
- 15.5. Finance Division will provide petty cash reconciliation forms which must be used for recording all imprest accounts.
- 15.6. A single item less than \$200 may be paid from the petty cash held and it must be supported by receipts or petty cash vouchers.
- 15.7. Petty cash float must not be used for the following:
- 15.7.1. Creditor payout
 - 15.7.2. Wages and salaries
 - 15.7.3. Reimbursement of medical expenses
 - 15.7.4. Payment to staff

- 15.7.5. Student refunds except when duly authorized by the person in charge of the campus and only up to \$100
- 15.8. Requisition for reimbursement of imprests must be sent to Finance Division when 75% of the funds have been used, in order to retain a working balance pending receipt of the amount claimed.

16. Purchases

- 16.1. All procurement of goods and services shall be the responsibility of the Finance Division and in accordance with the Financial Policies and Procedures.
- 16.2. The Finance Division shall ensure that irrespective of the source of funds, they must obtain supplies, equipment and services at the lowest possible cost consistent with quality, delivery requirements and sustainability, and in accordance with sound business practice.
- 16.3. Where technical items are involved, the head of the budget unit shall assist the Finance Division in ensuring that supplies are obtained at the lowest possible cost consistent with quality, delivery requirements and sustainability, and in accordance with sound business practice.
- 16.4. The Finance Division is responsible for:
 - 16.4.1. Ensuring that the University's Procurement Policy is known and observed by all involved in purchasing for the University.
 - 16.4.2. Advising on matters of the University's purchasing policy and practice.
 - 16.4.3. Advising and assisting Colleges/Support Divisions where required on specific purchase;
 - 16.4.4. Developing appropriate standing supply arrangements to assist budget holders in meeting their value for money obligations to students;
 - 16.4.5. Managing a list of preferred suppliers;
 - 16.4.6. The drafting and negotiation of all large scale purchase contracts undertaken by the University, in collaboration with the responsible College/Support Divisions;
- 16.5. All contracts for the purchase of goods must meet the University's standard condition of purchase.
- 16.6. All goods should normally be received at stores or at a location specified on the Purchase order. They should be checked by authorized persons for quantity and/or weight and inspected for quality and specification. A delivery note shall be obtained from the supplier at the time of delivery and duly signed by the person receiving the goods. If a good supplied does not meet the specification, then the good must not be accepted.
- 16.7. Creditor invoices should only be authorized for payment to suppliers for properly ordered items received and accepted in good condition as approved by authorized person.
- 16.8. Certified invoices, with the name, employment number and position of the authorized person and goods received stamp, must be passed on to the Procurement Section within 3 working days from delivery of goods.

17. Tenders

- 17.1. All Heads of Budgetary Unit must comply with the University's Procurement Policy and procedures.

18. Payment to Suppliers

- 18.1. The Director Finance is responsible for making payments to suppliers of goods and services to the University, in accordance with University's Financial Policies and Procedures.

- 18.2. Payment will only be made by Finance Director against invoices which have been certified for payment by the appropriate heads of budget unit or the delegated nominee. Certification of an invoice will ensure that:
 - 18.2.1. Payment to regular suppliers is made;
 - 18.2.2. The goods have been received, examined and approved with regard to quality and quantity, or that services rendered or work done is satisfactory;
 - 18.2.3. The goods have been received, examined and approved with regard to quality and quantity, or that services rendered or work done is satisfactory.
 - 18.2.4. It matches with the order;
 - 18.2.5. Invoice details are correct in regards to quantity, quality, price and discount;
 - 18.2.6. Invoice is arithmetically correct;
 - 18.2.7. An appropriate center code is quoted;
 - 18.2.8. The invoice has not previously passed for payment;
- 18.3. Certified invoices, with the name, employment number and position of the authorized person and goods received stamp, must be passed to Procurement section within 3 working days from delivery of goods.

19. Salaries and Wages

- 19.1. The Director of Finance is responsible for all payments of salaries and wages to all staff including payment of other fringe benefits. However, instructions for any payment/cancellation to staff should come from the Director responsible for Human Resources.
- 19.2. All University staff will be appointed at the salary scales approved by the FNU Council on the advice of the Human Resources Committee and in accordance with terms and conditions of employment and the ER Promulgation 2007.
- 19.3. Every staff (including casual and part-time employees) for the purposes of receiving salary will be identified by an Employment number/FNPF number which shall remain unchanged throughout his/her period of service. The employment number (if applicable) must be quoted on all correspondence in respect of staff's salary.
- 19.4. The Director responsible for Human Resources will be responsible for keeping the Director of Finance informed on all matters relating to personnel for payroll purposes. These include appointments, resignations, dismissals, supervisions, secondments and transfers, changes in remuneration, merits, bonus, gratuity and information necessary to maintain records of service for FNPF, income tax and insurance.
- 19.5. All timesheets and other pay documents, including those relating to fees payable to visiting lecturers/ professors or researchers, exam supervisors, tutors, moderators will be in a form prescribed in Financial Policies and procedures.
- 19.6. The Director of Finance is responsible for keeping all records relating to payroll including those of a statutory nature.

20. Reimbursement of Expenses

- 20.1. All claims for payment of medical expenses, meal allowances, and subsistence allowances, traveling and incidental expenses shall be completed in a prescribed form with supporting vouchers and receipts.
- 20.2. Mileage claims must be in accordance with the approved rates. Prior approvals have to be sought from the office responsible for transport after providing a valid driving licence and third party documentation of the vehicle to be used.
- 20.3. All claims have to be duly approved by the Heads of the Budgetary Units before submitting them to Finance Division.
- 20.4. Claims from members of the council will be authorised by the Registrar.

21. Official Business Expenses

- 21.1. Hospitality expenses directly related to the conduct of the official business can be approved by the Vice Chancellor or Head of Budget Unit if it can be determined that the expenses are necessary and reasonable in amount.
- 21.2. The University should use its own facilities for providing any entertainment in the form of meals and hospitality. If facilities are not available or is insufficient, then outside facilities could be used.
- 21.3. All claims for entertainment should specify those entertained or honoured and the purpose of the entertainment or gift.

22. Grants

- 22.1. The Training Grants Scheme which the FNU implements under the provisions of the Training Act 10 of 1973, amended in 2003 and November 2010 provides for grant as an incentive for Industrial Training to a maximum of 90% of the Individual Basic Levy payment. Grants are administered by the Finance Department.
- 22.2. The payment of all grants is subject to the General Conditions which are laid down in the Grant Scheme Booklet currently in force. The Grants Scheme is continually revised and the latest version of the Scheme will supercede the earlier version.
- 22.3. Director Finance will approve the percentage grant to be paid. The report prepared by the Grants Assessment officer will be endorsed and the officer will prepare a payment voucher.

Assets

23. General

- 23.1. The Heads of Budgetary Unit are responsible for the care, custody and security of the buildings, furniture & fittings, equipment, stocks, cash under their care.
- 23.2. The Finance Division is responsible for maintaining the FNU's Asset Register and it must be updated regularly with details of all acquisitions and disposals.
- 23.3. Heads of Budget Units are also required to maintain records of all assets under their jurisdiction. Any movement or change in nature of assets must be immediately reported to the Finance Division, through the prescribed forms.

24. Land, Buildings, Fixed Plant and Equipment

- 24.1. Authority from the Vice Chancellor is needed for the purchase, leasing, or sale of all real property owned or leased by the University, and which is not held as an investment. This authority has been delegated to the Director Property and Facilities in cases where the purchase, lease, or sale involves no more than \$1,000.
- 24.2. All maintenance works on such property require the prior permission of the Vice Chancellor or Director of Property and Facilities.

25. Stocks

- 25.1. Heads of Budgetary Units are responsible for establishing adequate arrangements for custody and control of stocks within their unit, including ensuring that stocks are adequately protected against loss or misuse. Stocks within each unit should be kept at adequate levels to support the operations of the unit. Procurement processes must commence with substantial lead time to ensure timely delivery of materials.

- 25.2. A proper physical count of the stocks must be carried out within each unit every quarter and at the end of the year for reconciliation purpose and accounting in the annual accounts. Stock take reports shall be submitted to the Finance Division. Year end stock takes shall be carried in consultation with the Finance Division.
- 25.3. Stocks of hazardous nature must be subject to appropriate security checks and proper methods of storage used in accordance with the Health and Safety rules.

26. Loans

- 26.1. The University may from time to time undertake commercial loans to supplement the cash flow of its operations.
- 26.2. Loans shall be sought on an expression of interest basis from all reputed lenders and licensed financial institutions.
- 26.3. Approval to undertake loans shall only be issued after careful analysis of the risks to the University including risks on cash flow and collateral.
- 26.4. Approval to undertake loans shall be based on a recommendation of FRC to Council.

27. Overdrafts

- 27.1. The University may from time to time approve limits to overdrafts to provide for cash flow management.
- 27.2. Overdraft limits shall be approved by FRC on the basis of recommendations from Management.

28. Investments

- 28.1. The University may from time to time need to invest surplus cash in term deposits.
- 28.2. Fixed deposits terms shall be sought on an expression of interest basis from licensed financial institutions.
- 28.3. Approval to invest shall only be given after careful analysis of the risks to the University including risks on cash flow and security of deposit.
- 28.4. The Director of Finance shall be responsible for managing these investments. The Director shall only invest and manage surplus cash upon written approval to his proposals from the Vice Chancellor.

29. Vehicles

- 29.1. FNU vehicles must be used only for pre-designated purposes and for which they are insured and must meet the standards set by the Land Transport Authority.
- 29.2. Only licensed and duly authorized persons who have successfully completed the defensive driving course may drive the FNU common pool vehicles.
- 29.3. All vehicles belonging to FNU shall be registered in the name of FNU, and it must be ensured that adequate vehicle records are maintained by Property and Facilities Division.
- 29.4. University Deans, Directors and the Registrar shall be allocated an official vehicle each. These vehicles are regulated by the Policy on Use of Dedicated Motor Vehicles.

30. Corporate Credit Cards

- 30.1. The provision and use of University credit cards shall be guided by the Credit Card policy.
- 30.2. The Financial Resources Committee shall, from time to time, review the credit card limits for various card holders.

31. Telephones

31.1. The provision and use of University phones shall be guided by the Telephone Use policy.

32. Intellectual Property

32.1. The IP Policy sets out the arrangements for the reporting, protection and exploitation of this intellectual property as provided in the University Academic and Student regulations.

OTHER REGULATIONS

33. FNU Seal

33.1. The University Seal shall be managed as per the University Seal Policy.

34. Risk Management

34.1. The University shall develop a risk management strategy which shall look at all risks comprehensively.

34.2. The Strategic Planning Committee of Council shall be responsible for the development and implementation of the Risk Management strategy with appropriate reporting to other sub committees of the Council.

35. Prevention and Detection of Fraud

35.1. The University expects Council members and staff at all levels to lead by example in the adherence to legal requirements, rules, procedures and practices and in the avoidance of any potential for a conflict of interest.

35.2. Heads of Budgetary Units are responsible for ensuring that an adequate system of internal control exists within their areas of responsibility and that the controls operate effectively. The responsibility for the prevention and detection of fraud therefore rests, primarily, with Heads of Budgetary Unit. There is a need for all Heads of Budgetary Unit to assess the types of risk involved with operations for which they are responsible, to review and test the control systems on a regular basis and to ensure compliance with control regimes.

35.3. Staff are expected to abide by all University policies and the conflict of interest policy at all times.

35.4. The Director responsible for Human Resources should ensure that University's procedures regarding staff appointments are followed and that staff are advised on the code of Conduct and Conflict of Interest policies.

35.5. Heads of Budgetary Units have a responsibility for establishing effective internal controls and for the prevention and detection of fraud. They are responsible for safeguarding University funds and other assets under their control against misuse or misappropriation and for following up on any allegation of fraud and corruption brought to their attention.

35.6. If a member of staff suspects that an action or event perpetrated either by another staff member of University or by a third party, may constitute a potential fraud or irregularity, the suspicion should immediately be reported as per University's Whistleblower protection policy.

36. Private Consultancies and Other Paid Work

36.1. Private Consultancies and outside paid work shall be undertaken as per the Outside Work Policy and the Intellectual Property Policy.

37. Gifts and Hospitality

37.1. Gifts and Hospitality shall be handled as per the University Gifts Policy..

38. Whistle Blowing

38.1. "Whistle blowing" is the disclosure by an employee (or other party) about malpractice in the workplace.

38.2. Whistle blowing shall be managed as per the Whistle Blower Protection Policy.

FEES POLICY

1.0 INTRODUCTION

- 1.1 The purpose of this policy is to outline the policy and processes in relation to charging and collecting course fees.

2.0 Tuition Fees

2.1 Key Principles

- 2.1.1 Fees and charges are established periodically by the Council.
- 2.1.2 All students will be made aware of the course fees through their offer letters, course fee leaflets, and other documents.
- 2.1.3 Fees include:
- 2.1.3.1 **Enrolment Fee:** This is a non-refundable mandatory fee that shall be paid upon enrolment at the University.
- 2.1.3.2 **Tuition Fee:** This includes all fees that are to be paid for a unit enrolment.
- 2.1.4 Fees may differ for different programmes, different units, and/or different levels of study and/or different modes of study.

3.0 Payment of Fees

- 3.1 All fees are due and payable on enrolment. All fees must be paid before the commencement of the term.
- 3.2 Students who, for reasons of financial hardship or legitimate emergencies, are unable to pay their fees when due, must apply for an arrangement for a payment schedule within the following deadlines:
- 3.2.1 For Semester: 3 weeks from the commencement of the semester
- 3.2.2 For Trimester: 3 weeks from the commencement of the trimester
- 3.2.3 For Quarter: 2 weeks from the commencement of the Quarter
- 3.2.4 For Penster: 1 week from the commencement of the Penster
- 3.2.5 For Summester: 1 week from the commencement of the Summester
- 3.2.6 For Block: 2 days from the commencement of the Block.
- 3.3 For NTPC programmes: all fees to be paid before programme/course
- 3.4 Students who do not apply for a payment schedule as per paragraph 3.2, or whose applications are declined shall have their accounts placed on Financial Hold. Students on Financial Hold shall have their financial hold lifted upon payment of full fees or upon the acceptance of their payment plan by the Finance office, such acceptance being signified by return of a stamped copy of the plan to the student.
- 3.5 A penalty shall apply on all late payment of fees.
- 3.6 One day before the final exam, students on financial hold will be deregistered.
- 3.7 Deregistered students shall not be re-registered unless they pay re-registration fee and pay their debt in full.
- 3.8 Payment can be made by cash or cheque (payable to 'Fiji National University') paid directly to any Bank of South Pacific branch, or through credit cards as specified on the FNU website.
- 3.9 If a student is registered for a particular unit or programme in a specified term but elects not to attend, the student must officially withdraw from the programme or unit, as the case may be, within the periods specified in paragraph 3.2 above. A failure to withdraw does not cancel or nullify the fee/charge due to the University.

4.0 Withdrawal

- 4.1 A student may withdraw from a unit or a programme of study, or from the University by lodging the prescribed withdrawal form.
- 4.2 No penalty on tuition fee shall apply for withdrawals if they are done within the following timeframe:
- 4.2.1 For Semester: 2 weeks from the commencement of the semester,
- 4.2.2 For Trimester: 2 weeks from the commencement of the trimester
- 4.2.3 For Quarter: 1 week from the commencement of the Quarter
- 4.2.4 For Penster: 1 week from the commencement of the Penster
- 4.2.5 For Summester: 3 days from the commencement of the Summester
- 4.2.6 For Block: 1 day from the commencement of the Block
- 4.3 For any withdrawal outside this period, a penalty equivalent to 50% of the tuition fee or amount proportionate to the amount of service rendered shall be charged, whichever is higher.
- 4.4 The enrolment fee is non-refundable.

5.0 Non Payment of Fees

- 5.1 No record shall be released, nor future registration allowed, until all debts to the University are settled.

6.0 Extenuating Circumstances

- 6.1 Where students need to withdraw from the University on account of:
- 6.1.1 Medical illness or disability of the student, or
- 6.1.2 Death/disability of a person on whom the student is dependent for payment of his/her fee
- 6.2 Tuition fee shall be refunded on a pro-rata basis.

7.0 Enrolment as a Contract

- 7.1 The enrolment of a student at the University is a deemed contract between the student and the University.

8.0 Procedures on Payment Schedule

- 8.1 All applications for a payment schedule shall be through the prescribed form within the application period provided in paragraph 3.2 above.
- 8.2 Each application must be accompanied by documents as specified in the prescribed form.
- 8.3 If the application is not completed correctly and/or in full, the application shall be returned to the student. The student may re-submit the application within the application period specified in paragraph 3.2 above.
- 8.4 An application for a payment schedule shall be decided upon by the University within 3 working days of the submission of a duly completed application form.
- 8.5 The application for payment schedule shall be declined if:
- 8.5.1 The applicant does not demonstrate financial hardship;
- 8.5.2 The applicant fails to make full payment one (1) day prior to exams. A payment plan can only start prior to two weeks of exams where the documentation specifies that the debt will be paid in full.
- 8.6 No application for payment schedule shall be made or be accepted for non-award courses or programmes.

9.0 Procedure on Payment Schedule Students on University Financial Aid Scheme

- 9.1 Students under the University's Financial Aid Scheme shall be deemed to have paid the fee to the amounts specified in the financial aid agreement between the University and the student, and as per the terms of the agreement.
- 9.2 Any violation of the agreement shall nullify this deemed provision on fee.
- 9.3 Any balance of fee over and above the amounts under financial aid shall be paid as per the provisions of fee payment in this policy.

DEBT POLICY

1. Policy Statement

This policy applies to all debts owing to the University for any goods supplied or services provided and is not restricted to students.

- 1.1 The University recognizes that there will be circumstances where debts will fall into arrears; when it does, it is the policy of the University to collect such debts promptly when due.
- 1.2 The University shall use all means available at its disposal to collect these debts. This may include instituting legal proceedings against defaulters.

2.0 Application of Policy

- 2.1 The fees policy requires all fees to be paid upon enrolment.
- 2.2 Students who cannot pay their fees upon enrolment must make arrangements with the University on a payment schedule.
- 2.3 The application for a payment schedule shall be made on the prescribed form which will require the applicant to provide documentary evidence of ability to pay as per the applied schedule.
- 2.4 Any agreement reached shall be in writing, and:
 - 2.4.1 Clearly set out the date(s) the amount due is to be paid, and
 - 2.4.2 Require the application to provide guarantees of payment.
- 2.5 Any payment not made within the agreed schedule of payments shall be considered a default.

3.0 Event of Default of Tuition/Student Fee

- 3.1 Any default in payment as per the agreed payment schedule shall attract a penalty as periodically established by the University.
- 3.2 The defaulter shall be sent a reminder notice within 3 days of the default, seeking payment for the defaulted sum; 7 days would be given to clear this sum.
- 3.3 If the defaults continue after the required period, the defaulter shall be sent a final reminder notice seeking payment for the defaulted sum, for payment within 3 working days.
- 3.4 If payments are still not made in full, the defaulter shall be sent a demand notice for the full settlement of the debt. The defaulter shall be given up to 14 days to clear the debt.
- 3.5 Once the demand notice is sent, all University services shall be suspended until full settlement.
- 3.6 If the default remains after 30 days from the expiry of the demand notice, the debt shall be loaded on to the Data Bureau Database and the defaulter advised accordingly. The University may also decide to publish the defaulter's name.
- 3.7 If the debt remains for a period of over three months and all recovery actions have been exhausted, legal proceedings shall be instituted with the Small Claims Tribunal for debts up to \$5,000. For debts over \$5,000 legal recovery action shall be taken.

4 Event of Default in case of Levy

- 4.1 The Head of Department shall post an advertisement in the dailies in the months of March and September to notify and remind all Employers of the due dates for levy payment.

- 4.2 Officers responsible for the collection of the current levy shall ensure that all employers are reminded of the due dates and their levy payments in the first week of March and September.
- 4.3 The Head of the Levy Department shall submit a list of employers (arbitrary listing) within 3 working days in April and October to the officers concerned for their follow up on outstanding levies.
- 4.4 The officers concerned shall continue to liaise with employers who have outstanding levies in the months of April and October through telephone calls, emails, company visitations and any other method of collection until all avenues are exhausted.
- 4.5 For employers requesting part payment, the officers concerned shall ensure that the "Part Payment Agreement Form" is forwarded to the Employer and is properly endorsed as well. A copy of the part payment agreement form is to be filed in the employer file.
- 4.6 The officers concerned shall send the final reminder notices within 5 working days in the months of May and November seeking payment of the defaulted amount from the Employer. The final notice shall include all outstanding levies and interest. If the amount continues to be outstanding after 7 working days a demand notice shall be dispatched.
- 4.7 The demand notice shall be dispatched to all employers with outstanding levies and interest of \$5,000 and less.
- 4.8 For all outstanding levies and interest of above \$5,001, a listing shall be compiled and referred to legal recovery processes either in-house or by FNU-appointed solicitors.
- 4.9 An additional 14 days after dispatch of the Demand Notices for outstanding levies and interest below \$5,000 shall be allowed for the employers to clear their debt. However if the debt continues to be outstanding and no prior arrangements made, the officers concerned shall refer these Employers to the Small Claims Tribunal.
- 4.10 Employers referred to the Small Claims Tribunal shall have their outstanding debts loaded onto the Data Bureau data base.
- 4.11 Employers whom FNU officers have difficulty corresponding with, shall be included in a listing referred to the Head of Department for publishing in the newspapers.
- 4.12 A checklist is provided to ensure that the follow-up process has been completed

before publishing employer names:-	
First Reminder dispatched	Y
Second Reminder dispatched	Y
Demand Notice dispatched	Y

- 4.13 All copies of Reminders and Demand notices shall be filed away within 3 days from the date of dispatch.
- 4.14 Continuing Defaulters (outstanding levies and interest relating to prior years)**
- 4.15 Officers concerned shall ensure that employers are advised through a reminder of their outstanding debts.
- 4.16 Officers concerned shall ensure that all correspondence (emails, telephone calls, reminders and other related correspondence) are filed in their Employer files.
- 4.17 If the debt continues to be outstanding into the next six monthly period, procedures 4.7 to 4.13 shall apply.
- 4.18 Outstanding levies derived from the Verification of Employers' records in respect of their employees' salaries & wages.**

- 4.19 The Verification/Audit Officers shall be responsible for the collection of additional levies they have verified. This relates to those employers that are registered with FNU but have not been contributing since the commencement of their business operations. They are classified as Non Levy contributors in the employer data base.
- 4.20 For existing employer upon whom verifications have been carried out, it will be the responsibility of officers looking after the current and prior outstanding levies to follow up.

4.0 Sponsors/ Overseas Governments

- 4.1 Private sponsoring organizations (businesses, statutory organizations and NGOs) shall be required to sign agreements where they are unable to pay full fees upon enrolment.
- 4.2 For debts due from the Government of Fiji or its scholarship agencies, all persuasive means shall be utilized towards recovery.
- 4.3 For debts due from other Government of Fiji agencies, action shall be pursued up to the level of demand notices being served, after which the matter shall be taken up with higher authorities in Government.
- 4.4 For debts from Pacific island governments or their scholarship agencies, all persuasive means shall be utilized to recover the sums due within the financial year. For students, no new agreement shall be entered into unless all previous fee arrears are cleared or firm payment arrangements are made.
- 4.5 For multilateral agencies, including aid agencies, all payments shall be as per the agreed Payment Schedule. For defaults, all persuasive means shall be utilized to recover the sums due within the financial year. For students, non-agreement shall be entered into unless all previous fee arrears are cleared or firm payment arrangements are made.
- 4.6 The University may levy an administrative charge to manage debts by sponsors

PROCUREMENT POLICY

- 1.0 **Preamble:** Procurement of goods and services can take place through a number of methods, of which tendering is one. The objective of the Procurement Policy is to ensure that the University gets the best value for money. Procurement may take place through tenders, requests for pro-posals, requests for expressions of interests, or through direct purchase through various means.
- 2.0 All Heads of Budgetary Unit must comply with the University's Procurement Policy and procedures which are applicable as follows:

3.0 Scope of Competitive Tenders

- 3.1 **Operational items under \$20,000:** A documented process approved by the Vice Chancellor depending on the nature of items, and may include sealed bids, quotations, publicly advertised sale prices, auctions, negotiations and other means acceptable in a normal business/commercial environment.
- 3.2 **Operational items from \$20,000 to \$100,000:** To ensure transparency in the system, suppliers should submit their quotations through sealed bids marked with the appropriate quotation reference. All sealed bids should be opened at the same time after the closing date and signed by the management accounting staff together with the independent person at or above the Officer rank from outside the finance department. Where the price of the item is not verifiable, before the call for procurement and where there is no compliant bid below \$100,000, the files would be reverted to The University Tender Board for decision making to be dealt as under 3.4 below,
- 3.3 **Capital items under \$100,000:** To ensure transparency in the system, suppliers should submit their quotations through sealed bids marked with the appropriate quotation reference. All sealed bids should be opened at the same time after the closing date and signed by the management accounting staff together with at least one independent person at or above the Officer rank from outside the Finance Department. Where the price of capital is not verifiable, before the call for procurement and where there is no compliant bid below \$100,000, the files would be reverted to The University Tender Board for a decision as under 3.4 below.
- 3.4 **All items above \$100,000:** Tenders shall normally be called through public advertisement. The University Tender Board shall endorse the tender documents, including tender specifications and scope. Where the price of capital is not verifiable, before the call for procurement and the bids are all below \$100,000, the files would be reverted to Finance Department for a decision as under 3.3 and 3.2 above.

2.0 University Tenders Board

- 2.1 The University shall establish a University Tender Board to facilitate procurement of items over \$100,000 through a tender process.
- 2.2 **Functions of the Board**
 - 2.2.1 The University Tender Board shall consider and may authorize the acceptance of any tender called by the Vice Chancellor for the supply of Capital items where the estimated price of those items exceeds one hundred thousand dollars (\$100,000).
 - 2.2.2 The University Tender Board shall approve the scope of works and deposit requirements before any tender is advertised.

- 2.2.3 Where the University Tenders Board is satisfied, after considering a tender, indent or order that the tender is unreasonable or collusive or that the tender or order is unjustifiable; it shall reject the tender or refuse to approve the issue of the indent or order as the case maybe.
- 2.3 The University Tenders Board will be made up as follows:
 - Chairman: Vice Chancellor, FNU
 - Secretary: Director Finance
 - Members: Financial Controller
 - Manager Finance (Management Accounting and Supply Chain)
 - At least two College Deans
 - One Director other than the Director of Finance
 - At least two members of the Council out of the 5 nominated by the FRC
 - One independent member depending on the nature of the expenditure
 - In Attendance: Head of the Department/Unit/Section requesting the purchase.

2.4 Tender Processing

- 2.4.1 The University Tender Board may form an expert subcommittee to analyze the tenders as deemed necessary.
- 2.4.2 The quorum for the Tender Board shall be 50% of membership, including at least one Council member or an independent member to be present.
- 2.4.3 Tender Committee meetings shall be held on a nominated day as agreed to in the first meeting of the Tender Board each year, and publicized through the FNU Website.

3.0 Invitations to Tender

- 3.1 The Vice Chancellor shall ensure that any advertisement calling for tenders for the supply of goods and services to the FNU or for the purchase of store, shall contain information sufficient to enable potential tenderers to prepare their tenders.
- 3.2 Every advertisement calling for tenders shall contain information regarding:
 - 3.2.1 The final date and time by which all tenders must be received by the relevant tenders' board.
 - 3.2.2 The address to which such tenders should be sent or delivered.
 - 3.2.3 The way in which tenders should be marked so as to facilitate the identification of tenders submitted.
 - 3.2.4 The marking of tenders where the tenderer does not wish to have his/her identity disclosed to other tenderers.
 - 3.2.5 The fact that a Tender Board may reject all or any tenders submitted.
 - 3.2.6 Any tender deposit required from tenderers.
 - 3.2.7 **Specifications** - an explanation of the evaluation criteria to be used to evaluate the tender. A specification that describes the product, service or works required and should be accurate, clear and complete.
 - 3.2.8 Information on any relevant government policies
 - 3.2.9 Validity period from the closure of the tender
 - 3.2.10 Conditions of the contracts if agreed into with the successful bidder
 - 3.2.11 Where the tender is to be deposited
 - 3.2.12 Tender contact person has to be mentioned
 - 3.2.13 Specify tender number P for procurement, S for Service, and CNT for contract
- 3.3 The Vice Chancellor shall ensure that any advertisement calling for tenders for the supply of goods and services to the FNU or the purchase of stores shall:

- 3.3.1 Where any change is made to the specification of the goods or services to be supplied or the stores offered for sale, potential tenderers should be written to, advising of such alteration in the specifications or a fresh advertisement shall be published incorporating the revised specifications and canceling the previous advertisement.
- 3.3.2 Where any alteration is made to the date and time by which tenders shall be submitted, such information shall be published by way of an advertisement.
- 3.4 An advertisement may invite tenders for the supply of particular types of goods and services without specifying the quantity of goods and services.
- 3.5 Tenderers shall remit tender deposit with their tender as specified on the tender documents. The tender deposit should be in the form of a bank cheque or cash deposited with the FNU cashier and will be refunded to unsuccessful tenders. For the successful bidder, the tender deposit should be held as a bond.
- 3.6 The Vice Chancellor may charge a fee for the supply of documents relating to tenders.

3.7 Receipt of Tenders

- 3.7.1 A tender box shall be provided at the office of the Vice Chancellor in respect of all tenders to be submitted.
- 3.7.2 All tender boxes shall be equipped with three separate and different locks, the key for one of which locks shall be held by the Chairperson of the relevant University Tender Board and the keys for the second of which locks shall be held by the Director of Finance, and the keys of the third of the locks shall be held by the Manager Finance (Management Accounting and Supply Chain)
- 3.7.3 All tenders delivered in person by tenderers shall be placed in the tender box and all tenders received by mail or telex shall be placed by the receiving officer in the tender box.
- 3.7.4 An unidentified tender which is opened inadvertently shall be placed in a sealed envelope and the envelope placed in the tender box, the time, date and place of receipt and the initials of the receiving officer being noted on the outside of the envelope.
- 3.7.5 Any tender received after the closing time for the tender shall be stamped indicating the date and time of receipt and shall be passed unopened to the Secretary of the relevant Tender Board. The Secretary shall bring this to the attention of the Tender Board.
- 3.7.6 After the closing time of Tender, the Tender Box should be sealed immediately and put away in the Vice Chancellor's office. The Secretary of the Tender Board Committee or his/her representative should ensure that this process is carried out properly and immediately.
- 3.7.7 Tenders sent by emails shall be received by the University, printed, placed in individual envelopes together with the covering note and sealed; the envelopes marked 'Emailed Tender' and placed in the Tender Box immediately.
- 3.7.8 Tenders that come in packets larger than the Tender Box Window, shall be received by the Tender Board Secretary, stamped, locked in the Finance department safe, and brought to the Tender Board.

3.8 Tender Board Procedures

- 3.8.1 The Tender Board shall meet at such time and place as may be directed by the ViceChancellor.
- 3.8.2 All tenders submitted and received shall be officially recorded and initialed during tender board meeting.

- 3.8.3 At no stage may additions or alterations be made to original tender documents.
- 3.8.4 The list prepared by the secretary showing the names and details of tenders received shall be signed by the members of the relevant tenders board present.
- 3.8.5 Any tender that is received after the time and date specified as the closing time for tenders shall not be considered.
- 3.8.6 The secretary of the tender board shall ensure that receipts are obtained for any moneys received in the form of tender deposits attached to tender documents.
- 3.8.7 Any tenderer or his representative may be present at the time the tenders are received or opened.
- 3.8.8 No tenderer who is present at the time when tenders are opened shall be given any information other than confirmation that his tender has been received and recorded, and the prices of all the bidders as called by the chairperson or secretary for official records.
- 3.8.9 A report on the decisions of University Tender Board in relation to tenders shall be submitted to The Financial Resources Committee.
- 3.8.10 The analysis must come back to Finance Department within one week so that a meeting is arranged and tender is awarded. The meeting may not necessarily be called requiring members to be present physically where the analysis together with the recommendations are circulated to the Tender Board members via email and consensus is reached with the majority agreeing to the recommendations.
- 3.8.11 The role of Finance is to check the financials of the tender analysis by cross checking and comparing the prices in the analysis with the bids. Finance Department also has to ensure that the prices are valid when a recommendation is provided by the party requesting the activity before the analysis is presented to the respective Board.

3.9 Consideration and Evaluation of Tenders

- 3.9.1 All tenders received shall be treated in confidence. Any documents relating to such tenders shall be treated as confidential information.
- 3.9.2 In the event that any tender received contains any apparent error, the tender board may direct the secretary to seek clarification.
- 3.9.3 Any tender received which is in any way qualified, shall be rejected, and in the event that none of the tenderers are in full compliance of the tender specifications, the tender would be re-advertised.
- 3.9.4 Any tender received may be withdrawn by the relevant tenderer before that tender is accepted, but no tender once received may be amended.
- 3.9.5 All tenders received and opened shall be referred to the Vice Chancellor who shall appoint Administrative staff of FNU and/or, where necessary, technical or specialist staff from any department/faculty to examine and evaluate such tenders.
- 3.9.6 A tender that does not comply with the specification or conditions stated in the advertisement for such tender shall be considered as an invalid tender.
- 3.9.7 Where the Vice Chancellor has required that a tender deposit should accompany any tender submitted and a tender has been received without such a tender deposit, such tender shall not be considered as a valid tender.
- 3.9.8 On the request of the Chair of the Tender Board, a report shall be submitted to the tender board by the Dean or the Director of the relevant section, following the examination and evaluation of tenders, summarizing all the tenders received and containing recommendations relating to such tenders.

3.9.9 All persons from whom a tender has been received shall be informed of the acceptance or otherwise, of their submission. The tenderers should be advised within seven days of the meeting of the Tender Board.

3.9.10 All monies received in the form of tender deposits shall be refunded to the relevant tenderers.

3.10 Actions of Tender Board

3.10.1 The Secretary to the Tender Board shall record the detailed deliberations of the tender committee and have these minutes approved by the Chairman of the Tender Board within three days and then pass the file with the minutes and all documents relating to the tender to the Finance Section for processing.

3.10.2 All additional jobs to the approved tender shall be awarded as a separate tender as far as possible and variation to allocated tenders should be kept to the minimum.

3.10.3 All tender documents, including the costing, specifications, signed contracts, details of site visits and payment details should be kept intact in the tender file. The folios should be serially numbered and a tender file register maintained. The completed files should be available in the Finance Department for audit inspection.

3.11 Post-Tender Negotiations

3.11.1 Post-tender negotiations with the successful bidder (i.e. after the tender has been awarded but before the signing of contracts) with a view to improving price, delivery or other tender terms can be entered into, provided:

3.11.1.1 it would not put other tenderers at a disadvantage

3.11.1.2 It is undertaken in a transparent manner

3.11.1.3 it would not affect their confidence and trust in the University's tendering process.

3.11.2 In each case, a statement of justification should be approved by the relevant tender boards prior to the event, showing:

3.11.2.1 Background to the procurement

3.11.2.2 Reasons for proposing post-tender negotiations

3.11.2.3 Demonstration of the improved value for money

4.0 Qualifications

4.1 For capital expenditure funded by grant aid (development assistance), the Tender Board will respect any specific term and/or condition of the grant on procurement of supplies for the project. If there are no such conditions or specific term/condition, then the University's procurement policy shall apply.

4.2 Calls for Expressions of Interest (EOI) shall always be open to the public. All EOIs shall be opened as per the regulations on the limits. However, submitters of EOIs do not necessarily have any inherent right to be present at the opening of submissions.

4.3 **Expressions of Interest (EOI):** should be used mainly where FNU does not have a solid idea of the kind of product or service required. FNU may have a high level understanding of the business problem or requirements, or type of product it requires, but be unsure of the market's ability or desire to meet its need. FNU therefore needs to collect some additional information before it is able to make some procurement decisions and therefore, EOIs shall be called in such cases.

4.4 **Request for Proposal (RFP):** A Request for Proposals (RFP) is a project based process involving solution, qualifications, and price as the main criteria that define a winning proponent. The RFP should mainly be used to acquire services when FNU wants to review and implement different and new solutions to a problem, project, or business pro-

cess. i.e. when FNU is looking for the best value solution to resolve a problem or to deliver a good or service, but is not sure how to achieve it. RFPs should therefore be used in cases where FNU clearly understands its business problem or need and is aware that there are potential options available in the market place, but is open to suggestions for solutions to their problem. Once an RFP has been evaluated, the University may end up in a number of situations such as:

4.4.1 Deciding on a preferred solution or service provider, and negotiating a contract with them

4.4.2 Shortlisting preferred candidates, and entering into negotiations with all of them, as a strategy towards finding the best option

4.4.3 Deciding to accept part of a solution from one or more vendors, if the University is not convinced that any one solution is acceptable

4.4.4 Deciding that there is no acceptable solution and changing their requirements, and either asking for further submissions from companies that have responded to the RFP, or closing this particular RFP and starting again. Organisations submitting RFPs do not have the right to be present at the opening of the submissions on RFPs.

SCHEDULE 1 – Authority with Financial Limitations for Purchase of Goods & Services

1.0 The authority to approve purchase of supplies and services for FIJI NATIONAL UNIVERSITY rests with the Vice Chancellor. Under his powers of delegation, authority may be delegated to purchase goods and services at FNU as contained in paragraphs 1.1 to 1.5.

1.1 **Operational Items Under \$20,000:** A documented process approved by the Vice Chancellor depending on the nature of items, and may include sealed bids, quotations, and negotiation etc.

1.2 **Operational Items from 20,000 to \$100,000:** To ensure transparency in the system, suppliers should submit their quotations through sealed bids marked with the appropriate quotation reference. All sealed bids should be opened at the same time after the closing date and signed by the management accounting staff together with the independent person outside the department. (at least one of the accountants)

1.3 **Capital Items under \$100,000:** To ensure transparency in the system, suppliers should submit their quotations through sealed bids marked with the appropriate quotation reference. All sealed bids should be opened at the same time after the closing date and signed by the management accounting staff together with the independent person outside the department. (at least one of the accountants)

1.4 **All items above \$100,000:** Tenders will normally be called through advertisement in the daily newspaper(s). The University Tenders Board will decide the award of the tender and tender documents will be executed for the services in the normal manner.

2.0 The Supply Chain Section of the Department of Management Accounting and Supply Chain must ensure supplies and services are obtained through issue of an FNU Purchase Order from the cheapest source with best of quality in mind.

3.0 The need for three quotes will be eliminated where there is only one quotation received as only the bids submitted through sealed bids should be valid and be taken into account for award. No other quotations should be obtained outside the closing date unless there are no quotes received.

4.0 However sealed bids may not be called for procuring of items from the manufacturers and the authorized dealers/sole distributors; where only one supplier exists, the preferred supplier process shall be followed and then the RFP process undertaken.

5.0 Purchase of regular items may be done through preferred supplier arrangements.

- 6.0 Purchases exceeding \$20,000 capital items shall be purchased through advertisements in the newspapers when seeking closed bids.
- 7.0 All requests of sealed bids shall be advertised on the FNU website.
- 8.0 The following principles shall always be maintained for any procurement:
 - 8.1 Every supplier accorded the right to quote
 - 8.2 Sealed bid and tender boxes opened in a transparent manner
 - 8.3 Procurement processes apply to all purchases by the University. There shall be no exceptions.
 - 8.4 Direct imports considered by the University only after going through a local tender process.
 - 8.5 Trade fair purchases dealt with on a case-by-case basis.
 - 8.6 A “reasonable person test” applied in all decisions on procurement of items.

9.0 Approval Limits for Processing/Signing after Procurement Decisions

Financial Limits	Value(FJD)
Up to \$5,000	Management Accountant
Up to \$10,000	Manager Finance
Up to \$40,000	Financial Controller
Up to \$50,000	Director Finance
\$50,000 and above	Vice Chancellor

10.0 Review

- 10.1 The delegations provided to the respective offices under s9.0 above are subject to regular reviews by the Vice Chancellor. The delegations do not derogate the authority of the Vice Chancellor to incur expenditures under the Procurement Policy of FNU and the approved FNU annual budget.

11.0 Purchase of Non-Budgeted Items Outside Approved FNU Budget

- 11.1 For purchases costing less than \$250,000 provided funding sources were clearly identified and demonstrated to be sufficient to cover costs, the Financial Resources Committee may approve the purchase, upon recommendation of the University Tender Board, and, inform the Council.
- 11.2 Purchases costing over \$250,000 will need to be approved by the Council on the recommendation of the Financial Resources Committee and the University Tender Board.

CORPORATE CREDIT CARD POLICY

These instructions will cover the following areas:

1. Control objectives for credit card.
2. Issue of credit card.
3. Purpose of credit card.
4. Monthly expense claim.
5. Accounting for credit card expenses.
6. Safe keeping of credit card statements and receipts.

1.0 CONTROL OBJECTIVES FOR CORPORATE CREDIT CARDS

- 1.1 These instructions are designed in order that the following control objectives are met in respect of credit card:
 - 1.1.1 To ensure that credit card is only used for official purposes and within the operational authorities of the office holder carrying the card.
 - 1.1.2 All receipts are forwarded to Finance with a claim form by the first week of the following month.
 - 1.1.3 The monthly expense claim form has to be approved by the respective supervisors.
 - 1.1.4 All expenses are properly accounted for.
 - 1.1.5 All receipts and the bank statement are kept safely.

2.0 ISSUANCE OF CREDIT CARD

- 2.1 A corporate credit card will be issued to all senior management including the Vice Chancellor, all Deans, all Directors and the Registrar. Other section heads of the University, who, by nature of their work, would require use of credit cards, would be issued credit cards under the authority of the Vice Chancellor.
- 2.2 Responsibility for the safekeeping of credit card rests with the respective managers. In the event of the card being lost, the cost of a replacement card must be borne by the member concerned.
- 2.3 Any misuse of the card by loss or misplacement of the card, including fraudulent use by others, is the responsibility of the officer who was issued the card.

3.0 PURPOSE OF CREDIT CARD

- 3.1 The credit card is to be used to procure legitimate business expenses as authorised by the Vice Chancellor for the respective position. It is not for personal expenditure.
- 3.2 All card holders have to ensure that they don't surpass the limit on the card. In any instance, if the actual expenditures exceed the limit then the respective card holder will have to reimburse the 'over the limit fee' (as charged on the account).

4.0 MONTHLY EXPENSES CLAIM

- 4.1 All card holders will receive monthly statements from the Bank at the end of every month. Once received, the respective card holder is required to complete the Monthly Expense Claim form and attach all relevant receipts.
- 4.2 All monthly expense claim forms must be submitted to the Finance department within a week from the date of receipt of the bank statement.
- 4.3 All Claim forms must be duly approved by the respective supervisors prior to submission to Finance department.

5.0 ACCOUNTING FOR CREDIT CARD EXPENSES

- 5.1 The Finance department, upon the receipt of the monthly expense claim form, will conduct its own assessment of the expenditures and will verify all the documents submitted. If required, they can request further information in regards to any perceived irregularities.
- 5.2 Upon verification, the Account officer (reconciliation) will then prepare a journal and forward the same to the Management Accountant for checking. The Management Accountant will then submit the same to Manager Finance for approval.
- 5.3 Upon approval of the journal voucher, the data entry team enter the details of the journal in to the Accounting system.

6.0 PAYMENTS

- 6.1 Finance may decide to pay the bank the sums billed without the account from the card holder being finalised. Such payments are not to be construed as substituting for the need to complete the accounts.
- 6.2 Cardholders whose accounts remain uncleared for 30 days will have their cards cancelled.

7.0 SAFE KEEPING OF CREDIT CARD STATEMENTS AND RECEIPTS

- 7.1 The Director of Finance must ensure that all Bank statements and receipts are securely kept in a systematic order to facilitate easy retrieval later.
- 7.2 The bank statements must be kept for at least 7 years, after which they may be destroyed.

8.0 REVIEW

- 8.1 This policy shall be reviewed every 2 years.

OFFICIAL DEDICATED VEHICLE USE POLICY

1. INTRODUCTION

- 1.1. The Fiji National University is committed to a fair and transparent policy in respect of use of vehicles.
- 1.2. Employees of the University have the right to transportation for official business. Such transportation provision may be by the provision of University owned vehicles, or through provision of other transport facilities.
- 1.3. The Vice Chancellor, upon the advice of the Director of Properties and Facilities, may allow certain officer holders the privilege of having access to dedicated vehicles.
- 1.4. The overriding factor in deciding upon dedicated vehicles is the facilitation of efficient transportation given the need for transportation of the office holder over the large spread of the University facilities and official business throughout Fiji.
- 1.5. The vehicle shall not be a fringe benefit of employment at the University. The vehicle is meant for utilisation for official purposes only.
- 1.6. Official use is defined as any purpose which relates directly or indirectly to the efficient functioning of the respective office and carrying out of the responsibilities of the said office holder.
- 1.7. This guideline provides the framework for the use of motor vehicles by the office holders receiving dedicated vehicles (hereafter known as vehicle holders).

2. GUIDELINE

- 2.1. A vehicle each shall be made available to each Dean, Director and Registrar for utilisation for official purposes.
- 2.2. The vehicle so dedicated shall be of a type that is determined to be suitable for the respective office, given the overall financial health of the University. The determination of suitability rests with the Vice Chancellor, upon advice by the Director of Properties and Facilities and the Director of Finance.
- 2.3. The vehicle shall be in the custody of the officer allocated the vehicle (vehicle holder). The vehicle holder shall be responsible for the safety and security of the vehicle at all times. Any liability resulting from the use of the vehicle for non-official purposes shall be the personal responsibility of the vehicle holder.
- 2.4. Any accident in which the vehicle is involved shall be reported promptly to the Director of Properties and Facilities, and advice sought on the best course of action. Prompt reporting requires the vehicle holder to report the accident as soon as the vehicle holder is physically able to make a call to the Director.
- 2.5. Any repair and maintenance of the vehicle that is necessitated on account of any accident shall be carried out only under the explicit authority of the Director of Properties and Facilities.
- 2.6. The vehicle holder may release the vehicle, upon his/her discretion, for use by his/her office for office business, or by any officer authorised by the Director of Properties and Facilities. In such cases, the responsibility for vehicle use transfers from the vehicle holder personally to the office.
- 2.7. Where a Dean or a Director does not wish to use the vehicle for normal official business, either for extended periods of time or for short periods, he/she shall place the vehicle in the official pool of vehicles to be managed by the Director of Properties and Facilities. In such cases, the responsibility for vehicle use transfers from the vehicle holder to the person managing the pool/fleet.

- 2.8. The University does not provide drivers to Deans and Directors. As such, the vehicle holder shall be responsible for driving the allocated vehicle. The following exceptions are provided for:
- 2.8.1. Where the vehicle is used by the department for general departmental use, an employee authorised by the Director of Properties and Facilities may drive the vehicle upon the explicit approval of the vehicle holder.
 - 2.8.2. Where the vehicle holder is required to attend to functions which by very nature require a drop off and a pick up, or where alcoholic drinks are served, the vehicle holder may request the Director of Properties and Facilities to provide a driver to drive the officer for the specific event.
 - 2.8.3. Emergency circumstances may require the vehicle to be driven by any authorised FNU driver.
- 2.9. The provision of an official vehicle presumes that all reasonable official travel on Viti Levu would be done using the official vehicle in place of air travel. On occasions where such travel is deemed stressful on account of a short lead time either way before engagements, the vehicle holder may request the Director of Properties and Facilities for driving support.
- 2.10. Each vehicle shall have a driving record book where vehicle runs are recorded.
- 2.11. Where the vehicle is run for a private or non-official purpose, the run shall be so recorded in the driving record book. At the end of each month the total kilometres of private runs shall be tallied by the vehicle holder, and the mileage paid to the University at the rate established by the University for mileage claim, or at the rate determined by the Director of Finance if no such rate is established by the University. The responsibility for this payment rests with the vehicle holder.
- 2.12. The University shall not be responsible for any liability arising from the vehicle holder using the vehicle for non-official purposes, or for passengers who are not on official duty at the University at the time of any mishap. The vehicle holder may wish to make separate private insurance arrangements for such eventualities.
- 2.13. It is the responsibility of the vehicle holder to ensure that the vehicle is handed over to the Director of Properties and Facilities for:
- 2.13.1. Regular servicing
 - 2.13.2. Road worthiness tests and payment of statutory levies, and
 - 2.13.3. Any and all repair and maintenance
- 2.14. For procurement of fuel and vehicle consumables, the University policy on procurement shall apply.
- 2.15. Persistent breaches of any of these guidelines may result in the office holder losing the right to a dedicated vehicle.

3. Implementation

- 3.1. The vehicle holder shall be responsible for the implementation of these guidelines.
- 3.2. The Director of Properties and Facilities shall be responsible specifically for those aspects of the implementation of these guidelines as specified by the guidelines, and generally for the good implementation of this guideline.

MONETARY PAYMENTS AT THE UNIVERSITY

1.0 Scope and Intent

- 1.1 This policy provides for the modes of payment to the University for any services rendered, or any fine levied.
- 1.2 This policy is intended to protect the interests of all entities paying monies to the University or receiving monies or benefits from the University.

2.0 Payments to the University:

All payment to the University shall be made as follows:

- 2.1 At all occasions, at the nominated bank in the nominated bank account of the University following the payment procedure advised to the person by the University.
- 2.2 In exceptional circumstances when the nominated bank is not open, or cannot be accessed for any reason, at the cashier at any campus or location, from whom the person making any payment must demand an official receipt of the University.

3.0 Payments by the University:

The University makes payments to suppliers of materials to the University only upon the issue of official invoices. The University does not pay any commission or benefit to any person or organisation for any work done for the University or to secure a contract without a due contract, and/or without official documentation of services received.

- 4.0 The University shall not be liable for any payments to the University, or any payments or part payment, or any undertaking to pay an individual or an organisation that is in breach of the regulations on monetary payments of the University.

FIXED ASSETS AND CAPITAL MANAGEMENT POLICIES AND PROCEDURES
Purpose

This policy document outlines the fixed assets and capital management functions and operations of the Fiji National University (“FNU” or “the University”). It is developed for the purpose of the FNU management and its staff only.

Policy title	Fixed assets and Capital Management
Policy number	
Approved by	Transitory Council
Date approved	
Date of next review	

A fixed asset is defined as tangible, non-consumable property, which is capitalised. The purpose of the fixed assets and capital management policy and procedures is to provide control and accountability over the University’s assets and to gather and maintain the information needed for the preparation of financial statements and management reports.

The University decentralises fixed assets and capital management functions through extensive delegations of responsibility to facilitate operations and provide for convenience and flexibility. Ultimate responsibility of the fixed assets function lies with the Properties Manager and responsibility of capital management lies with the Director of Finance.

This policy addresses the basic requirements for fixed assets and does not address specific regulation related to the approval, authorisation and appropriation of building construction or capital outlay projects.

FIXED ASSET AND CAPITAL MANAGEMENT FUNCTION

The Fixed Asset and Capital Management function is divided into the following areas:

- Fixed Assets
- Disposal of FNU Assets
- Attractive Items
- Stolen or Missing Property
- Capital approval flowchart

Definitions

Property - any asset, material, equipment or supplies belonging to the University.

Asset Value - The cost of a fixed asset includes the purchase price including all costs to prepare fixed assets for its intended use or any other cost related till the commissioning of the assets. The following factors are taken into consideration in determining the value of an asset:

- 1) Purchase price without regard for trade in allowance
- 2) including taxes, installation and/or calibration charges,
- 3) freight
- 4) Educational and other discounts are taken into consideration.

Fixed assets – Based on the University’s capitalisation policy, fixed assets are all individual items of property, plant and equipment above \$5,000.

Small and attractive assets - item or equipment with:

- 1) asset value cost between three hundred dollars (\$300) and five thousand dollars (\$5,000),
- 2) a useful life of one or more years and

3) considered sensitive and requiring property control. Small and attractive assets include:

- a) Portable computing devices
- b) Policy title Fixed assets and Capital Management
- c) Policy number
- d) Approved by Transitory Council
- e) Date approved
- f) Date of next review
- g) Portable video projectors
- h) Digital video cameras

Fabricated asset - item or equipment constructed by the University. Such items should be coded as equipment when the fabrication charges are made and treated as a capital, small and attractive or non-inventoried asset as described above. All labor, supplies, and materials used in the construction should be considered the asset value.

Transferred asset - item or equipment received from another organisation (often with freight the only cash expenditure) shall be treated as a capital, small and attractive or non-inventoried asset as described above. The original cost shown on the transfer document shall be considered the asset value.

Gift - a capital, small and attractive or non-inventoried asset received without any University expense incurred. The University must officially accept all donations, including gifts designated for a particular area or purpose. The University shall notify Finance department in writing of the donation to include a description of the item, the receiving unit, location, value of gift, donor’s name, and date received. The asset shall be treated as a capital, small and attractive or noninventoried asset as described above. The value of the gift shall be considered the asset value.

Property custodian - person assigned by a unit administrator to maintain the unit’s property list and conduct the biannual physical inventory.

Surplus property - any unserviceable, obsolete or excess University assets, materials, equipment or supplies regardless of whether or not the item is part of the University fixed assets system.

Fixed assets system – Navision - Fixed Assets module will be used to record and account for all capital and small and attractive assets.

Responsibilities

Ultimate responsibility of the development and administration of fixed assets and capital management processes and the data integrity of the fixed assets system lie with the Director of Properties. In addition, an updated central record of fixed asset must be maintained by the Finance department at all times.

Each College/department is responsible for security and maintaining physical control and maintenance over all assets purchased and assigned to their unit.

Departments are responsible for developing internal procedures to control the use and distribution of all assets assigned to the Department. This includes taking appropriate measures where necessary to safeguard all assets from theft and misuse.

The Properties department is responsible for:

- a) maintaining records,
- b) tagging assets,
- c) preparing asset inventory reports,
- d) coordinating the annual physical inventory,
- e) reconciling property inventory and fiscal records, and
- g) compiling repairs and maintenance forecasts for major fixed asset overhaul.

- h) ensuring all assets are maintained in proper working condition so as to ensure that future economic benefits are derived from the use of fixed assets. This includes scheduling and carrying out repairs and maintenance as and when required.

Fixed asset custodians are responsible for safeguarding all equipment and other fixed assets assigned to their department, including surplus property

Acquisition and receiving of fixed assets

- E1.01 All acquisition of fixed assets must be in compliance with the University's purchasing policy.
- E1.02 It is the responsibility of the respective department heads for which the fixed assets were purchased to ensure that:
- 1) fixed assets purchased are received within a reasonable timeframe from the date the official University purchase order has been issued to supplier
 - 2) specifications of fixed assets received are in conformity with what was ordered.
- E1.03 All departments receiving a donated asset should notify the Director of Finance immediately upon receipt. Failure to do so may result in discrepancies arising during the annual physical verification. This could also result in a loss of tax deduction to the donor and/or penalties

Recording and tagging of fixed assets

- E1.04 All new fixed assets are initially recorded at their asset value. (Refer to definition of asset value)
- E1.05 Donated assets are to be recorded at the best estimate of net current value. Donated assets are depreciated over their expected lives in accordance with the rates established for the appropriate asset class.
- E1.06 An asset registration form must be completed by the receiving department for all assets received by the Department, whether donated, purchased or transferred from another department. (Refer to Appendix 1 – “Fixed asset registration form”)
- E1.07 Each department is to maintain a departmental fixed asset register which records all additions, disposals and transfers of fixed assets to and from the department.
- E1.08 It is the responsibility of the Manager Finance to ensure that the Master fixed asset register is updated for all assets purchased, disposed or written off. The Master fixed asset register must contain the following information at a minimum:
- a) Detailed description of asset
 - b) Model and Serial Number
 - c) Purchase amount determined in accordance with the definition of asset value.
 - d) Annual depreciation rates
 - e) Residual Value.
- E1.09 All assets are to be tagged within a reasonable timeframe from the date of receipt of the asset. Tag numbers to be used for tagging must be identical to the asset number generated by the Fixed asset system.

Transfers and disposals of assets (including surplus assets)

- E1.10 Request for disposal or transfer of fixed assets between departments must be accomplished by completion of a Request for Asset Disposal/Transfer form. (Refer to Appendix 2 – “Request for Asset Sale/Disposal/Transfer form”)
- E1.11 All sale/disposal or transfer of fixed assets must be approved by the Vice Chancellor.

Sale of Fixed Assets

- E1.12 Assets with a written down value of more than \$5,000 must be disposed of at a public auction, by advertisement for sealed bids, or by other means whereby the general public has an opportunity to purchase the item(s). Assets with a value of less than \$5,000 may be sold internally but only on the basis of either an auction or by advertisements for sealed bids where all staff and students have the opportunity to purchase the item(s).
- E1.13 No asset is to be sold or auctioned at a price lower than the fair value but not lower than the Written Down Value (“WDV”) of the asset at the date of the sale. (WDV is calculated as cost less accumulated depreciation)

Depreciation of Fixed Assets

- E1.14 Depreciation is to be calculated on a straight line basis over the useful life of the asset (land and construction-in-progress are not depreciated) as follows:

Building and improvements	2%
Plant	33%
Equipment	20%
Furniture and Fittings	20%
Computers	33%
Motor Vehicle	20%

Leased assets

- E1.15 A lease is a finance lease if at the inception of the lease it meets any one of the following criteria:
- a) The lease transfers ownership of the property to the University by the end of the lease term.
 - b) The lease contains a bargain purchase option (an option extending to the lessee the right to purchase the leased property at a price so favorable that the exercise of the option appears, at the inception of the lease, to be reasonably assured)
 - c) The lease term is 75% or more of the estimated economic life of the leased property.
 - d) The present value of the minimum lease payments is at least 90% of the fair value of the property

For finance leases, the University must record a fixed asset in compliance with the Fixed Asset and Capital Management policy.

Attractive assets

- E1.16 These items will be recorded onto an Attractive assets register by following normal asset recording procedures
- E1.17 All other procedures relating to fixed assets and capital management apply to attractive assets.

Lost or Stolen Property Procedures

- E1.18 Almost immediately after determining that University property has been lost or stolen, the respective department should contact the Director of Finance and the local Police Department to file a police report. The employee or department must complete a Fixed asset lost/stolen report (see Appendix 3: “Fixed asset lost/stolen report”). For instances of theft, a police report must be attached to the form and submit to the Properties department (cc Finance Department)

E1.19 If it appears that the item may still be on campus but has just been misplaced, it must remain in the fixed assets register until the next full physical asset verification exercise. If it is not found in the next inventory, the Finance Manager will initiate the process described above for lost or stolen property.

Loan of University Assets

E1.20 No item of University property (regardless of original funding source) shall be removed from its assigned location without proper written authority. Any loan or temporary removal of an asset must be authorised by either the Director of Finance or the College Dean.

Reconciliation procedures of fixed assets

E1.21 Each department is required to complete a physical fixed asset verification exercise of all fixed assets within their department annually.

E1.22 All fixed assets must be accounted for and explanations for discrepancies between the asset register and the equipment must accompany the reports returned. The list will also need to be updated with any tagged equipment that is not listed.

E1.23 College/ departments must submit to the Properties and Finance department a summary that properly identifies all discrepancies disclosed by the physical inventory.

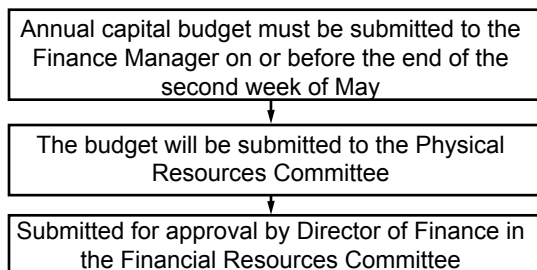
E1.24 The summary will include a signed statement that physical inventory of all University property was completed on a given date and that the official property records were found to be in agreement with the physical inventory, except for discrepancies reported.

E1.25 The Accountant and the Properties Manager will then reconcile the assets database with the submitted discrepancies/updates reported by the department. Appropriate steps regarding lost/stolen property should then be executed by the responsible department for any property determined to be missing.

E1.26 A physical fixed asset verification exercise must be conducted by the Properties Manager at an interval of no longer than 3 years.

Capital Approval Flowchart

Each department develops their own capital budget. (Must be approved by department head on or before 31 April)



Appendix 1 – Fixed Asset Registration Form



FIXED ASSET REGISTRATION FORM

Asset Description entered	Tag or Other Identification (Model # & Serial #)	Department Location	Depreciation Rate (To be by Accountant)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Prepared by:
(Receiving department)

Date entered in Navision:..... Entered by:.....

To be stamped "Processed" by Finance

(Original: Receiving department)
(Copy: Finance Department)
(Copy: Properties Department)

Appendix 2 – Request for Asset Disposal/Transfer form

REQUEST FOR ASSET SALE/DISPOSAL/TRANSFER FORM

Asset transferred to Description	Tag or Other Identification #	To be transferred from Dept.	To be Location
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date of request _____

Reason for disposal (transfer) _____

Method of disposal _____

Approval	
Name of Director Finance: _____ _____	Name of Vice Chancellor: _____ Signature _____
Signature _____	

Date of disposal (transfer) _____ If sold for scrap, amount received _____

If traded in, tag or identification number of asset acquired _____

Date entered in Navision:..... Entered
by:.....
To be stamped "Processed" by Finance
 (Original: Transferring/disposing department)
 (Copy: Finance Department)
 (Copy: Properties Department)

Appendix 3 – Fixed Asset Lost/Stolen report

FIXED ASSET LOST/STOLEN REPORT

Asset	Tag or Other Identification	Dept.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

 Prepared by:
 (Department Head)

 Approved by:.....
 (Finance Manager)

 Counter approved by:
 (College Dean)

 Date entered in Navision:..... Entered
 by:.....

To be stamped "Processed" by Finance
 (Original: Initiating department)
 (Copy: Finance Department)
 (Copy: Properties Department)

Appendix 1: GL Codes

Note: These GL Codes are for reference purposes only; they do not form part of the University Finance Policies

Revenues

1395 Student Fees
 1450 Aid & Donor Income
 1650 Project Income
 1895 Other Income
 1920 Release Of Deferred Rev
 1930 Levy Income
 1995 Total Revenue

Expenses

2075 Administration Expense
 2135 Finance Expenses
 2205 Sales and Marketing Expense
 2280 Depreciation & Amortization
 2340 Utilities Expenses
 2405 Repairs And Maintenance
 2460 Licences And Fees

Personnel Expenses

2595 Salaries and Wages
 2705 Staff Allowances And Benefits
 2750 Staff OHS Expense
 2850 Professional Training & Dev.
 2855 Total Personnel Expenses

2980 Course Related Expenses
 3135 Other Operating Costs
 3260 Grant Expenses And Allowances
 3300 Total Expenses

3305 Net Surplus/Deficit Exclude
 Govt. Grant
 1195 Government Grants
 3305 Net Surplus/Deficit After Grant

1595 Trading Activities Revenues
 3200 Trading Activities Expenses
 3240 Strategic Plan Expenses
 Net Surplus/Deficit

1105 Note 1: Government Grants
 1110 Govt Grant (Operating)
 1115 Govt Grant(Projects)
 1120 Govt Grant (Vat)
 1125 Govt Grant (Capital)

1195 Government Grants Total

1200 Note 2: Student Fees
 1205 Tuition Fees - Private
 1210 Tuition Fees - Sponsor
 1215 Tuition Fees - Regional
 1216 Tuition Fees - Publication
 1217 Tuition Fees - Trade Test
 1218 Tuition Fees - Aptitude Test
 1220 Enrolment Fees
 1225 Student's Material Fees
 1230 Capital Enhancement Fees
 1240 IT Enhancement Fees
 1250 Late Payment of Fees
 1255 Late Enrolment Fees
 1260 Resit Exam Fees
 1265 Re-Registration Fee
 1270 Medical Equipment Fees
 1275 Surcharge On Withdrawal
 1280 Recount Fee
 1285 Seat Confirmation & Enrolment
 1290 Tuition Fees - Short Courses
 1295 Enrolment Fees - Short Courses
 1305 Fees-Franchising Courses
 1315 Income- Self Support Prog.
 1395 Student Fees Total

1400 Note 3: Aid & Donor Income
 1405 Donor Income (Core Funding)
 1410 Ausaid Strategic Fund Income
 1450 Aid & Donor Income Total

1455 Note 4: Trading Activities
 1460 Hostel Fees - Sponsored
 1461 Hostel Fees - Private
 1462 Kitchen Income- Private
 1463 Kitchen Income- Sponsored
 1465 Hostel Kitchen Utensils
 1466 Hostel Laundry Income
 1470 Catering Income
 1475 Bookshop Income
 1480 Sale Of Surplus Stores
 1485 Sale Of School Products
 1490 Canteen Sales
 1495 Fibre Glass Boatbuilding Sales

1500 Library Photocopy Charges
 1505 Sales Printing Sch. Projects
 1515 Sale From Hairdressing
 1520 Other Trading Sales
 1525 Farm Income
 1530 Dinning Hall Sales
 1535 Pasifika Camp Coffee Shop Sale
 1540 Tiri Restaurant Sales
 1550 Unisound Performers Income
 1555 FNU Quarters Rent
 1560 FNU Guest House Income
 1565 Nasinu Warehouse Sales
 1570 Medical Clinic Sales
 1575 FNU Bakery Sales
 1580 Printing Income
 1585 Signage & Screen Printing
 1595 Trading Activities Total

1600 Note 5: Project Income
 1605 Project Grants
 1610 Project Management Income
 1650 Project Income Total

1655 Note 6: Other Income
 1660 Library Fines
 1665 Library Card Sales
 1670 International Fees
 1675 Miscellaneous Income
 1680 Rent Of Buildings
 1685 Hire Of Premises
 1690 Bank Interest- Current&Savings
 1695 Bank Interest - Term Deposit
 1700 Exchange Gain / Loss
 1705 Recoveries
 1710 Consultancy Income
 1715 Interest - Salary & Other Adv.
 1720 Surcharge, Bond Etc
 1725 Hire Of Workshop &Equipment
 1730 Hire Charges
 1735 Accreditation Fees
 1740 Trust Revenue
 1745 Prior Period Revenue
 1750 Transport Revenue
 1751 Reprographic Revenue
 1755 Gain On Disposal Of Assets
 1760 Int Student Application Fee
 1765 Lab Fee
 1770 Gym Fee

1775 Locker Hire Fees
 1780 Replacement Of Id Cards
 1785 Verification Fee
 1790 Certification Letter
 1795 Bonafide Letter
 1800 English Letter
 1805 Bad Debts Recovered
 1810 Dividend
 1815 Research Income
 1820 Letter Of Completion
 1825 Reprint Of Invoice & Receipt
 1826 Reissue Of Certificate
 1830 Full & Re-Print Of Transcript
 1835 Revalidation Fee
 1840 Sale Of Handbook
 1841 Sale Of Workbook
 1845 Search Fee
 1850 Internet Fees
 1855 Social Amenities
 1856 Other Income - Cad - Tcfitb
 1857 Discount
 1858 Staff Uniform Recovery
 1859 Art & Craft
 1860 PE Uniform
 1861 Excursion Fees
 1862 Vehicle Personal Usage Revenue
 1863 Sale of Gifts
 1864 FNU Item Sales
 1895 Other Income Total

1900 Note 7: Release Of Deferred Revenue
 1905 Benefits Realised
 1920 Release Of Deferred Rev Total

1921 Note 8: Levy Income
 1922 Levy - Current
 1923 Levy – Others
 1930 Levy Income Total

2005 Note 9: Administration Expenses
 2010 Legal Fees
 2015 Loss On Disposal Of Assets
 2020 Other Fees
 2025 Stock Write-Off
 2030 Consultancy Expenses
 2035 Council Expenses
 2040 Job Evaluation Exercise

2045 Payroll Processing Charges
 2075 Administration Expense Total

2080 Note 10: Finance Expenses
 2085 Accounting & Audit Fees
 2090 Bad Debts
 2095 Bank Charges
 2100 Doubtful Debts
 2105 Interest
 2135 Finance Expenses Total

2140 Note 11: Sales And Marketing Expense
 2145 Advertising
 2150 Brochures & Handbooks
 2160 Marketing & Public Relations
 2165 Open Day
 2170 Promotional Events
 2175 Travel & Accommodation - Mktng
 2176 Training News
 2205 Sales And Marketing Expense Total

2210 Note 12: Depreciation & Amortization
 2215 Buildings - Depreciation
 2220 Computers - Depreciation
 2225 Furniture & Fittings - Depn
 2230 L/Hold Land & Blds - Amortistn
 2235 Motor Vehicle - Depreciation
 2240 Plant & Equipment - Depn
 2245 Rights - Amortisation
 2250 Software - Amortisation
 2255 Library Books - Depreciation
 2260 Depreciation
 2280 Depreciation & Amortization Total

2285 Note 13: Utilities Expenses
 2290 Electricity
 2295 Internet & Broadband
 2300 Rates & Sewage
 2305 Telephone
 2310 Water
 2340 Utilities Expenses Total

2345 Note 14: Repairs and Maintenance
 2350 Computer Repair & Maintenance
 2355 Furniture Maint.

2360 Office Equip. Maintenance
 2365 Urgent Building Maintenance
 2370 Vehicle Repair & Maintenance
 2375 Workshop Equip. Maint.
 2405 Repairs and Maintenance Total

2410 Note 15: Licences and Fees
 2415 Licences & Maint. Software Mis
 2420 Software – Mis
 2425 Subscription & Membership
 2430 Survey Fees
 2460 Licences and Fees Total

2470 Note 16: Salaries and Wages
 2475 Salaries Established Staff
 2480 Salary Honorary
 2485 FNPF
 2490 Market Force Allowance
 2495 Acting Allowance
 2500 Responsibility Allowance
 2505 Wages - Part Time
 2510 Wages Unestablished Staff
 2515 Wages - Casual
 2520 Allowance St Attaché
 2525 FNPF - Unestablished
 2530 Security Wages
 2535 Allowances
 2540 Relieving Staff- Salaried
 2541 Reliving Staff- Non Salaried
 2545 Internship Staff
 2550 Temporary Staff
 2555 Merit and Bonus Staff
 2556 New Position - Salaried
 2557 New Position - Non Salaried
 2560 Staff Recruitment
 2565 Staff Relocation
 2570 Student Allowance
 2575 Annual Leave Expense
 2580 Long Service Leave Exp
 2581 Study Leave
 2582 Military Leave
 2583 Maternity Leave
 2584 Sporting Leave
 2585 Bereavement Leave
 2586 Compassionate Leave
 2587 Compensation Leave
 2588 Special Leave
 2589 Time Off
 2590 Sick Leave

2591 Aqc Part Time Tutors
 2592 Clinical Loading
 2595 Salaries And Wages Total

2600 Note 17: Staff Allowances and Benefits
 2601 Development Cost Consultant
 2605 Cost Of Expatriates Contract
 2610 Housing Allowance
 2611 Motor Vehicle Allowance
 2612 Tuition Fees Concession
 2615 Transfer Allowance
 2620 Gratuities
 2625 COLA
 2630 Optical & Dental (Managers)
 2635 Direct Medical Costs -Staff
 2636 Police Clearance
 2640 Insurance Management
 2645 Insurance Council Members
 2650 Insurance - Staff
 2655 Staff Welfare & Uniforms
 2660 Staff Internet
 2665 Meal Allowance
 2670 Mileage Allowance
 2675 VC' s Entertmnt Allowance
 2680 Staff Exchange
 2685 Staff Incentive
 2690 Monitoring Program
 2691 Salary Re-Alignment
 2692 Discretionary Allowance
 2693 Salary Re- Adjustment
 2695 AusAid Student Allowance
 2696 AusAid Student Benefits
 2698 Trainee Allowance
 2699 Student Volunteer Scheme
 2705 Staff Allowances and Benefits Total

2710 Note 18: Staff OHS Expense
 2715 OHS Costs
 2720 Protective Clothing
 2750 Staff OHS Expense Total

2755 Note 19: Professional Training & Dev
 2760 Ptd Seminars & Conferences
 2765 Ptd Technical Workshop
 2770 Ptd - Ist - Other Training
 2775 Ptd Sponsorship - Fnu Studies
 2780 Ptd Staff Concession

2785 Ptd Dsa Local
 2790 Ptd Dsa Overseas
 2795 Ptd Allowances
 2800 Ptd Travel - Local
 2805 Ptd Travel - Overseas
 2810 Ptd Per Diem -Local
 2815 Ptd Per Diem -Overseas
 2820 Scholarship
 2821 Scholarship Awards
 2850 Professional Training & Dev Total

2860 Note 20: Course Related Expenses
 2865 Hotel & Catering Pract. - Food
 2870 Teaching Equip. Maint.
 2880 Small Workshop Tools
 2890 Students Materials
 2895 Students Industrial Tours
 2896 Academic Office
 2900 Academic Enrolment
 2905 Academic Examination
 2910 Academic Graduation
 2915 Industrial Adv Comm Allowance
 2920 Moderators
 2925 Invigilators
 2930 Teaching Material
 2935 Books & Periodicals
 2940 Consumable - Lab
 2941 Consumable- Clinical
 2945 Consumable - Classroom
 2946 Award Apprenticeship
 2947 Apprenticeship Fee
 2950 Chemicals
 2955 Training Internship
 2956 Aqc Expenses
 2957 Promotion Of Productivity
 2958 Qcc - Education/Promotion
 2959 Capital Enhancement Expense
 2960 Printing
 2961 Rmit Expenses
 2962 Usc Expenses
 2963 Wsit Expenses
 2964 Nrsca - Expenses
 2965 Unit Evaluation Scheme
 2966 Quality Awards
 2967 Training Films
 2968 Usc - Expenses
 2969 IT Enhancement Expenses

2970 Health Care Provider
 2971 APO - Training
 2972 APO - Tes Programmes
 2973 Japan-Korean Language
 2974 Training of Trainees
 2975 Patient Allowance
 2976 Short Courses – Costs
 2977 Franchise Costs
 2978 Expenses- Self Support Prog.
 2979 Prizes & Awards
 2980 Course Related Expenses Total
 2985 Note 21: Other Operating Costs
 2990 Careers Services
 2991 Miscellaneous Expense
 2995 Contingencies- Staff Related
 2996 Contingencies- General
 3000 Fax Charges
 3005 Fire Services
 3010 Fuel & Oils
 3011 Wheel Tax & Registration
 3015 General Insurance
 3020 Hire Charges
 3025 Hospitality-Entertainment Etc
 3030 Incidentals
 3035 Int Student Familiarizatn Exp
 3040 Iso Service Centre
 3041 Project Development
 3045 Issue Of ID Cards
 3050 Land Rent
 3055 Library Services
 3060 Overseas Travel & Accommodation
 3065 Postage
 3070 Refund Of Fees
 3075 Rent/Lease
 3080 Research Expense
 3085 Security Services
 3090 Special Committee/Board Exp
 3095 Sponsorships / Donation
 3100 Students Services
 3105 Valuation Expenses
 3110 Toner & Cartridges
 3115 Archives & Record Mgmt
 3120 Fnu Opening Expenses
 3121 Local Travel & Accommodation
 3122 Per Diem – Local
 3123 Per Diem – Overseas
 3124 Stationery
 3125 Minor Office Equipments
 3126 Consumable- General
 3127 Corporate Social Responsibility
 3128 Exhibitions
 3129 Cartage & Freight
 3130 Gppm Expenses
 3131 Hotel Mangt Exhibition
 3135 Other Operating Costs Total
 3140 Note 22: Trading Expenses
 3145 Hostel Expenses
 3146 Student Food Cost
 3147 Canteen Food Cost
 3148 Ra Allowance
 3150 Catering Expenses
 3155 Bookshop Expenses
 3156 Bookshop Cogs
 3157 Bookshop Discount
 3160 Fibre Glass Boatbuilding Exp
 3165 Library Photocopy Expenses
 3166 Printing Sch. Project Expenses
 3170 Other Trading Expenses
 3175 Farm Expenses
 3180 Hairdressing Expenses
 3185 Dinning Hall Expenses
 3190 Pasifika Campus Coffee Shop
 3191 Tiri Restaurant Expenses
 3192 Unisound Performers Expenses
 3193 Warehouse COGS
 3194 Guest House Expense
 3195 FNU Bakery Expenses
 3196 FNU Item Costs
 3200 Trading Expenses Total
 3205 Note 23: Strategic Plan Expenses
 3210 Partnership-Other Institution
 3215 Agriculture Eng Ba
 3220 Student Incentive
 3225 Disaster Management Plan
 3230 Facility Maintenance Plan
 3235 Engagement With Fnu
 3236 Program Review
 3237 Fsm Research
 3238 Ausaid Strategic Fund
 3239 Strategic Planning Expenses
 3240 Strategic Plan Expenses Total
 3245 Note 24: Grant Expenses And Allowances
 3246 Grant Expenses

3247 Grants - Method “A”
 3253 Grants - Method “B”
 3254 Grant Allocation (Internal)
 3255 Tool Allowance- Method B
 3256 Tool Allowance- Method A
 3257 Grant Fiji Higher Edu Comm
 3258 Trade Union Education
 3259 Grant National Employment Cntr
 3260 Grant Expenses And Allowances Total

The background of the cover features several financial-themed graphics. In the upper left, there are five 3D dollar signs (\$) in a light blue color. To the right, a 3D pie chart is shown with several slices, also in a light blue color. Below these, there are several overlapping documents or forms, some with the FNU logo and text, rendered in a semi-transparent light blue. The bottom of the cover has a green-to-blue gradient with wavy lines.

FIJI NATIONAL UNIVERSITY
Finance Policies

Adopted: 2010 | Revised: December 2012