

Financial Delegations Policy

Policy Number:
Responsible Officer: Chief Financial Officer
Policy Editor/Contact: Financial Controller
Approving Authority: FRC/FNU Council

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1. Purpose

These “Financial Delegations” are prepared by, and under the authority of the Fiji National University Council via the powers conferred upon it by the FNU Act 2009 section 11 and in accordance with the designated statutory responsibilities for proper control of the University’s finances and related matters.

A financial delegation is the authority to approve expenditures or enter into financial commitments on behalf of the University in accordance with their delegated financial authority. The Policy is subordinate to the FNU’s Financial Regulations.

2. Principles of Financial Delegations

- 2.1. Delegations mirror the University’s organizational structure. The Council delegates various financial powers to its committees and the Vice-Chancellor (VC) under section 11 of the FNU Act 2009.
- 2.2. The VC oversees the management of the Council’s delegation of authority to Management.
- 2.3. The VC may delegate the powers given to him/her to other officials of the University as per section 30(5) of FNU Act 2009. A person given financial delegations is called an “assigned delegate”
- 2.4. Assigned Delegates are answerable to the VC for the proper exercise of delegations in their area. If a delegate is found to have exercised a delegation improperly, he or she may be subject to disciplinary action as per the Code of Conduct Policy and the delegation(s) revoked. Delegations are to be exercised within the framework of University’s legislation, Financial Regulation, and availability of budget.
- 2.5. Authorities and delegations will be closely aligned to responsibilities. Delegations are attached to positions rather than occupants of positions.
- 2.6. Assigned delegates may not exercise delegations in respect of themselves – they may not approve any action or transaction that provides them with a direct personal benefit. Therefore, delegates may not, among other things, approve their own appointment; any form of remuneration or payment; promotion, transfer or

secondment; termination through resignation, retirement or voluntary separation; or absence.

- 2.7. Assigned delegates must avoid the use of delegations where there are real or perceived conflicts of interests.
- 2.8. Throughout the scheme, all responsibilities with the assigned delegates are “non-transferable” – in other words, these responsibilities ultimately can be only exercised by the delegate to whom the authority is assigned by the VC or SLT Member as defined in Section 3 below. They will be accountable for the results of exercising that authority.
- 2.9. The specified limit on a delegation of authority should apply to a transaction or commitment as a whole and it cannot be divided into segments or parts.

3. Assignment of Delegations

- 3.1. The VC shall approve the transfer of delegation of SLT Members due to leave or absence from duty.
- 3.2. The SLT members shall approve the transfer of delegates for assigned delegates (staff) under their control.
- 3.3. The delegated officer shall be fully accountable for the exercise of that power during the acting period.
- 3.4. All delegations and sub-delegations must be given and accepted **in writing** before becoming effective.

4. Roles and Responsibilities

Role/Office	Responsibility
The Council	Approving authority for all delegations Determines and reviews the levels of delegations to its Committees and the Vice-Chancellor
Vice-Chancellor	Further delegations of authorized financial delegation by the FNU Council to assigned delegates. Provide oversight of the delegated powers.
Chief Financial Officer	Oversee implementation of the policy.
Assigned Delegates	Adhere and comply with the policy and approve only within delegated limits. Accountable for all approvals within the delegated powers.

5. Definitions

VC – Vice Chancellor

SLT – Senior Leadership Team

Assigned Delegates – The staff with the assigned authority

Utility Bills – Monthly statements of the amount owed for essential services such as water, electricity, telephone and mobile.

6. Related Documents

This policy serves as the principal guidance for all Financial Policies. This policy should be read in conjunction with Scheme of Financial Delegations.

Scheme of Financial Delegations

Area of Delegation	Sub Category	Financial Powers of the Vice-Chancellor	Financial Powers of SLT members and other nominated staff	Remarks/Guiding Policies
1. Policies and Framework	1.1 Determine and authorize the release of financial policies	Full Powers	No Powers	Financial Regulation
	1.2 Authority to release of annual audited financial statements	No Powers	No Powers	Financial Regulation Council
2. Budgets	2.1 Approve University Budget	No Powers	No Powers	Financial Regulation With FNU Council
	2.2 Authorize variations to the annual University budget (NT)	Full Powers without reducing /(increasing) the budgeted net	SLT members: may re-appropriate within Pay and Non-Pay only without increasing the budgeted expenditure for their college/section. No re-appropriation from Pay to Non-Pay and/or from Operating to Capital and vice-versa. College Deans may consult the Office of Chief Financial Officer prior to authorizing variation.	Financial Regulation Council continues to approve budget; FRC may approve variations that alter the net surplus/deficit on Vice Chancellor's recommendation and for reasons to be delegated.
	2.3 Allocate Budgets within University (NT)	Full Powers within budget	SLT members: Full powers within their own colleges/sections maintaining the Pay/Non Pay/Capital allocation received.	Financial Regulation
3. Expenditure	3.1 Assign and revoke financial authority to staff (NT)	Full Powers	No Powers	Financial Regulation

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	3.2 Authority to approve purchase requisitions other than for items specified elsewhere in the delegations	Full Powers	<p>With call of requisite quotations/ tenders: All SLT members: Full powers (for their functional areas) University Librarian: Up to \$29,999 (for purchase of Library Books only); Up to F\$5,000.</p> <p>Manager Finance/Executive Officers/Heads of Departments/Heads of Schools/All other Line Managers (ie senior staff of the Division of Finance who report directly to CFO)/ F\$5,000</p> <p>Recurring payments such as utility bills to be approved by the Director E&F and Director ICT respectively without any limits.</p>	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 falls within the remits of the officers in Table C (section 4 of the Finance Policy - (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.
	3.3 Authority to approve purchase/work orders other than for purchase of land and buildings	Full Powers (over \$100,000 (U))	<p>With call of requisite quotations/ tender: CFO: Up to F\$100,000 (U) Financial Controller/ Manager Finance: Up to F\$60,000 (U) Accountant: Up to F\$10,000</p> <p>Without call of requisite quotations/ tender member required in all case of amount CFO: Up to F\$100,000 (U)</p>	Financial Regulation Council approves purchase of land and buildings

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	<p data-bbox="304 743 596 773">3.4 Direct Recurring Payments</p> <p data-bbox="304 831 621 886">3.5 Leasing of land, buildings and other assets</p>	<p data-bbox="655 743 764 773">Full powers</p> <p data-bbox="655 831 972 912">No Powers in Lease Land Full Powers for periods of up to 10 years in hire/lease of other assets.</p>	<p data-bbox="1012 289 1423 344">Financial Controller/ Manager Finance: Up to F\$60,000 (U)</p> <p data-bbox="1012 743 1415 831">Recurring payments such as utility bills to be approved by the Director E&F and Director ICT respectively without any limits.</p> <p data-bbox="1012 857 1117 886">No Powers</p>	
	<p data-bbox="304 919 495 948">3.6 Entertainment</p> <p data-bbox="304 977 457 1006">3.7 Hospitality</p> <p data-bbox="304 1117 495 1146">3.8 Business Meals</p>	<p data-bbox="655 919 894 948">Full Powers within budget</p> <p data-bbox="655 977 894 1006">Full Powers within budget</p> <p data-bbox="655 1117 894 1146">Full Powers within budget</p>	<p data-bbox="1012 919 1117 948">No Powers</p> <p data-bbox="1012 977 1117 1006">No Powers</p> <p data-bbox="1012 1091 1415 1179">SLT Members: F\$10 per head for up to half-day meeting on each occasion: F\$35 per head for full-day meeting on each occasion</p>	
	<p data-bbox="304 1292 604 1347">3.9 Authorize purchase of mobile phones</p>	<p data-bbox="655 1292 764 1321">Full Powers</p>	<p data-bbox="1012 1292 1327 1321">DITS: In consultation with Finance</p>	<p data-bbox="1453 1292 1734 1321">As per the Procurement Policy</p>

Area of Delegation	Sub Category	Financial Powers of the Vice-Chancellor	Financial Powers of SLT members and other nominated staff	Remarks/Guiding Policies
	3.10 Receive goods/ services against duly authorized Purchase/ Work Orders	Full Powers	Senior staff designated by the expenditure approving authority. If no senior staff is designated in the PO/ WO, the expenditure approving authority to receive the goods/ services.	
4. Opening/Closing Accounts	4.1 Authority to open and close internal accounts	Full Powers	CFO: Full Powers	FRC approves the closing of all investment accounts.
	4.2 Authority to close Investment Accounts	No Powers	No Powers	
5. Assets and Inventory	5.1 Commission and determine valuations of University assets	Full Powers	No Powers	
	5.2 Declare cash/inventories/ Fixed Assets lost or irrecoverable	Full Powers	SLT: Full powers	
	5.3 Dispose of goods, services and assets in line with University policies	Full Powers	SLT members: Full powers	
	5.4 Write-off lost or stolen Fixed Assets/Cash/ Inventories	Full Powers	CFO: up to FJ\$100,000	
6. Invoicing	6.1 Raise invoices for the supply of goods and services by the University – under contract	Full Powers	SLT members: Full Powers	

Area of Delegation	Sub Category	Financial Powers of the Vice-Chancellor	Financial Powers of SLT members and other nominated staff	Remarks/Guiding Policies
	6.2 Raise invoices for the supply of goods and services by the University – not under contract	Full Powers	SLT Members: Up to \$50,000	
7. Travel	7.1 Approve international and domestic travel	Full Powers within budget	SLT members: Full Powers with centralized processing. Research students' domestic and international travel to be approved by the Higher Degrees by Research Committee (HDRC) (Full Powers) with centralized processing Secretary to Council: Full Powers on Council travel	Financial Regulation
8. Vehicle Use	8.1 Authorize the purchase of University vehicles	Full Powers within budget	DE&F: Full Powers within budget	Financial Regulation
	8.2 Running of University vehicles	Full Powers within budget	DE&F: Full Powers	
	8.3 Repair and maintenance of University vehicles	Full Powers within budget	DE&F: Full Powers	
9. Cheque and Banking	9.1 Authority to deal with all matters relating to University bank accounts and credit/ overdraft facilities	Full Powers	CFO: (i) overdrafts only within FRC permitted limits (ii) Create term deposits (iii) Opening and closing of University Bank Accounts may only be approved by the CFO.	
	9.2 Authority to determine University cheque signatories	Full Powers	CFO: Full Powers	
	9.3 Authority to sign cheques on behalf of the University	Full Powers	As per delegations determined, vide 9.2 above.	
	9.4 Authority to issue cash cheques	Full powers	CFO: Full powers FC & Manager Finance: Full powers	

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10. Tenders	10.1 Authority to call for and accept tenders in line with University policy and procedures	Full Powers	CFO: Up to F\$100,000 FC up to \$60,000 (Note: All Purchase/Work Orders to issue following approval of the Purchase Requisition by the competent authority as per 3.2 above. (CFO or his nominee will chair all Tender Evaluation Committees)	Tender Policy
11. Debtors	11.1 Authority to approve debt recovery by installment or declare debts irrecoverable	Full Powers	<i>Other than student debts:</i> SLT members: Up to F\$30,000 <i>(For recovering debts by installments only. In consultation with the Revenue & Debt Office. No delegation to declare debts irrecoverable).</i> <i>Student Debts:</i> CFO – As per policies relating to Tuition Fees, Hostel Charges and Other Debts	
12. Debt Write Off	12.1 Authority to write off debt	VC from \$1,001 to \$5,000	CFO up to \$1,000	The Chief Financial Officer, with the approval of the Vice Chancellor, will submit write-off of amounts over \$5,001 to the Financial Resources Committee for review and endorsement to the Council for approval. These requests must be accompanied by documentation of collection procedures followed and the reason the account is to be written off.
13. Financial Systems	13.1 Approve access to the financial system(s)	Full Powers	CFO: Full Powers (U)	
14. Gifts and Bequests	14.1 Accept gifts and bequests to the University within policy guidelines	Full Powers	SLT members: Full Powers	

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	14.2 Make grants to other educational or charitable bodies	Full Powers within budget	No Powers	
15. Payroll Positions	15.1 Create and approve Full time Payroll Positions	Full Powers	No Powers	
	15.2 Authority to approve Payroll positions 12 months or less	Full Powers	SLT: Full Powers	
16. Non-Payroll Positions	16.1 Create non-payroll positions	Full Powers	SLT: Full Powers	This would include Guest/Visiting lecturers, Adjunct Professors; Emeritus Professors; Professorial Fellows; Honorary Professors; Speakers, Experts, Curriculum Developers, Paper Setters, Examiners. Recommendation of hiring SLT member and PVC approval required in all cases.
	16.2 Make appointments against non-payroll positions	Full Powers	No Powers	
	16.3 Determine remuneration of non-payroll positions	Full Powers	No Powers	
17. Advances	17.1 Approve advances to staff	Full Powers	Petty Cash: CFO Up to F\$2,000. Accountable Advance: CFO Full Powers	Financial Regulation
	17.2 Approve advances to non-staff (these include University vendors, suppliers and contractors,	Full Powers	CFO: Full Powers (U) FC: Up to F\$300,000 (U)	
18. Income	18.1 Determine Student Tuition Fees	No Independent Powers	No Powers	With Council/FRC/ University Fee Review Committee
	18.2 Determine other than Student Tuition Fees and Charges	Full Powers	No Powers	

Area of Delegation	Sub Category	Financial Powers of the Vice-Chancellor	Financial Powers of SLT members and other nominated staff	Remarks/Guiding Policies
	18.3 Waiver of penalties	Full Powers	CFO : Full Powers	
	18.4 Leasing of University assets	Full Powers	DE&F: Full powers	
19. Borrowings	19.1 Borrowing from third parties	No Powers	No Powers	Power vests with the Council
20. Auditors	20.1 Appoint internal Auditors reporting to the Audit Committee	No Independent Powers	No Powers	Power vests with the Council
	20.2 Determine remuneration of Internal Auditors reporting to the Audit Committee	No Powers	No Powers	Power vests with the Council
	20.3 Appoint External Auditors reporting to the Audit Committee	No Independent Power	No Powers	Power vests with the Council
	20.4 Determine remuneration of External Auditors reporting to the Audit Committee	No Powers	No Powers	Power vests with the Council

NT: Non-Transferable i.e. may not be delegated for the University as a whole to any assigned delegate
(U): University-wide