

# Expenditure of University Funds Policy

## Section 1 - Expenditure of University Funds

(1) The University is a Statutory Authority pursuant to the [Financial Accountability Act 2009](#) and is subject to the same legislative and policy requirements as applies to other government and semi-governmental agencies. This includes [The Act](#) itself and subordinate guidelines, as well as other pronouncements such as the Queensland [Procurement Policy](#).

(2) This framework is generally not prescriptive on what can or cannot be charged to the University's accounts except to state that all expenditure must be for official purposes and must not, except in special cases (such as "losses and special payments" as defined) be for private purposes.

(3) The University derives a major part of its funds from the Government, but is increasingly reliant upon its commercial endeavours to support its operational and capital requirements. The University is therefore required to administer its expenditure in a manner which adheres to standards of public sector accountability, but which also supports the flexibility required of an institution operating within a more commercial framework.

## Section 2 - Official Expenditure

(4) Expenditure is to be incurred for official purposes only and, if required, officers must be able to identify the relationship or nexus between the expenses and the official business of the University.

(5) Under no circumstances shall University expenditure be incurred for [Personal and Private Expenditure Policy](#).

(6) Prior to committing to the expenditure of money, an appropriately delegated officer must ensure that the expense:

- a. is an appropriate and reasonable use of University funds;
- b. is subject to available funding;
- c. complies with all applicable legislation;
- d. is able to withstand public scrutiny;
- e. is the most economical and effective outlay for its purpose;
- f. is appropriate for the effective operation of the University; and
- g. is to be incurred in line with approved University procedures (eg. [Procurement Policy](#)).

(7) Expenditure must be able to be supported on the basis of reasonableness and be publicly defensible. Expenditure is to be properly declared and documented.

## Section 3 - Authorisation of Expenditure

(8) Ultimate responsibility for the correct expenditure of University funds rests with QUT Council.

(9) Council has delegated authority to the Vice-Chancellor and President to expend funds within approved budget limits and consistent with the University's plans, policies and procedures.

(10) Subject to the availability of funds within approved budget limits, and consistent with the University's plans, policies and procedures, the Vice-Chancellor and President has delegated commitment of various expenditure levels, to senior officers of the University as detailed in the [Register of Authorities and Delegations](#) (QUT staff access only).

(11) The Vice-Chancellor and President has delegated authority to the Associate Director, Financial Control to approve further delegations below the level of Heads of School or equivalent / Centre Directors / Heads of Department or independent section.

(12) Further delegations relating to specific expenditure are detailed in the [Register of Authorities and Delegations](#) (QUT staff access only).

(13) Delegations relating to expenditure associated with business-related hospitality and official functions are detailed in the University's policy on [Hospitality and Catering Policy](#).

(14) Where applicable, project proposals must be prepared and approved for expenditure on projects and/or business change initiatives in accordance with Chapter 1(C) of the [Finance Manual](#) and the QUT [Policy and funding procedures](#). Proposals are used as the primary supporting documentation for securing University funding and resources through the University's Planning and Budgeting and Capital Management Plan (CMP) process.

## Section 4 - Delegations

(15) [Register of Authorities and Delegations](#) (QUT staff access only)

## Status and Details

|                           |  |
|---------------------------|--|
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