

Policy Rationale

The intention is that programs are fully costed to more accurately determine income and expenses, so that, as far as possible, programs that operate at a loss were in fact those selected to do so. In addition, CCAE has to undertake expenditures in the delivery of programs and it is essential that the College only pay on invoiced transactions.

Policy Aims

Ensure programs are fully costed and that the College, with the exception of petty cash, only incurs debts associated with invoiced transaction. Consequently all enrolments will be invoiced in VETtrak from 01 July 2010.

Procedure - Program Budgets

- The Manager is responsible for the expenditure of the budget.
- Orders must be written out before the purchase of an item.
- Orders will be checked by the Manager to see if funds are available.
- Only the Manager, Office Administrator or Finance Officer can authorise orders.
- Only authorised orders are to be faxed by the finance officer to the relevant organisation.

Program Managers may designate other faculty members to write out an order, but the Program Manager is still responsible for these orders. Any such arrangements must be put in writing and given to the Office Administrator.

The order book is located with the Finance Officer. Please do not ask the Manager to sign orders immediately. This will happen after the account has been checked for availability of funds. The orders will be updated every day.

This will mean that you will have to plan in advance for the items you need.

Procedure - Invoices

- From 01 July 2010, all enrolments will be invoiced in VETtrak.
- From 01 July 2010, any request for proof of enrolment will be produced from within VETtrak and attach an invoice. That invoice can be forwarded to Centre-link or the relevant JSA.
- When invoices come into CCAE they will be checked by the Finance Officer against the order to make sure the correct items have been received. All costs and additions must also be checked.
- The Manager will need to sign the invoice as proof that the delivery is correct and is ok to pay.

Any equipment or resources acquired will need to be entered onto "Scheduler" and serial numbers recorded for insurance purposes. The *Equipment Record* form is to be filled out with model/serial numbers before invoice is paid.

Evaluation

This policy will be reviewed bi-annually