

## 1. Purpose

1.1. The purpose of this policy is to ensure that CAIT Hi-Ed manages its financial resources responsibly, transparently, and in compliance with the Higher Education Standards Framework (Threshold Standards) 2021 (HESF 6.2.1). It provides a framework for effective financial planning, control, monitoring, and reporting to safeguard the organisation's assets and ensure long-term sustainability.

## 2. Scope

2.1. This policy applies to:

- All CAIT Hi-Ed financial operations including income, expenditure, assets, liabilities, reserves, and investments.
- All officers, employees, and members of the governing body who have financial management responsibilities or delegated authority.
- All financial arrangements, whether sourced domestically or internationally.

## 3. Policy Statement

3.1 CAIT Hi-Ed is committed to maintaining financial viability through sound financial management, effective controls, and transparent governance. Financial resources will be safeguarded against misuse, managed in accordance with regulatory requirements, and directed towards the achievement of CAIT Hi-Ed's educational objectives.

## 4. Principles

### 4.1. Financial Planning and Accountability:

- Budgets and forecasts are realistic, evidence-based, and aligned with CAIT Hi-Ed's strategic objectives.
- The Board of Directors provides oversight of financial performance and approves key financial documents

### 4.2. Safeguarding Funds

- All funds are held in Australian bank accounts under CAIT Hi-Ed's legal entity name.
- Adequate liquidity reserves and contingency funding arrangements are maintained at all times.

### 4.3. Signing Authority and Access Controls

- Delegations of financial authority are approved by the Board and reviewed annually.
- Dual authorisation is required for all significant payments.
- Only authorised individuals may access banking systems.

### 4.4. Fraud Control and Risk Management

- CAIT Hi-Ed maintains zero tolerance for fraud, corruption, or financial mismanagement.
- Internal controls ensure segregation of duties and monitoring of all transactions.
- Financial risks are assessed regularly, with mitigation strategies approved by the Board.

### 4.5. Independent Oversight

- Annual external audits are conducted by independent, qualified auditors.
- Audit findings are reported directly to the Board, with corrective actions implemented promptly.

## 5. Procedure

### 5.1. Budgeting and Forecasting

- The Finance Manager will prepare an annual operating budget and a rolling five-year forecast.
- The Chief Executive Officer (CEO) will review the draft budget before submission to the Board.
- The Board will review and approve the final budget.
- Budget performance will be monitored monthly, with variances explained in management reports.

### 5.2. Financial Reporting

- The Finance Officer will prepare monthly financial statements (profit and loss, balance sheet, cash flow).
- The Finance Manager will review these statements and provide reports to the CEO.
- The CEO will submit quarterly summaries to the Board.
- Audited financial statements will be prepared annually and submitted to the governing body.

### 5.3. Banking and Fund Management

- Accounts will be maintained with APRA-regulated institutions of AA- rating or higher.
- Separate accounts will be maintained for operational funds and contingency reserves.
- The Finance Officer will perform monthly reconciliations, which the Finance Manager will review.

### 5.4. Financial Delegation

- The Board will approve the schedule of signatories annually.
- Payments are only to be made upon raising the purchase order by a relevant CAIT Hi-Ed executive team member and approval by the delegated personnel.
- Payments under \$50,000 may be authorised by the Finance Manager.
- Payments between \$50,000 and \$100,000 initiated by Finance manager and approved by the CEO
- Payments over \$100,000 will require approval from the Governing Board.
- All payments will be supported by valid invoices, contracts, or approvals.
- Access to online banking will be restricted to authorised signatories only.

### 5.5. Fraud Control

- Duties will be segregated so that initiating, approving, and reconciling transactions are handled by different individuals.
- Suspected fraud will be reported confidentially to the CEO and the Board Chair.
- All allegations of fraud will be investigated promptly, with findings reported to the Board.

### 5.6. Risk and Contingency Management

- The Finance Manager will maintain a financial risk register, reviewed quarterly by the Board.

- A liquidity buffer equivalent to six months of forecast operating expenses will be maintained.
- A credit facility with an Australian bank will be established to provide contingency funding.

## 6. Roles and Responsibilities

### 6.1 Governing Board

- Approves financial policies, budgets, forecasts, and major funding arrangements including the financing or obligation of the CAIT Hi-Ed in respect of any financial payment or disbursement.
- Reviews quarterly financial reports and oversees external audits.

### 6.2 Chief Executive Officer (CEO)

- Provides overall leadership and ensures compliance with financial policies.
- Authorises transactions within delegated authority.

### 6.3 Finance Manager

- Prepares budgets, forecasts, and financial reports.
- Implements internal controls and ensures compliance.
- Reviews reconciliations and oversees cash management.
- Engages with auditors and ensures implementation of audit recommendations.

### 6.4 Finance and Administration Team

- Executes daily financial transactions, reconciliations, and reporting.
- Maintains accurate records and supports compliance processes.

### 6.5 External Auditors

- Conduct annual independent audits.
- Provide assurance to the Board on compliance and controls.
- Recommend improvements where required.

## 7. Authority and Compliance

File Number	HEP110
Status	Current
Approval Authority	Academic Board.
Legislative Compliance	<ul style="list-style-type: none"> <li>• Higher Education Standards Framework (Threshold Standards) 2021</li> <li>• Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)</li> <li>• Australian Qualifications Framework (AQF)</li> <li>• Australian Code for the Responsible Conduct of Research (2018)</li> <li>• Copyright Act 1968 (Cth)</li> <li>• Privacy Act 1988 (Cth)</li> </ul>
Supporting Documents	<ul style="list-style-type: none"> <li>• CAIT Hi-Ed Financial Risk Register Template</li> <li>• CAIT Hi-Ed Fraud Incident Reporting Form</li> </ul>

	<ul style="list-style-type: none"> <li>• CAIT Hi-Ed Whistle-blower Report Form</li> </ul>
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• CAIT Hi-Ed Fraud and Corruption Management Policy and Procedure</li> <li>• CAIT Hi-Ed Risk Management Policy and Procedure</li> <li>• CAIT Hi-Ed Compliance Management Policy and Procedure</li> <li>• CAIT Hi-Ed Staff Code of Conduct</li> </ul>
<b>Higher Education Standards Framework (Threshold Standards) 2021</b>	<ul style="list-style-type: none"> <li>• Standard 6.1; ss 3 – 4</li> <li>• Standard 6.2; ss 1 (a-e)</li> <li>• Standard 7.3; ss 3</li> </ul>
<b>Education Services for Overseas Students (ESOS Act) and National Code of Practice for Providers of Education and Training to Overseas Students 2018</b>	<ul style="list-style-type: none"> <li>• Standard 2.1 c</li> <li>• Standard 11; ss 1 - 3</li> </ul>
<b>Responsible Officer</b>	Finance Manager.
<b>Responsible Executive</b>	CEO.
<b>Enquiries Contact</b>	Finance Manager.
<b>Effective Date</b>	
<b>Expiry Date</b>	Not applicable
<b>Next Review</b>	3 Years from the effective date

## 8 Review Schedule

This policy will be reviewed by the Governing Board every three years.

Version History			
Version No	Approved by	Approval Date	Revision Notes
1.0	Governing Board	28/11/2025	