

## Best Practice Financial Management Policy

### 1. PURPOSE

Define the principles of Financial Management and its application to the University.

### 2. POLICY STATEMENT

2.1. Curtin staff must ensure that all financial transactions are properly recorded.

2.2. Curtin staff must take responsibility for the appropriate use of University funds and resources, which are only to be used for University business purposes.

### 3. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE MONITORING

In general terms, monitoring of this policy is the responsibility of all managers.

Supporting procedures include specific responsibilities as appropriate.

### 4. SCOPE OF POLICY

This policy applies to all practices performed for or on behalf of Curtin University, either directly or indirectly affecting Curtin funds.

### 5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

*Nil*

### 6. SUPPORTING PROCEDURES AND FRAMEWORKS

[Financial Management Best Practice Guidelines](#): Summarises financial policies and procedures, providing a tool kit for financial management.

### 7. RELATED DOCUMENTS/LINKS

[Risk Management Policy](#): Assists in creating a culture of risk management in day to day activities.

[Code of Conduct](#): Provides guidance on ethical behaviour.

[Conflict of Interest Policy and Procedures](#)

[Delegations Register](#): Provides approved authorisation limits.

<b>Policy Compliance Officer</b>	<a href="#">Philip Thomas</a> , Director, Financial Operations and Strategic Procurement   Financial Services
<b>Policy Manager</b>	Chief Financial Officer
<b>Approval Authority</b>	Planning and Management Committee
<b>Review Date</b>	1 <sup>st</sup> April 2022

### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	26/06/2012	Planning and Management Committee	PMC 66/12	Attachment 1 to Document No 00622/12, to be operational one week after date of approval
	Administratively Updated	19/10/2016	Director, Legal and Compliance Services		Minor Updates
	Amended	22/02/2017	Planning and Management Committee	PMC 05/17	Attachment B to Item 17, reviewed and no changes required