



# FINANCIAL FRAMEWORK

IIBIT AHE PTY LTD  
trading as

GLOBAL HIGHER EDUCATION (GHE)

## TABLE OF CONTENTS

---

<b>1. Introduction.....</b>	<b>1</b>
<b>2. Authority, responsibility and governance reporting.....</b>	<b>1</b>
<b>3. Signatories and delegations.....</b>	<b>2</b>
<b>4. Budget process .....</b>	<b>3</b>
<b>5. Fee setting.....</b>	<b>3</b>
<b>6. Internal account structure.....</b>	<b>4</b>
<b>8. Financial reporting.....</b>	<b>4</b>
<b>9. Bank accounts .....</b>	<b>8</b>
<b>10. Petty cash.....</b>	<b>8</b>
<b>11. Corporate credit card .....</b>	<b>10</b>
<b>12. Disbursement .....</b>	<b>10</b>
<b>13. General purchasing.....</b>	<b>11</b>
<b>14. Customer debt collection.....</b>	<b>12</b>
<b>15. Travel .....</b>	<b>13</b>
<b>17. Gifts and benefits.....</b>	<b>15</b>

## 1. Introduction

1. IIBIT AHE Pty Ltd, trading as Global Higher Education (GHE), is a wholly owned subsidiary of Infotech Professionals Pty Ltd. The purpose of GHE is to deliver high quality higher education offerings in areas of long-standing expertise and market demand. To meet this purpose, GHE is seeking registration as Higher Education Provider as defined by the Tertiary Education Quality and Standards Agency (TEQSA) under the *Higher Education Standards Framework (Threshold Standards), 2021*.
2. This document establishes the general guidelines for its financial activities. The overall objective of the Framework is to ensure that GHE's financial and physical resources are efficiently managed to serve its overall academic, administrative, and financial goals.
3. The Framework:
  - a) sets and sustains best practice in financial management;
  - b) ensures that GHE meets its external reporting requirements and compliance obligations to accrediting bodies and regulatory agencies;
  - c) establishes the financial management infrastructure necessary to the strategic directions of GHE;
  - d) ensures appropriate recording of financial transactions that meets the Australian accounting standards;
  - e) facilitates accurate reporting to support effective decision making by management and/or the Board of Directors; and
  - f) ensures all financial transactions are approved by the noted authorised person prior to the transaction being undertaken.
4. This Framework applies to members of governance boards and committees, all GHE employees (full-time, part-time and casual) and to all contractors or consultants.
5. Financial Services will initially be rendered under a Service Agreement between IIBIT AHE Pty Ltd and its parent company Infotech Professionals Pty Ltd and will be transitioned and maintained by GHE either within 3 years or once it has gained registration and is positively operational, whichever comes first.

## 2. Authority, responsibility and governance reporting

### Purpose

6. The purpose of this section of the Financial Framework is to outline the overarching financial authority and responsibility for GHE's financial affairs and governance reporting requirements.

### Authority and responsibility of management

7. The Chief Executive Officer (CEO) is ultimately responsible to the Board of Directors for GHE's financial matters.
8. The CEO delegates to the Financial Manager the management of financial matters.
9. The Financial Manager is responsible for setting the proper processes, procedures, and controls needed to manage and safeguard GHE's financial assets and resources, and for their approval through the appropriate channels.

### Authority of the Board of Directors

10. The business of GHE is managed by or under the direction of the Board of Directors of IIBIT AHE Pty Ltd.
11. Under their Terms of Reference, the Directors are responsible and accountable for the following financial related aspects:
  - a. setting, approving and monitoring resource and financial parameters via an annual budget.

- b. financial oversight in accordance with Australian and other relevant accounting standards including monitoring, financial and cash flow forecasts, maintaining financial viability, adequate resourcing to meet strategic objectives and ensuring the Board has access to a qualified and independent auditor.
  - c. review and approval of the audited annual financial statements of the Company.
12. The Directors have the power to delegate any of their powers to a committee or a board they specify.
13. The following items need the approval of the Board of Directors:
- a) Strategic Plan and Long-term Budget Forecast;
  - b) Annual Operating and Capital Budgets.

### **Governance reporting**

14. The financial position of GHE shall be reported to the Board of Directors at each meeting.
15. The following are the standard financial reports that will be submitted to the Board on a regular basis.
- a) Balance Sheet;
  - b) Income Statement;
  - c) Statement of Cash Flows.
16. Any adverse change to GHEs financial position is to be reported to the Board of Directors by the CEO within five working days of receipt of this knowledge.
17. Once per year the Board of Directors will receive a copy of the Annual Financial Statement for approval and External Auditors Report including an accompanying analysis. The Board of Directors is responsible for the approval of the financial report that presents fairly in all material respects and have determined that the basis of preparation was in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations.
18. The functional and presentation currency is Australian dollars.
19. Comparatives are consistent with prior years, unless otherwise stated.

## **3. Signatories and delegations**

### **Purpose**

20. The purpose of this section of the Financial Framework is to specify authority to undertake financial transactions on behalf of GHE

### **Financial Transactions**

21. Prior to any of the following finance transactions being undertaken, the authorising person noted must approve the transaction.
22. Where additional requirements must be adhered to in relation to this authority these requirements are noted in the following table:

<b>Finance Transaction</b>	<b>Authorised Person</b>	<b>Additional Requirement</b>
Bank Accounts	CEO	Bank Account (see section 9)
Issuing Petty Cash	Petty Cash Custodian	Petty Cash (see section 10)
Corporate Credit Card	CEO	Use of Corporate Credit Card (see section 11)
Disbursements	CEO	Disbursement (see section 12)

<b>Finance Transaction</b>	<b>Authorised Person</b>	<b>Additional Requirement</b>
Purchasing Assets/Equipment	Operations Director	Petty Cash (see section 10)
Debt Collection	Manager (Finance)	Debt Collection (see section 14)
Travel	CEO	Travel Expense (see section 15)

## **4. Budget process**

### **Purpose**

23. The purpose of this section of the Financial Framework is to outline the process and responsibilities in relation to setting long-term budget forecasts and the annual operating and capital budget.

### **Budgeting principles**

24. The following principles underpin the development of the budget:
- a) it supports the implementation of GHE's Strategic Plan and operational priorities which, in turn, are informed by the outcome of the annual quality cycle;
  - b) is transparent and flexible and encourages efficiency in the use of resources;
  - c) is comprehensive and covers all activities of GHE;
  - d) aims to place the company on a more viable and long term sustainable financial basis;
  - e) ensures accountability for budget outcomes and support better understanding of the company's financial situation;
  - f) in order to ensure long term financial sustainability and support future growth and renewal, the budget is based on the achievement of a positive underlying operating margin.

### **Budget cycle**

25. Budgeting is undertaken on a continuous cycle and informed by the strategic direction of GHE, operational planning and the outcomes of the quality cycle, historical data, and expected income and expenditure.
26. The budgeting process will ensure that a three year forecast of income and expenses is in place and that a rolling forecast is updated on a regular basis.
27. The annual budget shall be submitted to the Board of Directors for approval at its final meeting of the financial year.
28. Financial forecasts are prepared on a semester basis at the consolidated company level. All budget units are expected to provide updated information student load and expected expenditure. As a result, the budget may be adjusted.
29. Monthly management reports are prepared and provided to the CEO within 10 days of the month end.
30. Comments highlighting the major changes to the forecast should be submitted to CEO for review along with the monthly management report.

## **5. Fee setting**

### **Purpose**

31. The purpose of this section of the Financial Framework is to outline the process for setting tuition and ancillary fees.

## **Fee parameters**

32. Tuition and ancillary fees are set annually with reference to the following parameters:
  - a) cost of delivery of service;
  - b) anticipated cost increases or decreases;
  - c) market sensitivities;
  - d) competitive pressure; and
  - e) GHE financial goals and/or surplus requirements.
33. Fees may be approved for a single fiscal year or for a multi-year period.
34. Tuition fees are levied on the basis of the student load or course fee as applicable in a given teaching period.
35. Tuition fees for continuing students and students will be subject to an annual increase no less than the rate of inflation, as measured by the Consumer Price Index.
36. For higher education awards, the standard rate of fee charged for a single unit undertaken on a non-award basis will be equal to the domestic tuition fee per unit.

## **Fee approval**

37. The Financial Manager, in conjunction with the Operations Director will review the fee schedule on an annual basis, with advice sought from the relevant department on a needs basis.
38. The schedule of fees is endorsed by the CEO and approved by the Board of Directors.

## **6. Internal account structure**

### **Purpose**

39. The purpose of this section of the Financial Framework is to specify the internal account structure of GHE.

### **Account structure**

40. The internal account numbering system is based on a five-digit account number (i.e. 4-2000).
41. The first digit indicates the ledger type:
  - a) 1 is for all asset accounts
  - b) 2 is for all liability accounts
  - c) 3 is for all equity accounts
  - d) 4 is used for all revenue accounts
  - e) 5 is for cost of goods sold accounts
  - f) 6 is used for all expense accounts
42. The first digit in the code represents the main account classification. The last four digits represents the account number.
43. This is used to identify the type of revenue or expenditure, such as tuition revenue or agent commission expense.

## **8. Financial reporting**

### **Purpose**

44. The purpose of this section of the Financial Framework is to outline the financial management systems and internal control systems that monitor the financial position, financial performance and cash flows of FHE.

## Reporting basis and conventions

45. Financial statements are prepared in accordance with the mandatory Australian Accounting Standards applicable to entities reporting under the Corporations Act 2001 and the significant accounting policies disclosed below, which GHE has determined are appropriate to meet the needs of stakeholders.

46. The applicable Australian Accounting Standards include the following accounting standards:

AASB 101	Presentation of Financial Statements
AASB 107	Statement of Cash Flows
AASB 108	Accounting Policies, Changes in Accounting Estimates and Errors
AASB 1031	Materiality
AASB 1048	Interpretation and application of standards
AASB 1053	Reduced disclosure requirements

47. The financial statements, except for the cash flow information, are prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes.

## Revenue and other income

48. Revenue is measured at the value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognizing revenue.

49. Interest revenue is recognized using the effective interest rate method, which, for floating rate financial assets, is the rate inherent in the instrument.

50. All revenue is stated net of the amount of goods and services tax (GST) if ever applicable.

## Income tax

51. The income tax expense for the year comprises current income tax expense. IIBIETG does not apply deferred tax.

52. Current income tax expense charged to profit or loss is the tax payable on taxable income calculated using applicable income tax rates enacted, or substantially enacted, as at reporting date. Current tax liabilities (assets) are therefore measured at the amounts expected to be paid to (recovered from) the relevant taxation authority.

## Goods and Services Tax (GST)

53. Revenues, expenses and assets are recognized net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

## Cash and cash equivalents

54. Cash and cash equivalents includes cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

## Trade receivables

55. Trade receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment.

56. Trade receivables are generally due for settlement within 30 days. They are presented as current assets unless collection is not expected for more than 12 months after the reporting date.

57. Collectability of trade receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off by reducing the carrying amount directly.





58. An allowance account (provision for impairment of trade receivables) is used when there is objective evidence that GHE will not be able to collect all amounts due according to the original terms of receivables.
59. Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation, and default or delinquency in payments (more than 30 days overdue) are considered indicators that the trade receivable is impaired.
60. The amount of impairment allowance is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate. Cash flows relating to the short-term receivables are not discounted if the effect of discounting is immaterial.
61. The amount of impairment loss is recognised in profit or loss within administration expenses.
62. When a trade receivable for which an impairment allowance has been recognised becomes uncollectible in a subsequent period, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against administration expenses in profit or loss.

### **Plant and equipment**

63. Plant and equipment are carried at cost, independent of directors' valuation.
64. All assets, including business development costs, and leasehold improvements are depreciated over their useful lives to GHE.
65. The carrying amount of plant and equipment is reviewed annually to ensure it is not in excess of the recoverable amount from these assets.
66. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the asset's employment and subsequent disposal. The expected net cash flows have not been discounted in determining recoverable amounts.

### **Goodwill**

67. Goodwill is recorded at the amount by which the purchase price for a business combination exceeds the fair value attributed to the interest in the net fair value of identifiable assets, liabilities and contingent liabilities acquired at date of acquisition.
68. Gains and losses on the disposal of a business include the carrying amount of goodwill relating to the business sold.

### **Trade and other payables**

69. Trade and other payables represent liabilities for goods and services provided to GHE prior to the end of financial year which is unpaid.
70. The amounts are unsecured and are usually paid within 30 days of recognition.
71. Trade and other payables are presented as current liabilities unless payment is not due within 12 months from the reporting date.

### **Provisions**

72. Provisions are recognised when GHE has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.
73. Provisions recognised represent the best estimate of the amounts required to settle the obligation at reporting date.

### **Employee benefits**

74. Provision is made for GHE's liability for long service employee benefits arising from services rendered by employees.
75. Long service employee benefits will be measured at the amounts expected to be paid when the liability is settled, plus related on-costs.

## **9. Bank accounts**

### **Purpose**

76. The purpose of this section of the Financial Framework is to outline the procedures for the use of bank accounts, including opening, closing authorisation, variations to terms and conditions, reconciliation of bank accounts and bank account transactions.

### **Opening bank accounts**

77. Requests to open a new bank account must have the authorisation of the CEO.

78. For each new bank account opened, the financial system must be updated and the bank account registered by the Chief Finance Officer.

### **Bank account authorisations**

79. CEO is the only persons permitted to withdrawn monies from any bank account, whether by cheque, EFT or other online payment methods.

80. The CEO is the approved person for authorising bank account payments.

81. Each payment made must be supported by an invoice, receipt or other appropriate documentation and the authorisations must be attached to this documentation prior to payment.

### **Variations to bank account terms and conditions**

82. Any variations to banking arrangements can be made or varied by the CEO under approval by Board of Directors.

83. The Finance Manager or their designate is responsible for updating the financial system and/or bank account register with the new information.

### **Closing bank accounts**

84. Where it is decided that a bank account is no longer necessary, the CEO will authorise the closure of a bank account.

85. The Finance Manger will then be required to complete the following:

- a) ensure all transactions with respect to the account (including cheques drawn) have been completed;
- b) lodge with the bank a letter, signed by one Class A or two Class B authorised signatories advising of the closure of the account;
- c) meet the bank's requirements with respect to account closure; and
- d) update the financial system and bank account register.

### **Bank account transactions**

86. All deposits received must be banked within two days from receipt or the next banking day if it is falling within a holiday or weekend.

## **10. Petty cash**

### **Purpose**

87. The purpose of this section of the Financial Framework is to outline the procedures for the management of petty cash.

### **Issuing petty cash**

88. Petty cash should be used to pay for small business expenses that do not exceed \$50 in total per transaction where payments through accounts payable or credit card are not justified or appropriate.



89. Petty cash vouchers must be completed before any cash is taken from the petty cash float.
90. Only up to \$500 can be disbursed at any one time.
91. All petty cash vouchers issued must be approved by the Petty Cash Custodian.
92. Once the petty cash is spent, a receipt or invoice should be attached to the voucher and returned to petty cash with any balance of monies unspent
93. All completed vouchers must have the following details included:
  - a) issue date of voucher;
  - b) name of person issued the voucher;
  - c) amount of monies disbursed;
  - d) details of expense;
  - e) invoice or receipt; and
  - f) signature of approval person.

### **Reconciling petty cash**

94. The petty cash float is to be reconciled on a monthly basis or earlier once the fund falls below 40% of the cash float. This is the responsibility of the Petty Cash Custodian.
95. All petty cash expenditure must be entered into the financial system once the petty cash has been reconciled.
96. The balance of monies and vouchers must equal the petty cash float amount before reimbursement can be made.
97. Reimbursement of petty cash will be authorised by the Finance Manager.

## **11. Corporate credit card**

### **Purpose**

98. This section of the Financial Framework provides guidelines for the issue and use of corporate credit cards.

### **Issuing of and use of a corporate credit card**

99. A corporate credit card will only be issued once a Credit Card Authorisation Form has been completed.
100. The use of the corporate credit card is not to be used for personal expenses.
101. No cash advances are to be taken using the corporate credit card unless authorised by a Resolution of the Board of Directors.
102. Where a corporate credit card is lost, stolen or fraudulently used, then the owner of this card is to notify the CEO who is responsible for notifying the issuing agency and ensuring the card is cancelled.
103. All holders of corporate credit cards are required to reconcile the monthly credit card statement to the expense form, attach all receipts for payments made on the credit card and have the expense statement checked by the Finance Manager.

## **12. Disbursement**

### **Purpose**

104. This section of the Financial Framework provides guidelines for the payment of outstanding obligations of the company arising from its normal course and conduct of business.

### **Disbursement**

105. Only the CEO is authorised to sign cheques or authorise Business Banking Online (BBO) disbursements from the corporate bank accounts.

106. Irrespective of clause 105, all disbursements must first be checked and verified by the Finance Team.
107. The Finance Team will also ensure that disbursements are properly coded and booked into the Accounting System.
108. A summary of all invoices that are due for payment will be prepared by the Accounts Officer and checked by the Finance Manager against the supporting documents prior to the actual cheque or EFT payment preparation.
109. The Finance Team must properly review and initial the supporting invoice or other documentation prior to endorsement for payment.
110. The Finance Teams will then code and record the corresponding disbursement into the Accounting System and from there determine the disbursement method as deemed appropriate for the situation i.e. cheque (prepare the cheque for signing), EFT (prepare the ABA file for authorisation), BPAY or Telegraphic Transfer through the BBO by the authorized users.
111. The Accountant must double check all disbursements prepared by the Account Team for accuracy and completeness prior to endorsing the summary for actual payment by the CEO.
112. The disbursement summary sheet shall be forwarded to the CEO for approval of payment.
113. Once the report summary is approved for payment, the Accounts Officer shall encode to the Accounting System the corresponding payments and close the open purchases. The corresponding cheques, Telegraphic Transfer, BPAY or electronic payment with an ABA file is then prepared and submitted to the Operations Director for signature or online authorization of payment.
114. The proof of payment and the corresponding supporting documents are then filed by the Finance Team in their respective expense account folders.

### 13. General purchasing

#### Purpose

115. This section of the Financial Framework provides guidance for the purchase of goods, services, equipment and assets for the business valued over fifty dollars (\$50.00).
116. Where items to be purchased are less than fifty dollars (\$50.00), the petty cash procedure is to be used.
117. All agreements for the provision of services to the business in excess of one thousand dollars (\$1,000.00) are also covered by this section.

#### Request for purchase

118. All purchases for business items must be requested through a purchase order.
119. All items over the value of \$1,000 must be supplied by authorised suppliers.
120. For items over the value of \$5,000 three quotations must be provided.
121. A request for purchase must address the following criteria:
  - a) purchasing that promotes environmental sustainability;
  - b) value for money;
  - c) preference to Australian/locally produced.
122. All purchase orders must be authorised within the following guidelines:

Items Purchased	Persons Authorised	Second Authorisation
Stationery and Office Supplies	Facilities Manager	Operations Director
Books and Library Materials	Librarian	Operations Director
Equipment	Facilities Manager	Operations Director

Items Purchased	Persons Authorised	Second Authorisation
Furniture and Fixtures	Facilities Manager	Operations Director
Computer Software and Hardware	IT Manager	Operations Director

123. All authorised purchase orders are to be copied and one distributed to Accounts Payable with estimated payment date and one to the requisitioner, who will check receipt of purchase against the purchase order when received.
124. The purchases module within GHE's ERP (MYOB) is used to ensure internal control. The internal control is built for a two-step authorisation process both in the purchases and disbursement procedures.
125. MYOB is controlled by the Finance Manager who has the master access as an Administrator who manages the login restrictions being issued to staff for their accesses.
126. In relation to disbursements a similar control is in place with the Administrator being the CEO and who in turn provides login control and restrictions to staff to upload payments from MYOB.

### **Equipment asset purchases**

127. All equipment and asset purchases must be entered in the financial system by the Accounts Officer with the following details included:
- a) date of purchase;
  - b) supplier;
  - c) make, model, warranty/guarantee information.

### **Receipt of purchases**

128. All purchases received are to be checked against the purchase order and noted as correctly supplied.
129. Once correct receipt has been recorded, this will be recorded on purchase order and forwarded to accounts payable for payment of purchase.

## **14. Customer debt collection**

### **Purpose**

130. This section of the Financial Framework outlines the procedure for the collection of late payments from customers.

### **Customer debt collection**

131. An ageing debtor report is to be run every fortnight. All overdue customer payments are to be noted and the following procedures undertaken until recovery of outstanding amounts.
132. First Contact: When a payment is overdue the customer is emailed or telephoned. They are reminded that payment is due and has not been received. An expected payment date should be determined. A record of the conversation shall be maintained in the Accounts Receivable Monitoring Spreadsheet.
133. Overdue reminder: If the customer does not respond to the telephone call or email a secondary contact is made within the organisation. The secondary contact should be provided with details on the initial contact made. This often results in a return response from either the person GHE is trying to contact or someone else from the debtor's business. A record of the conversation shall be maintained in the Accounts Receivable Monitoring Spreadsheet.
134. Final notice: When a payment is overdue for 60 days, a final notice is sent, either by telephone or by email. A record of this notice must be entered onto the overdue customer payment record.

135. Direct contact: Where there has been no response to the final notice within 15 days then Accounts Officer must telephone where previous contact has been by email. The purpose of this step is to secure a date of payment. A record of this notice must be entered onto the overdue customer payment record.
136. Formal letter of demand: Where payment remains outstanding for more than 180 days and there has been an unsatisfactory response from the customer, authorisation from the Finance Manager for the formal letter of demand to be issued must be obtained. Once authorised this letter is to be sent via registered mail and a record of this notice must be entered onto the overdue customer payment record.
137. Debt collection agency: Where the amount outstanding is in excess of \$2,000 and the Operations Director has approved subsequent action, a debt collection agency is to be appointed to recover the debt.
138. Write off debt: Customer payments that remain outstanding for more than 360 days are to be written off as bad debts and no further sales are to be undertaken with that customer without approval from the Board of Directors.

## **15. Travel**

### **Purpose**

139. This section of the Financial Framework ensures that employee travel is consistent with the business objectives of GHE.
140. It is intended that a consistent and equitable practice with respect to the incidence and reimbursement of expenses be maintained.

### **Travel management**

141. The efficiency of the travel agency is optimised when all GHE business is consolidated through one agency. Therefore, all travel on behalf of the Company including: air, car rental and hotels should generally be booked through the designated travel agency although staff are allowed to seek alternative travel arrangements in consultation with their line manager.
142. All employees who travel on behalf of GHE must complete a Travel Profile. The travel agency will maintain this profile, which can be changed at any time by the traveller.
143. The travel agency is guided by this Framework and will confirm the lowest airfare available on the requested itinerary based on the travellers' needs.
144. When significant savings can be made, alternatives for consideration will be offered.
145. The traveller will have the option of deciding whether the alternative is acceptable or unacceptable.
146. If the traveller declines the lowest airfare, the lost savings will be reflected on the traveller's itinerary by the travel agency.

### **Request to travel**

147. A critical balance must be sought when requesting travel. This is GHE's need for cost effectiveness balanced against the employee's need for quality services and support.
148. Neither luxury nor sub-standard modes of transportation and accommodations should be used.
149. Employee travel and the expenses associated with it will be authorised only in circumstances which are clearly consistent with the mission of GHE.

### **Travel authorisation and approval**

150. Upon determination that a trip is necessary, a Travel Authorisation (T/A) form must be filled out and signed by the department manager. This form can then be faxed or e-mailed to the designated travel agency to make reservations.

151. The travel agency will not have authorisation to issue airline tickets unless a signed T/A is received.
152. It will be the responsibility of each manager to ensure that all employee travel meets this objective and that reimbursement is made only for actual, reasonable business expenses in connection with authorised travel as defined in this document.

### **Air travel**

153. Air travel will be via the most direct and economical means commensurate with the comfort, needs and preferences of the employee. The travel agency will advise the lowest fare and routing, determined by examination of all carriers possible within a one (1) hour window before and one (1) hour after, the requested departure/arrival time.
154. Deviations from the lowest fare must have line-manager approval.
155. Staff must notify support staff or designated travel agent as early as possible of necessary travel arrangements. If notification is received more than fourteen (14) days or more in advance, the trip will, in most cases cost considerably less.
156. If travel is requested less than 14 days prior to departure, a low-fare airline must be used where possible.
157. Use of Non-Refundable airfares is preferred.
158. All employees will fly the least expensive economy class on all domestic and international flights.
159. Employees may retain all benefits from frequent flyer club memberships. All dues for such clubs must be paid by the employee.

### **Accommodation**

160. All company authorised accommodation must meet with industry accepted business travel standards with reference to comfort, convenience and cost.
161. Staff are free to make other arrangements, however GHE will only reimburse for the base rate of accommodation as determined by [Australian Taxation Office](#) guidelines and as approved by their manager.

### **Per diem**

162. The per diem allowances, the specific amount of money that the company will provide employees per day to cover sustenance expenses (meals) when traveling for work, are as follows:
  - a) Domestic Travel - \$75.00 per day if travel extends for 24 hours or more;
  - b) Foreign Travel - \$100.00 per day.

### **Expense claims**

163. In order to maintain control over expenditure, any expense submitted which does not comply with this Framework will not be reimbursed unless accompanied by a valid explanation endorsed by the employee's supervisor.
164. Expense reports must be submitted within one week from the end of the authorised trip.
165. Entertainment expense reimbursement will only be allowed with prior approval from the manager authorising the travel.
166. The following items must be included, or attached to, the expense report when submitting it for payment:
  - a) copy of Travel Authorisation form signed by department manager (not applicable to executives);
  - b) original copies of receipts for meals (if not claiming per diems), accommodation, air or auto transportation, tolls, gasoline, and any other business expenses over \$10.00;



- c) explanation of any deviation from policy, unauthorised vendors, accommodation or transportation, and/or charges;
  - d) cheque made payable to GHE or bank validated deposit slip, if repayment of travel advance is due.
167. For international travel, expense reports must be submitted in Australian currency by the end of the week after returning to the office as follows:
- a) the foreign exchange rate printed on the bank exchange receipts for cash expenditures is to be used. Exchange receipts are to be attached to the expense report.
  - b) credit card charges showing actual exchange rates on the monthly bill. Upon receiving the bill for a foreign trip the staff member should compare this to the amount submitted on the expense report. Should there be any discrepancy the employee may submit a new expense report, with credit card billing documents attached, showing the total difference as either due to employee or due to GHE if there are any currency adjustments.
168. Employees will be reimbursed for expenses on regular payment runs.
169. In order for this to occur employees must have submitted an expense report to the Accounting Department at least two days prior to the weekly payment run.

## **17. Gifts and benefits**

### **Purpose**

170. This section of the Financial Framework sets out the internal process for managing corporate gifts and benefits.
171. The key principles for managing gifts and benefits are disclosure, transparency and integrity. Individuals should discuss gifts and benefits with their supervisor to ensure there is no conflict of interest or breach of this Procedure.

### **What is a gift or benefit?**

172. A gift or benefit is defined as:
- a) gift vouchers;
  - b) general gifts (e.g. flowers, wine, chocolates, gift baskets);
  - c) corporate merchandise;
  - d) products (e.g. promotional products, samples etc.);
  - e) souvenirs;
  - f) entertainment (e.g. dinners, theatre, sporting events, conferences etc.);
  - g) travel (e.g. a third party paying for or subsidising flights, accommodation, meals etc.);
  - h) sponsored and corporate events (e.g. a third party hosting a conference, paying the costs of an individual attending a conference, paying travel costs for a conference etc.)
173. If a gift or benefit falls within the definition above, this does not necessarily mean that it cannot be accepted. It simply means that it shall be dealt with and comply with this section of the Framework.

### **Managing gifts and benefits**

174. Staff must not solicit gifts or benefits in any circumstances, whether for themselves or on behalf of others.
175. Staff must not accept gifts or any benefits unless they comply with the following conditions:
- a) acceptance of the gift or benefit must not compromise or influence them in their official company capacity;
  - b) where the value of the gift or benefit exceeds \$100 in value, the individual must disclose the gift or benefit to the Human Resources Department for recording in the employee file.



## 18. Templates

176. This section provides examples of the monthly management reports.

**BALANCE SHEET  
FOR THE PERIOD ENDED 30 JUNE 20XX**

	NOTE	Current \$	Previous \$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents		XXX	XXX
Trade and Other Receivables		XXX	XXX
		<hr/>	<hr/>
<b>TOTAL CURRENT ASSETS</b>		<hr/>	<hr/>
<b>NON CURRENT ASSETS</b>			
Investment		XXX	XXX
Plant and Equipment		XXX	XXX
Other assets		XXX	XXX
		<hr/>	<hr/>
<b>TOTAL NON CURRENT ASSETS</b>		<hr/>	<hr/>
<b>TOTAL ASSETS</b>		<hr/>	<hr/>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables		XXX	XXX
Current Tax Liabilities		XXX	XXX
Provisions		XXX	XXX
		<hr/>	<hr/>
<b>TOTAL CURRENT LIABILITIES</b>		<hr/>	<hr/>
<b>NON CURRENT LIABILITIES</b>			
Deferred tax liabilities		XXX	XXX
		<hr/>	<hr/>
<b>TOTAL NON CURRENT LIABILITIES</b>		<hr/>	<hr/>
<b>TOTAL LIABILITIES</b>		<hr/>	<hr/>
<b>NET ASSETS</b>		<hr/>	<hr/>
<b>EQUITY</b>			
Issued Capital		XXX	XXX
Current Year Profits		XXX	XXX
Retained Earnings		XXX	XXX
		<hr/>	<hr/>
<b>TOTAL EQUITY</b>		<hr/>	<hr/>

**INCOME STATEMENT  
FOR THE PERIOD ENDED 30 JUNE 2017**

	NOTE	Current \$	Previous \$
Revenue from Ordinary Activities		XXX	XXX
Employee Benefits Expenses		(XXX)	(XXX)
Occupancy Expenses		(XXX)	(XXX)
Administration Expenses		(XXX)	(XXX)
Depreciation and Amortisation		(XX)	(XX)
<b>Profit before income tax expense</b>		XXX	XXX
Income Tax Expense		(XX)	(XX)
<b>Profit for the Year</b>		<u>XXX</u>	<u>XXX</u>
<b>Total Comprehensive Income for the Year</b>		XXX	XXX

**CASH FLOW STATEMENT  
FOR THE PERIOD ENDED 30 JUNE 20XX**

	NOTE	Current \$	Previous \$
<b>Cash flows From Operating Activities</b>			
Receipts from customers		XXX	XXX
Payments to suppliers and employees		XXX	XXX
Interest received		XXX	XXX
Income tax paid		XXX	XXX
<b>Net cash provided by operating activities</b>	14(b)	<u>XXX</u>	<u>XXX</u>
<b>Cash Flows from Investing Activities</b>			
Payment for investment		XX	XX
Payment for other non-current assets		XX	XX
Payment for plant and equipment		XX	XX
<b>Net cash provided by/(used in) investing activities</b>		<u>XXX</u>	<u>XXX</u>
<b>Cash Flows from Financing Activities</b>			
Dividends paid		X	X
<b>Net cash used in financing activities</b>		<u>X</u>	<u>X</u>
Net decrease in cash held		XXX	XXX
Cash at the beginning of the financial year		XXX	XXX
<b>Cash at the end of the financial year</b>	14(a)	<u>XXX</u>	<u>XXX</u>

## Associated information

<b>Related Internal Documents</b>	Governance Framework Delegation of Authority Policy and Schedule Glossary of Terms
<b>Related Legislation, Standards and Codes</b>	<i>Corporations Act 2001</i> <i>Tertiary Education Quality and Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Education Services for Overseas Students Act 2000</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Fair Work Act 2009 (Cth)</i> <i>Superannuation Guarantee (Administration) Act 1992</i> <i>Tax Administration Act 1953 (Cth)</i>
<b>Date Approved</b>	25 September 2020
<b>Date of Effect</b>	25 September 2020
<b>Date of Review</b>	June2026
<b>Approval Authority</b>	Board of Directors
<b>Policy Custodian</b>	Finance Manager
<b>PinPoint DocID</b>	2834

## Change history

<b>Version Control</b>	Version 1.3	
<b>Change Summary</b>	10-Jul-20	V1.0 Draft considered by Board of Directors (BoD) 10-Jul-20 with major update requested.
	9-Nov-20	V1.1 revised version approved by BoD 25-Sept-20 with amendments included here
	29-Nov-21	V1.2 administrative updates plus templates
	5-Oct-23	V1.3 administrative updates following TEQSA registration

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