

6.7	PROJECT BUDGETS AND ACQUITTALS
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Applies to: HECIS Co-Ordinator, Management Committee, Office Manager
Specific responsibility: HECIS Co-Ordinator, Management Committee, Office Manager, Treasurer

Version: 1
Date approved: 5.8.2014
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	Project funding agreements

POLICY STATEMENT

All specific projects undertaken by HECIS will have discrete budgets and be acquitted individually in a transparent manner.

PROCEDURES

Project budgeting

Prior to submitting for a project, the HECIS Co-Ordinator will prepare a budget for approval by the Management Committee. If time restraints apply to a project application, approval will be sought from two Executive Management Committee.

HECIS will ensure any project budget /costing includes the expenses relevant in managing and supporting a project. This takes into account:

- Operational costs (e.g. utilities, stationery, insurance)
- Labour costs (project management, supervision, publications & administrative support)

Project acquittals

At the completion of a project:

- The Office Manager will be responsible for acquitting project funds and where required, arranging an audit of project financial reports.
- The Treasurer/Management Committee will be responsible for final approval of the acquittal prior to public declaration and/or submission to funding bodies.

Use of any surplus funds is negotiated with the funding body. Equipment purchased for a project remains the property of the organization unless the funding agreement states otherwise.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	Terms & conditions of Project/Grant provided by HECIS Funding Bodies

HECIS: Project Budgets and Acquittals

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	18.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	15.8.17	HECIS CoOrdinator	Aug 2018
4	3.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

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