

**Policy name:** Financial Management  
**Version:** 7 / 05

### **Overview**

This policy describes the steps that Lennox Institute implements to meet the financial management requirements of the AQTF Standards for Registered Training Organisations, as described in Standard 3.

### **Responsibility**

The overall responsibility for ensuring that Lennox Institute is compliant lies with the Board of Directors. This includes ensuring that the business is solvent, and has appropriate financial controls in place. Day to day compliance, reporting of compliance, monitoring and establishing procedures is the responsibility of the Chief Executive Officer.

### **Implementation Procedure**

1. The Chief Executive Officer has the responsibility and authority for financial management of the Institute, and reports directly to the Board of Directors regarding the following financial matters:
  - a. Policies are set that comply with the financial requirements for RTO's under the AQTF, funding bodies, the DET ATTP program, and other relevant legislation.
  - b. Reporting on financial activity on a daily, weekly and monthly basis as required.
  - c. Providing financial reports to external bodies as required.
  - d. Regular review of control mechanisms and other procedures to ensure efficient control of the business' financial affairs.
2. The accounts are prepared annual by a suitably qualified accountant who is registered with Certified Practising Accountants Australia or the Institute of Chartered Accountants of Australia. These are to be provided to external bodies as required and requested. The appointment of an accountant is minuted by the Board of Directors.
3. Lennox Institute is committed to meeting all of the financial requirements of the AQTF Standards and registration, and will comply with requests and report on financial activity and status as required within our budgetary constraints.
4. Fees for courses paid in advance are held in a separate account to the operational account. These funds are then released at specific points,
  - a. 50% released at commencement
  - b. 50% released at mid-point.
5. For government funded traineeships, the funding provided generally covers expenses related to each stage, or are paid for in arrears (ie, after the training has occurred). For this reason, these funds are not held in reserve.