



**Georgian American University, LLC**

**Financial Office Regulation**

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## Article 1. General Provisions

1. This Regulation defines the authority, accountability and regulatory issues of the Financial Office of the Georgian American University, LLC (hereinafter referred to as the "University") and regulates issues related to the activities of the Office.
2. The Office is an auxiliary structural unit of the University.
3. The Office is guided in its activities by the Constitution of Georgia, international treaties, Laws of Georgia, the Statute of the University, this Regulation, the acts of the President and Senior Vice President of the University, legislative and sub-legislative normative acts.
4. The Office is accountable to the President of the University and the Senior Vice President.

## Article 2. Objectives of the Office

The purpose of the University Financial Office is to ensure the effective management and financial analysis of the University financial resources.

## Article 3. Tasks of the Office

Functions of the University Financial Office:

- 3.1. Conduct of accounting in accordance with modern standards, complete accuracy and timeliness;
- 1.2. Ensure full accuracy and timely payment and reporting;
- 1.3. Quality processing and delivery of financial information requested by relevant persons;
- 1.4. Produce of University Financial Analyse;
- 1.5. Develop a draft budget for the University and basic education units and coordinate the current process;
- 1.6. Participate in the development of the University Business Continuity Process Plan;
- 1.7. Management and control of accounting operations;
- 1.8. Control over the execution of the University / basic educational units;
- 1.9. Control, registration and communication with the funders from various sources of student funding (including study grants);
- 1.10. Financial analysis and conclusion before the start of a new initiative, project, program, event by the University and basic educational units;
- 1.11. Calculation of Offices rendered and accrued income according to the terms of the contract and the data of the academic process management system;
- 1.12. Ensure compliance of accounting and economic operations with the current legislation;
- 1.13. Ensure the reflection of all implemented economic operations in the accounting program and controlling compliance with the documentation;

- 1.14. Produce consolidated balance sheet (calculation of income-expenses and reflection in a special module or file);
- 1.15. Ensure compliance of cash and non-cash payments with the current legislation;
- 1.16. Monitor administrative expenses;
- 1.17. Continuous control of the University's receivables and payables;
- 1.18. Fulfill current and long-term loan obligations;
- 1.19. Timely and accurate payment with employees, customers, suppliers;
- 1.20. Monitor inventory and depreciation estimates;
- 1.21. Calculate and analysis of financial risks;
- 1.22. Prepare financial documentation for tax and other controlling bodies within the established timeframe;
- 1.23. Coordinate and manage relations with commercial banks;
- 1.24. Analyze of the financial condition of the University and preparation of reports.

## Article 4. Structure of the Office

1. The Office consists of the Head of the Office - Head and Financial Manager (s)
2. The Head of the Office and the Manager (s) are appointed by the President of the University upon the recommendation of the Senior Vice President.

## Article 5. Head of the Office

- 1.1. The Head of the University Financial Office directs and manages the activities of the Office. He/She is responsible for the full and proper implementation of the functions of the Office.
- 1.2. Head of the University Financial Office:
  - 1.2.1. Coordinates and controls the financial and accounting activities of the University;
  - 1.2.2. Is responsible for the correct and efficient spending of the material resources of the University;
  - 1.2.3. Prepares the draft budget of the University and basic educational units and submits it to the Senior Vice President of the University;
  - 1.2.4. Controls the implementation of the University and basic educational units budget;
  - 1.2.5. Participates in the development of the University Business Continuity Plan;
  - 1.2.6. Analyzes the financial condition of the University and prepares proposals for submission to the management;
  - 1.2.7. Prepares a financial report on the initiative projects, programs, events planned by the University and basic educational units;
  - 1.2.8. Calculates and analyzes financial risks;
  - 1.2.9. Monitors administrative costs;
  - 1.2.10. Exercises continuous control over the receivables and creditors of the University;
  - 1.2.11. Ensures the fulfillment of current and long-term loan obligations by the University;
  - 1.2.12. Coordinates and manages relations with commercial banks, tax and other controlling bodies;

- 1.2.13. Organizes the payment of employees, customers, suppliers and / or coordinates the process;
- 1.2.14. Gives instructions and instructions to the employee (s) of the Office, if necessary, distributes duties among them;
- 1.2.15. Exercises control over the proper performance of official duties and observance of discipline by the employee (s) of the Office;
- 1.2.16. Signs and endorses the documents prepared by the Office, as well as being responsible for the quality and accuracy;
- 1.2.17. Prepares a response to incoming correspondence;
- 1.2.18. Within the scope of his / her competence, participates in the discussion of the persons to be appointed to the Office;
- 1.2.19. Submits a petition to the Senior Vice President of the University on the allocation of material and technical means necessary for the functioning of the Office;
- 1.2.20. Coordinates the relationship of the Office with other structural units of the University;
- 1.2.21. Submits proposals to the Senior Vice President of the University on the structure of the Office, the staff, the organization of work, the encouragement of employees, the imposition of disciplinary responsibilities and the improvement of their qualifications;
- 1.2.22. Submits the annual report on the work done by the Office to the Senior Vice President of the University;
- 1.2.23. Within the scope of his / her competence, and with approval, performs the duties of the President of the University and the Senior Vice President.
- 1.3. The Head of the Office is authorized to:
  - 1.3.1. To request any type of information from the relevant structural units and basic educational units of the University, which is necessary for accounting, preparation of relevant reports and payment;
  - 1.3.2. Request information from any structural unit and basic educational unit of the University, from the leaders of the initiative, projects, programs, events about the estimated cost of planned activities and works;
  - 1.3.3. c) Issues recommendations on the expediency of implementing initiatives, projects, programs, events, taking into account the expected significant deviations from the budget;
  - 1.3.4. Requests information from the structural units and basic educational units of the University about the expenses already incurred or planned in the future;
  - 1.3.5. Requires the structural units and basic educational units of the University to provide statistical information related to their activities in a timely and appropriate manner;
  - 1.3.6. Negotiates with suppliers on behalf of the University;
  - 1.3.7. Requests any other information and / or documentation necessary for the performance of its functions.
- 1.4. In case of absence of the Head of the Office and / or temporary inability to perform his / her duties, one of the employees of the Office shall perform such duties on the basis of the order of the Senior Vice President of the University.

## Article 6. Financial Manager of the Office

## 1. Financial Manager of the Office:

- a) Ensures the accounting of economic operations in accordance with the legislation of Georgia;
- b) Reports to the Head of the Office;
- c) Conducts cash and non-cash cash transactions;
- d) Maintains a consolidated balance sheet;
- e) Controls the process of enrollment of students according to the funds provided by the agreements concluded by the University;
- f) Carries out timely and accurate payments with employees, customers, suppliers;
- g) Carries out the necessary calculations and forecasts in order to prepare a draft budget of the University and schools and any revisions;
- h) Organizes the necessary one-time and regular works in order to control the deviations of the existing and expected expenditures from the budget and to study the reasons for deviations in detail;
- i) Administers the educational process management system, coordinates the work with the persons responsible for information management in the educational process management system in schools and constantly controls the data;
- j) Keeps track of student tuition fees and tuition fees by accrual and cash method;
- k) Controls and records the transfer of funds to the University account from various sources of student funding (including study grants);
- l) Calculates Offices rendered and accrued revenues according to the terms of the contract and the data of the training process management system;
- m) Carries out the financial analysis by the University / School before launching a new initiative / project / program / event and submits the results to the management;
- n) Monitors inventory and depreciation estimates;
- o) Performs the tasks of the Head of the Office based on the goals of the Office.

2. The Financial Manager is accountable to the head of the Office.

## Article 7. Final Provisions

Approval of the regulations of the Office, as well as any changes and additions are carried out by the order of the President of the University.