



NATIONAL EDUCATIONAL UNIVERSITY

Financial Management and

Control Standard



Article 1. Objectives and Tasks

1.1. The Financial Management and Control Standard of "NEU National Educational University" (hereinafter referred to as the "University") has been developed in accordance with the requirements of the "Law of Georgia on State Internal Financial Control" and other legal acts.

1.2. The objective of the Financial Management and Control Standard is to ensure the legal, transparent, economical, and efficient functioning of financial accountability in the higher educational institution.

1.3. The objective of the Financial Management and Control Standard is to identify the financial risks present at the University and to manage the budgeting process efficiently.

1.4. The task of the Financial Management and Control Standard is to assess, in the long term, the actors of the University's functioning, development strategies, and the scale of values.

1.5. The objective of the Financial Management and Control Standard is to improve financial management and evaluate further opportunities to align necessary financial resources accordingly.

Article 2. Scope of Activities

2.1. The Financial Management and Control Standard guides all university structural units in the budgeting and monitoring processes.

2.2. The Financial and Material Resources Service administers the processes of budget preparation, determination of revenues and expenditures, monitoring, and reporting.

2.3. The heads of the University's structural units are responsible for determining the relevant needs for financial reporting within their area of competence.

2.4. The heads of the University's structural units are responsible for ensuring that the needs align with the University's existing budget, are specific, measurable, achievable, realistic, and time-bound.

Article 3. Analysis of the Identification of Needs of Structural Units

3.1. The structural units of the University, based on their areas of activity, identify their needs.

3.2. The needs of the structural units should align with the University's mission, strategic, and action plans.

3.3. The needs of the structural units should ensure the fulfillment of the institution's future development priorities.

3.4. In determining their needs, the structural units should take into account the analysis of the previous year's budget.

3.5. The needs of the structural units should be realistic, measurable, and time-bound.

Article 4. Stages of Budget Preparation

4.1. Analysis of the previous year's budget.

4.2. Submission of the needs identified by the structural units to the Financial and Material Resources Service.

4.3. Financial evaluation/analysis of the needs submitted by the structural units by the Financial and Material Resources Service.

4.4. Identification of priorities by the Financial and Material Resources Service, taking into account the University's strategic and action plans.

4.5. Preparation of the budget draft by the Financial and Material Resources Service and submission to the Senate for discussion and approval.

Article 5. Deadlines for Budget Preparation

5.1. Budget analysis – from July 15 to July 31 of each reporting year.

5.2. Submission of needs – from August 1 to August 15 of each reporting year.

5.3. Identification of priorities – from August 16 to August 31 of each reporting year.

5.4. Discussion/approval of the budget draft by the Senate – from September 1 to September 15 of each reporting year.

Article 6. Monitoring of Budget Execution

6.1. The Financial and Material Resources Service is responsible for monitoring the execution of the budget.

6.2. The goal of budget execution monitoring is to analyze and evaluate the efficiency of resource, expenditure, and liability management at the University.

6.3. Budget execution monitoring is conducted quarterly at the University.

6.4. The Financial and Material Resources Service ensures that the Rector is fully informed about the execution of the budget.

Article 7. Budget Adjustment Process

7.1. The approved budget may be adjusted based on unforeseen circumstances.

7.2. Budget adjustments may be made upon the initiative of the University Rector.

7.3. Budget adjustments may occur no more than twice a year.

7.4. The corrected budget is approved by the Senate.

Article 8. Transitional Provisions

8.1. This provision is approved by the University's Senate.

8.2. This provision shall come into effect upon signing.

8.3. The adoption, annulment, and amendments or additions to the provision are carried out by the Senate.

8.4. This provision loses its validity upon the approval of a new provision.