

The Regulation of the Financial Department of LEPL - Ivane Javakhishvili Tbilisi State University

Article 1. General provisions

1. The Financial Department represents the administrative unit of LEPL Ivane Javakhishvili Tbilisi State University (hereinafter referred as University)
2. The Department conducts its activities pursuant to the Georgian Legislation, the legal Acts of the University and the present regulation.
3. Within its competence the Department is accountable to the Rector of University and the Head of Administration and performs the legally binding responsibilities envisaged by the law and imposed by the Rector and the Head of Administration in compliance with the law.

Article 2. The Scope of Activities, Main Objectives and Functions of the Department

1. The major scopes of activities of the Department is to create the favourable conditions for the students and personnel of the University to study, work and conduct the scientific researches as well as to operate the activities related to the economic-financial statement and accounting.
2. The main objectives of the Department are as follows:
 - a) Drawing up the university budget and monitoring the implementation of the budget within its own competence ;
 - b) To ensure the organization of financial statement and accounting in the University system;
 - c) To organize the implementation of the state procurement and monitor the realization of the purchase plans;
 - d) To ensure the accounting of the fixed assets, commodity material values and major capital investments
 - e) To participate in the process of the inventory of property and financial responsibilities with the aim of providing the authenticity of the accounting and financial statement data.
3. The main functions of the Department are as follows:
 - a) To regulate the budgeting process which implies monitoring of drawing up the budget as well as its review, approval and performance.
 - b) To prepare the revised draft budget pursuant to the results of the first- half year.
 - c) To exercise the regular supervision of the performance of budgetary indicators;
 - d) To coordinate the organizational process of the accounting and financial statement;
 - e) To prepare and submit the financial statement
 - f) To monitor the accounting and financial statement;
 - g) To reach the settlements of budgetary payments according to the requirements as prescribed by the Tax Legislation

- h) Within its remits to prepare a draft of contract to be signed on behalf of the University; to produce the documentation depicting the progress of the contracts performance periodically.

Article 3. The Structure and Management of the Department

1. The department represents the administrative structural unit of the University which is administrated by the Head of Department.
2. The Head of Department is appointed and dismissed from the position by the Head of Administration in agreement with the Rector of the University.
3. In case of temporary inability to exercise his/her responsibilities (leave, business-trip, illness), his/her duties are delegated to the Deputy Head of Department

4. The Head of Department shall:

- a) leads and directs the activities of the department;
- b) Within the authority of the department organizes the drawing up of the university budget project;
- c) In order to carry out state procurement, organizes the relevant works;
- d) Analyzes the performance of the budget expenditure part and the state of accounting production;
- e) plans the work of the department, ensures the creation of necessary working conditions, takes measures to raise the level of professional training of employees;
- f) distribute the responsibilities among the staff as well as instruct and set assignments thereto.
- g) submit the proposals to the governance body of the University concerning the structure of the Department, its staff, the termination of labour relations and encouragement of the personnel as well as the attribution of disciplinary liability thereto for review.
- h) take measures to ensure the budget execution together with the relevant structural units.
- i) review and sign the documents drawn up at the Department and endorse the projects of the legal acts introduced by the structural units of the University within its remits.
- j) ensure the observance of legality and confidentiality concerning the activities of the Department in the cases envisaged by the law
- k) review the correspondence under the established rule and take decisions thereupon, sign the informational letters covering the issues related to subject of activities of the Department within its remits
- l) exercise supervision of the efficient work performance of the staff and exert control over their compliance with the internal regulation of the University.
- m) arrange the annual leave deduction of the Department staff in numerical order.
- n) performs confirmation of invoicing in the electronic service system of the State Treasury. n) performs confirmation of invoicing in the electronic service system of the State Treasury.
- o) perform such other functions and duties within its competence envisaged by the present regulation and the legal acts of the University.

5. Deputy head of the department:

- a) coordinates the activities of departments of the Finance Department;
- b) supervises the activities of the curatorial department in the performance of their duties;
- c) within the scope of his competence, he develops the university budget project according to the sources of financing and ensures the formation of the budget process;
- d) ensures the processing and submission of the budget application according to the funding sources to the Ministry of Education, Science, Culture and Sports of Georgia;
- e) ensures submission of plan changes according to funding sources to the Ministry of Finance;
- f) participates in the budget development process for each program related to program accreditation and submits it to the quality assurance service;
- g) analyzes the purpose of spending budgetary and non-budgetary funds and submits proposals to the head of the department for the purpose of activity efficiency;
- h) helps the head of the department to plan the implementation of the duties assigned to him - in coordination and organization;
- i) participates in the distribution of materials received in the department;
- k) carries out consulting on service issues for structural units of the university;
- l) processes related data, fills in relevant forms and sends them to the quality assurance service in order to participate in the multi-ranking system of the university;
- m) works in the electronic service system of the state treasury;
- n) provides information processing, accounting and systematization of data from the electronic service system of the State Treasury, depending on the funding sources;
- n) performs the tasks of the head of the administration, the rector, the head of the department in connection with the activities of the department.

6. The Department consists of the following divisions:

- a) The Planning –Financial Division;
 - b) The Accounting Division;
 - c) The Procurement Division.
7. The positions envisaged by the staff list of the University are as follows: the Head of Department, the Deputy Head, the Head of division, Deputy Head of division the main specialist I Category, main specialist II Category, leading specialist, senior specialist, specialist. It is also possible to create specialized working groups from the employees of the department (with the status of group head and members), whose competence is determined by the development of a specific direction of the department's activity or by the implementation of relevant profile functions not foreseen in the activity. It is possible to determine the appropriate remuneration for the members of the working groups for the performance of a specialized function. The functions and rights and responsibilities of the personnel provided for in this paragraph are determined by this provision, job descriptions of the relevant positions and labor contracts.

8. The functions of the Planning-Financial Division are as follows:

- a) Within their competence to ensure and monitor drawing up the draft budget of the University, its correction and performance;
- b) b) Processing of costs to be considered in the university budget project based on the materials received from the faculties and other structural units;
- c) To obtain, produce and analyze the fiscal and statistical information existing in the planning-financial field.
- d) To conduct the quarterly analysis of the performance of indicators for the approved budget.
- e) To monitor the expenditure estimates and financial statement of the national and foreign grants;
- f) To prepare the report of annual budget performance;
- g) providing consultations and preparing conclusions on the preparation of budgets of projects to be submitted for competition in order to obtain national grants, as well as cultural and scientific projects of students;
- h) To prepare the quarterly and annual statistical reports and submit it timely to the pertaining state institutions/organizations;
- i) To review the correspondence related to the issues within its competence and respond relevantly thereto
- j) To prepare the various legal draft Acts within its remits.
- k) Preparation-collection-processing of financial documents provided for by periods according to the cost estimates of grants of the National Science Foundation, drawing up a financial report and submitting it to the fund;

9. The main functions of the Accounting Division are as follows:

- a)ensuring the timely, smooth movement of the University's funds, accounting and preparation of financial statements and monitoring them;
- b) control over the timely accrual of workers' wages, scholarships and other payments and implementation of reimbursements;
- c) disbursement of mission funds and closing of claims; Implementation and accounting of cash operations. Unexpected cash inventory and comparison of inventory results with accounting data;
- d) working in the electronic system of the state treasury;
- e) Synthetic and analytical accounting of warehousing. Writing off materials and recognizing them as expenses. Stock inventory and comparison of actual data with accounting data;
- f) synthetic and analytical accounting of debtors/creditors, inventory and confirmation of existing balances with comparison acts signed with debtors and creditors;
- g) preparing and submitting the annual report to the Revenue Service;
- h) accounting of cash and actual incomes and expenses;
- i) control, verification of monthly memorial orders and production of the ledger;
- k) drawing up annual reports (balance sheet) based on memorial orders and submitting them to the Ministry of Education and Science;
- k) control of the students' financial base, preparation of the declaration of annual economic income and expenses calculation and submission to the tax inspectorate.

10. The major functions of the Procurement Division are as follows:

- a) To conduct the procurement procedures of the University and monitor them;
- b) To develop the annual draft project of the state procurements according to the funding sources and present it to the relevant state institution/organization within the terms established by the Procurements Regulatory Legislation;
- c) To ensure the preparatory work of procurements, to establish the homogeneity and monetary limits of the objects of procurement as well as to select the purchasing methods;
- d) preparation of contracts to be implemented by electronic tender and simplified procurement;
- e) ensuring the preparation of tender and simplified procurement procedures;
- f) submission of information about the implemented state procurements to the relevant state institution/organization within the terms established by the legislation regulating procurements;
- g) ensuring the preparation of the draft contract on state procurement in compliance with the rules established by the applicable legislation and relevant normative acts;
- h) supervision of the performance of the terms of the contract by the supplier within the competence of the department;
- i) h) business correspondence with the State Procurement Agency and other superior agencies;
- j) To participate in the appropriate seminars and trainings for the purpose of better conduct and improvement of the procedures of state procurement.

Article 4. The Reorganization and Liquidation of the Department, the Rule of Additions and Amendments moved to Regulation

The reorganization, liquidation of the Department as well as the additions and amendments to the regulation are made pursuant to the established rule of the Legislation.