

**The Resolution of the Representative Board of
LEPL – Akaki Tsereteli State University
№167**

**On Approving the Regulations of
Financial and Material Resources Management Service
of LEPL – Akaki Tsereteli State University**

Kutaisi

28 February, 2018

According to paragraph ‘c’, article 13, of the Statute of the University approved by the order of the Minister of Education and Science of Georgia on “Approving the Statute of Legal Entity of Public Law - Akaki Tsereteli State university” dated by the year 2013, #132/N, the Representative Board of Akaki Tsereteli State University enacts:

1. The Regulations of Financial and Material Resources Management Service of Legal Entity of Public Law – Akaki Tsereteli State University shall be approved in the presented form.

/The Regulations are attached/

2. The Regulation shall be located on the university web-site and the notice board in the place available for everyone in the open form so that to make sure it is public and available for everyone interested in it.
3. The Regulation shall be in force immediately after its announcement.

Speaker of the Representative Board:

Prof. Sul Khan Kuprashvili

**The Regulations of Financial and Material Resources Management Service of
Legal Entity of Public Law – Akaki Tsereteli State University**

Article 1. General Provisions

1.1. The Regulations of Financial and Material Resources Management Service (hereinafter referred to as – the “Regulations”) of the Legal Entity of Public Law (LEPL) - Akaki Tsereteli State University (hereinafter – the “University”) is designed in accordance with the law of Georgia on “Higher Education”, the order of the Minister of Education and Science of Georgia on “approving the Statute of LEPL – Akaki Tsereteli State University” dated by September 9, 2013, #132/N (hereinafter – “The Statute of the University”) and other legislative and statutory acts.

1.2. The Regulations define the status, functions and objectives, competence, authority, liability, accountability, the structure and management system of Financial and Material Resources Management Service of the university (hereinafter – the “Service”) and regulate other relations connected with the Service activities.

1.3. The Regulations are worked out by the university administration and approved by the representative unit of the university management - Representative Board of the University.

1.4. The functions and objectives of the Service defined by these regulations represent the main directions of the Service activities.

**Article 2. Status of the Service, Main Directions of Activities,
Responsibilities and Accountability**

2.1 The Service is a support structural unit of the university.

2.2 The Service acts according to the law of Georgia on “Higher Education”, the Statute of the University, other legislative and statutory acts, decisions of the university managing bodies and these regulations.

2.3 The Service is responsible for implementing the entrusted objectives and functions and is accountable to the Rector of the University and the University Administration.

2.4 . The Service is financed from the university budget.

Article 3. Structure and Management of the Service

3.1 The structure of the Service is designed by the university administration and approved by the Representative Board of the university;

- 3.2. The Service is generally led by the Rector of the university, the Head of Administration and directly it is managed by the Head of the Service;
- 3.3. The Service is comprised of the following structural units and positions: Head of the Service, Accounting-reporting Section: Head of the Section; Manager of non-budgetary funds, chief specialist, specialist; Material Resources Management Section: Head of the Section, chief specialist, senior specialist, Head of the Repair Group, specialist of the repair group; Head of the Landscape Design Section, gardener, specialist, Head of Security, guard, commandant, watchman, cleaner; Planning and State Procurement Section: Head of the Section, chief specialist, senior specialist, specialist.
- 3.4. The internal positional structure of the Service is attached to the regulations.
- 3.5. The Service is guided by the Head of the Service who is appointed and dismissed from the post by the Rector of the university on the proposal of the university administration.
- 3.6. The Head of the Section is accountable to the Rector of the University;

Article 4. Goals of the Service

- 4.1 The aim of the Service is to ensure financial and material resources management while implementing the university goals, main directions of activity and priorities.

Article 5. Functions and Responsibilities of the Service

- 5.1. a) Drafting the general budget project of the university, executing the approved budget according to the mandated rule;
 b) Coordinating and managing the university economic, financial and industrial activities;
- 5.2. Accounting-reporting the university financial and material resources (preparing documents) and their monitoring in accordance with the legislation;
- 5.3. Material-technical provision of the university;
- 5.4. Organizing implementation of procurements;
- 5.5. Organizing stocktaking of the main facilities, monetary funds and commodity material values within the timeframes set by the legislation;
- 5.6. Annually define the necessary capital, constructing and S repair works for the university and considering and approving the relevant acts on faults and accountings;
- 5.7. Organizing the university communal-general service;
- 5.8. General supervision of the activities in the university educational and support structural units' financial and material resources management field;
- 5.9. Working out proposals within the competence;
- 5.10. Implementing other authorities defined by the legislation;
- 5.11. Fulfilling particular tasks and instructions of the Rector of the university and /or Head of the Administration;

5.12. Section of Accounting-reporting ensures:

- a) Making accountings, checking the original received documentation in accordance with the established rule;
- b) Immediate depiction of the checked documentation to be accounted in the accounting programme;

- c) Organizing the accounting operation according to the financial instructions and separate indicators;
- d) Controlling the financial operations;
- e) Controlling utilization of financial funds correctly and purposefully;
- f) Accruing and issuing the personnel's salaries, bonuses and other sums in a timely manner;
- g) Participation in the inventory taking process of monetary funds, responsible persons and material values;
- h) Making an accounting report and submitting it within the established timeframes;
- i) Keeping the accounting documents and submitting them to the archive according to the mandated rule;
- j) Making the university composite balance and tax statements (declarations);
- k) Implementing other authorities defined by the legislation.

5.13. Planning and State Procurement Section ensures:

- a) Designing the draft budget for the following reporting year, fulfilling the approved budget, if necessary make a correction of the budget;
- b) Making a plan of state procurements of the university for the following year and uploading it in the common electronic system according to the law on state procurements;
- c) Executing state procurements, analysis, monitoring and control during the reporting year according to the law on state procurements;
- d) Analysis of the university received incomes and expenditures;
- e) Implementing other authority defined by the legislation;
- f) Envisaging changes to be implemented in the staff schedule while forming the budget;
- g) Timely formation of documents connected with the material values (receiving - issuing) within the competence;

5.14. Material Resources Management Section ensures:

- a) Engaging in defining the materials, services and works for the university to reach the set goals, implement the main directions of activities and priorities;
- b) Organizing, accounting and protecting the university material values;
- c) Regulating the issues connected with purchasing a real estate or its part according to the established rule, alienation or leasing out, as well as any other matters connected with making decisions related to property; organizing these procedures and preparing relevant documentation;
- d) Timely formation of the documents connected with the material values (receiving-issuing);
- e) Implementing other authority defined by the legislation.

Article 6. Authority and Responsibility of the Service

- 6.1. Coming out from the functions and objectives of the Service, the unity of the vested powers of the Service and its staff represent the competence of the Service;
- 6.2. While implementing the entrusted functions and objectives, the Service is authorized to:
- a) take measures in order to implement the functions and objectives of the Service;
 - b) check the current status in the financial and material resources management field of the university educational and support structural units and if necessary, submit the results of the inspection to the Head of the administration;
 - c) conduct monitoring on the current situation in the university financial and material resources management field;
 - d) draft administrative (legal) acts projects within the competence.
- 6.3. The service is responsible to:
- a) implement the functions and objectives defined by these regulations;
 - b) ensure the university financial and material resources management;
 - c) fulfilling the instructions and tasks given by the university managing bodies;
 - d) maintaining the entrusted property.

Article 7. The Service Staff

- 7.1. The rule for recruiting the Service staff is defined by the labor legislation and the uniform rule for employing the support personnel approved by the Representative Board of the university.
- 7.2. The labor relations of the Service staff are defined by the written work contract.
- 7.3. Work description of the Service staff and instructions on their activities are attached to these regulations.

Article 8. Conclusive Provisions

1. Declaring this regulation or its part void or invalid, making amendments or/and supplementations to this document, can be conducted by the Representative Board of the university;
2. The issues of the Service activity that are not settled by these regulations, shall be arranged by the Statute of the University.

Positional Structure of Financial and Material Resources Management Service

