

Approved by the Academic Council of Tbilisi Humanities Educational University on May 31, 2019 under decision No. 13.

Modified by the Academic Council of Tbilisi Humanities Educational University on August 10, 2021 under decision No. 12.

Modified again by the Academic Council of Tbilisi Humanities Educational University on May 2, 2025 under decision No. 07.

## **Regulation of the Financial Service of LLC Tbilisi Humanities Educational University**

### **Article 1. General Provisions**

1. The present regulation of the Financial Service (hereinafter referred to as the "Service") of Tbilisi Humanities Educational University (hereinafter referred to as the "University") establishes the main functions of the service, the responsibilities of its personnel, and other related matters.
2. The Service in its activities is governed by the Constitution of Georgia, international treaties, Georgian laws, subordinate normative acts, individual acts of the University Rector, the University Charter, and the present regulation.

### **Article 2. Structure of the Service**

1. The Service is a structural unit of the University, headed by an accountant or financier appointed by the University Rector.
2. The accountant and financier of the Service are accountable to the Rector.
3. The employees of the Service are appointed and dismissed by the University Rector based on a competition or direct contract.
4. In the absence of the accountant or financier (vacation, business trip, illness), their duties are performed by a person designated by the Rector's order.
5. There may be one or more accountants and financiers employed in the Service.

### **Article 3. Objectives and Functions of the Service**

1. The objective of the Service is to ensure the effective management of the University's financial resources and the analysis of its sustainability.
2. The functions of the Service are as follows:
  - a) Ensure the coordination and management of the University's financial-economic and accounting activities;
  - b) Collect and forecast necessary information for the formation of the University's budget;
  - c) Discuss and agree on the draft budget with relevant structural units of the University;
  - d) Prepare the University's budget draft and submit it to the University leadership;
  - e) Control and analyze the University's budget revenues and expenditures;
  - f) Organize the inventory of the University's fixed assets, cash, and inventory items, and ensure their accounting in accordance with accounting standards;
  - g) Ensure the preparation of financial and tax reports and their submission to the relevant authorities within the prescribed time, including monthly and annual tax declarations;

- h) Provide the Rector with a quarterly detailed analysis of financial-economic activities, along with suggestions for addressing any existing deficiencies;
- i) Review correspondence within the scope of authority and prepare appropriate responses;
- j) Account for the economic operations conducted by the University, process them in the accounting program, document, store, and archive them according to the prescribed procedure;
- k) Ensure the creation of primary documentation confirming incoming funds and capital in accordance with legislation;
- l) Perform accounting of accounting operations using accounting software and organize it in line with international accounting standards;
- m) Calculate and disburse salaries and other allowances (vacation, sick leave, bonuses, final settlements, business trips) for University staff;
- n) Account for the settlements with organizations and individuals;
- o) Monitor the performance of financial agreements with various organizations and agencies;
- p) Monitor bank accounts;
- q) Prepare and submit monthly, quarterly, and annual reports, balances, etc., in accordance with legislation;
- r) Perform individual assignments from the University leadership within the scope of authority provided by the University Charter and current Georgian legislation.

#### **Article 4. Functions of the Accountant**

The functions of the accountant are:

- a) Managing the daily ongoing economic and accounting records of the University;
- b) Accounting/archiving of daily economic and financial documentation;
- c) Creating and implementing accounting policies/procedures;
- d) Monitoring of debtor and creditor debts and informing the head of the department about the results;
- e) Preparing the annual profit-loss statement and balance sheet;
- f) Liaising with tax authorities and supervising tax accounting;
- g) Handling cash and non-cash transactions with external parties and ensuring the proper documentation;
- h) Communication with external auditors;
- i) Systematically submitting reports on ongoing processes to the direct supervisor;
- k) Performing other tasks related to the financial service's activities based on the service's goals and objectives.

#### **Article 5. Functions of the Financier**

The functions of the financier are:

- a) Preparing annual financial reports (profit-loss, balance sheet, cash flow);
- b) Planning, managing, and analyzing the annual budget (monitoring budget performance);
- c) Liaising with financial institutions;
- d) Accurate accounting of the University's financial and accounting data;
- e) Timely settlement with the budget and University personnel;

- f) Accounting and disbursing cash contributions according to their intended purpose;
- g) Analyzing the payroll fund and structural unit expenditures;
- h) Monitoring and periodic control of the financial relations between the University and students;
- i) Performing other functions and tasks within the scope of authority provided by law, the University's regulations, and internal legal acts.

### **Article 6. Budget Formation**

In order to form the University's budget, the Financial Service will collect necessary information and make forecasts. Afterward, the budget draft will be discussed with the relevant structural units of the University and then presented to the stakeholders' council for approval. The proposed budget for the upcoming year will be submitted to the Academic Council for final approval.

### **Article 7. Final Provisions**

1. This regulation shall enter into force after approval by the Academic Council.
2. Upon the entry into force of this regulation, any previous regulation governing the Financial Service of the University shall be annulled.
3. The personnel of the Financial Service must familiarize themselves with this regulation and comply with its provisions. The administration is obligated to provide access to the regulation at any time.
4. The initiator of changes or additions to this regulation may be the Rector, the service's accountant, the financier, or the head of the legal service.
5. The approval of this regulation, and any changes or additions, will be carried out by the Academic Council based on a decision.
6. The invalidation of any article/provision of this regulation does not affect the remaining articles/provisions.
7. Any issue not covered by this regulation or other relevant regulatory documents of the University will be governed by the legislation of Georgia.
8. This regulation will be void upon the approval of a new regulation for the Financial Service.
9. The reorganization or liquidation of the service will be carried out by making the relevant changes to the University's regulation, in accordance with the legislation of Georgia.