

Palliative care decision making groups

Palliative care consortium fundholder

Function in implementing *Strengthening palliative care: Policy and strategic directions 2011–2015 (policy)*

Ensure funds for implementing the policy are acquitted responsibly in the consortium's region

Role

- Ensure the consortium is financially accountable
- Provide financial reports to the consortium quarterly and provide additional financial reports as requested

Responsibilities

- Administrative tasks, including acquitting project funds on behalf of the consortium
- Liaise with the department on behalf of the consortium for the purposes of meeting financial accountability requirements
- Make recommendations to the consortium executive relating to the use of funds allocated to the consortium
- Provide transparent and accountable reports and financial processes to support the efficient work of the consortium
- Complete an annual financial accountability statement to be included in the consortium's annual report to the department
- Adhere to the *Department of Health policy and funding guidelines* 'business rule for consortia funding':
 - Funding received by the fundholders should be treated as revenue in accordance with AASB 1004
 - Funding distributed to consortia members should be recorded under '22091-22100 Grant received on behalf of and paid to other agencies' in the books of the fundholders. Likewise consortia members are to recognise the distributions as revenue
 - Expenses incurred by fundholders and consortia members on this program are to be reported as salaries and wages and non-salary costs accordingly
 - Unspent funding, being a tied fund, is to be retained for use in the same program in the following year
 - Consortia are required to disclose any unspent funding in their special purpose financial statement to the department
- Liaise with the consortium manager's employing agency if different to the fundholder

Structure

- The fundholder is nominated and elected by the consortium
- The fundholder assumes the role of banker for the consortium
- The fundholder can be changed by decision of the consortium

Communication / relationship with other groups

- Financial reports provided to the consortium/executive/department as required