

Title	Monitor and control expenditure in prison cost centres		
Level	5	Credits	10

Purpose	<p>This unit standard is for people who have responsibility for monitoring and controlling expenditure for prison cost centres.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – prioritise expenditure of prison cost centres against budget allocations; – monitor expenditure of prison cost centres against budget allocations; and – control expenditure of prison cost centres against budget allocations.
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Classification	Offender Management > Prisoner Management
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Available grade	Achieved
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Guidance Information

- 1 This unit standard is intended for, but not restricted to, workplace assessment.
- 2 Legislation and standards relevant to this unit standard may include but are not limited to:
 - Corrections Act 2004;
 - Corrections Regulations 2005;
 - Health and Safety at Work Act 2015;
 - Public Finance Act 1989;
 - Operational manual and code of conduct relating to the prison;
 - and any subsequent amendments or replacements.
- 3 **Definition**
Organisational policies and procedures refer to the formal policies and procedures for a specific prison site and its activities, and which are consistent with its lead organisation.
- 4 **Range**
 Evidence for the Outcomes of this unit standard is required of the following:
 - understanding and recall of applicable legislation;
 - use of technology applicable to the prison site;
 - applicable reporting and recording.

Outcomes and performance criteria

Outcome 1

Prioritise expenditure of prison cost centres against budget allocations.

Performance criteria

- 1.1 Identify prison budget allocations for each account code.
- 1.2 Prioritise prison expenditure according to areas of greatest need within each account code.
- 1.3 Phase prison expenditure according to budget allocation and identified priorities.

Outcome 2

Monitor expenditure of prison cost centres against budget allocations.

Performance criteria

- 2.1 Contain expenditure for each prison account code within allocated budgets.
- 2.2 Check actual expenditure against allocated budgets at regular, appropriate intervals, in accordance with organisational policies and procedures.
- 2.3 Communicate budget status to all interested parties at regular, appropriate intervals, in accordance with organisational policies and procedures.

Range Unit Manager, Finance Manager, Unit staff.

Outcome 3

Control expenditure of prison cost centres against budget allocations.

Performance criteria

- 3.1 Contain expenditure for each prison account code within allocated budgets.
- 3.2 Take prompt, corrective action where necessary in response to actual or potential significant deviations from budget, in accordance with organisational policies and procedures.
- 3.3 Exercise authorisation of prison expenditure according to financial delegations.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 September 2002	31 December 2019
Review	2	25 July 2006	31 December 2019
Review	3	15 September 2016	N/A
Revision	4	25 July 2019	N/A

Consent and Moderation Requirements (CMR) reference

0121

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.