



## **FINANCIAL REGULATIONS**

**June 2021**

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## **A GENERAL**

### **1. Background**

- 1.1 The University of Buckingham was established in 1976 and was incorporated by *Royal Charter* (RC000730) on 11 February 1983. During 2016/17 and 2020/21, the University undertook full reviews of its academic governance. Both reviews led to substantive revisions to the University's *Charter and Statutes*, the latter set being ratified by the Privy Council on 28 April 2021.
- 1.2 The University is registered as an Approved Provider with the Office for Students (UKPRN: 10007787) and is a registered charity (number 1141691). It is authorised by its *Royal Charter* to award taught and research degrees in perpetuity. The University is a member of Universities UK.
- 1.3 The University has a bicameral constitution comprising the Council and the Senate. Whereas the Council is the governing body and its members are Trustees of the University, the Senate is the principal academic authority, responsible for the setting and maintenance of threshold academic standards and for assuring and enhancing the quality of students' learning opportunities.
- 1.4 The Council of the University has responsibility for the stewardship of the Charity's assets; its members focus on strategic decision-making and ensuring adherence to its charitable objectives whilst delegating day-to-day operational responsibilities to the Vice-Chancellor, the Executive and senior leadership team. It receives assurances that the University meets all legal and regulatory requirements imposed on it as a corporate body.
- 1.5 The Senate of the University is its principal academic authority and its responsibilities include:
  - 1.5.1 the regulation and control of all academic awards as well as the programming and teaching that facilitates students' admission to said academic awards,
  - 1.5.2 the management of the formalities associated with making academic awards and the regulation of University discipline.
- 1.6 The Senate is responsible for overseeing the development of the University's academic portfolio (including all associated research, learning and teaching and assessment activities), for the admission of students and for all areas pertaining to academic delivery and support.
- 1.7 The principal academic and administrative officer of the University is the Vice-Chancellor, who has a general responsibility to the Council for maintaining and promoting the efficiency and good order of the University and who is the Chair of Senate. The Vice-Chancellor also chairs the Executive Group comprising members of the University senior management.
- 1.8 Council's powers are exercised through a number of sub-committees as follows (with terms of reference approved by Council):
  1. Finance, Estates and Resources Committee
  2. Nomination, Performance and Remuneration Committee
  3. Risk, Audit and Compliance Committee
  4. Diversity and Inclusion Committee\*



5. Honorary Appointments and Awards Committee\*
- 1.9 Senate's powers are exercised through a number of sub-committees as follows (with terms of reference approved by Senate):
  1. University Research Committee
  2. University Learning & Teaching Committee
  3. University Collaborations Committee
  4. Faculty Boards of Study
  5. Faculty and School Learning & Teaching Committees
  6. Faculty Research Committees
  7. Diversity and Inclusion Committee\*
  8. Honorary Appointments and Awards Committee\*

(\* Joint Committees of the Council and the Senate)

## **2. Status of Financial Regulations**

- 2.1. This document sets out the University's Financial Regulations, which are approved by Council on the recommendation of RACC under its powers of delegated authority. It translates into practical guidance the University's broad policies relating to financial governance and control.
- 2.2. It applies to the University and all of its subsidiary undertakings. Where applicable, certain procedures and detailed guidance are documented separately from the main policy sections and linked accordingly.
- 2.3. These Financial Regulations are subordinate to the University's Charter and Statutes and to any restrictions contained within the University's financial memoranda with the Charity Commission and the OfS Financial directions.
- 2.4. The purpose of these Financial Regulations is to provide governance and control over the totality of the University's physical and people resources and to provide Council and the Vice-Chancellor with assurances that the resources are being applied properly for the achievement of the University's Strategies and policies.
- 2.5. Compliance with the Financial Regulations is mandatory for all University employees and contract staff engaged by the University. A member of staff who fails to comply with these Financial Regulations may be subject to disciplinary action under the University's Disciplinary Policy. Any significant breach (such as, but not limited to, a breach which would be subject to action under the Anti-Bribery and Fraud Policy or Disciplinary Policy) will be notified to the Council through the Risk, Audit and Compliance Committee.
- 2.6. It is the responsibility of budget holders to ensure that their staff are made aware of the existence and content of these Financial Regulations (which are available on the intranet).
- 2.7. The Finance, Estates and Resources Committee are responsible for maintaining a continuous review of the Financial Regulations at least annually and advising the Council of any necessary additions or changes.



- 2.8. These Regulations should be read in conjunction with the University's Charter and Statutes, Ordinances and Scheme of Delegation. In the event of any inconsistency, the Charter and Statutes shall prevail.



## **B CORPORATE GOVERNANCE**

### **3. The Council**

- 3.1. The Council is responsible for the management and administration of the University. Its financial responsibilities include but are not limited to:
- ensure the long term solvency of the University
  - safeguard the assets of the University
  - ensure the proper, effective and efficient use of resources
  - ensure that any public funds are used in accordance with the terms and conditions specified in the financial agreements between the University and the relevant funding body
  - ensure that financial control systems are in place and are working effectively
  - ensure that the University complies with the Charity Commission regulations and the OFS financial directions
  - approve the University's Strategic direction and significant policies
  - approve the estimates of income and expenditure (annual budget and financial forecasts)
  - approve the annual financial statements
  - appoint the University's internal and external auditors.

### **4. The Accountable Officer**

- 4.1. The Vice-Chancellor is the University's designated Accountable Officer and is responsible for the financial administration of the University's affairs. As the designated officer the Vice-Chancellor may be required to justify the University's current and future financial position and performance to the University's regulators, the Charity Commission and OFS.

### **5. Committee Structure**

- 5.1. The Council has ultimate responsibility for the University's finances, but delegates some of this to the Risk, Audit and Compliance, the Finance, Estates and Resources and the Nominations, Performance and Remuneration Committees.
- 5.2. In addition, authority is delegated to the Vice-Chancellor (as the Accountable Officer).
- 5.3. Under the Articles of Association, the Council may not delegate the following: -
- Approval of the annual budgets.
  - Ensuring the solvency of the University and safeguarding the University's assets.

### **6. University Management**

- 6.1. The Vice-Chancellor is responsible for determining the structure and remit of the University Management structure to whom they may delegate certain financial and other managerial responsibilities. This currently includes the Executive Group.
- 6.2. The role of the Vice-Chancellor and University senior management is to assist the Vice-Chancellor in the academic, administrative and financial management of the University and, in particular, to:
- contribute to the formulation of a corporate plan for the University
  - ensure a positive student experience
  - take a lead in the identification and management and mitigation of risks
  - lead on the annual planning and allocation of resources
  - identify priorities for investment
  - recommend draft annual revenue and capital budgets for submission to the Finance,



- Estates and Resources Committee
  - recommend a multi-year financial plan.
- 6.3. In undertaking the above tasks, the Vice-Chancellor will take note of (but not be bound by) recommendations on resource allocation made by the Senate.

## **7. The Chief Financial Officer**

- 7.1. Day to day financial administration is led by the **Chief Financial Officer** or equivalent (hereafter the 'or equivalent' is assumed) who is responsible to the Vice-Chancellor for:
- preparing annual capital and revenue budgets and multi-year financial plans
  - preparing periodic accounts and other , management information monitoring
  - control of expenditure against budgets and all financial operations
  - preparing the University's annual accounts and other financial statements and accounts which the University is required to submit to other authorities
  - developing a resource allocation model to inform University resource planning
  - ensuring that the University maintains adequate financial systems and processes
  - providing professional advice on all matters relating to financial strategy, policies and procedures
  - ensuring that the University has adequate systems of financial governance to ensure that these financial regulations are effectual internally
  - ensuring that procedures are in place to ensure that relevant management and staff are suitably competent and trained to fulfil their financial responsibilities
  - ensuring the University to be fully compliant with external requirements, notably regulators, banks and funding agencies.

## **8. Budget Holders**

- 8.1. Budget holders are responsible, through their line manager, to the Vice-Chancellor for financial management in their own areas. They are advised by the Chief Financial Officer in the execution of their financial responsibilities. The Chief Financial Officer will also review and approve the financial systems operating within their Faculties and departments including the form in which accounts and financial records are kept.
- 8.2. Budget holders are responsible for:
- establishing and maintaining clear lines of responsibility within their Faculties and department for all financial matters.
  - being aware and ensuring their staff are aware of the University's financial delegation of authority and authority limits
  - being aware of and ensuring their staff are aware of the procedures in place for procuring goods and services including the financial thresholds applicable for procurement and obtaining appropriate authorisation ahead of financially committing the University
  - monitoring resources within their area in line with the agreed annual budgets
  - taking appropriate and prompt corrective action to control budget variances
  - notifying the Chief Financial Officer whenever any matter arises that involves, or is thought to involve, irregularities concerning assets or liabilities of the University.

## **9. Litigation**

- 9.1. The University may not engage in any litigation and may not make any out-of-court settlement offers without the prior consent of the Vice-Chancellor and Chief Financial Officer



and having obtained legal advice through the University Head of Legal Services. Should there be disagreement between the Vice-Chancellor and Chief Financial Officer, the Chair of FERC shall make the decision.

## **10. Contracts Management**

- 10.1. Rules concerning the entering into, approval of and retention of contracts is covered by the University's Contracts Management Policy.
- 10.2. This Regulation requires, inter alia, that any contract that does not conform to the standard terms and conditions of the University must be subject to a prior legal and financial review.

## **11. Risk Management**

- 11.1. The Registrar & Director of Professional Services whose duties include Risk Management is responsible for developing a risk management strategy and risk register to identify the strategic and operational risks facing the University and the types of controls and assurance required to mitigate these risks. Guidance is contained in the University's Risk Management Policy.

## **12. Insurance**

- 12.1. An element of the risk management strategy will be the provision of appropriate insurance. The Chief Financial Officer is responsible for ensuring that the University has appropriate insurance cover for significant potential liabilities and that the cover, subject to an assessment of excess levels, is sufficient to meet any significant potential risk to assets of the University.
- 12.2. The Chief Financial Officer will inform the University's insurers of the acquisition of any property or equipment requiring insurance of any kind and of any deletions, alterations or additions that may require notice to the insurers. The Chief Financial Officer must also advise of any other insurable risks arising from the University's position as an employer or from contractors carrying out work that might affect third parties.
- 12.3. Budget holders must ensure that any agreements negotiated within their Faculties or departments with external bodies cover any legal or other liabilities to which the University may be exposed. Advice should be sought from the Chief Financial Officer to ensure that this is the case.
- 12.4. Budget holders must promptly notify the Chief Financial Officer of any potential new risks and additional property and equipment which may require insurance and any alterations affecting existing risks.
- 12.5. Budget holders must advise the Chief Financial Officer, of any event which may give rise to an insurance claim. The Chief Financial Officer will notify the University's insurers and, if appropriate, prepare a claim in conjunction with the budget holder for transmission to the insurers.
- 12.6. The Chief Financial Officer will keep a register of all insurances put into place by the University and the property and risks covered.
- 12.7. The Head of Estates and Head of IT Services are responsible for keeping suitable records



of buildings and equipment that is subject to inspection by an insurance company and for ensuring that inspection is carried out as required.

- 12.8. All staff using their own vehicles on behalf of the University shall maintain appropriate insurance cover for business use. Staff must check that they are covered either by their own insurance or by the University.
- 12.9. The Chief Financial Officer will report annually to the Risk, Audit and Compliance Committee on insurance matters, including current policies, material outstanding claims and scope of cover.

### **13. Code of Conduct**

- 13.1. The University is committed to the highest standards of openness, integrity and accountability. It seeks to conduct its affairs in a responsible manner, having regard to the principles established by the Committee on Standards in Public Life (formerly known as the Nolan Committee), which members of staff at all levels are expected to observe. In addition, the University expects that staff at all levels will observe the three fundamental principles of openness, integrity and accountability.
- 13.2. Additionally, members of the Council and members of the University senior management are required to disclose interests to the Secretary to Council, who is responsible for maintaining a register of such interests and to the Chief Financial Officer, for inclusion in the University's financial statements, concerning related parties.

### **14. Whistleblowing: Public Interest Disclosure**

- 14.1. It is a fundamental term of the contract of employment of employees that they will serve the University faithfully and will not disclose confidential information regarding the affairs of the University. However, where an individual discovers information which they believe demonstrates malpractice or wrongdoing within the University, they should disclose this information without fear of reprisal and such disclosure may be made independently of line management.
- 14.2. The Public Interest Disclosure Act 1998 gives legal protection, under certain circumstances, to employees who make disclosures regarding misconduct in the work place against being dismissed or penalised by their employer as a result of publicly disclosing matters of serious concern.
- 14.3. The University has a Whistleblowing Policy for staff to follow in such circumstances.

### **15. Fraudulent Irregularities**

- 15.1. Any person who has reason to believe that a fraudulent irregularity with financial implications for the University (including those involving cash, equipment, physical property, intellectual property or bribery) has taken place, or is about to take place, is required to inform the Chief Financial Officer and the Vice-Chancellor immediately, with reference to the University Anti-Bribery and Fraud Policy.



## **16. Conflicts of Interest**

- 16.1. As a general principle, all University members of Council and Staff are required to avoid conflicts of interests in their duties for the University. Where any conflict is thought to arise for Council members, this should be declared to the Secretary to Council (who should take advice as necessary from the Head of Legal Services) and an approach to managing the conflict agreed in accordance with the University's Conflicts of Interest Policy.
- 16.2. Any member of Council or Staff of the University who may benefit either materially, personally, financially or otherwise from any transaction between the University and a third party must disclose in writing to the Secretary to Council the nature and extent of their interest immediately following their awareness of any possible conflict of interest.
- 16.3. Thereafter, the member of Council or Staff must not take part in negotiation related to, or work concerned with, the matter in which they have declared an interest.
- 16.4. No person shall be a signatory to a University contract where he or she also has an interest in the activities of the other party.
- 16.5. The Secretary to Council is responsible for ensuring the management of any conflict of interest disclosed by a trustee in accordance with the Charter and Statutes of the University.
- 16.6. Members of University Committees must declare their membership of relevant bodies, including directorships or trustees of University subsidiary or related parties, at each and every meeting they attend, where the business refers to those entities.

## **17. Receiving Gifts or Hospitality**

- 17.1. The University has a Donations Policy which is designed to prevent the University, its staff and trustees being open to allegations of bribery, corruption and inappropriate working practices.
- 17.2. Any money, goods, services or hospitality received by officers of the University by virtue of their official position, but not being official money, goods or services shall be reported to the Head of Advancement who will keep an appropriate record as required by the Policy.
- 17.3. Gifts in the name of the University can be received by the Vice-Chancellor up to £100k, Risk, Audit and Compliance Committee between £100k to £500k and the Council for gifts above £500k.
- 17.4. All staff and Trustees are required to be aware of the Donations Policy and to comply with its provisions.

## **18. Entertaining**

- 18.1. Staff entertaining guests from outside bodies at lunch time are expected to use the University's catering facilities when entertaining on University premises. Where this is not the case reasons must be stated when submitting a claim for reimbursement.



## **19. Establishment and Management of Other Corporate Bodies**

- 19.1. Council is responsible for approving the establishment of subsidiary, joint venture or associated companies and bodies controlled or influenced by the University and for establishing the procedures to be followed in order to do so.
- 19.2. Council is responsible for approving any investment by the University in such entities and any proposals for investment are subject to review and approval of a suitable business case.
- 19.3. The Chief Financial Officer is responsible for establishing suitable accounting arrangements for each subsidiary, associated company, Trust and other bodies controlled or influenced by the University. This will include student spin-offs from BIEU and Students' Union.
- 19.4. Any financial support provided from the University must be approved by Finance, Estates and Resources committee. Funds from public sources should not be used to subsidise the operations of subsidiary or associated companies, unless specifically mentioned in the funding source.
- 19.5. The Chief Financial Officer is authorised to agree any loans on behalf of the University along with the Director of the relevant subsidiary or associated company subject to approval by the Chair of Council. All such transactions must be reported to the next available Finance, Estates and Resources Committee.
- 19.6. Loans between the University and its subsidiaries do not affect the University's group balance sheet as intercompany transactions are eliminated on consolidation.

## **20. Students' Union**

- 20.1. The Students' Union is a constituent part of the University and as such is responsible to the Senate/Council.
- 20.2. The Council shall determine the level of grant to be paid annually to the students' union and approve their budget for the year as part of the annual budget approval process.
- 20.3. The Students' union is responsible for maintaining its own bank account and financial records and for preparing its own financial statements.
- 20.4. The University's internal auditors shall have access to records, assets and personnel with the students' union in the same way as in other areas of the University.

## **21. Security – General**

- 21.1. Deans of Faculties / Directors of Service are responsible for maintaining proper security at all times for all buildings, stock, stores, furniture, cash etc. under their control. They shall consult the Head of Estates in any case where security is thought to be inadequate or where it is considered that special security arrangements may be needed.
- 21.2. Keys to safes or other similar containers are to be carried with the person responsible at all times but may be deposited with Security when leaving the campus. The loss of such keys must be reported to the Head of Estates immediately.



21.3. The Head of IT Services shall be responsible for maintaining proper security and privacy of information held on computers and all similar devices used by the University. Information relating to individuals held on computer will be subject to the provision of the Data Protection Act and by reference to the University's Data Protection Policy. The data protection officer for the University is the Head of Legal Services.

## **22. Security – Documents**

22.1. The Registrar & Director of Professional Services and the Chief Financial Officer, as appropriate, are responsible for the safekeeping of official and legal documents relating to the University. Signed copies of deeds, leases, agreements and contracts must, therefore, be forwarded accordingly.

22.2. All legal documents, including contracts, will be held in an appropriately secure, fireproof location and copies held at a separate location, in accordance with the Contracts Management Policy.



## **C FINANCIAL MANAGEMENT AND CONTROL**

### **23. Financial Planning**

- 23.1. The Chief Financial Officer is responsible for preparing, annually, a rolling five-year financial plan including five-year forward forecasts for approval by the Council on the recommendation of Finance, Estates and Resources Committee and for preparing financial forecasts for submission to OfS. The financial plans should be consistent with the strategic plans and estates strategy approved by Council.
- 23.2. The Council will, from time to time, set budget objectives for the University. These will help the Chief Financial Officer in preparing his or her more detailed financial plans for the institution.
- 23.3. Council allocates resources annually on the recommendation of the Finance, Estates and Resources Committee and on the basis of the above objectives.
- 23.4. Budget holders are responsible for the economic, effective and efficient use of resources allocated to them.

### **24. Budget Preparation and Approval**

- 24.1. The Chief Financial Officer is responsible for preparing annually, a revenue budget and capital programme for review and approval by the Vice-Chancellor and University management for subsequent consideration by the Finance, Estates and Resources Committee before submission to the Council.
- 24.2. The budget will include periodic cash flow forecasts and a projected year-end balance sheet and cash flow. The Chief Financial Officer shall prepare detailed budgets in order to support the resource allocation process and these are to be communicated to budget holders as soon as possible following the approval of the Budget by the Council.
- 24.3. During the financial year, the Chief Financial Officer is responsible for submitting any revised budgets / reforecasts to the Finance, Estates and Resources Committee for consideration before submission to the Council for approval.

### **25. Budget Expenditure**

- 25.1. Council Regulations authorise the Vice-Chancellor to incur expenditure on a specific item or group of related items, or services, without recourse to the Council provided that:
- The items are in the approved budget for that year or, if not in the budget, have been approved in accordance with paragraph 27.2 below.
  - And are of a value (in total including VAT) of £1 million or less.
- 25.2. Where there is a need to approve expenditure on a specific item or group of related items, or services, which are not within the budget the approval process shall be as follows:-
- 25.2.1. For item(s) or services between £0 - £4,999 approval for such expenditure should be given by the Finance Business Partner or the Head of Finance.
- 25.2.2. For item(s) or services between £5,000 - £24,999 approval for such expenditure should be



given by the Head of Finance or the Chief Financial Officer.

25.2.3. For item(s) or services between £25,000 - £99,999 approval for such expenditure should be given by the Head of Finance and either the Chief Financial Officer or Vice-Chancellor.

25.2.4. For item(s) or services above £100,000 approval for such expenditure should be given by the Chief Financial Officer and the Vice-Chancellor. Should there be disagreement between these two individuals, final approval shall be given by the Chair of FERC.

25.3. For any expenditure on a specific item or group of related items or services in excess of £1 million including VAT, whether or not in the approved annual budget for that period, the approval of the Council will be sought.

25.4. For the avoidance of doubt, where the contractual costs of an item are spread over a period of years, the £1million threshold will apply to the period covered by the contract and inclusive of VAT.

## **26. Capital Expenditure**

26.1. Capital expenditure on land, buildings, furniture and associated costs can only be considered as part of the capital programme approved by the Council. Capital expenditure for this purpose includes allowable expenditure on development of IT projects, where such costs may be capitalised.

26.2. The Chief Financial Officer shall provide regular updates concerning capital expenditure to the Finance, Estates and Resources Committee for monitoring purposes.

26.3. Proposed capital projects must be supported by a business case including a financial evaluation when presented to the Chief Financial Officer, Vice-Chancellor or Council for approval.

26.4. The Chief Financial Officer, advised by the Head of Estates and Head of IT Services, shall have joint authority for deciding which projects may have part or all of their budgets deferred to a later period (and the Chief Financial Officer shall report this to the Finance, Estates and Resources Committee).

26.5. For major capital expenditure projects only, an underspend on a project may be carried over to a subsequent year, provided that:

- Capital expenditure projects in their entirety (taking both the initial year and subsequent year together) remain within their original agreed (project) budgets.
- No additional capital expenditure is permitted in the initial budget (to take advantage of the available 'shortfall') unless approved by the Finance, Estates and Resources Committee.

26.6. Following completion of a capital project, a post-project evaluation or final report should be submitted to the Finance, Estates and Resources Committee including actual expenditure against budget and reconciling funding arrangements where a variance has occurred as well as other issues affecting the completion of the project.

## **27. Other Major Developments including Overseas Activity**

27.1. Any new aspect of business, or proposed establishment of a company or joint venture or



overseas activity, that requires an investment in buildings, resources or staff time should be present to the Finance, Estates and Resources Committee.

- 27.2. The Chief Financial Officer will establish protocols for these major developments to enable them to be considered for approval by Council. These will set out the information that is required for each proposed development including a business plan, using a risk based approach and covering risk and accountability issues, as well as the financial criteria that they are required to meet.

## **28. Budgetary Control and Virement**

- 28.1. The control of income and expenditure within an agreed budget is the responsibility of the designated budget holder who must ensure that day to day monitoring is undertaken effectively. Budget holders are responsible for the income and expenditure appropriate to their budget. The budget holder will be assisted in this duty by information provided by the Finance business partner, within the Finance Department.
- 28.2. Significant actual or prospective departures from agreed budgetary targets must be reported by the budget holder to the Chief Financial Officer with proposals for corrective action.
- 28.3. The Chief Financial Officer is responsible for supplying financial reports on all aspects of the University's finances to the Vice-Chancellor and University senior management and Finance, Estates and Resources Committee on a basis determined by the Committee.
- 28.4. The Chief Financial Officer is responsible for supplying the relevant financial reports, on a regular basis throughout the year, to the Vice-Chancellor and University senior management and Directors of Service so they are able to monitor their performance against budget.
- 28.5. The Chief Financial Officer may authorise virement within the main headings of expenditure. Virement between the main heads of expenditure may be approved provided that:
- the overall approved budget will not be overspent during the current financial year
  - there will be no continuing financial commitment, as a result, in subsequent financial years
  - compliance will be made with any limitations imposed in approving each year's budget.
- 28.6. No person or committee within the University may commit the University to potential expenditure not included in the agreed annual budget, without prior approval from the Vice-Chancellor. Where such expenditure is deemed essential, such expenditure should be approved taking account of paragraph 27.2 above.

## **29. Accounting Policies, Records and Procedures**

- 29.1. The financial statements are prepared in accordance with Financial Reporting Standard 102.
- 29.2. The financial statements consolidate the University and all its subsidiary and related undertakings for the financial year ending 31 December.



- 29.3. The Chief Financial Officer is responsible for consolidating and dispatching annual and periodic financial returns to the regulators, banks, government and other agencies as required with appropriate approvals and in the required timescale.
- 29.4. The Chief Financial Officer is responsible for ensuring that all grants notified by external funders and other bodies are received in a timely manner.
- 29.5. The Chief Financial Officer is responsible for the retention of financial documents in accordance with the Retention of Documents Policy. These should be kept in a form acceptable to the relevant authorities. The University is required by law to retain prime documents, including:
- paid invoices
  - bank statements
  - copies of receipts
  - complete paper record transactions for each year from the computerised accounting system.
- 29.6. The Chief Financial Officer is responsible for the retention of all payroll records in a form acceptable to the relevant authorities.

### **30. Taxation**

- 30.1. The Chief Financial Officer is responsible for providing advice, in light of guidance issued by the appropriate bodies and relevant legislation as it applies, on all taxation issues, to the University, its subsidiary companies and Trusts.
- 30.2. The Chief Financial Officer will issue instructions and guidance on compliance with statutory requirements including those concerning VAT, corporation tax and import duty.
- 30.3. The Chief Financial Officer is responsible for maintaining the University's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.
- 30.4. The Chief Financial Officer will engage and take advice from professional advisers as required.

### **31. Audit Requirements – General**

- 31.1. External auditors and internal auditors shall have authority to:
- access University premises at reasonable times
  - access all assets, records, documents and correspondence relating to any financial and other transactions of the University
  - require and receive such explanations as are necessary concerning any matter under examination
  - require any employee of the University to account for cash, stores or any other University property under his/her control
  - access records belonging to third parties, such as contractors when required.



- 31.2. The Chief Financial Officer is responsible for drawing up a timetable for completion and submission of the audited financial statements and will advise staff and the external auditors accordingly.
- 31.3. Following consideration by the Finance, Estates and Resources Committee, the financial statements should be reviewed by the Risk, Audit and Compliance Committee. On the recommendation of the finance and audit committees, they will be submitted to Council for approval.
- 31.4. Whenever any matter arises which involves, or is thought to involve, irregularities or fraud concerning cash, equipment or other property of the University or any other suspected irregularity in the exercise of the activities of the University, the budget holder concerned shall notify the Chief Financial Officer who will take such steps as (s)he considers necessary by way of investigation and involvement of internal audit.
- 31.5. The University may, from time to time, be subject to audit or investigation by external bodies such as the Charity Commission, OfS and HMRC. They have the same rights of access as external and internal auditors.

## **32. External Audit**

- 32.1. The appointment of external auditors is reviewed annually and is the responsibility of the Council, as recommended by the Risk, Audit and Compliance Committee.
- 32.2. The primary role of external audit is to report on the University's financial statements and to carry out such examination of the statements and underlying records and control systems as are necessary to reach their opinion on the statements and to report on the appropriate use of funds. Their duties will be in accordance with advice set out in OfS financial directions and the Auditing Practices Board's auditing standards.
- 32.3. These requirements also relate to the University's subsidiary companies and those entities under the influence or control of the University.

## **33. Internal Audit**

- 33.1. Internal auditors are appointed by the Council on the recommendation of the Risk, Audit and Compliance Committee.
- 33.2. The University's financial direction from OFS requires that it has an effective internal audit function. The main responsibility of internal audit is to provide the Council and the Vice-Chancellor with assurances on the adequacy of the internal control systems and processes in place across the University.
- 33.3. The internal audit service remains independent in its planning and operation and has direct access to the Council, Vice-Chancellor and Chair of the Risk, Audit and Compliance Committee.

## **34. Value for Money**

- 34.1. The University is committed to the adoption of good practice and the incorporation of a value for money approach to all its teaching, research and operating activities. All providers of



higher education registered with the OfS are required to deliver value for money (VfM) as a requirement of registration.

- 34.2. The University should keep under review its arrangements for managing all the resources under its control, taking into account guidance on good practice issued from time to time by the Office for Students and other relevant bodies.
- 34.3. To fulfil this the Chief Financial Officer will establish a procurement function at the University and develop a plan for value for money work that will provide evidence of compliance with OfS requirements. It will be used to enable the Risk, Audit and Compliance Committee to report on value for money arrangements in their annual report to Council.



## **D TREASURY MANAGEMENT AND BANKING ARRANGEMENTS**

### **35. Treasury Management (Investments and Borrowing)**

- 35.1. The Finance, Estates and Resource Committee is responsible for approving the Treasury Management Policy statement setting out a strategy and policies for cash management, long term investments and borrowings. This will require compliance with regulatory body's rules for approval for any secured or unsecured loans that go beyond the consent levels set out in regulations. This Finance, Estates and Resource Committee has a responsibility to ensure implementation, monitoring and review of such policies.
- 35.2. The Chief Financial Officer is responsible for the management of treasury operations, as prescribed in the Treasury Management Policy.
- 35.3. All arrangements for exercising the borrowing powers of the Council, as defined in the Charter and Statutes, shall be made by the Finance, Estates and Resources Committee.
- 35.4. The Finance, Estates and Resource Committee is responsible for the investment of the University's long-term endowment funds, as advised by the Chief Financial Officer. It may seek external advice as it considers necessary and may employ managers for the University investment funds.
- 35.5. No investments may be made without the approval of the Finance, Estates and Resource Committee in securities, limited or public companies, or other investments (including land and buildings).

### **36. Appointment of Bankers and Banking Arrangements**

- 36.1. The Council is responsible for the appointment of the University's bankers and those of its subsidiary companies and related entities on the recommendation of the Finance, Estates and Resources Committee.
- 36.2. The Chief Financial Officer is responsible, on behalf of the Finance, Estates and Resources Committee, for liaising with the University's bankers in relation to the University's bank accounts, including online accounts.
- 36.3. Only the Chief Financial Officer, following approval by the Finance, Estates and Resources Committee, has the authority to open or close a bank account for dealing with the University's funds. All bank accounts shall be in the name of the University or one of its subsidiaries or agreed related entity.
- 36.4. Details of authorised persons and signing limits are recorded in the University's applicable bank mandates.
- 36.5. Changes to such authorised persons will be made by the Chief Financial Officer as required and notified in a timely manner to the relevant bank. The Finance, Estates and Resources Committee, shall be notified from time to time and at least annually of signatories on all documents.
- 36.6. All automated transfers such as BACS or CHAPS, must be signed or authorised in accordance with the applicable banking mandate.



36.7. The Chief Financial Officer is responsible for ensuring that all bank accounts are subject to regular reconciliation and that large or unusual items are investigated as appropriate.

### **37. Cash Receipts**

37.1. All University funds received within departments from whatever source must be recorded by the Faculty or department on a daily basis together with the form in which they were received.

37.2. No deductions should be made from any cash collected on behalf of the University prior to paying into the University accounts.

37.3. Guidance for receipt, storage, record keeping and banking of cash is included in the University's Cash handling procedures.

### **38. Debit and Credit Cards**

38.1. All staff taking payments from customers using credit or debit cards are under a duty of care to ensure that card details are retained only where future payments are taken only if agreed by the customer in accordance with requirements of the Data Protection Act 2018.

### **39. Borrowing**

39.1. New borrowing arrangements or renewal of existing arrangements require approval of the Council, including approval of the final terms of loan agreements.

39.2. The University must also obtain prior consent from the OfS as required.

39.3. The Chief Financial Officer will maintain a record of borrowings undertaken by the University and of any fixed or floating charges or other security held against University assets resulting from borrowings.

39.4. The Chief Financial Officer will regularly monitor the University's compliance with financial and non-financial covenants and will report to FERC at least annually on such compliance, historically and in relation to quarterly and annual financial forecasts.



## **E ASSETS**

### **40. Land, Buildings, Fixed Plant and Machinery**

- 40.1. The purchase or lease of land or buildings, whether freehold or leasehold, can be undertaken only with authority from the Council on the recommendation of the Finance, Estates and Resources Committee, and with reference to OfS requirements where relevant. All acquisitions of land and the lease or rent of property are subject to prior approval of the Head of Estates and Chief Financial Officer.
- 40.2. The Charities Act requires that Council carries out due diligence before the sale of property, which is included in any report seeking to dispose of properties. The Head of Estates and Head of Legal Services are responsible for ensuring that such matters are addressed before approval is sought.
- 40.3. The Chief Financial Officer supported by the Head of Estates is responsible for maintaining the University's register of land, buildings, fixed plant and equipment. Deans of Faculties/Directors of Service will provide the Chief Financial Officer with all information he or she may need to maintain the register.
- 40.4. Arrangements allowing other organisations or their staff to use any University buildings or facilities can only be made through agreements signed by or on behalf of the Head of Estates.
- 40.5. Subsidiary or Trust companies will also be required to maintain fixed assets registers using capitalisation thresholds approved by the Chief Financial Officer and their relevant board.
- 40.6. Deans of Faculties / Directors of Service are accountable for the safe custody and proper use of equipment, furniture and other items held within their departments and must take all reasonable measures to prevent losses.

### **41. Inventories**

- 41.1. Deans of Faculties / Directors of Services are responsible for maintaining up-to-date inventories of all plant, equipment and other items with a value in excess of £3,000 including donated items and items held on trust.
- 41.2. The inventory is to be prepared in the format agreed by the Chief Financial Officer. Where practicable, property should be permanently marked to identify it clearly as University property. Prime responsibility for checking equipment inventories rests with the Deans of Faculties / Directors of Services and the departmental inventory must be available for inspection at any time.
- 41.3. The Chief Financial Officer will collate departmental inventories and calculate the values for insurance purposes.

### **42. Loan of University Property**

- 42.1. No property should be removed from the University premises for personal use without the prior permission of the Dean of Faculty / Director of Service. Equipment on loan must be recorded in writing and acknowledged by the borrower.



#### **43. Losses of University Property**

- 43.1. Losses must be notified immediately to the University's Head of Estates or Head of IT Services and Chief Financial Officer so that the inventory can be updated and an insurance claim made where appropriate.

#### **44. Disposal of Assets**

- 44.1. When equipment has reached the end of its useful life within a department, the Dean of Faculty / Directors of Service must inform the Head of Estates or Head of IT Services to agree the appropriate disposal method for the asset.
- 44.2. No missing items shall be written off an inventory except by authority of the Chief Financial Officer.
- 44.3. All disposals shall be determined in writing and funds in respect of such sales shall be receivable by the Chief Financial Officer.
- 44.4. Disposal of land and buildings can only take place with the approval of the Council. If exchequer funds were used to purchase the asset then regulator consent will be required.

#### **45. Stocks and Stores**

- 45.1. Deans of Faculties / Directors of Services are responsible for the custody and control of stocks and stores, especially stores of hazardous or clinical materials.
- 45.2. The systems used for stores accounting in departments must have the approval of the Chief Financial Officer.
- 45.3. Stocks and stores shall not be carried by the University in excess of normal requirements as ascertained by year-on-year experience.
- 45.4. Budget holders are responsible for ensuring that regular inspections and stock checks are carried out. Stocks and stores of a hazardous nature should be subject to appropriate security checks at least annually.
- 45.5. Those budget holders whose stocks require valuation in the balance sheet must ensure that stock-taking procedures (approved by the Chief Financial Officer) are in place.



## **F FUNDS HELD ON TRUST**

### **46. General**

- 46.1. The Chief Financial Officer is responsible for maintaining financial records in respect of gifts, benefactions and donations made to the University and initiating claims for recovery of tax where appropriate.

### **47. Student Welfare Funds**

- 47.1. The Chief Financial Officer will prescribe the format for recording the use of student welfare funds.
- 47.2. Records of Access Funds will be maintained according to funding body requirements.

### **48. Trust Funds**

- 48.1. The Finance Estates and Resources Committee is responsible for ensuring that all the University's trust funds are operated within any relevant legislation and the specific requirements for each Trust.
- 48.2. The Chief Financial Officer is responsible for maintaining a record of the requirements for each trust fund and for advising Finance Estates and Resources Committee on the control and investment of fund balances.



## **G INCOME**

### **49. General**

- 49.1. The Chief Financial Officer is responsible for ensuring that appropriate procedures are in operation to enable the University to receive all income to which it is entitled. All receipt forms, invoices, or other official documents in use must have the approval of the Chief Financial Officer.
- 49.2. Levels of charges for contract research, services rendered, goods supplied and rents and lettings shall be reviewed annually by the budget holder in consultation with the Chief Financial Officer.
- 49.3. Budget holders shall provide details of charges for work done, goods supplied, or services rendered on behalf of the University and all amounts due, in order to ensure that there is prompt recording of all sums receivable by the University.
- 49.4. The Chief Financial Officer is responsible for the prompt collection, security and banking of all income received and for ensuring that all grants notified by the funding council and other bodies are received and appropriately recorded in the University's accounts.
- 49.5. The Deans of Faculty/Directors of Service together with the Chief Financial Officer are responsible for ensuring that all claims for funds, including research grants and contracts, are made by the due date.
- 49.6. All invoicing for income generating activities and recharges will be generated through the Finance department and included in the University's financial system. Invoices must not be issued by faculties or departments.
- 49.7. It is the responsibility of all staff to ensure that revenue to the University is maximised by the efficient application of agreed procedures for the identification, collection and banking of income. In particular, this requires the prompt notification to the Chief Financial Officer of sums due so that collections can be initiated.

### **50. Student Tuition and Accommodation Fees**

- 50.1. The Chief Financial Officer is responsible for ensuring that all student fees due to the University are received.
- 50.2. Responsibility for setting and approving student fees shall lie with the Finance, Estates and Resources Committee who shall be advised by the Vice-Chancellor, the Registrar and Chief Financial Officer.
- 50.3. Any student who has not paid an account for fees or any other item owing to the University shall be prevented from re-enrolling and limitations placed on their use of University facilities until appropriate arrangements have been made.
- 50.4. Where refunds are required, in line with the Money Laundering Regulations 2019, they should be made to the original payer and follow the method by which the money was received. See the University's Anti Bribery and Fraud Policy.



## **51. Research Grants and Contracts**

- 51.1. The term 'research grant' is restricted to research projects funded by UK research councils and charities and foundations (UK and overseas). All other externally financed research projects are classified as 'Research contracts'.
- 51.2. Where approaches are to be made to outside bodies for support for research projects or where contracts are to be undertaken on behalf of such bodies, it is the responsibility of the budget holder to inform the Vice-Chancellor and the Deans of Faculty.
- 51.3. The Deans of Faculty are responsible for examining every formal application for a grant and shall ensure that there is adequate provision of resources to meet all commitments and that the full cost of research contracts is established. The research agreement must be in line with the University's policy with regard to indirect costs and other expenses and take account of different procedures for the pricing of research projects depending on the nature of the funding body.
- 51.4. No financial commitments are to be made with respect to 51.2 and 51.3 without agreement from the Chief Financial Officer.
- 51.5. Research grants and contracts shall be approved and signed on behalf of the University by the Dean of the relevant Faculty in association with the Faculty Finance Business Partner.
- 51.6. No financial commitments are to be made for Research Grants and contracts without agreement from the Chief Financial Officer. The Chief Financial Officer shall not withhold such agreement without good reason. In case of disagreement between the Dean and the Chief Financial Officer, the matter should be referred to the Vice-Chancellor, who will make the final approval.
- 51.7. The Chief Financial Officer shall maintain financial records relating to research grants and contracts.
- 51.8. Each grant or contract will have a named supervisor or grant holder and will be assigned to a specific budget centre.
- 51.9. Control of pay and non-pay expenditure will be contained within the budget centre. The head of the budget centre may delegate day to day control of the account to a supervisor or grant holder, but any overspend or under recovery of overheads is to be the clear responsibility of the budget centre with any loss being a charge on departmental funds.
- 51.10. Overheads will be charged to all research activity based on the relevant funding mechanism if applicable.
- 51.11. Many grant-awarding bodies and contracting organisations stipulate conditions under which their funding is given. In addition, there are often procedures to be followed regarding the submission of interim or final reports or the provision of other relevant information. Failure to respond to these conditions often means that the University may suffer a significant financial or reputational penalty. It is the responsibility of the named supervisor or grant holder to ensure that such conditions are met.



51.12. Any loss to the University resulting from a failure to meet conditions of funding is the responsibility of the budget holder, and will be charged against their School or department.

## **52. Other Income Generating Activity, including commercial business**

52.1. Other income generating activity includes short courses, collaborative arrangements, validation and other services rendered by the University falling outside of tuition fees, research grants and research contracts.

52.2. Services rendered includes consultancy work performed for external customers, use of existing facilities and laboratory services.

52.3. Before any University consultancy is undertaken written permission must be sought from the Dean of Faculty.

52.4. Where approaches are to be made to outside bodies for support for new provision (rather than new delivery of activity) or where contracts are to be undertaken on behalf of such bodies, it is the responsibility of the budget holder to consult the Dean of Faculty before any commitments are made.

52.5. The costing and pricing of such activity has to be agreed with the Head of Finance in a form determined by the Chief Financial Officer before any commitments are made.

52.6. Provision must be made for charging both direct and indirect costs. Activity will normally be self-financing or surplus generating; where this is not the case, approval must be obtained from the Chief Financial Officer shall not withhold such approval without good reason. In case of disagreement between the Dean and the Chief Financial Officer, the matter should be referred to the Vice-Chancellor, who will make the final approval.

## **53. Private Consultancies and other private work**

53.1. The regulations governing private work undertaken by University staff are set out, where necessary, in the appropriate conditions of service and with the University's Consultancy Policy.

53.2. The main provision in the regulations is that staff undertaking private work must ensure that it does not impair the performance of their University duties. Staff must not hold themselves out as acting on behalf of the University, or use University headed stationery.

53.3. The permission of the member of the Executive Group is required for any private work whether or not it involves the use of University resources. If it does involve the use of University resources an economic charge will be made for these.

53.4. The University accepts to no responsibility for any work done, advice given or activity undertaken by staff in their private capacity.

## **54. Collection of Debt / Write-Offs**

54.1. The Chief Financial Officer is responsible for the prompt processing and collection of monies due to the University. The procedure for collecting tuition and accommodation fees must be approved by the Chief Financial Officer.



- 54.2. Amounts properly due to the University shall only be written off when all reasonable steps have been taken to recover the debt in line with the University policy.
- 54.3. Under the authority of these Financial Regulations, the Chief Financial Officer may write-off, in any one financial year, debtors with a value of up to £50,000 provided that any individual amount is of less than £10,000. The write-off of any individual trade debtor of £10,000 or above requires the approval of the Finance, Estates and Resources Committee.
- 54.4. Write offs in Trusts and Subsidiary companies must be approved by the relevant board and reported to the Finance, Estates and Resource Committee annually.
- 54.5. The Chief Financial Officer shall ensure, whenever (s)he has written off any trade debtor, will report at least annually to the Finance, Estates and Resources Committee on amounts written off in the previous 12 months.
- 54.6. The Chief Financial Officer is responsible for implementing credit arrangements and indicating a period in which different types of invoice must be paid.
- 54.7. The Chief Financial Officer may engage a debt collections agency to chase outstanding commercial debtors greater than 6 months and student debtors where the student has left the University with outstanding fees.

## **55. Intellectual Property Rights and Patents**

- 55.1. Certain activities undertaken with the University including research and consultancy may give rise to ideas, designs and inventions which may be patentable. These are collectively known as intellectual property.
- 55.2. The Finance Estates and Resources Committee is responsible for establishing procedures to deal with any patent accruing to the University from inventions and discoveries made by staff in the course of their research.
- 55.3. In the event of the University deciding to become involved in the commercial exploitation of inventions and research, the matter should then proceed in accordance with the intellectual property procedures.

## **56. Gifts, Benefactions and Donations**

- 56.1. The Head of Advancement is responsible for maintaining financial records in respect of philanthropic gifts, benefactions and donations made to the University and initiating claims for recovery of tax, such as gift aid, where appropriate. Where gifts are solicited and received by individual academics, academic departments or service departments, the Head of Advancement must be kept apprised in advance and any such receipts should be paid by the donor into the University's bank account. Reference should be made to the University's Donations Policy.



## **H EXPENDITURE – INTRODUCTION**

### **57. General**

- 57.1. The Chief Financial Officer has overall responsibility for ensuring payments are made to suppliers of goods and services to the University.
- 57.2. Individual budget holders are responsible for purchases within their department. Purchasing authority may be delegated to named individuals within the department with the prior approval of the Chief Financial Officer.
- 57.3. The Chief Financial Officer shall maintain a register of authorised signatories who must be notified of any changes to the authorities to sign.
- 57.4. The University's Scheme of Delegation includes delegation of authority in relation to non-payroll expenditure limits, which are set out on the payment section of the Intranet and in [Appendix A].
- 57.5. Budget holders may commit the University to expenditure only on the basis that they have an approved budget for such expenditure.
- 57.6. Budget holders are required to comply with the University's policy and procedures, including the requirement to obtain the appropriate approval before committing the University to expenditure.

### **58. Procurement Regulations**

- 58.1. The University requires all budget holders, irrespective of the source of funds, to obtain supplies, equipment and services at the lowest possible cost consistent with quality, delivery requirements and sustainability and equality legislation, and in accordance with sound business practice. Factors to be considered in determining lowest costs are noted in the Procurement procedures.
- 58.2. The Chief Financial Officer is responsible for the procurement function, although it may be delegated to another member of staff. The procurement function shall be responsible for arrangements and procedures for all official orders issued for supplies of services required by the University
- 58.3. Only orders that are in compliant with the requirements of the University procurement procedures, in particular obtaining quotes and carrying out tenders for goods and services shall be authorised by the relevant budget holder.

### **59. Petty Cash**

- 59.1. The Chief Financial Officer shall make available to departments such interests as are considered necessary for the disbursement of petty cash expenses. The use of cash will be on an exceptional basis.
- 59.2. Requisitions for reimbursement will be sent with appropriate receipts or vouchers, before the total amount held has been expended, in order to retain a working balance pending receipt of the amount claimed.



- 59.3. The member of staff granted a float is personally responsible for its safe keeping. The petty cash box must be kept locked in a secure place in compliance with the requirements of the University's insurers when not in use and will be subject to periodic checks by the budget holder or another person nominated by him or her.
- 59.4. Recording of all imprest accounts should be in a format agreed by the Chief Financial Officer.



## **I STAFF RELATED EXPENDITURE**

### **60. Salaries and Wages – General**

- 60.1. The Head of Finance is responsible for all payments of salaries and wages to all staff including payments for overtime or services rendered. All time sheets and other pay documents, including those relating to fees payable to external examiners, visiting lecturers or researchers, will be in a form prescribed or approved by the Head of Finance.
- 60.2. With the exception of the Vice-Chancellor, Deputy and Pro Vice-Chancellors, Chief Financial Officer and holders of Senior posts, University staff will be appointed to the salary scales approved by the Council and in accordance with appropriate conditions of service.
- 60.3. In accordance with the University's Ordinances, the Vice-Chancellor, Deputy and Pro Vice-Chancellors, holders of Senior Posts, and the University Secretary to Council shall be appointed by the Council with their salary being set by NPRC
- 60.4. All letters of appointment will be issued by the Head of Human Resources (or their nominee) on behalf of the University.
- 60.5. In particular these include:
- appointments, resignations, dismissals, supervisions, secondments and transfers
  - absences from duty for sickness or other reason, apart from approved leave
  - changes in remuneration other than normal increments and pay awards e.g. overtime payments, corporate nursery deductions etc.
  - information necessary to maintain records of service for superannuation, income tax, national insurance etc.
- 60.6. The Head of Finance is responsible for payments to non-employees subject to the application of policy and procedures issued by the Chief Financial Officer.
- 60.7. The Head of Finance shall be responsible for keeping all records relating to payroll including those of a statutory nature and for informing the appropriate authorities of such payments. All casual and part-time employees will be included on the payroll unless agreed by the Head of Human Resources and the Chief Financial Officer.
- 60.8. All payments must comply with HMRC regulations.

### **61. Temporary Staff Not Employed by the University**

- 61.1. Any staffing resources secured through an agency must be approved by the relevant member of the University Executive Group as set out under the "Guidance for appointing non-payroll Workers".
- 61.2. This Guidance also sets out that contractual terms agreed with agencies must be approved by Chief Financial Officer before any commitment is made.

### **62. Pension Scheme – Payments**

- 62.1. The Council is responsible for undertaking the role of employer in relation to appropriate



pension arrangements for employees.

62.2. The Head of Human Resources is responsible for day-to-day pension matters including:

- paying of contributions to various authorised pension schemes
- preparing the annual return to various pension schemes.

### **63. Travel, Subsistence and Other Allowances**

63.1. All claims for payment of subsistence allowances, travelling and incidental expenses shall be completed in a form approved by the Head of Human Resources. All claims should comply with the Expenses Policy.

### **64. Additional Payments to Staff**

64.1. Any additional payments up to the value of £5,000 made to members of staff which fall either outside of the existing pay and remuneration policies or those approved by the Nomination, Performance and Remuneration Committee but including those made under a Settlement Agreement, must be approved by the Chief Financial Officer.

64.2. Any such payments that are in excess of £5,000 should be approved by the Chief Financial Officer and Vice-Chancellor. Should there be disagreement between these two individuals, final approval shall be given by the Chair of FERC.



## **J NON-STAFF RELATED EXPENDITURE**

### **65. Procurement Thresholds**

- 65.1. Prior to any orders being placed any staff intending to purchase goods and services must follow the required quotation and tender processes in line with procurement thresholds as follows:

Contract Value (Excluding VAT)	Quotation and Tender Process
£180,000 +	3 Formal Tenders or use of an approved framework agreement and in agreement by the Chief Financial Officer and Executive Group
£50,000 to £180,000	3 Formal Tenders and completion of tender summary
£10,000 to £49,999	3 Written Quotations
£0 - £9,999	1 Quotation (Email/Telephone) <i>2 quotes are recommended to demonstrate value for money achieved.</i>

### **66. Purchase Orders**

- 66.1. The Chief Financial Officer shall be responsible for the University's ordering process for goods and services. The budget holder is responsible for all orders issued within their respective departments and should ensure that best terms for purchasing are obtained to ensure value for money.
- 66.2. All procurement activity must be in accordance with the University's procurement procedures.
- 66.3. Official University purchase orders must be raised prior to the acquisition of goods and services unless listed below:
- spend via procurement cards
  - staff expenses
  - foreign currency payments
  - financing costs (e.g. interest payments and loan repayments)
  - emergency spend where a genuine unforeseen event has occurred requiring immediate action
- 66.4. Where it is not practicable to raise an order each time a supplier is used, a value order should be placed to cover the transactions for a specific period not exceeding more than 12 months.
- 66.5. Goods and services cannot be ordered without a purchase order (except those made using procurement/ credit cards). Persistent breach of this requirement shall be deemed a disciplinary matter.
- 66.6. The Chief Financial Officer shall set levels of authority for approving purchase orders.



- 66.7. Contracts and maintenance agreements with a duration of 1 year or more will be approved, within approved budgets only, by the Chief Financial Officer following the procedure set out in the Contracts Management Policy.
- 66.8. Purchase orders must only be placed where there is known to be either a sufficient budget or allocation available. When approving order forms, budget holders must ensure that there are sufficient funds available to cover that total cost of the requisition. In no circumstances must orders be placed or commitments entered into which exceed budgeted levels, without prior written authorisation from the Chief Financial Officer.
- 66.9. Private purchases are not permitted to be made using University orders or funds.
- 66.10. Wherever delivery notes accompany the receipt of goods, these should be signed by the person receiving them (if delivery is satisfactory). The receipt of the goods or service should then be recorded. Delivery notes should be retained by the requisitioner for future referral.

## **67. Corporate Credit Cards**

- 67.1. The operation and control of the University's credit cards is the responsibility of the Chief Financial Officer. The usage of credit cards is governed by the University's Credit Card Policy.

## **68. Payment of Invoices for Goods and Services**

- 68.1. The procedures for making all payments shall be in a form specified by the Chief Financial Officer.
- 68.2. The Chief Financial Officer is responsible for deciding the most appropriate method of payment for categories of invoice. Payments to UK suppliers will normally be made by BACS transfer. In exceptional circumstances The Chief Financial Officer will arrange for manual same-day BACS or CHAPS payments to be made.
- 68.3. All suppliers will be instructed to send invoices directly to the Finance Department (Accounts Payable).
- 68.4. Invoices will be raised for payment authorisation by the Finance Department when invoices can be matched to a receipted approved order.
- 68.5. Where a budget holder authorises another member of staff to approve order forms on their behalf, a Delegated Signatory form will need to be completed and sent to the Chief Financial Officer for approval.
- 68.6. Payments to suppliers will only be made by the Chief Financial Officer when (s)he is satisfied that the correct procedures for ordering and certification have been followed. Where this is not the case investigations will be made and (s)he shall be entitled to receive such information and explanations as (s)he may require before payment is made.



## APPENDIX A

### Financial limits on non-payroll operational spend, as set out in the scheme of delegation

Approver	Approvals Budget holders	Approvals Finance
Council via Committee	Over £250k	
Vice-Chancellor	£150k to £250k	
Chief Financial Officer	£50k to £150k	£50k to £1m
PVC Student Services, Registrar & Director of Professional Services, Head of Support Services	£25k to £50k	
Faculty Deans	Up to £25k	
Associate Deans, Directors of Service	Up to £10k	
Head of Estates re capital projects	Up to £25k	
Other budget holders	Up to £5k	
Delegated Approver	Up to £2k	
Head of Finance		Spend £10k to £50k
Procurement manager		Non-payroll spend up to £25k

The above authorisation limits, which exclude VAT, apply to capital or revenue expenditure which falls within agreed budgets.

All IT and Estates expenditure is procured via the Head of IT Services and Head of Estates.

\*At least two members of the Executive Group must approve.



## **APPENDIX B: GLOSSARY OF TERMS**

Financial Regulations	Wherever this document refers to Financial Regulations it is deemed to include the associated finance policies.
The University	<p>For the purposes of this document “The University” means the University Group including all consolidated and associated entities currently comprising of:</p> <p>The University of Buckingham</p> <p>The University of Buckingham Foundation</p> <p>Medical Property Management Limited (MPML)</p> <p>University of Buckingham Medical Sciences North Ltd (UBMSN)</p> <p>University of Buckingham Press Ltd</p> <p>Buckingham Business Enterprise Ltd</p>
Executive Group	Members of the Executive Group including VC, Pro Vice-Chancellor, Registrar, Faculty Deans
Budget Holders	Managers and members of staff with delegated authority from the Vice-Chancellor to manage the financial resources of the University as reflected in their areas of responsibility and job role
Staff	All employees of the University and its subsidiaries



## **APPENDIX C: INDEX OF FINANCE POLICIES**

- 1 Credit Card Policy
- 2 Expenses Policy
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- 18 Scheme of Delegation
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## APPENDIX D

### Matters for review and inclusion in a future edition of the Financial Regulations

#### 1. Students Union [TO REVIEW]

1.1. The Students Union is a separate legal entity from the University and is responsible for maintaining its own bank account and financial records and preparing and approving its own annual accounts.

1.2. In accordance with the agreement between the University and the Students' Union, the Union will provide monthly statements of income and expenditure to the **Chief Financial Officer** and the Finance, Estates and Resources Committee promptly to enable them to ensure that financial disciplines are maintained.

1.3. The Students Union should not enter into any contracts for building works or maintenance without approval by the **Head of Estates**.

1.4. At the financial year end, the Students Union accounts will be audited by a firm of auditors approved by the University and will be presented to the Finance, Estates and Resources Committee.

1.5. The University's internal auditor shall have access to records, assets and personnel within the Students Union in the same way as other areas of the University.

#### 2. University of Buckingham Foundation [TO REVIEW]

2.1. The Foundation is a separate legal entity from the University and is responsible for maintaining its own bank account and financial records and preparing and approving its own annual accounts.

2.2. The Foundation should not enter into any contracts for building works or maintenance without approval by the **Head of Estates**.

2.3. At the financial year end, the Foundation accounts will be audited by a firm of auditors approved by the University and will be presented to Finance, Estates and Resources Committee.

2.4. The University's internal auditor shall have access to records, assets and personnel within the Foundation.