



# FINANCIAL REGULATIONS

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Policy lead contact	Deputy Director of Finance and Planning
Approving body	Audit and Risk Committee
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financial issues arising from the annual financial statements and  
the establishment and dissolution of subsidiary companies of the University.

ensuring that the University maintains effective financial systems  
providing professional advice on all matters relating to financial policies and procedures  
day-to-day liaison with internal and external auditors in order to have efficient processes and  
effective internal control and  
ensuring that the Finance and Resources Service can competently support the Director of  
Finance and Resources in fulfilling his or her responsibilities.



It is a criminal offence under the 2010 Bribery Act for members of staff to offer, receive or request a bribe.

Bribery is defined as:

...tage with the intention of inducing a person to carry out their business improperly in breach of what a reasonable person would

All staff should read the [University's Bribery Prevention Policy \(including Gifts and Hospitality\)](#) which includes practical guidance regarding the giving and receiving of gifts and hospitality.

The guiding principles to be followed by all University employees are that:

the conduct of individuals must not create suspicion of any conflict between their official duty and their private interest

the action of individuals acting in an official capacity must not give the impression to any member of the public, to any organisation with whom they deal or to their colleagues that they have been or may have been influenced by a benefit to show favour or disfavour to a person or organisation, and

gifts or hospitality offered to external organisations or individuals do not give the impression of inducing others to act improperly

#### 4) Freedom of Information

The Freedom of Information Act applies to the University and staff should familiarise themselves with the [guidance](#)

Staff should be aware that information, including financial records, might be released in accordance with the University's Publication Scheme subject to the restrictions outlined in the Act.



## Accounting, Taxation and Audit

### 1) Annual Financial Statements and Accounting Policies

The Director of Finance and Resources is responsible for preparing the University's annual financial statements and for ensuring that the audited accounts presented to the Audit and Risk Committee and then to the University Board.

The Director of Finance and Resources is responsible for selecting accounting policies, having regard to national and sector guidelines, and for ensuring that they are applied consistently.

### 2) Retention of Accounting Records

The Director of Finance and Resources is responsible for the retention of financial documents.

The University will maintain its prime accounting records for six years. These include, purchase orders, purchase invoices, sales invoices, bank statements, receipts, cash, ACS records, payroll and pension records and tender documentation.

Other financial records will be retained for one year after the signing of the financial statements to which they relate, where relevant for a period as determined by the funder.

The Director of Finance and Resources will make appropriate arrangements for the retention of electronic financial records.

### 3) Taxation

The Director of Finance and Resources is responsible for advising the Chancellor's Executive and the University Board on all significant taxation issues. They will ensure that the Finance and Resources Service are equipped to provide or access advice that budget holders and managers may require.

The Director of Finance and Resources is responsible for maintaining the University's tax records for all taxes, making all tax payments and submitting tax returns as they fall due.

The Director of Finance and Resources will ensure that the risks related to facilitating tax evasion by a third party by its employees, agents and any other associated persons acting on the University's behalf, are regularly assessed and that, in response, reasonable prevention procedures are in place to prevent associated peDC q 0.000008871 0 595.32 841.92 re W\* n BT /F2 10.98 Tf 1 0 0 1 72 500.62 T

The Director of Finance and Resources lead responsibility for liaison with the University's Internal Auditors. The Internal Auditors have direct access to the Chairman, Vice-Chancellor and the Chair of the Audit and Risk Committee.



Heads of Department are required to meet agreed key performance indicators for income, staff costs and non-staffing costs, returning a targeted level contribution as a percentage of income.

any requested monitoring reports are provided to the Vice Chancellor's Executive and to **Committees as required.**

# Treasury Management

## 1) Borrowing and Leasing

## Income

### 1) Sales, ontracts and Costing

The Director of Finance and Resources is responsible for ensuring that appropriate procedures are in operation to enable the University to receive all income to which it is entitled.

Budget holders are responsible for ensuring that the Finance and Resources Service is informed promptly of all income due to the University and provide sufficient information to enable collection. All requests for monies due to the University should be based on official invoices or grant claims.

The format and content of all receipt documents, sales invoices, sales credit notes, tickets and electronic collection systems must have the prior approval of the Director of Finance and Resources.

Where goods and services are supplied by the University an appropriate charge must be made in all cases through the raising of an invoice on the University's finance ledger. Invoices must include VAT where applicable and advice on VAT can be obtained from the Finance and Resources Service.

### 3) Returns to Project Funders

All returns to funders for research, regeneration or other projects should be made promptly and in full compliance with the funding rules and guidelines.

Prior to the submission of any returns to funders, these should be quality checked in accordance with guidance issued by the Director of Finance and Resources.

It is the responsibility of the budget holder to ensure that expenditure is kept within the terms of the funder and the limits of the grant awarded. Any overspending which cannot be recovered from the grant awarding body will be charged to the appropriate budget within the Department or Service.

### 4) Receiving payments

All cash or electronic payments received by the Department or Service must be:

recorded on a daily basis together with the form in which they were received  
paid to the cash office / cash collection company promptly  
transported in full compliance with the requirements of the relevant procedures and the University's insurers. Internal post must not be used to transport cash and  
accounted for in full and not used to meet other expenditure needs of the Department or Service. Personal or other cheques must not be cashed out of money received on behalf of the University.

The arrangements to receive debit and credit card payments using terminals or on line must be approved by the Director of Finance and Resources. New arrangements can be put in place without their permission. The Director of Finance and Resources is responsible for ensuring compliance with Payment Card Industry Data Security Standards (PCI DSS). The procedures relating to PCI DSS must be followed in full by all Departments and Services that use terminals.

The arrangements for collecting funds using direct debits or standing orders must be approved by the Director of Finance and Resources.

### 5) Donations

The Pro Vice Chancellor Enterprise, Business Development and Engagement is responsible for active fundraising for the University. All donations, whether in cash or otherwise, that are made to the



University must be administered, used and invested according to University Policy and in line with donor wishes as appropriate. Documentation supporting donations must be retained to support statutory reporting. Claims to HMRC for recovery of income tax are to be made by the Enterprise and Business Development Service with support from Finance and Resources as required.

Staff should ensure that they clarify any restrictive clauses before donations or gifts are accepted and they should ensure that any potential ethical issues surrounding either the donor or the circumstances of the gift itself are considered.

Individuals should not launch fundraising campaigns without gaining the approval of the Vice Chancellor's Executive.

## 6) Collection of Debt and Write-Offs

The Director of Finance and Resources is responsible for establishing the credit arrangements that indicate the periods in which different types of invoices must be paid.

The Director of Finance and Resources is responsible for making arrangements to promptly collect debts and for ensuring that effective action is taken in collecting overdue debts. Any legal action against a debtor must be approved by the Director of Finance and Resources

The sanctions taken against students who are in debt to the University will be set out clearly in the Student Financial Regulations which are reviewed annually by the Director of Finance and Resources.

If, a debt is uncollectable due to inaccurate or incomplete information provided by a Department or Service, the cost of write-off will be charged to the relevant budget within the Department or Service.

The Director of Finance and Resources may approve debt-offsets in accordance with the Scheme of Delegation.

## 7) Refunds

All refunds will be made in line with the University's refunds procedures and its Anti-Money Laundering Policy. Where refunds are required, they should be made to original payer and follow the method by which the money was received in order to minimise the opportunities for money laundering in accordance with Money Laundering Regulations 2007.

## Non-Pay Expenditure

### 1) Purchasing

Authorisation of expenditure must be in accordance with the Scheme of Delegation and the method of purchase must be in line with the Procurement Policy.

Budget holders are responsible for purchases within their areas and they must ensure that they have sufficient budget before committing to the purchase of goods or services. The University requires staff, irrespective of the source of funds, to obtain supplies, equipment and services at the lowest possible cost consistent with quality, delivery requirements and sustainability optimising value for money. In order to secure good value for money the University seeks to ~~close~~ <sup>close</sup> purchasing requirements and has agreements in place for large numbers of areas. These should be used wherever possible, instead of seeking new suppliers. More detail can be found in the University's Procurement Policy.

Personal purchases must ~~not~~ <sup>not</sup> be made from University funds.

Staff should not purchase goods or services (other than those specifically allowed in the Expenses Policy such as hotel accommodation and travel) ~~with~~ <sup>with</sup> their own money and claim the cost back via the expenses system. Instead, a purchase order or a procurement card should be used.

#### *Orders*

Official University orders must be placed for the purchase of all goods or services in order that the

No invoices will be paid without the order and invoice having been approved via Agresso.

Authorised invoices will be paid by electronic means wherever possible.

Payment of invoices or sums due under authorised contracts will be made to the named organisation and must not be paid directly to individual employees or associates of the named organisation.

The Director of Finance and Resources maintains registers of staff who may approve orders and invoices and goods receipt purchases via Agresso. Budget holders must ensure that they provide Finance and Resources with details of appropriate approvers as staff leave or responsibilities change.

Where the budget holder believes there is cause to withhold payment this should be referred to the Director of Finance and Resources, and the decision made in accordance with the Scheme of Delegation.

*Off-*

### 3) Procurement Cards

Procurement cards are issued to staff to enable low value purchases to be made efficiently. All procurement card holders should read and follow the detailed Procurement Card Policy and Procedures.

Holders of procurement cards must use them only for the purposes for which they have been issued

## Payroll, Pensions and Expenses

### 1) Appointment of Staff

All offers of employment by the University shall be made in accordance with the guidelines issued by the Human Resources Service. Appointments are only made after the approval process has been completed via the Engage system. No work must commence without a signed official contract of employment being in place.

Staff may claim reimbursement for transport costs, meals, accommodation and other expenses that are wholly, exclusively and necessarily incurred in performing business activities for the benefit of the University.

Staff should refer to the [Expenses Policy](#) for full details and guidance.

Where a claim is made for other costs, these may be refused or be subject to the deduction of tax and national insurance.

### 3) Advances for the Payment of Expenses

In exceptional circumstances, the Budget Holder and Deputy Director of Finance and Planning may jointly approve advances to staff where they are to be significantly out of pocket or it is practically necessary given the destination of travel.

Other forms of payment will be expected to be used wherever possible, such as an official purchase order and subsequent payment or a University procurement card. The amount of the advance should be based on estimated expenditure and is only to be used for making payments that are in line with the Expenses Policy and Procedures and other Finance procedures.

Receipts or paid invoices will be retained for all sums expended in this way. Upon completion of the project to which the advance relates, a final account must be prepared within one month to demonstrate how the advance was disbursed and any unspent balance repaid. Under no circumstances will a second advance be approved when the final accounting for an earlier advance to a project or individual is outstanding.

### 4) Gifts and rewards

Schemes to reward staff through the use of vouchers or other cash equivalent must be approved by the Director of Finance and Resources and the Director of Student & Staff Services.

In exceptional circumstances, such as bereavement or serious illness, it may be appropriate to send

Staff should also have regard to the [Expenses Policy](#) which make it clear that expenses for hospitality will be taxable if it is primarily intended for social and not business reasons, even if a business topic happens to be discussed.

#### 6) Private Consultancies and Other Paid Work

Private consultancies and other paid work may be undertaken by academic staff in accordance with the relevant Human Resources policy. Private consultancies and other paid work may only be undertaken by non-academic staff in accordance with the particular member of staff's contract. Staff should also ensure they are familiar with the University intellectual property policy before engaging in such work.

#### 7) Pension Schemes

The University Board is responsible for undertaking the role of employer in relation to appropriate pension arrangements for employees.

The Director of Finance and Resources is responsible for all pension matters, including:

## Assets

### 1) Security of Assets

The Chief Operating Officer is responsible for ensuring the physical security of all University buildings and the physical security of all IT equipment and other items of value such as artwork.

Heads of Department and Directors of Service are responsible for the security of all University assets (including stores, furniture, equipment, cash, etc.) and should work with the Chief Operating Officer and others to address any risks in their areas of operation.

Any loss of University assets must be communicated to the relevant budget holder as soon as possible. All losses should be reported to the Director of Finance and Resources. Where there is a suspicion of theft or fraud, the Counter Fraud Policy and Response Plan should be followed.

### 2) Asset Registers

The Director of Finance and Resources is responsible for maintaining registers of the land and buildings owned or leased by the University.

The Director of Finance and Resources will maintain a central record of all assets purchased with a value in excess of the University's capitalisation limit – currently £10,000.

The Director of Information Services will maintain registers of the IT equipment which is operated, issued or maintained by the University.

The Director of Student and Staff Services will maintain registers of the furniture, printers, facilities related equipment, vehicles and any other assets which the Service manages, operates, issues or maintains.

Heads of Department and Directors of Service or equivalent are responsible for maintaining registers of all other equipment in use within their areas. They should regularly review the use of assets to determine whether they continue to provide value for money and remain essential to their provision. A replacement plan for these assets should also be in place.

The Director of Finance and Resources will maintain a register of other items of value such as artwork, and ensure appropriate insurance for these is in place.

All asset registers should be updated for new purchases and for disposals and a physical verification of assets should be performed periodically.

### 3) Asset Disposals

Approval to dispose of assets must be obtained in line with the Scheme of Delegation



Proceeds from the disposal of assets will be reinvested in infrastructure investments rather than supporting general running costs.

#### 4) Personal use of Assets

Assets owned or leased by the University shall not be subject to personal use without approval by the relevant budget holder or policy owner. Incidental personal use of telephones or computer equipment is addressed in the relevant policies.

Before an asset is made available for personal use, this should be discussed with the Deputy Director of Finance and Planning who can advise on any potential taxation implications.

## Miscellaneous Items

### 1) Insurance

The Director of Finance and Resources is responsible for the University's insurance arrangements, including the provision of advice on the types of cover available. As part of the overall risk management strategy, all risks will have been considered and those most effectively dealt with insurance cover will have been identified. This is likely to include important potential liabilities and provide sufficient cover to meet any potential risk to all assets. This portfolio of insurances will be considered and approved by the Finance and Resources Committee on an annual basis.

The buildings that are insured will reflect the asset register maintained by the Director of Finance and Resources.

Staff must ensure that they advise the Head of Estates and Property immediately of any event which may give rise to an insurance claim, for example, fire, flood, lightning, malicious damage or any other major incident. The Finance and Resources Service

Certain activities undertaken within the University including research and consultancy may result in designs and inventions which may be patentable. These are collectively known as intellectual property.

In the event that the University decides to become involved in the commercial exploitation of inventions and research, the matter should proceed in accordance with the University's Intellectual Property Policy

#### 4) University status

The University is a private company limited by guarantee, registered number 06093238. It is an exempt charity. Departments, Service and joint projects are not independent legal entities. They must ensure that the University's legal name appears somewhere on any documents that seeks to establish a contractual relationship with an outside party. In legal terms, the Students' Union is independent of the University.