

University of Wolverhampton

Financial Regulations

July 2022

Approved by Board of Governors

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Introduction

The University of Wolverhampton is a Higher Education Corporation, as established under the Education Reform Act 1988. The University of Wolverhampton is an exempt charity under The Charities Act 1993 (consolidated by The Charities Act 2011) as amended by the Further and Higher Education Act 1992 and the Higher Education and Research Act 2017.

The University is an exempt charity as set out in Schedule 3 of the Charities Act 2011 and the OfS is its Principal Regulator.

The University of Wolverhampton's ("the University") core values are to act in a manner which is ethical, respectful, transparent, inclusive and fair, challenging, confident, collaborative and professional. The University will act honestly, ethically, transparently and within the law. The University is also under a duty to account for the proper use of public funds and standards required in public life. The University is committed to the proper use of the University's finances and all resources and endeavours to ensure transparent and accountable working practices for all in order to protect those finances and resources from misuse.

The University management and administration is responsible to the University Board of Governors ("the Board") for the activities of the University and its subsidiary companies ("the University Group"). Where "the Board" is referred to herein on, it will be deemed to mean it is responsible for the University Group.

The regulations, policies and procedures included within this document form part of a system of accountability established by the University. They are to be read in conjunction with the "Memorandum of assurance and accountability between HEFCE and institutions". The University is bound by the requirements of its charter and statutes and by the law relating to its charitable status. The HEFCE document does not supersede those requirements but is intended to complement and reinforce them.

The University's financial regulations are the principles for the conduct of the financial affairs of the University. It is anticipated that these regulations will change only periodically whilst the supporting procedures will be updated more frequently.

For the purposes of these regulations, "University" refers to the University of Wolverhampton and its subsidiary companies (the University Group) and all other entities therein its subsidiary companies unless specifically excluded below.

For the purpose of these regulations, "Resources" include, but are not limited to, money, staff, property, Information Technology and Intellectual Property.

For the purposes of these regulations the terms “you” “staff”, “employees” and “workers” refer to all persons employed by the University or who conduct work for or on behalf of the University, including permanent, fixed term, and temporary staff, governors, student workers (including work experience and graduate placements), secondees, any third-party representatives, agency workers, volunteers, interns, agents and sponsors engaged with the University in the UK or overseas.

These regulations also apply to any other person associated with the University, who perform services for and on behalf of the University anywhere in the world. This includes the University's partners, agents, brokers, sub-contractors, representatives, distributors, consultants and other service providers. The University expects those persons to abide by these regulations where applicable.

It is the responsibility of all managers to ensure that their staff are made aware of the existence and content of the University's financial regulations as failure to comply could result in disciplinary action.

[The Office for Students' \(OfS\) Regulatory Framework and the OfS Terms and Conditions of Funding for the academic year](#) apply to the University.

In addition to the OfS Regulatory Framework and the OfS Terms and Conditions of Funding for the relevant academic year, the [Terms and Conditions of Research England Grant](#) also apply to the University. The Terms and Conditions of Research England Grant sets out the formal relationship between UK Research and Innovation (UKRI) and the higher education providers that it funds. These terms and conditions underpin the funding that Research England provides and describes the assurance they rely on in discharging their funding responsibilities.

These Financial Regulations form part of the overall system of accountability and assurance for the expenditure of all grant funding received by the University.

Exclusions to these Financial Regulations

These regulations apply to the whole University Group with the exception of Education Central Multi Academy Trust (ECMAT) and Health Futures University Technical College (HFUTC). Both ECMAT and HFUTC have their own regulations which have been agreed by the University.

It applies to the University and all its subsidiary undertakings but does not apply to the Students' Union as it is a separately constituted organisation.

However, as a condition of the annual grant that the University provides to the Union, the University Board expects the principles contained in the Regulations, wherever relevant, to be adopted by the Union.

Purpose of Financial Regulations

The purpose of these regulations is to provide control over the totality of the University's resources and to provide the University Board of Governors and management with assurance that resources are being properly applied for the achievement of the University's strategic plan and its business objectives:

- financial sustainability
- achieving value for money
- fulfilling its responsibility for the provision of effective financial control over the use of public funds
- ensuring compliance with relevant legislation
- management of risk
- safeguarding assets

All issues concerning finance must be carried out in accordance with these Financial Regulations. In part, this is to ensure that the University meets its obligations to OfS as set out in [The Office for Students' Regulatory Framework](#). The Financial Regulations are reviewed and approved by the University Board following the recommendation of the Audit and Risk Committee. The Financial Regulations are underpinned by, and may refer to, other policy and procedure documents approved either by the University Board, a committee of the University Board, the Vice-Chancellor or the University Executive Board (UEB).

These regulations create a framework of financial controls within which the staff of the University must operate. Properly complied with, these Financial Regulations not only protect the University, but also individual staff. Failure to comply with these Financial Regulations may lead to the loss of assets, significant delays in payments to employees and suppliers, and additional work for colleagues.

Compliance with the Financial Regulations is compulsory for all staff employed by, or connected with, the University. Compliance issues may be raised by the Vice-Chancellor with the Audit and Risk Committee. A member of staff who fails to comply with the Financial Regulations may be subject to disciplinary action in accordance with the University's Staff Disciplinary procedures.

Alleged and potential breaches will be reported, in the first instance, to the Chief Financial Officer who will take any required actions, including possible escalation to the Vice-Chancellor and, if appropriate, notifying the University Board. It is the responsibility of Executive Deans, Directors and Heads of Professional Services to ensure that their staff read and understand the Financial Regulations and underpinning policies and procedures, which are available on the University intranet.

The Audit and Risk Committee is responsible for maintaining an on-going review of the Financial Regulations and advising the University Board of any additions or changes necessary, which may arise due to changes in the University's business, activities, structures or regulatory and legislative requirements.

In exceptional circumstances, the Finance and Resources Committee may authorise a departure from the detailed provisions herein; such a departure is to be reported to the

University Board at the earliest opportunity. The Chief Financial Officer should be contacted in the first instance for clarification of any points within the Financial Regulations.

Corporate Governance

University Board of Governors

The Board of Governors has responsibility for ensuring that measures are in place for the effective management of the University.

Governors operate at a strategic level, determining the University's mission and ensuring this is undertaken in a financially prudent way, to drive the University forward.

The Board of Governors has responsibility to:

- ensure the solvency of the University
- safeguard the University's assets
- ensure the effective and efficient use of resources
- ensure the funds provided by OfS and Research England and any other funding body (including the Department for Education or the Education and Skills Funding Agency) are used in accordance with the terms and conditions of that particular funding

- ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment
- ensure that the University complies with all the conditions of registration and with the Office for Students accounts direction
- approve the University's Strategic Plan
- approve annual estimates of income and expenditure and to approve the annual financial statements; and
- appoint the University's internal and external auditors.

Whilst The Board has responsibility for the University's affairs, it has approved a formal scheme of delegation: [Delegation-Schedule-Governors-2016-17.pdf \(wlv.ac.uk\)](#)

The Board may delegate its powers to authorise specific expenditure to a sub-group of its members. Such sub-groups may exercise the powers of the Board in respect of that item but may not further delegate their responsibilities.

Committees authorised by the Board to exercise powers are required to provide regular reports on their actions. The Board also requires to be regularly given sufficient financial information to provide an appropriate context within which it can judge the use of delegated authority and to assess the on-going financial position of the University.

The Board has ultimate responsibility for the University's finances, but delegate's specific powers and processes to the committees detailed below. These committees are accountable to the Board. The committees of The Board and their terms of reference are set out:

[Governance - University of Wolverhampton \(wlv.ac.uk\)](#)

[Terms of reference - University of Wolverhampton \(wlv.ac.uk\)](#)

The Audit and Risk Committee is responsible for maintaining an on-going review of the Financial Regulations and advising the University Board of any additions or changes necessary, which may arise due to changes in the University's business, activities, structures or regulatory and legislative requirements.

Accountable Officer

The Vice-Chancellor is the University's Accountable Officer and is responsible for the financial administration of the University and personally responsible to the Board for ensuring compliance with the terms and conditions of funding and for providing the OfS with clear assurances about compliance. In this capacity, the Vice-Chancellor must advise the Board if, at any time, any action or policy under consideration by them appears to the Vice-Chancellor to be incompatible with the [OfS Regulatory Framework or the Terms and Conditions of Research England Grant](#). If the Board decides nevertheless to proceed, the Vice-Chancellor must immediately inform the funding body in writing.

As the accountable officer, the Vice-Chancellor may be required to justify any of the University's financial matters to the Public Accounts Committee.

Register of Interests

The Board members should ensure that the register of interests maintained by the University Secretary is up to date.

Responsibilities of Staff

Chief Financial Officer

Day-to-day financial administration is controlled by the Chief Financial Officer who is responsible to the Vice-Chancellor for:

- The development of a financial strategy to meet the University's strategic objectives
 - Preparing annual capital and revenue budgets and financial plans
 - Preparing annual cash flow forecasts and a 13 week rolling cash flow forecast.
 - preparing accounts, management information, monitoring and 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
 - Ensuring that the University maintains robust financial systems and controls
 - Providing professional advice on all matters relating to financial policies and procedures;
- and
- Day-to-day liaison with internal and external auditors in order to achieve efficient processes.

In the event that the Chief Financial Officer is unavailable for any reason, the Vice-Chancellor may make such alternative arrangements in relation to the above as are appropriate in the circumstances.

Faculty Deans, Heads of School, Directors and Heads of Professional Services

The Faculty Deans, Heads of School, Directors and Heads of Professional Services have devolved responsibility for day-to-day financial operations within their budget areas and can delegate limited responsibilities to subordinate staff within areas of responsibility. They are responsible for establishing and maintaining clear lines of responsibility within their faculty or Professional Service for all financial matters.

They are advised by the Chief Financial Officer and the Finance directorate in executing their financial duties. The Chief Financial Officer will also supervise and approve the financial systems and controls operating within their faculty or Professional Service including the form in which financial records are kept.

Faculty Deans, Heads of School, Directors and Heads of Professional Services shall provide the Chief Financial Officer with such information as may be required to enable:

- compilation of the University's financial statements
- implementation of financial planning; and
- implementation of audit and financial reviews, projects and value for money studies.

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 staff at all levels are expected to observe.

<https://www.wlv.ac.uk/media/departments/office-of-the-vice-chancellor/Standards-in-public-life.pdf>

All members of staff

Staff should ensure that they are aware of the University's financial authority limits and the values of purchases for which quotations and tenders are required (see Procurement Manual).

All members of staff should be aware and have a general responsibility for the security of the University's property, for avoiding loss and for due economy in the use of resources.

They shall make available any relevant records or information to the Chief Financial Officer, or his or her authorised representative, in connection with the implementation of the University's financial policies, these financial regulations and the system of financial control.

They shall provide the Chief Financial Officer with such financial and other information as he or she may deem necessary, from time to time, to carry out the requirements of the University Board.

They shall immediately notify the Chief Financial Officer whenever any matter arises which involves, or is thought to involve, irregularities concerning, *inter alia*, cash or property of the University. The Chief Financial Officer shall take such steps as he or she considers necessary by way of investigation and report and shall have due regard to the Fraud Policy & Procedures. The Chief Financial Officer must bring any significant or material matter to the attention of the Finance and Resources Committee.

The University expects staff at all levels to:

- carry out duties diligently and to the best of their ability
- comply with all lawful and reasonable instructions of the University
- promote the interests and reputation of the University
- act in good faith towards the University
- take all possible care not to damage any of the University's property or equipment

In addition, in connection with university funds all members of staff should:

- ensure that funds are used economically, effectively and efficiently to achieve Value for Money (VFM)
- know and abide by the authority limits contained in the delegated authorities approved by the Board
- know the University's financial authority limits including the value of those purchases for which quotations and tenders are required
- notify or make available any records or information to the Chief Financial Officer, or his or her authorised representative, relevant to the implementation of the University's financial policies,

- or to carry out the requirements of the Board when any matter arises which involves, or is thought to involve, irregularities concerning, inter alia, University cash or property
- abide by the University's Transparency policy.

<https://www.wlv.ac.uk/about-us/governance/legal-information/corporate-compliance/transparency/>

Additionally, all staff are required to complete an annual declaration of interests and inform the University Secretary of any new interests as they arise to avoid or manage potential conflicts. Those staff who are involved in procurement activities will be requested to complete a declaration for each tender activity. 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.

Risk Management

The University acknowledges the risks inherent in its business and is committed to managing those risks that pose a significant threat to the achievement of its business objectives and financial health.

The University has a risk management policy and toolkit which explains the University's underlying approach to risk management, documents the roles and responsibilities of the University Board and other key parties. This policy has been approved by the University Board. University risk management arrangements will be considered and approved by the Audit and Risk Committee on an annual basis.

The University Board has overall responsibility for ensuring there is a common approach to the management of risk throughout the University through the development, implementation and embedment within the organisation of a formal, structured risk management process.

The University Board requires that the Risk Management Policy and supporting procedures include:

- the adoption of common terminology in relation to the definition of risk and risk management
- the establishment of university-wide criteria for the measurement of risk, linking the threats to their potential impact and the likelihood of their occurrence together with a sensitivity analysis

- a decision on the level of risk to be accepted, together with tolerance levels expressed in terms of measurable outcomes
- detailed regular review at Faculty and Professional Service level to identify significant risks associated with the achievement of key objectives and other relevant areas
- development of risk management and mitigation plans for all significant risks, to include a designated 'risk owner' who will be responsible and accountable for managing the risk in question
- regular reporting of the corporate Risk Register and an accompanying risk report to the University Board and its committees; and
- an annual review of the effectiveness of the risk management system
- The policy and procedures must be capable of independent verification.

Transparency

The University has combined a number of policies such as Fraud, Anti-Bribery and Whistleblowing into one Transparency Policy. All staff must abide by all parts of the policy to ensure fair, transparent and ethical ways of working.

<https://www.wlv.ac.uk/about-us/governance/legal-information/corporate-compliance/transparency/>

Modern Slavery Act

The University publishes its annual statement on Modern Slavery and Human Trafficking following the publication of its accounts.

<http://www.wlv.ac.uk/media/documents/Modern-slavery-statement.pdf>

The University also has a Modern Slavery Policy.

[WLV Policies - University of Wolverhampton](#)

Freedom of Information

The freedom of information act applies to the University. The University Freedom of Information guidance is located at:

[Freedom of Information - University of Wolverhampton \(wlv.ac.uk\)](http://wlv.ac.uk)

[Making a request - University of Wolverhampton \(wlv.ac.uk\)](http://wlv.ac.uk)

Staff should be aware that information, including financial information might be released in accordance with the University Freedom of Information Policy, subject to the restrictions outlined in the Act.

Data Protection

The University data protection policy and related guidance is located at: [WLV Policies - University of Wolverhampton](#)

Conflicts of Interest

The University values creativity, partnership and enterprise and is supportive of the various internal and external activities in which members of staff engage. Occasionally, however, a member of staff outside interests may conflict, or appear to conflict, with their University duties. The University has, therefore, put in place procedures to protect the University and members of staff from any appearance of impropriety and to enable the University and members of staff to comply with legal obligations.

The Policy provides a system for reporting and managing conflicts of interest that affect members of staff, members of the University Board and other individuals working in or for the University.

Anti-bribery Policy and Procedures

The University is committed to ethical standards of business conduct and adopts a zero-tolerance approach to bribery and corruption in all jurisdictions. The University will uphold relevant laws for countering bribery and corruption, in particular the Bribery Act 2010.

As part of the above commitment, the University has implemented Anti-Bribery Policy and Procedures, which are incorporated into these Financial Regulations.

The Anti-Bribery Policy and Procedures apply to all members of staff of the University, to all external members of the University Board when acting in that capacity and to all other persons when working in or for the University.

Breach of the Anti-Bribery Policy and Procedures may constitute a disciplinary offence for members of staff and may result in contractual or legal sanctions for other persons when working in or for the University.

Please see link for University Policies for guidance: [WLV Policies - University of Wolverhampton](#).

Financial Forecasts and Budgets

Financial Forecasts

The Chief Financial Officer is responsible for preparing annually a rolling five-year financial forecast (including Income and Expenditure, Balance Sheet and Cashflow forecasts) that is consistent with the strategic plans approved by the Board of Governors. The financial forecast should be approved by the Board of Governors before submission to the OfS.

Budget Preparation

The Chief Financial Officer is responsible for preparing each year an annual budget, financial projections and a capital investment plan for consideration by the FRC before submission to the Board. The budget includes income and expenditure account, cash flow forecast and a projected year-end balance sheet. The budgets will wherever possible be based on volumes and prices to ensure an effective, fair and transparent allocation of budgets. The Chief Financial Officer must ensure that the detailed budgets are consistent with the medium and long-term planning process and that these budgets are communicated to Budget holders.

Revised Forecasts

During the year, the Chief Financial Officer is responsible for submitting forecasts to FRC on a quarterly basis for approval and to the Board for information.

Budgetary Control

All budgets are allocated to a University Faculty or Department. The control of income and expenditure within an agreed budget is the responsibility of the designated budget holder within that Faculty or Department. The designated budget holder must ensure that day-to-day monitoring is undertaken effectively and is responsible for:

- Ensuring the economic, effective and efficient use of resources allocated to them.
- Expending the funds on the purposes for which they were given.
- Ensuring that expenditure does not lead to overspending, unless previously authorised.
- Ensuring accurate coding on the University's authorised financial system. No other system should be used to record financial transactions and no separate records should be kept other than on the University's authorised financial system.
- Ensuring that where control is delegated to members of staff, such delegation is given in writing and indicates limits of authority. The scheme of delegation is located at: www.wlv.ac.uk/staff/media/departments/office-of-the-vice-chancellor/documents/Delegation-Schedule-Governors-2016-17.pdf
- Managing their budgets in accordance with the principles and targets set in the budget process.
- Managing their budgets in accordance with the allocations given. Please note that virements cannot be made between pay and non-pay categories.

Significant departures from agreed budgetary or contribution targets must be reported immediately to the Chief Financial Officer by the Dean or Director concerned.

Financial Information

Budget holders are assisted in their duties by financial information provided by the Chief Financial Officer, who is responsible for supplying budgetary reports on all aspects of the University's finances. FRC receives regular reports on actual performance and revised forecasts.

Summarised financial reports are presented to The Board, which has overall responsibility for the University's finances.

Capital Budgets

The capital programme includes all expenditure on land, buildings, equipment, furniture and associated costs, whether funded from capital grants or funded from the University's own resources.

The medium-term and long-term plans for the University should include details of capital schemes being considered or evaluated. The outline capital schemes should be approved in line with the following limits:

- The Board approves schemes over £10m
- FRC approves schemes in the range £0.5m - £10m
- The University Business Case process will deal with requests up to £0.5M.

When schemes are presented for approval, they should follow the approved Business Case process:

- A statement demonstrating the consistency with the strategic plans of the University
- A budget for the project including professional fees, VAT and funding source
- A financial evaluation of the plans including the impact on revenues and costs, investment appraisal, cash flow forecast, (all including VAT) and consideration of alternatives.

All capital schemes are subject to the normal University processes for procurement e.g., tendering.

Faculty or Department business developments

Any new Faculty or Department business developments should be presented as part of the long term or medium-term planning process by the Dean or Director and included in the area's business plan.

Where an initiative involves recommending the establishment of a company or joint venture or other entity then the Dean or Director should seek advice from the Chief Financial Officer.

Budgetary and Cash Control

The University's system of devolved budgets places budgetary control with the Faculty Dean, Head of School, Director or Head of Professional Service who will have overall control of income, expenditure and where appropriate, capital within an agreed budget for his or her area of responsibility and must ensure that day-to-day monitoring is undertaken effectively.

The budget holder will be assisted in monitoring their budget by monthly management information provided by the Chief Financial Officer, together with appropriate support from nominated staff within the Finance department.

The Chief Financial Officer, or his or her authorised representative, shall have the right of access to information from budget holders at all times.

The Chief Financial Officer, or his or her authorised representative, shall issue detailed period end closedown procedures.

Departures from agreed budgetary targets of more than 5% of budgeted expenditure must be reported immediately to the University Executive Board by the Faculty Dean, Head of School, Director or Head of Professional Service concerned and, if necessary, corrective action taken. Issues that are material in the context of the University's overall budget must be reported to the Finance and Resources Committee at the earliest opportunity.

The Chief Financial Officer is responsible for supplying budgetary reports on all aspects of the University's finances to the Finance and Resources Committee on a basis determined by the Finance and Resources Committee, but subject to any specific requirements of the OfS. The Chief Financial Officer is also responsible for supplying management reports and forecast outturns, in an agreed format and frequency, to the University Executive Board and all governors.

Monthly cash flows will be prepared for presentation on a regular basis to the University Executive Board that will include a 13 week rolling cash flow forecast together with monthly cash flow forecasts for a minimum of 12 months. All Finance and Resources Committee members will receive an updated monthly forecast showing the cash flows looking forward for a minimum of 12 months.

Regular monthly updates of the cash flows impacted by all areas will be obtained by the Finance team to ensure the forecasts are as accurate as possible. In particular areas where the timing of expenditure or income can change regularly the relevant Faculty or Service will notify Finance of such updates immediately if a material variance is identified. Such areas include Estates, IT and Research.

Treatment of year-end balances

Any balances held for endowments, specific grants and research grants will be accounted for in accordance with generally UK accepted accounting principles and must comply with the Higher and Further Education SORP.

Accounting and Taxation

Financial Statements

The Chief Financial Officer is responsible for preparing the University's Financial Statements and for ensuring that audited accounts are presented to the Board. The accounts will previously have been presented to both Audit and FRC, who are responsible for recommending their approval to The Board.

The University prepares consolidated accounts for the Group, which includes all subsidiary entities, in accordance with generally UK accepted accounting principles and complies with the Higher and Further Education SORP, subject to any specific requirements of the OfS.

Accounting returns

The Chief Financial Officer is responsible for consolidating and despatching financial returns and other periodic financial reports to the OfS and other agencies as required on a timely basis.

Public Access

Under the terms of the Charities Act 2011, the University Board is required to supply any person with a copy of the University's most recent financial statements within two months of a request.

The Act enables the University Board to levy a reasonable fee, and this will be charged at the discretion of the Chief Financial Officer. The University will also make the financial statements available on its website.

Retention of accounting records

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

The University is required by law to retain prime documents for six years. These include purchase orders, purchase invoices, sales invoices, bank statements, receipts, cheques, BACS records, payroll records and expense claims.

Other financial records should be retained for three years or, where relevant, as determined by the funder.

The Finance Director will make appropriate arrangements for the retention of electronic records. Staff should ensure that the retention arrangements comply with the University document retention guidance.

Staff should also adhere to any document retention requirements for specific funders.

Please see link for further guidance:

[Document Retention Schedule 2012 \(wlv.ac.uk\)](http://wlv.ac.uk)

Taxation

The University is an exempt charity and, as such, is not liable for corporation or income tax on any of its charitable activities. The University is registered for Value Added Tax; however, it is unable to recover input tax on the majority of its purchases because education is an exempt activity.

Additionally, non-commercial research, which has a public benefit, is also outside the scope of VAT legislation.

The Chief Financial Officer is responsible for advising Senior Management and the Board on all significant taxation issues, in the light of guidance from the appropriate bodies and relevant legislation. Deans or Directors should seek advice from the Chief Financial Officer on taxation matters.

The Chief Financial Officer is responsible for maintaining the University's tax records (e.g., VAT, PAYE, Corporation Tax, Gift Aid etc.), making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.

Audit

The audit requirements of the University are set out in the [CUC Higher Education Audit Committees Code of Practice and the OfS Accounts Direction](#).

External audit

The appointment of external auditors is the responsibility of the University Board, advised by the Audit Committee.

The primary role of the external auditors is to report on the University's financial statements. The external auditors carry out an examination of the statements and underlying records and control systems to reach their opinion on the statements and to report on the appropriate use of funds.

Their work complies with, where relevant, the Financial Memorandum and the Auditing Practices Board's statements of auditing standards.

External audit must provide an opinion to the governing body on whether funds (including public funds) have been applied for the intended purposes and on whether the financial statements provide a true and fair view of the financial results for the year. External audit must also form a view about whether an HEI is a going concern.

The Audit and Risk Committee should assess the auditor's work each year to ensure that the University is receiving a service of sufficiently high standard at a reasonable price.

The University may ask external auditors to provide additional services. All non-audit work provided by the external auditors requires advance approval in accordance with the Policy determined by the Audit and Risk Committee which shall specify authority limits and approvers. Additional work must not impair the independence of the external audit opinion.

Internal audit

The internal auditors are appointed by the University Board on the recommendation of the Audit Committee.

The internal auditors are responsible for conducting an independent appraisal of the University's activities, financial and otherwise. It provides the University Board, Audit Committee, the Vice- Chancellor and senior management with assurances on the adequacy of the internal control system, risk management and value for money.

All of the University's operations, including subsidiaries, fall within the remit of internal audit. Internal audit may also conduct any special reviews requested by the University Board, the Audit and Risk Committee or Vice-Chancellor, provided such reviews do not compromise its objectivity, independence or achievement of the approved audit plan.

The internal audit service remains independent in its planning and operation and has direct access to the University Board, Vice-Chancellor and the Chair of the Audit and Risk Committee. The internal auditor will also comply with "The Code of Ethics and International Standards for the Professional Practice of Internal Auditing".

The internal audit service must produce an annual report which must relate to the financial year and include any significant issues, up to the date of preparing the report, which affect the opinions. It must be addressed to the University Board and the Accountable Officer and must be considered by the Audit and Risk Committee.

Fraud and Corruption

If an individual suspects any matter which involves, or is thought to involve, irregularities or fraud concerning procurement, cash, stores or other property of the University, or any other suspected irregularity in the exercise of the activities of the University, the individual should notify the relevant officer under the University's Fraud Policy & Procedures, which are available on the Staff Intranet.

If an individual is not satisfied that their complaint has resulted in the appropriate action they should consider following the procedures set out within the University's Public Interest Disclosure Policy and Procedures (See 'Whistleblowing' (Disclosure in the Public Interest) Policy and Procedures).

Value for Money

It is a requirement of the OfS [Regulatory Framework for Higher Education](#) that the University demonstrates that it has delivered value for money from its use of public funds. It 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 OfS, the National Audit Office, the Public Accounts Committee or other relevant bodies.

[CUC Higher Education Audit Committees Code of Practice](#),

Auditors' access

External and Internal auditors 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, stocks or any other University property under his or her control
- access records belonging to third parties, such as contractors, when required

Other Auditors

The University may be subject to audit or investigation by external bodies such as the OfS, National Audit Office, European Court of Auditors or H M Revenue & Customs. These bodies have rights to seek evidence and explanations as required to complete their work.

Treasury Management

The Finance and Resources Committee is responsible for approving a Treasury Management Policy statement setting out a strategy and policies for cash management, long-term investments and borrowings. This will require compliance with OFS rules regarding approval for any secured or unsecured loans that go beyond the general consent levels set out in the OfS [Terms & Conditions of Funding for Higher Education Institutions](#). The Finance and Resources Committee has a responsibility to ensure implementation, monitoring and review of such policies.

The Chief Financial Officer is responsible for developing, recommending and monitoring the execution of the policies for cash management, investments and borrowings.

The University's overall treasury management objectives apply across the institution. The objectives are:

- to ensure the most-low risk competitive return on surplus cash balances
- to ensure the availability of flexible and competitively priced funding to support the University's capital programme
- to identify and manage financial risks, including interest rate and foreign currency risk, from all areas of the group's operations
- to ensure compliance at all times with any banking covenants and the OfS Financial Memorandum
- To ensure that cash balances are managed in accordance with set liquidity targets
- To maintain a register of approved counterparties

Borrowing and Leasing

The University's borrowing strategy, limits and associated risk management shall be decided by the Board on the recommendation of the FRC. This shall include the use of financial instruments. The management and execution of loan and financial contracts should be subject to monitoring and scrutiny by FRC. The Chief Financial Officer is responsible for determining the procedures on the use of financial instruments.

The University may enter into long-term agreements subject to any appropriate consent from the OfS and other existing funders, if and when required. At all times any new arrangements will need to comply with existing covenants and undertakings.

In the case of short-term borrowings, the University may need consent from the OfS also. The Chief Financial Officer is responsible for arranging short-term borrowing and/or overdrafts up to sums agreed by the Board on the recommendation of the FRC.

Banking arrangements

The University's banking arrangements shall be decided by the Board on the recommendation of the FRC and should be reviewed every five years at least.

All day-to-day arrangements with the University's bankers concerning the University's bank accounts, the collection and payments of monies, the transfer of funds, shall be made by the Chief Financial Officer.

No other employee shall under any circumstances open or operate a bank account (including PayPal or similar electronic money accounts) in the name of the University or of an entity

holding itself out to be part of the University other than the Chief Financial Officer together with another member of the UEB.

- All changes to bank mandates and similar must be reported to the Chair of FRC.
- No individual other than those mandated by the Board under the scheme of delegation shall be empowered to give instructions to the University's Bankers.
- All bank accounts shall be in the name of the University or one of its subsidiary companies.

The Chief Financial Officer is responsible for ensuring that all bank accounts are subject to regular reconciliation.

Guarantees

The giving of guarantees and indemnities in the University's name to bankers or other institutions shall be decided by The Board on the recommendation of the FRC. Any guarantees issued will usually have to be sealed in accordance with these regulations. Limits for the approval of Guarantees are per the Scheme of Delegation;

- The Board approves schemes over £10m
- FRC approves schemes in the range £0.5m - £10m
- Business Case process up to £0.5m

Investments

The FRC is responsible for recommending to the Board the investment policy and for considering and adjusting any such arrangements.

The Chief Financial Officer is responsible for maintaining records of investments, for ensuring safe custody of all relevant documents, and for reporting investment performance to the FRC. No investment of university monies shall be made other than in accordance with arrangements approved in writing by the Finance Director.

The University's ethical investment policy is located at: [WLV Policies - University of Wolverhampton](#)

Income

The Chief Financial Officer is responsible for ensuring appropriate procedures exist to enable the University to receive all income (including tuition, accommodation fees) to which it is entitled.

The Chief Financial Officer is responsible for ensuring that all claims for funds, including research grants and contracts, and specific grants are made by the due date.

The scheme of delegation indicates the persons who are authorised to sign contracts on behalf of the University. In particular, 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.

OfS Grants

The OFS provides grants for a number of purposes. The grants provided include:

- Recurrent grant
- Capital funding
- Special purpose grants

Recurrent grant is provided for normal day-to-day running costs such as salaries and wages, consumables and supplies, maintenance of premises, administration and to support capital projects.

Receipts

The format and content of all receipt documents, sales invoices, sales credit notes, tickets and electronic collection systems (including on-line payments) must have the prior approval of the Chief Financial Officer.

All monies received by Faculties and departments from whatever source must be recorded by the department on a daily basis, together with the form in which they were received, for example cash, cards and cheques.

All monies received by departments must be paid to the cashier's office promptly. The custody and transit of all monies must comply with the requirements of the University's insurers.

All sums received must be paid into the cashiers office and accounted for in full, and must not be used to meet miscellaneous faculty/departmental expenses or be paid into

the faculty/departmental petty cash float. Personal or other cheques must not be cashed out of money received on behalf of the University.

The Chief Financial Officer is responsible for the prompt banking of all funds received in the cashier's office.

The arrangements to receive credit or debit card payments using terminals or on-line must be approved by the Chief Financial Officer who will ensure that the funds must be paid into a University bank account.

The Chief Financial Officer is responsible for ensuring compliance with Payment Card Industry Data Security Standards.

Any arrangements to collect funds using direct debits or standing orders must be approved by the Chief Financial Officer who will ensure that the funds are paid into a University bank account.

Invoices

Deans or Directors are responsible for ensuring that the Finance Department is informed promptly of all income due to the University and providing sufficient information to the Chief Financial Officer to enable collection. All requests for monies due to the University should be rendered on official invoices or grant claims issued through the Finance Department. The following link provides guidance on the University's "Sales to Cash" process:

<https://www.wlv.ac.uk/staff/services/agresso-system/training/finance/>

Credit arrangements

The Chief Financial Officer is responsible for establishing the credit arrangements that indicate the period in which different types of invoice must be paid.

Collection of debts

The Chief Financial Officer is responsible for making arrangements to promptly collect debts, ensure effective action is taken in collecting overdue debts and to ensure that outstanding debts are monitored.

The Chief Financial Officer should ensure that:

- Debtors' invoices are raised promptly on official University stationery by University authorised signatories in respect of all income due to the University;
- Invoices are prepared with care, recorded in the ledger, show the correct amount due and are credited to the appropriate income account
- Any credits granted are valid, authorised and completely recorded

- VAT is correctly charged where appropriate, and accounted for
- Monies received are posted to the correct debtor's account
- Swift and effective action is taken to collect overdue debts in accordance with the University's credit management procedures; and
- Outstanding debts are monitored, and reports are prepared for managers.

The authority levels for transferring debts to solicitors and the eventual write-off of debts are set out in the financial authority limits.

Student Tuition and Accommodation Fees

All students are required to enroll at the start of each academic year of their program of study and following any period of suspension of studies.

Tuition and accommodation fee levels must be approved by the Fees and Bursaries Group in consultation with the Chief Financial Officer.

The procedures for raising, collecting tuition and residence fees must be approved by Fees and Bursaries.

Payment of Fees

Tuition fees are due in advance at the beginning of each session. Details regarding methods of payment are included in the enrolment documentation for each year.

Accommodation fees and charges are due in accordance with the University Tenancy Agreement. Details regarding methods of payment of fees are included in documentation provided at enrolment and in information on the University website.

The University may allow, as a concession, students to pay their tuition and accommodation fees in instalments. These arrangements are approved by the Chief Financial Officer.

Student Debts

Failure to pay tuition fees or to make a satisfactory arrangement to pay or to give a satisfactory explanation for non-payment to the Finance Department may result in Academic sanctions and could lead to suspension of registration.

The University may take legal action or employ agents to recover tuition fees or other

amounts due.

Before the receipt of a degree certificate, all students are required to make suitable arrangements with the Finance Department for the clearing of all debts.

Any student who has not paid their fees to the University shall be prevented from re-enrolling at the University and from using any of its facilities.

Student Loans

Appropriate records will be maintained to support all transactions involving student loans.

Student Bursaries, Scholarships

All payments to students for bursaries, scholarships or reductions in tuition fees must be authorised by the relevant budget holder.

Grants and Contracts

All bids for grants and contracts, including research contracts, must be prepared in accordance with the University's Project, Costing and Bidding (PCB) procedures, which are located at: <https://www.wlv.ac.uk/staff/services/agresso-system/pcb/>

All bids must be properly costed, and all spend must be costed appropriately to ensure that the bid reflects the true costs of delivering the activity.

No submission should be made or commitment entered into before the approval process is completed.

The Authorised Signatories Schedule provides details of those who are authorised to sign documentation within the University outside of the Procurement process.

Financial values are based on the total risk exposure to the University, not the actual value of the contract.

All applications for grants and all contract proposals are made on behalf of and in the name of the University (or a subsidiary company). The Finance Department checks the costings in the proposal (up to the agreed limits). Project Support Office (PSO) ensures compliance with the funders and University's rules and criteria, and, once the University authorization and signature(s) for the proposal are obtained submits all bids. At the point of application faculties and departments should confirm that governance and University policies have been adhered to. In particular, 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.

Authorisation limits for the approval of applications and for the acceptance of research related contracts are subject to PCB requirements.

Funders normally have their own rules on the administration of awards, including financial management and reporting requirements. It is the responsibility of the Faculty or Department managing the funding to ensure compliance with all of the funders' rules.

All University Financial Regulations and Procedures, including those on procurement, apply to research grants and contracts and it is the responsibility of the Dean or Director to ensure compliance with these rules. The relevant budget holder is then responsible for adequate control of pay and non-pay expenditure.

If the University sub-contracts work to an external organisation, then the budget holder must ensure that:

- this is on the basis of a written contract which allows access to detailed records
- appropriate monitoring procedures are in place to ensure that the outputs are achieved and the provision is of suitable quality
- payments are only made against detailed invoices
- they comply with the University's procedures and legislation in relation to the use of subcontractors and that any taxation issues are reflected in the bid and fully costed

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 will suffer a significant financial penalty. It is the responsibility of the Principal Investigator, named supervisor or grant holder to ensure that conditions of funding are met.

Any loss to the University resulting from a failure to meet the conditions of funding is the responsibility of the Faculty or Department and will be charged to faculty or departmental budgets.

Other Income Generating Activities

All other income-generating activities should normally be self-financing or surplus-generating. Where a loss is anticipated, the reason for engaging or continuing the activity must be agreed by the Dean or Director and the Chief Financial Officer.

Other income generating activities includes:

- Short courses (all non-graduating courses outside the University prospectus)

- Catering and Conferences
- Consultancy
- Materials or component testing
- Laboratory services
- Use of facilities
- Transnational Education (TNE)

Other income-generating activities organised by members of staff must be costed and agreed with the Dean or Director before any commitments are made. Provision must be made for charging both direct and indirect costs in accordance with the University's costing and pricing policy, including the recovery of overheads and any taxation that may be incurred due to the nature of the activity.

Any deficits incurred on Other Income Generating Activities will be charged to the relevant faculty or department.

Off-site Collaborative Provision, Transnational Education (TNE) or Franchising

Any contract or arrangement whereby the University provides education to students away from University premises, or with the assistance of persons other than the University's own staff or with independent contractors (partner organisations), must be approved in line with the University Academic Development Proposals (ADP) process.

Consideration should be given to whether the activity, particularly TNE, will be subject to any taxation in the country of delivery. Advice should be sought on this from the Chief Financial Officer and Legal team prior to entering into any agreement or contractual relationship.

Matched funding

All proposals where matched funding is included in the project must be considered by the Chief Financial Director and Deputy Vice Chancellor for External Engagement for submission to FRC for approval or recommendation to the Board (in line with the Scheme of Delegation).

Intellectual Property Rights and Patents

Certain activities undertaken within the University may give rise to ideas, designs or inventions that may be patentable. These are collectively known as 'intellectual property' and the University policy must be adhered to.

Fund-Raising and Gifts Received

Significant fund-raising campaigns must only be undertaken with the approval of and under the guidance of the Director of External Relations who will consult the Chief Financial Officer on the appropriate accounting treatment for the income.

The Director of External Relations in conjunction with the Chief Financial Officer is responsible for maintaining financial records of gifts, benefactions and donations, advising on the conditions of their use and initiating claims for recovery of tax where appropriate.

The University's Corporate Fundraising Policy provides guidance upon the authorisation and acceptance of donations, gifts and similar funding at:

<http://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/>

Gift and benefactions will only be accepted if they are from appropriate sources.

Gifts (monetary and non-monetary) offered to members of staff must be treated in accordance with University guidance on bribery, hospitality and gifts within the Transparency Policy.

<https://www.wlv.ac.uk/about-us/governance/legal-information/corporate-compliance/transparency/>

Student welfare and access funds

The Chief Financial Officer will prescribe the format for recording the use of student welfare funds. Records of access funds will be maintained according to OfS requirements.

Trust funds

The Chief Financial Officer is responsible for maintaining a record of the requirements for each trust fund and for advising the Board on the control and investment of fund balances.

The Chief Financial Officer is responsible for ensuring that all the University's trust funds are operated within any relevant legislation and the specific requirements for each trust. They will also be responsible for investment of fund balances within the policies agreed by the Finance and Resources Committee.

Non-Pay Expenditure

Procurement

Procurement of all goods and services, irrespective of the source of funds, should always be undertaken with the objective of optimising Value for Money (VfM):

<http://www.wlv.ac.uk/business-services/university-procurement/value-for-money-/>

Deans or Directors are responsible for ensuring that all procurement activities are operated in accordance with the University's Procurement Policies, as set out at:

<http://www.wlv.ac.uk/business-services/university-procurement/supplying-the-university-/procurement-procedures--thresholds-/>

In particular, no person shall sign or authorise a University Purchase Order or Contract where he or she also has an interest in the activities of the other party. Non-Pay expenditure cannot be used for payments to staff or for staff contracts and it cannot be vired to cover pay expenditure.

Responsibility for Purchasing

Deans or Directors are responsible for purchases within their faculty or department, and they must ensure that they have sufficient budget before committing to the purchase of goods or services. This purchasing authority may be delegated to named individuals within the faculty or department.

The Chief Financial Officer maintains registers of authorised persons who may approve departmental expenditure and who may approve purchase invoices for payment.

Ordering Goods and Services

The ordering of goods and services shall be conducted in accordance with the University's Procurement to Payment guidelines located at:

<https://www.wlv.ac.uk/staff/services/agresso-system/training/finance/>

Contracts and framework agreements exist for supplies of goods and services that are purchased regularly.

These contracts have already been competitively tendered by the Procurement team and must be used. Where a contract/framework exists for a particular item/service, the purchase order must be placed with the supplier indicated.

The list of existing agreements is located at:

<https://www.wlv.ac.uk/staff/services/procurement/contract-information/>

Where no contract or framework agreement exists for the required goods or services, then quotations or tenders must be obtained in line with process and thresholds at:

<https://www.wlv.ac.uk/staff/services/procurement/thresholds/>

Official University orders should be placed in advance of the purchase of all goods, services except for those items purchased using purchasing cards, petty cash or items such as rents, rates and utilities.

Expenditure should not be incurred without authorisation. Purchase orders should be raised prior to instructing a supplier. Where this is not the case, the Chief Financial Officer will ask the individual who instructed the supplier for an explanation. Where there is no good reason for failing to raise the Purchase Order prior to instructing the supplier, the University may take further action that may include disciplinary procedures and/or non-payment of the invoice.

Please see procurement policy for further guidance: [WLV Policies - University of Wolverhampton](#).

Consultancy Agreements

Any use of consultants must follow the University's procedures in respect of the engagement of individuals in light of the requirements to determine employment status.

HMRC IR35 legislation must be fully adhered to.

Purchasing cards

The operation and control of the University's purchasing cards is the responsibility of the Chief Financial Officer.

Holders of purchasing cards must only use them for University related purchases and in accordance with the detailed conditions of use set out in the Cardholder User Guide that is

located at:

<https://www.wlv.ac.uk/staff/services/procurement/compliance/purchasing-cards/>

Cards must not be loaned to another person, nor should they be used for personal or private purchases.

They should not be used for subsistence or other travel costs. These costs must be claimed in accordance with the University Travel and Subsistence guidelines:

[Travel and Subsistence Regulations \(PDF\) - University of Wolverhampton \(wlv.ac.uk\)](#)

Transactions on a purchase card must not be authorised by the person conducting the transaction.

Written authorisation from the Dean or Director is required for all credit card applications.

<https://www.wlv.ac.uk/staff/media/departments/finance/documents/Budget-Holder-Acceptance-Form.pdf>

Quotations and Tenders

Deans or Directors and delegated budget holders must comply with the University's quotation and tendering procedures:

<https://www.wlv.ac.uk/staff/services/procurement/thresholds/>

Purchases must not be disaggregated to avoid the University's procedures around thresholds.

The procurement of goods and services may additionally be subject to specific rules imposed by funding bodies e.g. EU. Information on these arrangements will be obtained from the funder and should be clarified prior to any procurement taking place. The Finance Department can advise on these and if in any doubt they should be contacted to discuss the matter.

Faculty Deans, Heads of School, Directors and Heads of Professional Services are responsible for ensuring that expenditure within their department does not exceed funds available.

Estates

Building contracts are administered by the University's Director of Estates in conjunction with the Chief Financial Officer. Contracts shall be subject to University tendering and quotation procedures.

Receipts of goods

All goods received should be checked for quantity and/or weight and inspected for quality and specification. A delivery note shall be obtained from the supplier at the time of delivery and signed by the person receiving the goods.

Payment of invoices

Payments to UK suppliers will be by BACS transfer. Payments to suppliers with overseas bank accounts will be made electronically whenever possible.

Authorisation of Invoices

Where goods or services are procured with a purchase order then purchase invoices are authorised for payment by:

- confirming the invoiced quantity is correct
- confirming that the price is accurate
- matching the invoice to the authorised purchase order to confirm that the transaction is a valid charge to the University budgets and that the invoice has not previously been processed

Where goods or services are delivered without a purchase order (e.g. rates, rents) then certification of the purchase invoice confirms that:

- the goods have been received, examined and approved with regard to quality and quantity, or that services rendered, or work done is satisfactory
- invoice details (quantities, prices) are correct
- the invoice has not previously been passed for payment

The University procedures on Procurement to Payment are available:

www.wlv.ac.uk/staff/services/agresso-system/training/finance/

The University is committed to paying suppliers in accordance with the terms and conditions of payment agreed between the University and the supplier.

Staff expenses

The University's purchasing and payments procedures enable most purchases for University business to be made without staff needing to incur any personal expenses.

However, when staff incur expenses on University business, they will be reimbursed provided they are in accordance with the relevant University policies.

All claims for payment of subsistence, traveling and incidental expenses must be submitted within 3 months of the expense being incurred and, in a form, approved by the Chief Financial Officer.

The University travel and subsistence expense policy is located at:

[Travel and Subsistence Regulations \(PDF\) - University of Wolverhampton \(wlv.ac.uk\)](#)

Expense claims cannot be self-authorised. Claims should be authorised by the budget holder who has been authorised to certify expense claims. The certification confirms: that any journeys taken were authorised that any expenses were wholly and necessarily incurred on University business

Staff advances

Advances to Staff for travel and subsistence must be jointly approved by the relevant budget holder. Within two months of the trip being completed, the receipts must be submitted, and any unspent balance repaid or claimed.

Failure to submit the required documents within 90 days will result in the advance being reclaimed automatically.

Under no circumstances will a second advance be approved when the repayment of an earlier advance for individual is still outstanding.

Loans to Staff

Any loans to staff are authorised under schemes jointly approved by the Director of Human Resources and the Chief Financial Officer. Any loans must be repaid in full before the employee leaves the University's employment. The current scheme offers cycle to work loans only.

Expenses to Visitors

Visitors to the University who incur expenses on the University's business may be reimbursed e.g. external examiners.

Expenses to Students

Expenses incurred by students on University's business may be reimbursed on the production of receipts.

Payments to Volunteers

The University allows payments to volunteers covering the reimbursement of actual travel costs.

Payments to people involved in Research and similar studies

In many cases, research projects involve interviewing members of public or similar activities. Payments can be made to these participants as follows:

- reimbursement of actual travel costs
- participant fees agreed by the funder or Chief Financial Officer

Please note that due consideration should be given to any taxation issues that may arise and that advice should be sought from the Chief Financial Officer prior to any agreement being made.

Payments to Members of the Board

Any out-of-pocket travel and subsistence expenses incurred by members of the Board in performing their duties will be reimbursed. These claims will be authorised by the Chief Financial Officer.

Loans to Students

Loans may be given to students in the case of hardship. These loans will be recorded on the student's account and must be repaid before graduation or leaving the University.

Student Opportunity Funds

Records of opportunity funds will be maintained according to university requirements

Student Bursaries and Scholarships

The reduction of the tuition fees charged to students or the payment of bursaries, scholarships, stipends to students must be authorised by the Dean or Director and charged to the appropriate Faculty or Directorate.

Petty Cash

The University's imprest petty cash account is maintained by the Finance Department. Cash floats may be requested by Departments to meet minor payments and disbursements. Such accounts are the responsibility of the member of staff to whom they are entrusted. Payments from these floats or imprest accounts must be supported by appropriate invoices or receipts.

The following types of expenditure are expressly forbidden:

- Any individual item over £25
- Payments of salaries, wages, call-out payments, overtime payments, staff expenses or other ad hoc remuneration.
- Personal expenditure, loans or advances to employees or students, or for cashing personal cheques.

At the end of the financial year, a statement of the balances held should be completed by the member of staff responsible for the float and counter-signed by the Dean or Director confirming the existence and value of the float.

Pay Expenditure

Appointment of Staff

All offers of employment by the University shall be made in accordance with the guidelines issued by the Director of Human Resources before work commences.

Salaries, wages and other benefits

All University staff are appointed to salary scales approved by the Remunerations committee.

The Remuneration Committee determines what other benefits are to be made available, the

basis of their provision (contributory or not) and the staff to whom they are to be made available. Salaries and other benefits for senior management will be determined by the Remuneration Committee.

Terms and Conditions of Employment

The Board approves the standard contractual arrangements relating to all categories of staff within the University and provision is made within the arrangements for all matters affecting gross payments to employees.

All variations affecting salaries shall be authorised by the Dean or Director in conjunction with the Human Resources Department.

Payments of Salaries and Wages

The Chief Financial Officer is responsible for all payments of salaries and wages to all staff including payments for overtime, services rendered, and staff expenses are reimbursed through the payroll section of the finance department.

Payments of Fees and Expenses

The Chief Financial Officer is responsible for making payments to workers who are not employees (i.e. casual workers, visiting lecturers) and for informing the appropriate authorities (H M Revenue & Customs, Pensions authorities) of such payments.

These payments will be authorised by the Dean or Director.

Payroll Records

The Chief Financial Officer is responsible for keeping all statutory payroll records, including those required by H M Revenue & Customs.

Sickness & Other Absences

It is the responsibility of the Dean or Director to have processes in place to notify the Human Resources Department of any absences through sickness. Other absences, such as maternity, paternity, jury service and unpaid leave should be notified to the line manager and the Human Resources department. The University's Human Resources policies are located:

[Policies and Procedures - University of Wolverhampton \(wlv.ac.uk\)](http://wlv.ac.uk)

Arrangements for Relocation

The University has limits for the payment of travel expenses and expenses incurred in the

removal of household effects of a person moving their main place of residence to take up a post at the University.

Employment of Temporary Staff

Departments are expected to use temporary staff for temporary purposes only and not to covertasks of permanent duration.

Faculties and Departments must:

- Satisfy themselves before employing temporary staff that there is an adequate budget to meet the cost.
- Comply with employment law taking advice from the Human Resources Department if necessary.

Tax will be deducted from payments to all temporary staff through the PAYE system.

Taxation

Responsibility for accounting for PAYE, NIC and any other taxes, and for making all statutory returns, rests with the Chief Financial Officer. Where payments for services rendered are made to individuals not employed by the University, the Chief Financial Officer is responsible for maintaining any records for tax purposes and will ensure that HMRC guidelines and IR35 Legislation are followed.

The University will make deductions in accordance with HMRC guidelines.

Pension Schemes

The eligibility of staff for membership of a Pension Schemes is set out in individual contracts of employment. The pension arrangements for staff are approved by the University Board and will be managed in accordance with statutory auto-enrolment requirements.

Severance and Similar Payments

Severance payments shall only be made in accordance with relevant legislation. All severance payments shall be authorised by Director of Human Resources after approval is given by the appropriate Committee or the Board.

All matters referred to an Employment Tribunal shall be notified initially to the member of UEB with responsibility for Human Resources and then to the Finance and Resources

Committee at the earliest opportunity in order that budget provision may be made as necessary. All determinations of tribunals must be similarly notified.

Private Work and Other Appointments

Members of staff must comply with the University's policies when carrying out private work and other appointments as detailed here:

[Policies and Procedures - University of Wolverhampton \(wlv.ac.uk\)](http://wlv.ac.uk)

Academic staff should also refer to the University's policy on "Exclusivity of Service" under [General Terms and Conditions for Academic Staff](#).

Capital Expenditure and Assets

Definition

Capital expenditure is expenditure on approved capital schemes or the purchase of equipment over £10,000.

Budgeting

The capital scheme budgeting should be conducted in line with the section on Capital Budgets and should include all costs (including VAT).

Security of assets

The Director of Estates is responsible for the Buildings and Estates function in the University, including custody and physical security of all University buildings and other resources related to this function.

Deans or Directors are responsible for the security and custody of all other University assets (including stores, cash, furniture, equipment etc.), whether tangible or intellectual. They are required to maintain an inventory which should be annually submitted to the Finance Department.

Cash, stores and other especially valuable assets must be handled in accordance with the appropriate Financial Procedures issued by the Chief Financial Officer.

Assets owned by the University shall, so far as is practical, be effectively marked to identify them as University property.

Personal use of assets

Assets owned or leased by the University shall not be subject to personal use without authorisation of the Dean or Director.

Property purchases, leases, rentals and disposals

The purchase, lease or rent of land, buildings or fixed plant can only be undertaken with authority from the Board in accordance with the scheme of delegation.

Disposal of land and buildings must only take place with the authorisation of the Board in accordance with the scheme of delegation.

Asset Registers

The Finance Director will maintain a central asset register for land, buildings and equipment with an initial cost over £10,000.

Deans or Directors are responsible for maintaining a departmental asset register (inventory) of all departmental equipment, regardless of the value or the funding source of the purchase of the equipment.

Asset and Equipment disposals

Where equipment or other assets are surplus to requirements then they may be disposed of or scrapped. If the asset is to be disposed, then it should be scrapped or sold at fair market value. When disposing of equipment an asset disposal form should be completed ensuring compliance with the waste electrical (WEEE) regulations and VAT regulations.

Deans or Directors may authorise disposals of equipment where the net book value is up to £10k. The Chief Financial Officer may authorise the disposal of assets where the net book value is up to £100k. The UEB may authorise the disposal of assets where the net book value is up to £500k.

Disposals of assets over £500k NBV require the approval of the Board.

Grants for capital equipment and capital projects

Definition

Grants received from external bodies to fund the purchase of capital equipment or capital schemes are treated in accordance with generally UK accepted accounting principles and must comply with the Higher and Further Education SORP.

Authorisation

The application for capital grant funding for equipment should follow normal funding application process and be authorised in accordance with the scheme of delegation.

Grant Registers

The Chief Financial Officer will maintain a central grant register for capital grants.

Stocks

Deans or Directors are responsible for establishing adequate arrangements for the custody and control of stocks and stores within their departments, including stock checks.

Insurance

The University Secretary, in consultation with the Chief Financial Officer, is responsible for the University's insurance arrangements, including the provision of advice on the range of insurance cover available. Details of the insurance is at:

[Insurance - University of Wolverhampton \(wlv.ac.uk\)](http://wlv.ac.uk)

All Deans and Directors shall bring to the notice of the University Secretary or Chief Financial Officer all insurable risks relating to their areas of responsibility and should inform them immediately of all events giving rise to a claim under an insurance policy and provide promptly all information required in connection with any such claim.

Companies and joint ventures

In certain circumstances, it may be advantageous to the University to establish a company or a joint venture to undertake services on its behalf. Any member of staff considering the use of a company or a joint venture should in the first instance seek the advice of the Chief Financial Officer and the Legal Team.

Document and Key Security

Keys issued to safes or other similar containers must be kept securely, and the loss of such keys must be reported to the Chief Financial Officer immediately.

The University Secretary is responsible for ensuring the safekeeping of official and legal documents relating to the University including, signed copies of deeds, leases, agreements and contracts.

Students' Union

The Students' Union is a separate legal entity from the University.

The Board shall determine the level of grant to be paid annually to the Students' Union. The Board requires the Students' Union to provide details of its proposed budget to assist in determining the appropriate level of grant. The Students' Union are responsible for maintaining their own bank accounts, financial records and preparing their annual financial statements, which will be audited by appropriately qualified auditors and will be presented to the FRC for information.

Use of the University's seal

Where a deed or document requires the University's seal, it must be sealed by the University Secretary. A record is kept by the University Secretary of all documents that have been sealed.