



Morley College Limited

FINANCIAL REGULATIONS

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1. BACKGROUND

- 1.1** The College is a Company limited by guarantee and a registered charity. Its structure of governance is laid down in the Memorandum and Articles of Association for the Company.
- 1.2** The Governance and Delegation of Powers at Morley College document sets out the arrangements made by the Governing Body to address the key statutory obligations set out in its Articles of Association.
- Section 6 of the document sets out the powers and decisions that cannot be delegated by the Governing Body
 - Section 6.2 of the document specifies the decisions to be made by the Governing Body in relation to financial management of the College which is also reflected in the detail of this document
 - Section 7 of the document sets out the Principal's responsibilities which are either set out in the Articles of Association (section 7.1) and the Governing Body's specific delegation (section 7.3). Essentially the Governing Body delegates to the Principal all executive decisions relating to the day-to-day running of the College.
- 1.3** In addition, a significant proportion of the College's income is derived from grant funding from the Skills Funding Agency (SFA). The Financial Memorandum between the SFA and the College sets out the terms and conditions on which grant funding is made. The Governing Body is responsible for ensuring that the conditions of grant are met. Section 7.2 of the Governance and Delegation of Powers specifies the requirements of the SFA's Financial Memorandum in relation to the Principal as the Accounting Officer for the College
- 1.4** As part of this process the College must adhere to the SFA's audit code of practice which requires it to have sound systems of financial and management control. These financial regulations form part of this overall system of accountability of the Principal and the Principal's teams to the Governing Body and the SFA.

2. INTRODUCTION to the FINANCIAL REGULATIONS

2.1 Scope

This document sets out the Financial Regulations of Morley College. It translates into practical guidance on the College's broad policies relating to financial control. They apply to the College and any subsidiary undertakings.

2.2 Status

As described above, these Regulations are subordinate to the Memorandum and Articles of Association and to any restrictions contained within the College's financial memorandum with the SFA and their audit code of practice.

2.3 Staff compliance

Compliance with the Financial Regulations and all the College's systems and procedures is compulsory for all College staff. A member of staff who fails to comply with the Financial Regulations and the other systems and procedures may be subject to disciplinary action under the College's Disciplinary Procedure. Any such breach will be notified to the Governing Body normally through the Audit Committee or the Chair of the Governing Body. It is the responsibility of budget holders including curriculum area and section heads to ensure that their staff are made aware of the existence and content of all relevant systems and procedures including the College's Financial Regulations. The Regulations are available to all staff for reference on the College intranet.

2.4 Annual Review of Finance Regulations

The Principal (together with the Senior Management Team) is responsible for undertaking an annual review of the Regulations and discussing any additions or changes necessary with the Audit Committee. The Governing Body will consider and approve any material changes to authority levels or substantive changes which will be included in the Scheme of Delegation.

2.5 Financial Procedures

Where necessary and appropriate, additional procedures will be issued to supplement the financial regulations and clarify how they should operate. These will normally be issued by the Director of Finance following approval from the Principal.

2.6 Definitions

The College shall mean Morley College London.

The Governing Body shall mean the Governing Body of Morley College London or any sub-committee comprised of members of the main Governing Body which has delegated powers. (The members of the Governing Body are Directors of the company and Trustees of the charity)

The Finance Resources and Fundraising Committee (FR&FC) is the Committee of the Governing Body which is responsible for advising the Governing Body on finance , resources and fundraising as set out in its terms of reference..

The Principal acts in the capacity of the chief executive and Accounting Officer of the College.

The Accounting Officer is the Principal.

The Director of Finance is the member of the senior Management Team (SMT) who reports to the Principal and is responsible on a day to day basis for the College's finances and resources as set out in the job description and in this document..

The Budget Holder is the person who is responsible for a budget or cost centre; this presently includes senior post holders, Curriculum Area Managers, Heads of Department or Section or anyone else who is responsible for either an income or expenditure budget.

The Student Body presently includes the Class Representatives Association (CRA) and Student Council.

The Finance Department is the central department responsible for overall day to day financial control and management and this is presently led by the Director of Finance.

The Skills Funding Agency (SFA) means the Agency or any successor body.

3. FINANCIAL CONTROL

3.1 GOVERNING BODY RESPONSIBILITIES

As described in section 1 The Governing Body responsibilities are set out in Articles of Association and further expanded in the Scheme of Delegation. Its financial responsibilities include:

- (i) Ensuring the solvency of the College;
- (ii) Safeguarding the College's assets;
- (iii) Ensuring the effective and efficient use of resources;
- (iv) Ensuring that the funds provided by the SFA are used in accordance with the terms and conditions specified in the College's financial memorandum with the SFA;
- (v) Ensuring that financial control systems are in place and are working effectively;
- (vi) Ensuring that the College complies with the SFA's audit code of practice;
- (vii) Approving the College's strategic plan;
- (viii) Approving annual estimates of income and expenditure and the annual financial statements; and
- (ix) Appointing the College's internal and external auditors.

3.2 COMMITTEE STRUCTURE

As set out in section 3.1 above, the Governing Body has ultimate responsibility for material decisions in relation to the College's finances. It is advised on

specific financial and internal control issues by certain of its sub committees as set out in their terms of reference These committees are responsible for reviewing the terms of reference on an annual basis and advising the Governing Body of any recommended changes to those terms of reference.

3.2.1 Finance, Resources and Fundraising Committee (FR&FC)

The responsibilities of the FR&FC are set out in its terms of reference which are appended to the Scheme of delegation. The FR&FC is responsible to the Board for providing an oversight role and for advising the Board on all financial matters relating to: solvency; safeguarding of assets; financial strategy and policy; employer responsibilities; human resource matters; health and safety matters and budgetary performance, as well as fundraising.

3.2.2 Audit Committee

The responsibilities of the Audit Committee as set out in the terms of reference which are appended to the Scheme of Delegation. The Audit Committee is responsible for advising the Board on the adequacy and effectiveness of Morley's internal controls , all matters in relation to internal and external audits, allegations of fraud and the follow up on reports to the board from government agencies.

3.3 AUDIT REQUIREMENTS

3.3.1 As part of its engagement letters with the internal and external auditors, the Board agrees that auditors are authorised to:

1. Access College premises at reasonable times;
2. Access all assets, records, documents and correspondence relating to any financial and other transactions of the College;
3. Require and receive such explanations as are necessary concerning any matter under examination;
4. Require any employee of the College to account for cash, stores or any other College property under his/her control; and
5. Access records belonging to third parties, such as contractors when required.

3.3.2 Fraud

Minor fraud

Minor cases of fraud (involving sums less than £500 or procedural irregularity such as unauthorised expense claims) will normally be dealt with under the College's Disciplinary Procedure. The Chair of the Governing Body and the

Chair of the Audit Committee will be informed by the Principal of any case under investigation.

Major or significant fraud (deliberate and material)

Major fraud is where the sums involved exceed £500 and/or the particulars of the fraud are novel, unusual or complex, or there is likely to be great public interest because of the nature of the fraud or the people involved. If at any time, any case of fraud, theft or financial irregularity, or bribery, or corruption, is discovered or is suspected to exist, which involves or could involve the College's financial affairs, the Budget Holder or Member of Staff concerned shall at once (and before proceeding with any further investigation) notify the Director of Finance and the Principal .

The Principal will consult the Chair of the Governing Body and the Audit Committee Chair to discuss the appropriate course of action which could be to :

1. To request the Director of Finance to undertake an investigation ; and/or
2. To request the Audit Committee to authorise an investigation by the Internal auditors ; and/or
3. To inform the police;

The Director of Finance may at any stage of an investigation, in consultation with the Principal and in the light of legal advice as appropriate, report the case to the police for investigation. Criminal proceedings shall be instituted in every case where the Director of Finance, the Principal and the police consider that, *prima facie*, there are sufficient grounds for prosecution.

Whether or not criminal proceedings are instituted, the Principal in consultation with the SMT and the Chair of the Governing Body and in the light of legal advice obtained in that respect, decide whether or not to commence a civil suit.

The Director of Finance will notify the Audit Committee and the Internal Auditors that an investigation is taking place. Upon completion of any investigation, the Director of Finance will send a written report to the Principal, Audit Committee and the Internal Auditors, detailing the nature and extent of the incident leading to the need for an investigation, the detailed findings, conclusions and actions taken. At the request of the Audit Committee the Internal Auditors will normally consider the changes made to the College's control systems and then report to the Audit Committee, Principal and Director of Finance giving an opinion on the condition of any revised system controls. The Governing Body will be kept informed of the outcome of such investigations in confidential session.

Any allegation involving the Principal, Deputy Principal, Vice Principal or Director of Finance will be referred directly to the Chair of the Governing Body and the Audit Committee for a decision on appropriate actions to be taken. The Governing Body will be kept informed of any such investigations in confidential session.

3.4 External Audit

3.4.1 Appointment of external auditors

External auditors will be re-appointed annually by the Governing Body with a review every five years. The Audit Committee will advise the Governing Body on the appointment.

3.4.2 Role of external auditors

The primary role of external audit is to report on the annual report and financial statements of Morley College Ltd. This involves carrying out such examination of the information given in the annual report and financial statements and inspecting the underlying records and control systems as are necessary to reach an opinion on the truth and fairness on the financial statements and also to report on the appropriate use of funds. The external auditor will also undertake such regularity assurance as is required by the terms of the College's Financial Memorandum with the Skills Funding Agency.

3.4.3 Duties of external auditors

The duties of the external auditors will normally be set out in the engagement letter which sets out the terms of reference for the audit, a timetable and the scope of the work to be undertaken as part of the annual audit. This normally refers to the SFA's audit code of practice and the Auditing Practices Board's auditing standards.

3.4.4 Timetable for the audit of the Annual Report and the Financial statements

The Director of Finance, in consultation with the external auditors, the Principal and the Audit Committee, will approve the timetable for the preparation of the annual report and financial statements.

3.4.5 Review and approval of audited Annual Report and Financial Statements

Prior to the consideration and approval by the Governing Body, the finalised Annual Report and Financial Statements will be considered by both the Finance, Resources and Fundraising Committee for accuracy and by the Audit Committee for the appropriate application of the accounting policies and also the disclosures made in the Annual Report and the Financial Statements, taking into account the reports of both the internal and external auditors and the Statement of Corporate Governance. The Annual Report and the Financial Statements will be submitted to the Annual General Meeting of the Company.

3.5 Internal Audit

3.5.1 Appointment of Internal auditors

The Governing Body, on the recommendation of the Audit Committee, appoints the internal auditors. The internal auditors are re-appointed on an annual basis after an initial three year engagement and can serve a maximum term of seven successive years before review.

3.5.2 Role of internal auditors

The College's Financial Memorandum with the SFA requires that Morley has an effective internal audit function. The main responsibility of internal auditors is to provide the Audit Committee and Governing Body with assurance on the adequacy of the College's systems and internal controls including its risk management systems and controls.

The internal auditors submit a plan to the Audit Committee after consultation with the Principal, Director of Finance, and the Audit Committee taking into account the information given in the College's Risk Register.

3.5.3 Duties of internal auditors

The formal responsibilities of the internal auditors are set out in the engagement letter reviewed and approved by the Audit Committee.

3.6 OTHER AUDITORS

The College may, from time to time, be subject to audit or investigation by external bodies such as the SFA, National Audit Office, European Court of Auditors, HM Revenue and Customs (HMRC). The Governing Body authorises the same rights of access as external and internal auditors.

3.7 FINANCIAL CONTROL RESPONSIBILITIES

3.7.1 The Principal

The Principal is the College's designated accounting officer and is responsible for the financial administration of the College's affairs.

3.7.2 The Director of Finance

Day to day financial administration is delegated by the Principal to the Director of Finance who is responsible to the Principal for:

1. Preparing annual capital and revenue budgets and financial plans including cash flow forecasts;
2. Preparing financial statements, management information, monitoring and control of expenditure against budgets and all financial operations;
3. Preparing the College's annual report and other financial statements and any other financial reports which the College is required to submit to other authorities;
4. Ensuring that the College maintains satisfactory risk management systems and effective systems of internal controls.
5. Providing evidenced based professional advice on all matters relating to financial policies and procedures.

3.7.3 Budget Holders / Other Staff

Budget holders and other staff are responsible to the line manager responsible for day to day financial management of specific cost centres in line with financial guidelines, financial delegations and other advice issued by the Principal, in consultation with the Director of Finance. The Director of Finance will also supervise and approve the financial systems operating within Departments and Programme Areas including the form in which accounts and financial records are kept.

Heads of School, Programme Managers and professional service departmental managers are responsible for establishing and maintaining clear lines of responsibility within their School/Programme Area/Department for all financial matters relating to the budgets under their control.

3.8 BUDGETING

3.8.1 Resource Allocation

The annual budget for the forthcoming year is approved in advance of the start of the next financial year by the Governing Body. The draft budget is reviewed in advance of the governing body decision by the FR&FC.

The Principal delegates to Director of Finance the responsibility for allocating the overall budget to particular cost centres in line with the Governing Body's agreed strategic priorities. The budget holders are responsible for the economic, effective and efficient use of resources allocated to them.

3.8.2 Preliminary Budget Preparation

The Principal delegates to the Director of Finance responsibility for preparing the annual revenue budget and capital programme. This will be considered by the FR&FC and its advice will be forwarded to the Governing Body together with the draft budget and capital programme for approval. The budget must include projected financial statements and balance sheets for the forthcoming three years and include all liabilities.

3.8.3 Detailed Cost Centre Budgets

The Principal approves the detailed cost centre budgets which comprise the whole college budget. The Director of Finance must ensure that such detailed budgets are prepared and communicated to budget holders as soon as possible following the approval by the Governing Body of the whole college budget.

3.8.4 Budget variances

The Principal delegates to the Director of Finance responsibility for ensuring that the actual and projected results for the year are reported to the Board at each Governing Body meeting and also for discussing the projected results and any detailed issues and remedial actions actually undertaken or proposed at the regular FR&FC meetings.

3.8.5 Capital Programmes

Capital expenditure on land, buildings, furniture and associated costs can only be considered as part of the capital programme with a budget approved by the Governing Body at the same time as the annual budget is considered .

The Principal delegates to the Director of Finance responsibility for providing regular statements concerning capital plans and expenditure to the Governing Body after consultation with the FR&FC as required.

Proposed capital projects should be supported by:

- (i) A statement which demonstrates the project's consistency with the strategic plan, accommodation and other strategies approved by the Governing Body;
- (ii) An initial budget with detailed assumptions for the project after consultation with the FR&FC having provided to it a detailed breakdown of costs including professional fees, contingencies, VAT and, where relevant, details of funding sources;
- (iii) A risk analysis, together with a financial evaluation of the plan and also an evidenced-based assessment of the plan's impact on future College revenue and incremental costs. This plan should be accompanied by advice from the Principal, Vice Principal, or any other relevant external professional advice on the impact of alternative plans;
- (iv) Where required to secure grant funding, an investment appraisal in an approved format which complies with SFA guidance on option and investment appraisal;
- (v) A demonstration of compliance with normal tendering procedures and SFA regulations; and
- (vi) A 3 to 5 year cash flow forecast where relevant.

Following completion of a capital project, a final report with a detailed analysis should be approved and then presented by the Principal to the FR&FC indicating actual expenditure against budget and reconciling funding arrangements where a variance has occurred. A summary should be reported to the Governing Body.

3.8.6 Financial Planning

The Principal delegates to the Director of Finance the responsibility for preparing annually a rolling three-year financial plan, cash flow and balance sheet (on the basis of the statutory financial statements and consistent with the strategic plan) approved by the Governing Body annually) for consideration by the Governing Body once this has been reviewed in detail by the FR&FC. Once

reviewed and approved by the Governing Body these financial forecasts may be forwarded to the SFA.

3.9 Budgetary Control

The control of income and expenditure within an agreed budget is the responsibility of the designated budget holder who must ensure that day to day monitoring is undertaken effectively. Budget holders are responsible to line managers for the income and expenditure relating to the approved budget. The budget holder will be assisted in this duty by timely management information provided by the Finance Department led by the Director of Finance and assisted by the Finance Manager.

Significant variances of more than 10% or £5,000 (whichever is the greater) from agreed budgetary targets must be reported immediately to the Director of Finance by a Budget Holder concerned and, if necessary, corrective action taken, as discussed with the Director of Finance.

The Director of Finance is responsible for providing a detailed analysis of actual financial performance against budgeted amounts which are reported in summary to the Governing Body together with any advice from the FR&FC.

3.10 Virement

Any proposal for re-allocation of income or expenditure between delegated budget heads must be properly authorised by the Director of Finance who will arrange for the necessary adjustments to be made to all financial records and financial statements. Where the amounts in relation to re-allocation of costs exceed £50,000, this will be brought to the attention of the Governing Body together with relevant analysis and advice from the FR&FC.

3.11 Treatment of Year End Balances

At year-end, budget holders will not normally be permitted to carry forward a balance on any unutilised budget amounts to the following year.

3.12 ACCOUNTING POLICIES

These are set out in the notes to the College's Financial Statements and as such are agreed each year by the Governing Body.

3.13 ACCOUNTING RETURNS

The Principal delegates to the Director of Finance responsibility for compiling, reviewing and submitting all required financial returns and other periodic financial reports to the SFA(or its successor body) and other interested third parties as required .

The Clerk, who is also the Company Secretary, is responsible for organising the signing and distribution of the approved audited financial statements to Companies House, the Charity Commissioners and other agencies as required.

3.14 ACCOUNTING RECORDS

The Principal delegates to the Director of Finance the responsibility for the retention of financial documents and all relevant supporting documentation. These should be kept in a form acceptable to the relevant authorities.

The College is presently required by law to retain relevant financial documents for six years. These include:

- (i) Official orders;
- (ii) Paid invoices;
- (iii) Accounts raised;
- (iv) Bank statements;
- (v) Copies of receipts;
- (vi) Paid cheques;
- (vii) Part-time hourly-paid lecturer contracts; and
- (viii) Complete record of transactions for each year from the computerised accounting system.

Additionally, for auditing and other purposes, other financial documents should be retained in accordance with the relevant statutory or auditing requirements.

4. INCOME AND BANKING

4.1 GENERAL

The Principal delegates to the Director of Finance responsibility for ensuring that appropriate systems, controls and procedures are in operation at all times to enable the College to receive all income to which it is entitled. All formats for receipts, invoices, tickets or other official documents in use must have the approval of the Director of Finance.

Levels of charges for contract research, services rendered, goods supplied and rents and lettings are determined by procedures approved by the Principal together with the SMT and taking into account any advice provided by the FR&FC). These procedures are subject to review at least every three years by the SMT.

The Principal delegates to the Director of Finance responsibility for:

- (i) The prompt collection, security and banking of all income received.
- (ii) Ensuring that all grants notified by the SFA and other bodies are received and appropriately recorded in the College's books and financial records.
- (iii) Ensuring that all claims for funds, including research grants and contracts, are made by the due date.

4.2 APPOINTMENT OF BANKERS

The Governing Body is responsible for the appointment of the College's bankers on the recommendation of the Principal and taking into account any advice provided by the FR&FC. The Principal should consider every five years whether it is appropriate to undertake a re- tendering process and make recommendations accordingly to the FR&FC.

4.3 BANKING ARRANGEMENTS

The Principal delegates to the Director of Finance the responsibility for managing the College's day-to-day banking activities and in particular keeping the banks informed of all relevant and significant events and overseeing the delivery by the bankers of agreed service levels. All blank cheques shall be ordered on the authority of the Director of Finance who shall make proper arrangements for their safe custody.

The Principal has the delegated authority of the Governing Body to open or close a bank account, after consulting with the Governing Body. The Principal may in turn delegate the finalisation of the documentation relating to the opening or closing of a particular bank account to the Director of Finance. All bank accounts must be held in the name of the College or one of its subsidiary companies, as appropriate.

All cheques drawn and bank transfers on behalf of the College must be signed in accordance with the authority levels approved by the Governing Body. All cheques and BACS listings must be signed by two authorised persons. Details of authorised persons and signing limits approved by the Governing Body are shown in Annex 1.

The Principal delegates to the Director of Finance responsibility for ensuring that all bank accounts are subject to regular reconciliation and that any large or unusual unreconciled items are fully investigated on a timely basis.

4.4 CASH RECEIPTS

All monies received within Departments from whatever source must be recorded, and supported with appropriate documentation. All cash amounts received together with the supporting documentation must be paid in full to the cashier in the Finance Department on a daily basis.

The Finance Department will issue a receipt to the department depositing the cash. Custody of all cash holdings must comply with the requirements of the College's insurers.

Departments wishing to deposit cash out of office hours may do so using the over-night deposit box. All cash so deposited must be accompanied by full supporting documentation showing clearly the sources of the funds. A receipt will be issued by the duty security officer or receptionist confirming that a cash deposit has been made and retained by the depositor for reference.

All money must be banked as promptly as possible (at least weekly and more often if required).

No deductions may be made from any cash collected on behalf of the College prior to paying into the cashier.

Personal or other cheques must not be cashed out of money received on behalf of the College.

Staff should not keep College cash except in approved accounts.

4.5 THE COLLECTION OF DEBTS

The Principal delegates to the Director of Finance responsibility for ensuring that:

- (i) Debtors invoices are raised promptly in respect of income, other than student tuition fee income (see below), due to the College;
- (ii) Debts are raised only on official College invoices;
- (iii) Swift and effective action is taken to collect overdue debts in accordance with the College's formal procedures (detailed in the financial procedures); and
- (iv) Outstanding debts are monitored and reports are prepared for managers.

The Principal delegates to the Director of Finance the responsibility for implementing credit arrangements and indicating the period in which different types of invoice must be paid.

Requests to write-off debts in excess of £10,000 must be referred in writing in the first instance to the Director of Finance for submission to the Principal together with any advice from the Finance Resources and Fundraising Committee for consideration. Debts below this level may be written off with the permission of the Principal, supported by positive advice from the Director of Finance. All bad debt write-offs should be reported annually in summary form to the Governing Body together with advice from the FR&FC.

4.6 STUDENT FEES

The procedures for collecting tuition and other fees must be approved by the Principal in consultation with the Director of Finance who has delegated responsibility from the Principal for ensuring that all student fees due to the College are received.

Any student who has not paid an outstanding amount for fees or any other item owing to the College shall be prevented from re-enrolling at the College and from using any of the College's facilities until the debt is settled.

4.7 GIFTS, BENEFACTIONS AND DONATIONS

The Principal delegates to the Director of Finance responsibility for maintaining financial records in respect of gifts, benefactions and donations made to the College and initiating claims for recovery of tax where appropriate. Gifts exceeding £500 must be reported to the Principal and a summary of the income and the application of the amounts reported to the FR&FC. Any material amounts should be advised to the Governing Body.

4.8 SECURITY OF DOCUMENTS

The Governing Body delegates to the Clerk responsibility for the safekeeping of all official and legal documents relating to the College. Signed copies of deeds, leases, agreements and contracts must, therefore, be forwarded to the Clerk to the Governing Body. All such documents shall be held in an appropriately secure, fireproof location and copies held at a separate location.

4.9 STOCKS AND STORES

Budget holders are responsible for establishing adequate arrangements for the custody and control of stocks and stores within their Department. The systems used for stores accounting in a Department must have the approval of the Director of Finance.

Budget holders are responsible for ensuring that regular inspections and stock checks are carried out. Stocks and stores of a hazardous nature should be subject to appropriate safety and security checks.

Those budget holders who retain stocks at the year end must ensure that the stock-taking procedures in place have the approval of the Director of Finance and that instructions to appropriate staff within their Department are issued in accordance with advice contained in the College's detailed financial procedures.

5. RESEARCH GRANTS AND CONTRACTS

5.1 PRIVATE CONSULTANCIES AND OTHER PAID WORK

Unless otherwise stated in a member of staff's contract, for full-time members of staff:

- (i) External consultancies or other paid work may not be accepted without the written consent of the Principal;
- (ii) Applications for permission to undertake work as a purely private activity must be submitted to the Principal and include the following information:
 - (a) The name of the member(s) of staff concerned;
 - (b) Title of the project and a brief description of the work involved;
 - (c) The proposed start date and duration of the work;
 - (d) Full details of any College resources required (for the calculation of the full economic cost); and
 - (e) An undertaking that the work will not interfere with the teaching and normal College duties of the member(s) of staff concerned.

The above shall not apply to hourly paid or fractional teaching or support staff who undertake other contracts provided that there are no conflicts of interest, that this work does not take place on the College premises or use College equipment or time, and that it does not interfere with or undermine in any way College work. Where a conflict of interest may be likely to arise the member of staff must first discuss the circumstances with their line manager.

5.2 INTELLECTUAL PROPERTY RIGHTS AND PATENTS

5.2.1 General

Certain activities undertaken within the College including research and consultancy may give rise to ideas, designs and inventions that may be patentable. These are collectively known as intellectual property.

5.2.2 Patents

The Principal delegates to the Vice Principal the responsibility for establishing procedures to deal with any patents accruing to the College from inventions and discoveries made by staff in the course of their research. The Governing Body should be updated on all relevant patents and the FR&FC's advice on the appropriateness of the approved procedures in place. The Audit Committee should also be kept up to date of all patents and of any particular material risks.

5.2.3 Intellectual Property Rights

In the event of the College deciding to become involved in the commercial exploitation of inventions and research the Principal will undertake a detailed risk assessment and advise the Governing Body of these risks and all relevant other matters arising. Following consultation with the Governing Body together with advice from the FR&FC, the Principal will issue guidelines prior to any significant commitments being made. (Significant is defined as more than £50,000 per annum likely potential income or potential expenditure or liability. For amounts below £50,000 standard College financial regulations will apply.)

6. EXPENDITURE

6.1 GENERAL

The Principal delegates to the Director of Finance the responsibility for making payment to suppliers of goods and services to the College.

6.2 AUTHORITIES

6.2.1 Authority of Budget Holders

Budget holders are responsible for approving purchases within their Department. Purchasing authority may be delegated to named individuals within the Department on the recommendation of the budget holder to the Director of Finance who will be responsible for approving the recommendation.

6.2.2 Register of authorised signatures

The Principal delegates to the Director of Finance the responsibility for maintaining a register of authorised signatories. Any changes to the authorised signatories must be approved by the Director of Finance as set out in 6.2.1 above on a timely basis. Budget holders must supply the Director of Finance with specimen signatures for any recommended authorised signatories for department purchases.

6.2.3 Budget holders limitations

Budget holders are not authorised to commit the College to expenditure where there are insufficient funds to meet the purchase cost or where there is no budget allocation for such expenditure. Budget holders are not empowered to order goods or services other than for petty cash items below £20 without raising a purchase order request which must be sent to the Finance Department. The Finance Department will check availability of overall College funds before releasing orders. This will not be dependent on whether or not the individual budget holder has funds available in his/her particular budget.

6.2.4 Approval of invoices for payment

Invoices should be approved for payment and signed by the budget holder or authorised member of staff confirming that the goods or services have been received and that the amount is correct and within budget.

6.2.5 Counter signature requirement for orders over £500¹

Authority for incurring expenditure on a single item shall be obtained as follows (provided such expenditure is within the approved budget):

Revenue expenditure (within budget)

Expenditure up to £500 – prior approval of the budget holder
For expenditure of £500 or greater but less than £1,000 the additional prior approval of the budget holder's line manager.
For expenditure of £1,000 or greater but less than £5,000 the additional prior approval of: the Director of Finance or; the Principal or; the Deputy Principal or; the Vice Principal. If the proposed purchase will take expenditure beyond the relevant budget the prior approval of the Director of Finance shall be required.
Expenditure of £5,000 or greater but less than £10,000 shall require the additional prior approval of the Director of Finance AND: the Principal or; the Deputy Principal or; the Vice Principal.
Expenditure of £10,000 or greater but less than £50,000 shall require the additional prior approval of the Director of Finance AND the Principal and be reported to the FR&FC.
Expenditure £50,000 or greater shall require the additional prior approval of the Governing Body following advice from the FR&FC

6.2.6 Capital Expenditure and Contracts

- (i) Part of the approved budget:
The same limits apply for capital expenditure as for revenue expenditure except the Principal's limit is raised to £100,000 where the expenditure is part of a previously approved budget.
- (ii) Not part of the approved budget:
If not part of the approved budget the Principal may approve up to £50,000 following advice from the FR&FC without recourse to the

¹ Limits were agreed by the Governing Body on 27th March 2017

Governing Body. Sums in excess of £50,000 must be approved by the Governing Body on the recommendation of the FR&FC.

6.2.7 Hospitality

Departmental budgets must not normally be used to fund hospitality whether it be internal or external hospitality. Any budget holder wishing to use their budget for such purposes must obtain the prior approval of their line manager (Principal, Deputy Principal, Vice Principal or Director of Finance as appropriate) providing a clear rationale for the need and an indication of the maximum cost envisaged.

6.2.8 Employment claims and settlements

The Principal may approve employment settlements, to include all elements of any settlement, of up to £10,000. Where a number of employees may be involved this refers to the aggregate amount. Settlements between £10,000 and £50,000 may be approved by the Principal once the FR&FC has given positive advice but must be reported to the GB. Settlements over £50,000 must have the prior approval of the GB.

6.3 PETTY CASH

Single items of purchase costing less than £20 may be paid from College petty cash but it is preferable to use bank transfers. Such items must be normally supported by receipts or vouchers.

The Director of Finance may make available to departments such cash advances as are considered necessary for the disbursement of petty cash expenses.

Departmental petty cash holdings must be operated according to an "imprest" arrangement whereby requisitions made to the Director of Finance for reimbursement to retain a working balance must be supported by appropriate receipts or vouchers representing the total amount expended. Standard College petty cash forms are supplied by the Director of Finance and must be used for recording all transactions

Budget holders are personally responsible for the safekeeping of any petty cash float made available to departments. Departmental petty cash boxes must be kept locked in a secure place in compliance with the requirements of the College's insurers and will be subject to periodic checks by the budget holders or another person nominated by him or her.

At the end of the financial year all petty cash floats must be counted by and reconciled by a member of the Finance Department who will complete a

certificate of the balance held to be countersigned by the budget holder and their line manager.

6.4 PURCHASE ORDERS

The ordering of goods and services shall be in accordance with the College's detailed financial procedures/purchasing policies.

Official College order documentation must normally be used for the purchase of all goods or services and will be issued only by the Finance Department. Where this may not be applicable, e.g. for on-line orders, an order request should be submitted to the Finance Department in accordance with 6.2.3 above.

When transferring goods or services between departments, an interdepartmental transfer form must be completed

6.5 BEST VALUE FOR MONEY - QUOTATIONS & TENDERING

Budget holders must always seek to obtain best value for money when placing purchase orders. The College's limits when quotations or tenders must be obtained are:

6.5.1 Orders for single items over £500 and up to £5,000

- (i) Single quotation or tender; where-ever feasible new suppliers of goods or services should be tested against other suppliers and verbal quotations obtained and evidenced by noting details on the purchase requisition and /or attaching copies.
- (ii) Existing suppliers should be periodically tested for price and quality against alternative suppliers and these tests should be evidenced in a similar way.
- (iii) The Finance Department may request that any order be market tested prior to placing the order.

6.5.2 Orders over £5,000 and up to £10,000

- (i) At least 3 competitive quotations or written tenders must be obtained.
- (ii) Any exceptions to this rule must be approved by the Director of Finance or the Principal. The circumstances should be noted and a rationale demonstrating value for money attached to the file copy of the order.

6.5.3 Annual spend on service or individual orders over £10,000 and up to £50,000

- (i) At least 3 competitive written quotations or tenders must be obtained unless it is impracticable or impossible (e.g. single supplier) in which case approval from the Principal or the Director of Finance must be obtained.
- (ii) The tender giving the best overall value should normally be accepted and reasons for not accepting the cheapest should be recorded.

6.5.4 Annual spend on service or individual orders over £50,000

- (i) At least 3 competitive tenders must be obtained unless it is impracticable or impossible (e.g. single supplier) in which case approval from the Principal (who may wish to consult the Chair or the Chair of the *FRFC* for advice). The circumstances should be noted and a rationale demonstrating value for money given.
- (ii) It will be normal practice for sealed tenders to be requested
- (iii) Sealed tenders should be opened in the presence of the Clerk or in the Clerk's absence, the Chair or Vice Chair of the Governing Body
- (iv) Post tender negotiations will be permitted unless specifically excluded in the tender documents
- (v) The tender giving the best overall value should be accepted and reasons for not accepting the cheapest if the cheapest is not accepted should be recorded.

6.6 BUILDING CONTRACTS

Decisions on signing building contracts are the responsibility of the Governing Body which delegates to the Principal the execution and operation of the contract. The Principal may delegate the day-to-day administration of the contracts to the Vice Principal.

Proposals will normally be initiated by the Vice Principal in respect of planned replacements, general improvement schemes, space planning or in response to requests from departments.

Consultants may be appointed if the project, as determined by the Governing Body (on the advice of the *FR&FC*), is too large or too specialised for the adequate supervision by the College's own resources. Appointments shall be subject to tendering and other procedures where appropriate.

Proposals shall be presented in the form of costings or investment appraisals as recommended by the Governing Body or the *FR&FC* if this is delegated by the Governing Body. Investment appraisals should comply with appropriate *SFA* guidance.

Following consideration by the *FR&FC* and approval by the Governing Body, submissions should be forwarded to the *SFA* where appropriate. If required agreement must be secured from the *SFA* and *SFA* procedural rules followed. *SFA* guidance on best practice should be followed even when *SFA* approval is not required.

All contracts will attempt to ensure best value for money.

6.7 EU REGULATIONS

The Principal delegates to the Director of Finance the responsibility for ensuring that the College complies with its legal obligations concerning European

procurement legislation. EU procurement regulations apply to written contracts for all forms of procurement or hire (whether or not hire purchase) with a total value exceeding the published threshold value. A breach of these regulations is actionable by a supplier or potential supplier.

6.8 PAYMENT OF INVOICES

The procedures for making payments shall be in a form specified by the Director of Finance.

The Director of Finance is responsible for deciding the most appropriate method of payment for categories of invoice. Payments to UK suppliers will normally be made through BACS or, when necessary, by cheque or credit card.

Suppliers should be instructed by the budget holder to submit invoices for goods or services to the Department concerned. Budget holders are responsible for ensuring that expenditure within their Department does not exceed funds available.

Payments will only be made by the Director of Finance against invoices which have been approved signed and dated for payment by the appropriate budget holder. The person approving the invoice for payment is responsible for ensuring that:

- (i) The goods have been received, examined and approved with regard to quality and quantity, or that services rendered or work done is satisfactory;
- (ii) The invoice is matched to the order;
- (iii) Invoice details (quantity, price, and discount) are correct;
- (iv) The invoice is arithmetically correct;
- (v) The invoice has not previously been passed for payment;
- (vi) Where appropriate, an entry has been made on a stores record or departmental inventory;
- (vii) An appropriate cost centre is quoted. This must be one of the cost centre codes included in the budget holder's areas of responsibility and must correspond with the types of goods or service described on the invoice.

Invoices must be passed to the Finance Office as soon as they have been approved. Care must be taken by the budget holder to ensure that discounts receivable are obtained.

6.9 CREDIT CARDS

It is acknowledged that many purchases (e.g. where the item can only be acquired on-line) can only be made through use of a credit card. To that end

the College holds corporate credit cards. Such cards will have credit limits which reflect the thresholds such individuals enjoy under the bank mandate.

Use of College credit cards is restricted to budget holders and to the authority limits set out above. Cards may be retained by budget holders solely for the purpose of making an approved purchase, must be kept on their person at all times and returned to the Finance Office if so required. On completing a credit card purchase, budget holders must ensure the purchase is logged on the template specified by the Head of Finance and that supporting documentation is returned to the Finance Department together with the log.

7. SALARIES AND WAGES

7.1 GENERAL

The Principal delegates to the Director of Finance responsibility for all payments of salaries and wages to staff including payments for overtime or services rendered. All time sheets and other pay documents, including those relating to fees payable to external examiners, visiting lecturers or researchers, will be in a form prescribed or approved by the Director of Finance.

All College staff will be appointed to the salary scales approved by the Governing Body and in accordance with appropriate conditions of service. All letters of appointment must be issued with the approval of the SMT. Budget holders will be responsible for keeping the Director of Finance informed through the College's established Human Resources procedures of all matters relating to personnel for payroll purposes.

In particular these include:

- (i) Appointments, resignations, dismissals, supervisions, secondments and transfers;
- (ii) Absences from duty for sickness or other reason, apart from approved leave;
- (iii) Changes in remuneration other than normal increments and pay awards; and
- (iv) Information necessary to maintain records of service for superannuation, income tax, national insurance etc.

All casual and part-time employees will be included on the payroll except for one-off casual workers where the hours and amounts are clearly below national insurance thresholds or where the worker can demonstrate their self employed status to the satisfaction of the College tax office.

The Director of Finance shall be responsible for keeping all records relating to payroll including those of a statutory nature.

All payments must be made in accordance with the College's detailed payroll financial procedures and comply with HMRC regulations.

7.2 PENSION ARRANGEMENTS

The Governing Body is responsible for making decisions in relation to appropriate pension arrangements for employees and delegates the execution of those decisions to the Principal.

The Principal delegates to the Director of Finance responsibility for the day to day pension arrangements including:

- (i) Paying of contributions to various authorised pension schemes;
- (ii) Preparing the annual return to various pension schemes; and
- (iii) Monitoring the administration of the various pension schemes

7.3 TRAVEL, EXPENSES AND GIFTS

All claims for payment of travelling and incidental expenses shall be documented on an expense form approved by the Director of Finance and supported by receipts.

Claims by members of staff must be approved by their line manager (or in the case of the Principal) by the Clerk for claims up to £500 and by the Governing Body Chairman otherwise. Persons responsible for approving expense claims must ensure that travel arrangements were properly authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the College.

The College will not reimburse the cost of first class travel where a cheaper alternative is available and will reimburse the cost of travel by taxi only where this has received prior agreement from the member of staff's line manager for a specific reason (e.g. transporting bulky or heavy equipment, lack of alternative etc). Overnight accommodation must be at a reasonable cost. Subsistence will only be reimbursed with prior agreement and up to a pre-determined limit.

Acceptance of gifts and hospitality is governed by the following:

- Staff must avoid any conflict between their official duty and their private interest and conduct themselves so as to ensure there is no suspicion of any such conflict.
- Staff must not give the impression (to any member of the public, to any organisation with whom they conduct business or to their colleagues) that they

have been (or may have been) influenced by a benefit to show favour or disfavour to any person or organisation.

- Members of staff should not accept any gifts, rewards or hospitality (or allow them to be given to their immediate family/partner members) exceeding a value of £50 from any organisation or individual with whom they have contact in the course of their work.
- When it is not easy to decide between what is and what is not acceptable in terms of gifts or hospitality, the offer should be declined or advice sought from the Director of Finance.

For the protection of those involved, the Director of Finance will maintain a register of gifts and hospitality received where the value is in excess of £50. Members of staff in receipt of such gifts or hospitality are obliged to notify the Head of Finance promptly.

Under the Prevention of Corruption Act 1906 it is an offence for members of staff corruptly to accept any gift or consideration as an inducement or reward for:

- doing, or refraining from doing anything in their official capacity; or
- showing favour or disfavour to any person in their official capacity.

8. ASSETS

8.1 LAND, BUILDINGS, FIXED PLANT AND EQUIPMENT

The purchase, lease or rent of land or buildings or fixed plant must be approved by the Governing Body and, where funded from grants in accordance with the requirements of the body awarding the grant .

The Principal delegates to the Director of Finance responsibility for ensuring the records of all the College's land, buildings, fixed plant and equipment are complete and up to date.

8.2 INVENTORIES

In addition to the asset register, budget holders are responsible for maintaining inventories for all stores in their Department with a value in excess of £500.

The inventory must include items donated or held on trust.

Inventories must be checked at least annually and retained in the form prescribed by the Director of Finance.

8.3 ASSET DISPOSAL

Disposal of equipment and furniture must be in accordance with procedures agreed by the Principal who normally may be advised by the FR&FC.

Disposal of land and buildings must only take place with the authorisation of the Governing Body. External funding agencies may also need to approve specific disposals when grants and other agency funding was used to finance the original asset purchase

8.4 ASSET CAPITALISATION POLICY

8.4.1 Capitalisation limit

Assets with a useful life expectancy of more than one year and costing more than £3000 or more should be capitalised.

8.4.2 Groups of Assets

Where individual assets costing less than £3,000 are purchased as part of a project costing more than £3,000, they may be grouped together and capitalised as in 8.4.1 above with the approval of the Director of Finance.

8.5 DEPRECIATION POLICY

8.5.1 General

The Governing Body approves the accounting policies for the depreciation of capitalised assets which are set out in the notes to the annual financial statements,

8.5.2 Accounting Treatment

Depreciation will normally be charged on an annual basis, a full year's charge being made in the year of purchase or from the following year if not coming into use until after the year of purchase has closed.

8.6 TREASURY MANAGEMENT (Investments and Borrowings)

8.6.1 Investment policy

The Governing Body is responsible for approving; an investment treasury management policy statement, based on current best practice as recommended by the FR&FC; setting out a strategy and policies for cash management, long term investments and borrowings.

8.6.2 Monitoring Investments

The FR&FC will monitor the way in which the investment policy is implemented and the Principal's review of such policies.

8.6.3 Implementation of investment policy

The Principal is responsible for all executive decisions concerning borrowing, investment or financing (within policy parameters approved by the Governing Body). The day to day management of these executive decisions and the reporting system is delegated by the Principal to Director of Finance. All borrowing shall be undertaken in the name of the College and shall conform to any relevant SFA requirements. The Director of Finance and the finance team

are required to act in accordance with the College's treasury management policy approved by the Governing Body.

8.6.4 Investment returns reporting

The Director of Finance will report to the Principal in each financial year on the activities of the treasury management operation and on the exercise of treasury management powers delegated to the Principal. This report will be forwarded to the FR&FC.

9. OTHER

9.1 SUBSIDIARY COMPANIES

In certain circumstances it may be advantageous to the College to establish a subsidiary company to undertake services on its behalf.

9.1.1 Governing Body approval

The Governing Body is responsible for approving the establishment of subsidiary companies and the procedure to be followed in order to do so.

9.1.2 SFA consultation and approval

The SFA should also be consulted and if necessary approval sought prior to the College establishing any subsidiary company.

9.1.3 Required processes and procedures

The detailed process involved in forming a subsidiary company and arrangements for monitoring and reporting on the activities of subsidiary undertakings must be agreed with the Governing Body.

9.1.4 Governing Body responsibilities

It is the responsibility of the Governing Body to establish the shareholding arrangements, appoint directors and monitor the activities of all subsidiary companies.

9.1.5 Directors of subsidiary companies

The directors of companies where the College is the majority shareholder must submit, an annual report to the Governing Body, which will be reviewed in the first instance by the FR&FC

9.2 RISK MANAGEMENT

9.2.1 Risk management strategy

The Principal delegates to the Director of Finance responsibility for coordinating the recording and management of risks and also for developing a risk management strategy in order to identify the risks facing the College and the

action required to mitigate these risks. The strategy should include cover for important potential occurrences such as disasters or acts of terrorism and be sufficient to meet any potential risk to all assets.

9.2.2 Approval of risk management policy

The risk management policy will be considered and approved by the Governing Body on a regular basis, following a review of the policy by the Audit Committee. The Governing Body will also review the risk register regularly and will monitor progress on the mitigation of risks.

9.2.3 Legal awareness / limitation of exposure / new risks

Budget holders must ensure that any agreements negotiated within their Department with external bodies cover any legal liabilities to which the College may be exposed. Advice from the Vice Principal should be sought to ensure that this is the case. Budget holders must give prompt notification to the Vice Principal of any potential new risks and additional property and equipment, which may require insurance and any alterations affecting existing risks.

9.2.4 Bribery

The College has assessed the risk of a member of its Senior Management Team committing an offence for which it would be liable under the Bribery Act 2010. It considers that its controls over expenditure, accounting and commercial contracts are proportionate to that risk.

9.2.5 Insurance Cover

The Principal delegates to the Director of Finance the responsibility for day to day management of the College's insurance arrangements including obtaining appropriate and cost effective insurance cover. The provision of the College's insurance cover should be reviewed at least every five years through a re-tendering process.

Day to day management also includes negotiating claims and maintaining the necessary records (for example a register of all insurances effected by the College and the property and risks covered) and ensuring that all the College's insurers and advisers are kept fully up to date on a timely basis of developments and possible claims. The Vice Principal may delegate to the Premises Manager responsibility for keeping suitable records of plant which is subject to inspection by an insurance company and for ensuring that inspection is carried out in the periods prescribed.

9.2.6 Insurance Claims – notification

Budget holders must advise the Director of Finance immediately, of any event which may give rise to an insurance claim. The Director of Finance will on behalf of the Principal notify the College's insurers and, if appropriate, prepare a claim in conjunction with the budget holders for transmission to the insurers.

9.3 TAXATION

9.3.1 Liability to pay tax (Corporation, VAT, PAYE and NI)

The Principal delegates to the Director of Finance responsibility for advising budget holders on any relevant guidance issued by the appropriate bodies and relevant legislation as it applies, on all taxation issues, to the College and the Director of Finance will issue instructions to budget holders on compliance with statutory requirements including those concerning VAT, PAYE, national insurance, corporation tax and import duty if necessary.

9.3.2 Tax records and payments

The Principal delegates to the Director of Finance responsibility for maintaining the College's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate

9.4 SECURITY

9.4.1 Collective responsibility for security

Budget holders are responsible for maintaining proper security at all times for all buildings, stock, stores, furniture, cash, etc. under their control. They shall consult the Director of Finance in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.

9.4.2 Care of keys

Keys to safes or other similar containers are to be carried with the person responsible at all times. The loss of such keys must be reported to the Director of Finance immediately. The loss of other keys must be reported to the Premises Manager.

9.4.3 Security of data / personal data security

The Principal delegates to the Vice Principal the responsibility for security of data. Day to day management is presently delegated in turn by the Vice Principal to the IT Services Manager responsibility for maintaining proper security and privacy of information held on computer in accordance with the College's Data Protection Policy.

9.4.4 Computer Access

Computer access will be restricted to authorised persons by the use of passwords and other types of security control available. All authorised users must agree to abide by the College's acceptable use policy.

9.4.5 Data Protection Act

Information relating to individuals held on computer will be subject to the provisions of the Data Protection Act. A data protection officer shall be nominated by the Principal to ensure compliance with the Act[

9.5 NEW COURSES AND SERVICES RENDERED

9.5.1 New Courses

Proposals for new courses should normally form part of the annual course planning exercise and must have the approval of the Deputy Principal following a recommendation from the Curriculum Area Manager. Proposals must include an academic justification and a financial plan demonstrating the viability of the course. The academic justification should demonstrate coherence with the College's overall operational plan. The financial plan must show all anticipated income, direct and indirect cost and must be approved by the Director of Finance. The course organiser will be responsible to the Head of Section for day to day management of the course.

9.5.2 Other income generating activities

The term 'services rendered' includes the use of existing facilities and resources in order to gain additional revenue. The costing and pricing of such services should be agreed with the Director of Finance.

9.6 CODE OF CONDUCT FOR STAFF

The College expects that staff at all levels will observe the College's code of conduct. This reflects the three fundamental principles of openness, integrity and accountability, and covers:

- (i) Probity and propriety;
- (ii) Selflessness, objectivity and honesty; and
- (iii) Relationships.

9.7 GOVERNORS

Governors are bound by the terms of the College's Articles of Association. Article 5 sets out the conditions that must be met for a Governor to be able to receive remuneration or other benefits.

Additionally, members of the Governing Body are required to disclose interests to the Clerk who will include details in the College's register of interests of members of the Governing Body.

Governors may receive compensation for travel and other out-of-pocket expenses subject to claims being duly authorised by the Clerk. Such claims should normally be accompanied by receipts or other evidence of the expense incurred.

9.8 HOSPITALITY

Staff entertaining guests from outside bodies should seek the prior approval of their line manager.

9.9 STUDENT BODY

The student body is a constituent part of the College and as such is responsible to the Governing Body. Subject to the constraints imposed by the SFA, the Governing Body shall determine the level of grant to be paid annually to the student body.

The student body is responsible for maintaining its own bank account and financial records and preparing its own annual accounts. At year-end, the student body's financial statements will be examined by the Director of Finance who will report any concerns to the Director of Finance who will, if necessary, address the concerns with reference to the fraud procedures above (see 3.3.2). The College's internal auditor shall have access to records, assets and personnel within the student body in the same way as other areas of the College.

9.10 TRUST FUNDS

The Principal delegates to the Director of Finance the responsibility for maintaining a record of the requirements for any trust fund awarded and for advising the FR&FC on the control and investment of fund balances.

The FR&FC will oversee the operation of all the College's trust funds within any relevant legislation and the specific requirements for each trust.

Annex 1 - Bank Mandate

1. Signing limits

1. A minimum of two signatures are required for all cheques
2. There are 3 grades of signatories as follows:
 - “A” - unlimited
 - “B” - up to £10,000
 - “C” - up to £1,000

Cheques up to £1,000 need two signatures from list A, B or C.

Cheques from £1,000 to £10,000 need two signatures from list A or B.

Cheques over £10,000 need two signatures from list A.

2. Adding, deleting signatories or changing their individual grade

Individuals can be added to or removed from the list of cheque signatories on the signature of any two of:

The Chair of the Governing Body

The Chair of the Finance & Resources Committee

The Principal

The Clerk to the Governing Body / Company Secretary

Major alterations to the bank mandate or opening accounts with a new bank require a Governing Body minute.

3. Cheque signatories

Name	Position	Authority to add or amend signatory list	Signing limit	Grade
Peter Davies	Chair of Governors	Yes	unlimited	A
Tim Cochrane	Chair of FR&FC	Yes	unlimited	A
Andrew Gower	Principal	Yes	unlimited	A
Martin McNeill	Clerk to the Governing Body	Yes	unlimited	A
Marco Macchiatella	Deputy Principal	No	unlimited	A
Nicholas Rampley	Vice Principal	No	unlimited	A
Rachel Burgess	Director of Finance	No	unlimited	A
Michelle Punt	Head of HR	No	Limit £10,000	B
Luke Howson	Student Services Manager	No	Limit £10,000	B

Jon Cole	Head of MIS	No	Limit £1,000	C
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Note:

This is a statement of best practice and does not form an explicit part of the mandate to the bank