

## Text to forward on to all staff:

Dear Colleagues

I am writing to you with:

- An annual reminder of your responsibilities under the [Financial Regulations](#). It's important to be aware of these as they apply even when you don't have any financial responsibilities in your role. There's also information on how Finance will support you – see table below
- [Links to new training for anyone managing a budget](#)
- Links to:
  - A [schedule](#) of expenditure that is never an acceptable use of University funds, and expenditure that is only allowed in very limited circumstances. This applies to all funds in our control including research funding unless specially allowed for in the contract
  - A [reminder](#) of the insurance and purchasing requirements around University travel
  - A [visual reminder](#) of what you need to consider when spending University funds to make sure you stay compliant and get value for money
- A reminder of where to get help

### All staff responsibilities under the Financial Regulations

If you are a member of staff, or someone with a contractual relationship with the University, you have responsibilities under the [Financial Regulations](#) even if you don't do anything finance-related in your day-to-day work.

Responsibility	How Finance will support you	Resources
<b>Comply with the Financial Regulations and all policy and procedures stemming from them</b>		
Ensure that you understand these responsibilities and seek training or guidance where required.	The Finance Service Desk will support you with your queries and point you at any financial training that would be helpful or that you are required to complete because of your responsibilities.	<a href="#">Finance Essentials E-Learning</a> <a href="#">Financial Regulations</a> <a href="#">Policies and Procedures</a>
<b>Ensure Value for Money for students and the taxpayer</b>		
Use resources <b>of all kinds</b> efficiently and effectively	This relates to all university resources <b>including its buildings, equipment, people, and finances</b> . The Finance Service Desk can support any finance related queries and needs.	<a href="#">Value for Money Policy</a>
Ensure Value for Money in the University's financial transactions	Financial policies and processes are designed to ensure Value for Money so please follow them. The Finance Service Desk will make sure you get the right training and support and help with your queries.	<a href="#">Finance E-Learning Courses</a>

Be responsible for the security of the University's property in your control and avoid loss, including reporting suspected fraud as soon as possible	Counter fraud e-learning is available. The Finance Service Desk can answer enquiries, but you should always report fraud through the proper process and <b>never</b> attempt to investigate yourself.	<a href="#">Counter Fraud E-Learning</a> <a href="#">Counter Fraud Policy</a> <a href="#">Process for Raising Concerns</a>
<b>Act in accordance with University standards of conduct</b>		
Notably <ul style="list-style-type: none"> <li>• comply with the Anti-Bribery Policy</li> <li>• declare and avoid potential conflict of interest</li> <li>• act in good faith and in the best interests of the University</li> </ul>	These policies and standards are owned by the Office of the General Counsel, Governance and Compliance -please consult them if your line manager or head of area is unable to help.	<a href="#">Anti-Bribery Policy</a> <a href="#">Avoidance of Other Forms of Conflict of Interest</a> <a href="#">General Guidance: Principles of Public Life</a>

### Training

The Finance Division have recently launched a new [Guide to Managing your Budget and supporting e-learning](#). The guide provides helpful information including what to look out for and when, whilst the e-learning explains exactly how to use the finance system reports to stay on top of your budget.

If you are a budget holder or support a budget holder you have probably already been enrolled on the e-learning and will find it in your LearnUpon dashboard, but if not please contact the Finance Service Desk at [financeservicedesk@sussex.ac.uk](mailto:financeservicedesk@sussex.ac.uk).

Finance strongly recommends that all staff with financial responsibilities refresh their training every two years. You can use [the e-learning](#) you've been enrolled on in LearnUpon or contact the [Finance Service Desk](#) where one of the team will be pleased to organise a 30 minute on-line refresher for you individually or with a group of colleagues.

### Useful links

- Please read this useful recap on [what purchases are not an acceptable use of University funds](#)
- Now that staff are starting to travel again, it is recommended that you read this [reminder of the insurance and purchasing requirements](#) around travel and working away on University business
- When considering making a purchase, this visual explains [what you need to do to remain compliant and achieve value for money](#)

### A reminder of where to get help

The [Finance Service Desk](#) is always there for you to support any finance-related enquiry, including contact with the Insurance and Procurement teams. You can email them at [financeservicedesk@sussex.ac.uk](mailto:financeservicedesk@sussex.ac.uk) or call on 01273 87(7172) between 8.30am and 5pm.

