

Financial Responsibilities Self-Assessment: Sent to all Heads of School and Directors of Professional Services, June 2022

Dear colleagues

I'm enclosing a link to your annual financial responsibilities self-assessment questionnaire, completion of which will enable you to declare you have met the finance related requirements in the GCGC annual compliance checklist to be circulated later this month. For this reason we are asking for all questionnaires to be completed by Friday 24 June.

Access your questionnaire here – DOPS

Access your questionnaire here - HOS

We can see from last year's results that completion is likely to take less than 10 minutes assuming you have already carried out the review of purchasing cards in your area and distributed [relevant text to your staff](#), which was circulated to you in May. The list of purchasing cards is attached again here as we haven't uploaded this to our website.

In addition I am asking for your support with one further action to continue to embed Value for Money (VfM) in our decision making by promoting the consistent use of the GCGC cover sheet at the University committees you chair or attend. More information is contained in the attached VfM update.

Your finance business partner will be happy to support you in completing the self-assessment, and we will be reviewing all feedback received this side of the summer break to identify how we can meet any further needs and where relevant strengthen the support you receive from the Finance division. I'd strongly encourage you to include any thoughts on this in the relevant section.

Best regards,

Allan Spencer, Director of Finance