

2021/22 Finance 'Road Map' for Heads of Schools

	September/October	November	December	January	Q3 (Feb-Apr)	Q4 (May-July)
Financial Responsibilities and Financial Literacy (lead contact Sian Thomas)	<p>Heads of School receive annual reminder of their financial responsibilities and engagement 'road-map' for the year ahead.</p> <p>Heads of School also receive text to send to staff with a reminder of their financial responsibilities and relevant updates.</p> <p>Heads of School and staff who are purchasing card holders receive annual declaration of conditions.</p> <p>Heads of School and staff who are budget holders are asked to complete the new 'Managing Your Budget' e-learning.</p> <p><i>Finance can offer bespoke workshops to Heads of School and their staff on request.</i></p>	<p>Heads of School receive Global Mobility tax update and IR35 policy update.</p> <p><i>Finance can offer bespoke workshops to Heads of School and their staff on request.</i></p>	<p>All staff with approval responsibilities will be contacted with an explanation of their responsibilities and will be asked to complete authorisation e-learning and policy and finance regulations, where appropriate. Completion of online training will be monitored.</p> <p><i>Finance can offer bespoke workshops to Heads of School and their staff on request.</i></p>	<p>Heads of School receive an update on Insurance Policy responsibilities.</p> <p>Finance will issue Heads of School with an update on new compliance training and ask for this to be sent on to staff.</p> <p><i>Finance can offer bespoke workshops to Heads of School and their staff on request.</i></p>	<p><i>Finance can offer bespoke workshops to Heads of School and their staff on request.</i></p>	<p>June: Heads of School to attend annual workshop if required.</p> <p>July: Heads of School receive email text to send to staff with a reminder of their year-end responsibilities.</p> <p>Heads of School complete literacy and responsibilities self-assessment to inform future support</p> <p><i>Finance can offer bespoke workshops to Heads of School and their staff on request.</i></p>
Value for Money (Sian Thomas)					Heads of School receive new VFM e-learning and guide.	Heads of School to continue to consider value for money/embed practice.
Compliance (Ian McKee)	Heads of School asked to act on issues where identified by Finance.	Heads of School asked to act on issues where identified by Finance.	Heads of School asked to act on issues where identified by Finance.	<p>Provost to receive update on Out of Pocket and Purchasing Card compliance.</p> <p>Heads of School asked to act on issues where identified by Finance.</p>	Heads of School asked to act on issues where identified by Finance.	<p>Heads of School receive annual compliance review outcomes and action plan.</p> <p>Heads of School asked to complete annual Purchasing Card review</p>
Delegations Review (Gill Wright)	Delegations review within authorisation group set up.	Delegations review within authorisation group set up.				May: Heads of School asked to complete annual delegations review
IPBP (ex BSMS) (Gill Wright)		Finance Business Partners review instructions with Heads of School and stakeholders	Receive outputs from PAC APR	Establish baseline, Heads of School inputs.	Ongoing review process	Process complete
BSMS budget/5yr plans (Sue Chapman)				Budget preparation	Budget preparation	June: Approval
Forecasts (Gill Wright)	<p>School Q1 forecast (Stage 6 IPBP plus inflation update)</p> <p>October: BSMS Q1 sign off</p>			Sign off on School Q2 forecast (format tbc).	Sign off on School Q3 forecast (format tbc).	May: BSMS Q3 sign off. Year-end preparations, review of accruals, HEIF and SEF projects.
SDF (Gill Wright)	SDF for Research Committee Inaugural Meetings. SDF Match Funding process in development	SDF components of Q1 forecast (Stage 6 IPBP plus pay inflation change)			SDF planning for 22/23 folds into IPBP. Mainstream SDF Funding Process Development.	
Roadmap Projects (Ben Gutierrez)	New Road Map finalized.	Council approval of new Road Map				
PGR & RTSG (MAS)	<p>Heads of School approve of Oct-Dec Bursaries</p> <p>Heads of School approve of RTSG funds</p>		Heads of School approve Jan-Mar bursary payments		Heads of School approve Apr-Jun bursary payments	<p>Heads of School approve Jul-Sep bursary payments</p> <p>Heads of School approve 22/23 fee waivers</p>
Incentive payments (MAS)	Heads of School approval of incentives (for devolved a/c)					