

2022/23 Finance 'Road Map' for Heads of Schools

| | September | October | November | December | January | Q3 – February to April | Q4 – May to July |
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| Financial Responsibilities, VFM, and Financial Literacy (lead contact Sian Thomas) | Heads of School will receive: <ul style="list-style-type: none"> An annual reminder of their financial responsibilities and engagement 'road-map' for the year ahead. All finance system users will receive: <ul style="list-style-type: none"> A reminder of their financial responsibilities and relevant updates. Purchasing cardholders will be asked to re-declare their commitment to upholding cardholder compliance and conditions of usage. | All Head of School authorisation groups will be finalised. Heads of School will be informed of all staff in their areas who have not attended training (after a follow up by Finance). Counter Fraud e-learning will be launched to all staff. Heads of School are asked to complete the e-learning and encourage their staff to do same to reduce the risk of dishonesty and loss in our community. Heads of School consulted on updates to Procurement and Purchasing Policy. | | | All finance system users will receive notification of re-launched Purchasing Goods and Services, Finance Essentials and Authorising Expenditure e-learning, and will be encouraged to refresh their understanding by re-doing the courses. | | Heads of School will receive session on value for money compliance at ULT, plus supporting updates. Heads of School will complete literacy and responsibilities self-assessment to inform future support (supported by Finance Business Partners). Heads of School receive outcomes of the literacy and responsibilities self-assessment Heads of School receive Pre-Year-End communication and text to send to staff with a reminder of their year-end responsibilities. |
| <i>Finance can offer bespoke workshops to Directors of Professional Services and their staff on request</i> | | | | | | | |
| Compliance (Ian McKee and Leah Pillay) | Heads of School will receive compliance reports for May, June and July. This will include purchasing cards, expenses and new user training. | | | | Heads of School will be sent their quarterly compliance reports. | | Heads of School will be sent their quarterly compliance reports, and will receive their annual compliance review outcomes and action plan. |
| <i>Finance will contact finance system users to resolve any issues of non-compliance and identify training needs. Directors of Professional Services to act on issues where identified by Finance.</i> | | | | | | | |
| Delegations Review (Kevin Pierson) | Delegations review for research spend commences. This will be carried out within the implementation of the groups led by Research Finance and be completed by the end of July. | | | | | Light touch delegations review within authorisation group set up. | Heads of School will be asked to complete an annual review of purchasing cardholders in their areas. |
| ABP (ex BSMS) (Kay Jones overall, Kevin Pierson for Finance) | Prior year 2021/22 School reviews start with VC, Planning and Finance Business Partners | | Finance Business Partners review instructions with Heads of School and stakeholders. Engagement on student numbers with Planning | Receive outputs from PAC APR Student numbers from Planning agreed Agree staff recruitment for 2023/24 based on outlook Q1 and latest student numbers | Establish baseline with input from Heads of School | Ongoing review process Provost reviews by School | Process complete |
| BSMS budget/5yr plans (Sue Chapman) | | | | | Budget preparation | Budget preparation | Approval of budget in June. |
| Forecasts (Kevin Pierson) | School Q1 forecast (Light touch material amendments only) | BSMS Q1 sign off and Schools | | | Commence School Q2 forecast (including RAM refresh). | Sign off on School Q2 forecast | BSMS Q3 sign off. Q3 School sign off |

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| | | | | | | Commence Schools Q3 forecast | Year-end preparations, review of accruals, HEIF and SEF projects. |
| SDF (Chris Chaplin) | SDF for Research Committee Meeting. SDF components of Q1 forecast (ABP) | | | | | SDF planning for 23/24 folds into ABP. Mainstream SDF Funding Process Development. | |
| ERIP Projects (Ben Gutierrez) | Updated ERIP revised phasing finalized with inflationary increases. | Council approval of revised ERIP | | | | | |
| PGR & RTSG (Management Accounting Services) | Heads of School approve of Oct-Dec Bursaries including UKRI inflation uplifts Heads of School approve of RTSG funds | | | Heads of School approve Jan-Mar bursary payments | | Heads of School approve Apr-Jun bursary payments | Heads of School approve Jul-Sep bursary payments Heads of School approve 23/24 fee waivers |
| Incentive payments (Management Accounting Services) | Heads of School approval of incentives (for devolved a/c) | | | | | | |