Revisions to Financial Regulations

Dear colleagues,

## Revised Financial Regulations

In November Council approved some revisions to the 2018 Financial Regulations and these have now been published on our <u>website</u>. The updates were largely to reflect changes to the regulatory and statutory environment and internal University governance since 2018, however there are some minimal changes in relation to you and your staff.

As per the communications roadmap circulated last month, any relevant changes will be

## dates before Christmas

I also wanted to let you know about our last payment dates before Christmas. Please pass this on to your teams as you see fit. This information is also on our <u>website</u>.

- Out of pocket expense claims need to be submitted and authorised by Monday 14 December close of business to be included in the last payment run before Christmas.
- Likewise, to ensure suppliers are paid on time invoices quoting a valid PO will need to be submitted and U ) delayed to January.

## <u>Purchasing cards</u>

 Purchasing card holders should note that they will not receive an email notification for their coding task until the first week back after the Christmas break. For this month, we are asking that coding is completed by the end of the day on Monday 11 January to ensure that the financial records on the system are accurate. After January we revert to asking staff to complete their task by the 10<sup>th</sup> of each month.

If you have any questions on the above, please contact the Finance Service Desk.

I would like to thank you all for your continued support this year and wish you all a very relaxing Christmas break.

Best regards,

Allan Spencer, Director of Finance

Appendix: Principal Changes to Financial Regulations November 2020.

The following are the principal changes you will need be aware of:

1. General update to reflect current OfS and related regulatory regime and requirements and changes to University governance arrangements since 2018.

2.

to include