



Department of Finance Advice note for Departments

Guidance on ... 10 things everyone should know about the University's Financial Regulations.

- 1** They are about doing things properly. It is also called our "Compliance Framework". (Introduction-Paragraph 1).
- 2** They apply to all of us, irrespective of your Grade, Role, Department that you work in or what type of employment contract you hold. That is their Status. (Introduction-Paragraph 4)
- 3** It is a disciplinary matter if you do not comply with the Financial Regulations. (Introduction-Paragraph 4.2)
- 4** They apply to ALL University activities irrespective of the source of funding. Specific external funding such as research grants are still subject to our Financial Regulations because the funds are awarded to the University and not to an individual member of staff. (Introduction-Paragraph 4.5)
- 5** There are set rules relating to buying goods and services. Only items for University activities can be bought by the University. No items for personal use can be procured via the University. There are specific Regulations relating to Procurement and Tendering. (SIA 16).
- 6** University activities that generate Income and/or Cash must be accounted for properly. Under no circumstances can income from University activities be banked or held by individual members of staff. There are the Regulations on Banking and Income. (Income-Paragraphs 7 & 8)
- 7** Equipment and assets bought by the University belong to the University and not to individuals, even if they are used only by a single member of staff. There are rules to follow about recording and looking after University assets. (SIA 19)
- 8** Travel and Business Expenses can only be incurred in accordance with the Financial Regulations. The specific rules in are in the Travel and Business Expenses Financial Regulations. (SIA 2)
- 9** There are only certain people who can sign documents or agreements/contracts 'on behalf of the University'. The Regulations cover this in the sections about Delegated Authority and Contractual Commitments. (Income-Paragraph 9.7 and Expenditure Paragraphs 11 & 12)
- 10** It is every employee's responsibility to report a matter if you suspect something is wrong. What to do is covered by the Regulations on Inducements, Bribery, Fraud and Corruption. (SIA 21) There is more information on the Department of Finance web pages on [whistle blowing](#).