

Financial Regulations



CONTENTS

A General Provisions

1. Governing Legislation
2. Governance and Financial Regulations

B Corporate Governance

3. The Board of Governors
4. Financial Scheme of Delegation & University Members and Officers with Financial Responsibility
5. Risk Management
6. Financial Code of Conduct

C Financial Management and Control

7. Financial Planning and Budgetary Control
8. Accounting Arrangements
9. Audit Requirements
10. Treasury Management
11. Income
12. Research Grants and Contracts
13. Other Income Generating Activity
14. Intellectual Property Rights and Patents
15. Expenditure and Purchasing
16. Pay Expenditure
17. Assets
18. Funds Held on Trust
19. Subsidiary companies
20. Other

Appendices

- A. Financial Scheme of Delegation
- B. Expenditure Approval Thresholds for Budget Owners
- C. Procurement Guidelines and Tender thresholds
- D. Bad Debt Write Off Approval Thresholds

A General Provisions

1. Governing Legislation

- 1.1 Bath Spa University (BSU) is a Higher Education Corporation (HEC) created under the provisions of the Education Reform Act 1988, as amended by the Further and Higher Education Act 1992. Its structure of governance is in the Instrument and Articles of Government.
- 1.2 The Charities Act 2011 exempts BSU as a charity from Charity Commission regulation but BSU must still comply with charity law applicable to exempt charities.
- 1.3 The Office for Students (OfS) regulates BSU. BSU must comply with the OfS “Terms and conditions of funding.” Also, BSU must comply with Research England’s “Terms and Conditions of Funding.” The Board of Governors comply with the conditions of funding grants.

2. Governance and Financial Regulations

- 2.1 The Board of Governors is responsible for the effective and efficient use of resources, the solvency of the University and for the safeguarding of assets. The Financial Regulations of the University form part of the overall system of accountability and fiscal management and control in support of these responsibilities. As such the Financial Regulations are reviewed annually by the Finance and Infrastructure Committee.
- 2.2 These Financial Regulations are subordinate to the Governing legislation described in paragraph 1.
- 2.3 These financial regulations apply to Bath Spa University and to its subsidiaries.
- 2.4 All Officers, employees and others working for the University under a contract for services (subsequently referred to as staff) are required to apply and abide by these regulations to ensure that the University operates with integrity.

All Finance staff have a specific obligation to read and adhere to these Regulations.

The University expects all staff to work to the highest professional, academic and ethical standards. Failure to abide by the Financial Regulations and all relevant laws may be considered as gross misconduct and disciplinary procedures may be invoked.

You can access support and advice on the financial regulations from your Finance Business Partner. This includes advice on how to meet your business needs within the regulations and support in regard to potential breaches of the regulations.

- 2.5 A member of staff who breaches the Financial Regulations may be disciplined, where a breach occurs the manager must notify the Chief Financial Officer (CFO). Heads of Department must make sure their staff are aware of their need to comply with University’s Financial Regulations.

All staff shall ensure that any financial transaction to which they are party shall be wholly, exclusively and necessarily in the interests of the University, and shall be properly authorised and documented in the records and accounts of the University. Where any actual or potential conflict of interest arises this shall be declared to the Head of School / Director of Professional Service and the advice of the CFO obtained.

- 2.6 The CFO continually reviews and updates the Financial Regulations advising the Board of Governors of any additions or changes.
- 2.7 The Vice-Chancellor on recommendation of the CFO may make minor amendments to these regulations which will be reported to the next meeting of the Finance and Infrastructure Committee.

B Financial Governance

3. The Board of Governors' Accountabilities and Responsibilities

- 3.1 The Board of Governors oversee management and administration of the University. The Instrument and Articles of Government define the Board's overall responsibilities and remit; the Financial Regulations describe the Board's financial responsibilities.
- 3.2 The Board may appoint and delegate specific responsibilities and accountabilities to committees or individuals.
- 3.3 The Board of Governors shall not, however (per clause 4.1 of the Instrument and Articles of Government), delegate the following:
 - the determination of the character and mission of the University;
 - the responsibility for ensuring the solvency of the University and for safeguarding its assets, including but not limited to the approval of the annual budget and accounts of the University;
 - the making of, alteration, amendment or addition to this Instrument and Articles, subject to the prior approval of the Privy Council Office if such approval is required by law;
 - the approval of procedures for the suspension and dismissal of staff and the suspension and expulsion of students.

4. Financial Scheme of Delegation

The authority to commit expenditure on behalf of the University through decisions or contractual obligations is governed by the Financial Scheme of Delegation (Appendix A).

The authority to approve expenditure under those decisions or contractual obligations i.e. purchase orders or payment of invoices is governed by the Financial Authorities (Appendix B).

4.1.1 Vice-Chancellor – Accountable Officer

The Vice-Chancellor (VC) is the University's Accountable Officer and reports to the Board of Governors for the financial administration of the University's affairs; the Office for Students' conditions of registration; and for the University's use of public funds.

The Public Accounts Committee at the House of Commons

The Public Accounts Committee may require the Vice-Chancellor to justify any of the University's financial matters.

Actions in Conflict with the University's Instrument and Articles of Government

The Vice-Chancellor must advise the Board of Governors if, at any time, any action, policy or proposals under consideration appear to conflict with the University's Instrument and Articles of Government.

Budgets and Resources

The Board of Governors approves the annual five-year plan, one-year budgets and receive the in-year forecasts.

The Vice-Chancellor as the Accountable Officer is responsible for ensuring the presentation of annual estimates of income and expenditure for the Board of Governors approval. The CFO will support the VC in this responsibility.

4.1.2 Chief Financial Officer

The Chief Financial Officer (CFO) reports to the Vice Chancellor and is accountable for the oversight and delivery of the financial management of the University. Including all statutory returns, financial control systems and processes (including these Financial Regulations) as well as all internal budgetary management and reporting.

The CFO is also responsible for the creation of the financial strategy, advising the VC and board of governors on the achievement of financial sustainability which is jointly owned by the CFO with the VC as a key risk on the university risk register.

For the purposes of this document the CFO is referred to throughout but can also refer to the CFO's delegated management structure including the Finance Director (FD) and Financial Controller (FC).

4.1.3 Financial Strategy

The Finance and Infrastructure Committee reports to the Board of Governors on financial matters and is responsible for recommending to the Board of Governors the financial strategy to underpin the overall University strategy to ensure it is financially sustainable.

The CFO is responsible for leading the development of the financial strategy. The University's five-year plan is the financially sustainable expression of the overall university strategy covers the following:

- Income and Expenditure
- Balance sheet
- Cash flow forecasts
- Capital plan
- Borrowing and Liquidity analysis & compliance
- Covenant compliance

The CFO is responsible for the operational delivery of the financial strategy and embedding into finance team operations and organisation processes.

4.2 Budget & Financial Management

The CFO reports to the Accountable Officer (the Vice Chancellor) and is responsible for providing the Board of Governors:

- Financial information to support decision making at executive and non-executive level including acquisitions, disposals and business cases for investment.
- Financial planning and options appraisal to support decision making.
- Oversight of treasury management policy and borrowing facilities.
- Smooth running of all financial operations (payables, receivables, payroll).
- Preparation and submission of all statutory financial returns including annual financial statements, submission to OfS, TRAC, DoE.
- Continuous improvement of all finance and accounting systems.
- Liaison with professional advisors where required to support financial decision making.
- Ensuring the finance team is appropriately resourced, qualified and skilled to carry out its duties.

Budget Owners (as defined in Appendix A) are responsible for budgets in their areas of responsibility and must account to the Vice-Chancellor for the performance of their financial envelope. Budget Owners must ensure proper use of funds for staff and non-staff budgets.

Key Budget Owners are:

- Deputy Vice-Chancellor
- CFO
- Pro-Vice-Chancellors
- University Secretary
- Associate Pro-Vice-Chancellors & Finance Director
- Heads of School, Directors / Heads of Professional Services
- CIO, Director of Estates and Services, Library etc

4.2.1 Budget Owners shall provide such information to enable:

- Preparation of the University's annual statutory financial statements.
- Meaningful and robust financial planning including cash flow and borrowing management.
- Understanding of any significant variances between plan and actual to allow reallocation of resources if required to meet changing priorities and financial needs.
- evidence of value for money achieved in procuring goods and services.

4.2.2 Budget Owners are responsible for establishing and maintaining clear lines of accountability and responsibility for all financial matters within their School or Service.

In year Budget Owners will work collaboratively with their finance business partners to understand actual performance versus budget and expected year end outturn. At all times Budget Owners must ensure that expenditure is within approved limits, governed by approved budgets.

- 4.2.3 Budget owners are expected to work in a collaborative manner with the finance team in order to prepare, manage and report on budgets and spend against budget.
- 4.2.4 It is the Budget Owner's responsibility to alert the CFO when they become or are made aware of any financial risk which may be considered material in nature in the context of their own budget or the University budget as a whole.

5. Risk Management

- 5.1 Robust governance takes a risk-based approach and the Board of Governors has overall responsibility for the risk management strategy which is owned and managed by the University Secretary.
- 5.2 The Board of Governors require that the risk management strategy and supporting procedures include:
 - The adoption of a common approach to risk management.
 - Detailed regular review at department or support function level to identify, assess and monitor significant risks.
 - Development of risk management and contingency plans for all significant risks.
 - Regular reporting to the Board of Governors of all risks above established tolerance levels in line with risk processes.
 - An annual review of the implementation of risk management arrangements.
 - The capability for independent verification.

The Audit & Risk Assurance Committee provides the Board of Governors with assurance on risk processes.

6. Financial Code of Conduct

- 6.1 Governors expect all members of staff at all levels to observe highest standards of openness, integrity, and accountability, having regard to the principles established by the Nolan Committee on Standards in Public Life:

<https://www.gov.uk/government/publications/the-7-principles-of-public-life> .

These principles are appropriate to the Financial Regulations and cover:

- integrity and accountability
- objectivity and honesty
- transparency and leadership.

6.2 Whistleblowing: Public Interest Disclosure Act (1998)

The full procedure for whistleblowing is set out in the University's Whistleblowing (Public Interest Disclosure) and Third Party Concerns Policy and Procedures. The Public Interest Disclosure Act 1998 provides further details.

A whistle blower can 'blow the whistle' about any of the matters set out in the Policy and/or the Act which could include breach of the Financial Regulations and the cover-up of any of these.

6.3 Disclosure of Potential Conflict Interests

All Governors, Budget Owners and officers who regularly attend meetings of the Board of Governors or its Committees disclose interests in the University's register of interests, by completion of an annual declaration. The University also requires that Board and officers record their relatives' interests in the register.

Any member of the Board or any Committee having a personal interest in any matters (whether recorded in the Register of Interests) shall declare that interest, and such declaration shall be recorded. Unless waived by the Chair of the Board or Committee, the member shall withdraw from the meeting in question.

The Register of Interests is maintained by the University Secretary.

6.4 Preventing the Risk of Fraud

The Bribery Act 2010 came into force on 1 July 2011. The Act introduced new offences for acts of bribery by individuals, or persons associated with relevant organisations. All University staff should comply with our Prevention of Fraud, Bribery and Corruption Policy and Procedures, updated in July 2025 to be in line with the Economic Crime and Corporate Transparency Act 2023 requirements relating to the prevention of fraud.

6.5 Register of Gifts

All University staff should comply with our Gifts and Hospitality Procedures and our Ethical Fundraising Policy and Donor's Charter (see website).

The University maintains a register of gifts and hospitality where the value is more than £50. Members of staff offered or in receipt of gifts or hospitality must report in accordance with the Gifts and Hospitality Procedures.

C FINANCIAL MANAGEMENT AND CONTROL

7. Financial Planning and Budgetary Control

7.1 The CFO is responsible for:

- Preparing annually an institutional five-year financial plan for approval by the Board of Governors, and for preparing financial forecasts for submission to the Office for Students (OfS)

- Preparing each year an annual institutional budget for consideration and approval by the Board of Governors.
- Submitting updated forecasts to the Board of Governors for consideration.
- Ensuring proper procedures exist for the control of income and expenditure against approved budgets.

The CFO is responsible for leading the annual financial planning process, co-ordinating departmental budgets within the overall institutional envelope and the communication thereof once approved by the Board in July.

7.2 Budget Owners

It is the responsibility of Budget Owners to manage their operations in order to work within the allocation of resources via the annual delegation of budgets. This resource allocation takes place after the Board of Governors has signed off the overall University five-year plan including the budget for the coming year. Budget Owners manage expenditure throughout the year, and it is their responsibility to provide explanations of differences in planned and actual income or expenditure when asked to do so (with support from Finance Business Partners).

7.3 Revenue and Capital Budgets

With approval from the Vice-Chancellor, the CFO may authorise Budget Owners to carry forward unspent capital up to an aggregate total balance of £1.0m provided:

- there are reasonable explanations, and/or
- to enable completion of capital projects-

The Vice-Chancellor shall seek approval of the Board of Governors, where the proposed capital carry-forward exceeds £1.0m in aggregate.

If Budget Owners wish to move funds from one departmental budget to another they are able to do so via the quarterly and annual budgeting or forecasting process.

Operational expenditure and income is accounted for in the year in which the activity occurs not necessarily when the cash flow arises (accruals-based accounting). Budget Owners cannot therefore carry forward unspent non-capital budgets in one financial year into the next financial year.

8. Accounting Arrangements

8.1 Financial Year

The University's financial year runs from 1 August until 31 July the following year.

8.2 Basis of Accounting

The consolidated accounts are prepared on the going concern and historical cost bases of accounting and in accordance with applicable accounting standards.

8.3 Format of the Financial Statements

The CFO is responsible for the preparation of the Financial Statements which must be prepared in accordance with the OfS accounts direction and the Statement of Recommended Practice (SORP): Accounting for Further and Higher Education as updated from time to time.

The CFO is responsible for attending the Audit and Risk Assurance Committee in order to report on the annual process for preparation of compliant financial statements and statutory reporting obligations.

8.4 Accounting Records

The CFO is responsible for the retention of financial and related documents. The law requires the University to retain prime documents for six years. These include:

- Purchase requisitions, orders and invoices.
- Sales requisitions, orders and invoices.
- Bank statements and cash/card receipts.
- Expenses claims.
- Payroll records.
- Financial statements, taxation returns and supporting documentation.
- Relevant financial, employment, legal, capital and operational contracts.

8.5 Public Access

The Board of Governors approve the University's Annual Report and Financial Statements. Once audited and approved by the Board they are published on the University's website.

8.6 Taxation

The CFO, in consultation with the University's tax advisors when appropriate, is responsible for providing staff and students, the University and its subsidiary companies with advice on all taxation issues. The CFO provides advice and guidance on compliance with statutory requirements regarding VAT, corporation tax and payroll taxes.

The CFO will consult with external advisors in taxation matters to ensure compliance with tax regulations.

9. Audit Requirements

9.1 General

Internal and external auditors shall have authority to:

- Access University premises at reasonable times.
- Access all assets, records, documents, and correspondence relating to any financial and other transactions of the University.
- Require and receive such explanations concerning any matter under examination.

- Require any employee of the University to account for cash, stocks held or any other University property under their control.
- Access records belonging to third parties, such as contractors, when required.

9.2 **External Audit**

On the recommendation of the Audit and Risk Assurance Committee the Board of Governors appoint the external auditors.

The external auditors report on the University's Financial Statements and conduct such examination of the statements, underlying records and control systems as are necessary to reach their opinion on the statements and to report on the appropriate use of funds.

9.3 **Internal Audit**

The University Secretary advises on the appointment and management of the internal audit function. On the recommendation of the Audit and Risk Assurance Committee the Board of Governors appoint the internal auditors.

The main responsibility of internal audit is to provide assurances on the adequacy of the system of internal control, risk management and governance.

The internal audit service has direct access to the Board of Governors, the Vice-Chancellor, and the Chair of the Audit and Risk Assurance Committee.

9.4 **Value for Money**

Value-for money is the economic, efficient, and effective use of resources to achieve the University's aims and objectives.

The Board of Governors is responsible for delivering value for money, however all staff, especially Budget Owners must endeavour always to deliver value for money products and services for students and the University.

9.5 **Other Auditors**

The University may, from time to time, be subject to audit or investigation by external bodies such as the Office for Students (OfS), the National Audit Office, and HM Revenue and Customs.

10. **Treasury Management**

10.1 **Treasury Management Policy**

The Board of Governors, supported by the Finance and Infrastructure Committee, approves and monitors the implementation of the University treasury management policy statement. The policy describes the strategy and policies for cash management, long-term investment, and borrowings.

University borrowing decisions, undertaken in the University's name must conform to the Office for Students (OfS) requirements. The Office for Students requires the University to report to them any increased gearing.

The Board of Governors receives a report at least twice in the budget year on treasury management operations.

10.2 Banking Arrangements

The CFO is responsible for all banking arrangements in line with the Responsible Banking & Treasury Policy and its appendices and for opening and closing University (and its subsidiaries) bank accounts, and for ensuring correct processing of all credits, cheques or financial instruments payable to the University to the University's bank account..

Under the University Scheme of Delegation the appointment of bankers is reserved to the Board of Governors on the recommendation of Finance and Infrastructure Committee. Also, under the University Scheme of Delegation the opening of bank accounts and the designation of bank account signatories is delegated to the Vice-Chancellor.

10.3 Responsible Investment Policy

Bath Spa University is fully committed to acting in a socially responsible manner. The Responsible Investment Policy maintained by the CFO and approved by the Board of Governors, sets out the principles for responsible investing that includes consideration of environmental, social and governance issues relating to all decisions regarding the University's investment portfolio. This policy recognises the following:

- a) the fiduciary responsibility of the University's Board of Governors, as trustees of the University as an exempt charity, to maximise returns from the University's investments; and
- b) the University's commitment to academic freedom and, in this context, does not define the parameters for its research and business partnerships.

11. Income

11.1 General Points

The CFO is responsible for ensuring that appropriate operational procedures enable the University to receive all due income.

11.1.1 The Executive

The University Executive Board (UEB) advises the Board of Governors on:

- The level of Tuition fees across non-regulated courses (e.g. fees for Overseas students). (Approval by the Board of Governors).
- The level of rent for students in University owned accommodation. (Approval by the Board of Governors).
- The level of nomination agreements committed to each year.

11.1.2 The CFO is responsible for records for:

- collection, security, and banking of all income received.
- all grants in the University's accounts.
- all claims for funds, including research grants and contracts

11.2 Receipt of cash, cheques, and other negotiable instruments

All staff must follow the Cash Handling Policy:

- Schools and Services must record monies received daily in the form received, for example cash, cheques, and other negotiable instruments.
- Staff must pay to the cashier promptly any money received following the timetable in the financial procedures.
- The custody and transit of all monies received must comply with the requirements of the University's insurers.

The CFO approves procedures for receiving payments by debit or credit card.

All procedures must comply with PCI DSS regulations and applicable Consumer Rights legislation.

11.3 Sales invoicing, collection of debts and write-offs

The CFO is responsible for ensuring that:

- Outstanding debts are managed in line with the credit control policy and the debt is actively managed to maximise the amount of debt collected.
- There is an appropriate credit control cycle in place to ensure student debt from self-funding students is proactively managed.
- Different credit control cycles exist where different types of students' or debt exists (accommodation/partnership student).
- Automatic escalation letters are implemented as part of the debt management system for Student and Commercial receivables.
- Aged debt reports are produced monthly and shared with appropriate senior leaders of the organisation to ensure issues can be flagged and proactively managed.
- Credit reports are produced monthly which show which debts have reached the point at which they may need to be written off – in line with the credit control policy.
- The provision for bad debts at year end is overseen using the aged debt report and historic trends as the basis for that provision.
- Students are aware of hardship / access funding in place to assist in the case of financial hardship.

- Sales invoices are raised in a timely and accurate way on the finance system.
- The sales ledger is updated to show the correct amounts due and that amounts are credited to the appropriate income account.
- Any credits granted are valid, properly authorized, and completely recorded.
- VAT is correctly charged where appropriate.

The authority to write off any debt the University has incurred in the ordinary course of business (i.e. payments to suppliers) is the same as the expenditure thresholds at **Appendix B**.

The authority to write off any tuition fees or other revenue (i.e. receipts from students) which is not considered recoverable is detailed in **Appendix D**.

A monthly report will be provided by the Head of Finance Services to the Financial Controller and Finance Director for proposed write-offs each month, for review and approval.

11.4 Unpaid Student fees

The BSU debt policy covers the process for collecting students' tuition fees, both those in receipt of student loans and those not. Controls, sanctions and deadlines are in place and defined by the debt policy in order to ensure tuition fees are collected efficiently but also that students' welfare and circumstances are taken into consideration.

The policy recognises there are different needs for different types of student:

- Those recruited via the UCAS cycle.
- Those recruited via agents (BSU London).
- Those recruited by commercial educational partners.
- Those recruited by FE educational partners.

12. Research Grants and Contracts

12.1 Acceptance of Research Grants and Contracts

All bids for research grants and funding by academic staff need approval from the Head of School, the Pro-Vice-Chancellor for Research & Enterprise and the CFO.

The bid (and the grant if awarded) should be prepared and managed using the full economic costs methodology and apply the appropriate TRAC overhead charge out rate to determine the value of the bid and the amount of overhead to be recovered on the grant.

The process for costing bids for research grants is covered by each funder's methodology. Overheads can be charged to the bid in line with funder rules and as

defined by the TRAC process managed by the TRAC Finance Officer and governed by the TRAC Oversight Group (on behalf of the Audit and Risk Assurance Committee).

The Research Support Office (comprising pre & post award financial administration) shall provide support to all academic staff in applying for research grants and funding. The financial records relating to research grants are held on the accounting system overseen by the CFO. The management of the grants and initiation of claims for reimbursement from sponsoring bodies is carried out by the Research Support Office.

12.2 Grant and Contract Conditions

The named supervisor or grant holder (often principal investigator) must follow grant-awarding bodies and contracting organisations conditions and procedures. The Research Support Office is responsible for supporting grant holders with ensuring their claims for funding are compliant with funders eligibility criteria.

12.3 Research Overheads and Recovery of Academic Staff Costs

Unless the CFO and the PVC Research & Enterprise specifically agreed in advance at the bid stage:

- The research grant overheads will be charged per the Funder's agreed methodology (which may be different for different funders).
- The University will fully recover the award of funds to cover existing Research active academic staff.
- Where a Principal Investigator (PI) or Co-Investigator (CI) have time funded by a grant, any backfill of teaching duties will need to be agreed with the Head of School and signed off as part of the bid by the CFO.

13. Other Income-Generating Activity

13.1 Other Services Rendered and Consultancy on Behalf of BSU

The term 'services rendered' includes any University consultancy work performed for external customers.

The CFO approves all other services rendered, and consultancies. Services must be costed using the University's costing and pricing policy before making any commitments.

Before undertaking any consultancy, staff must obtain written permission to do so from the Head of School or Vice-Provost. Staff can find guidelines in the University's Consultancy Policy.

Where personal academic payments are made to academic members of staff in relation to consultancy services performed by an individual on behalf of BSU, this must be approved by the CFO and the Director of HR who will ensure it is processed via payroll.

13.2 Short Courses – Short Course Unit

Short courses are part of the normal teaching duties covered by the academic contract. Therefore, no additional remuneration is anticipated and that work is not governed by the University consultancy policy.

13.3 Private Consultancies and Other Private Work

Staff must request permission from the appropriate budget owner before commencing private consultancy work. If the work involves the use of University resources, the approver must agree with the applicant to pay on agreed terms to the University a fair and economic fee.

The University accepts no responsibility for any work done, advice given, or activity undertaken by staff in their private capacity.

The University's Consultancy Policy describes the procedures for the staff undertaking private consultancy work. Staff undertaking private work must:

- ensure that their private work does not impair the performance of their University duties.
- not hold themselves out as acting on behalf of the University, or use University headed stationery.

14. Intellectual Property Rights and Patents

14.1 General

Certain activities undertaken within the University including research and consultancy may give rise to ideas, designs and inventions which may be patentable. These are collectively known as intellectual property.

14.2 Patents

The Research Support Office issues procedures to deal with any patents from staff inventions and discoveries accruing to the University.

14.3 University's Code of Practice - Intellectual property rights

If the University decides to become involved in the commercial exploitation of inventions and research, the matter should then proceed in accordance with the procedures on Intellectual Property governed by the Research Support Office with approval from the CFO.

14.4 Commercial Exploitation of Intellectual Property

The Academic Board approve staff proposals to commercially exploit inventions.

The Research Support Office aim to assist staff in maximising commercial research within the University.

Any capital funds to develop these ideas need to follow the capital approval process.

14.5 **Disposal of Intellectual Property**

The Academic Board approve all disposals of intangible assets working with the Finance Office.

15. **Expenditure and Procurement**

15.1 **General**

The CFO is responsible for the University's payment processes for suppliers.

15.2 **Financial Authorities – Appendix B**

The Board defines the financial authority that is delegated to the Vice-Chancellor.

The Vice-Chancellor delegates financial responsibility for approving purchases as shown in **Appendix B**. Below £25k Budget Owners can specify who they want to sign off purchase requisitions on their behalf.

The list of authorities is maintained by the Systems Accounting team within Finance. Any changes required to the work flow approval levels to sign off requisitions and expenses i.e. changes to Level 3 and above (see **Appendix B**) can only be approved by the CFO.

Limits are non-transferable i.e. cannot be combined with others.

Conflict of Interest

Staff may not authorise payments to any organisation with which they, their family or relatives have a direct connection or permit any member of their staff to do so.

15.3 **Procurement – (See Appendix C Procurement Policy)**

The CFO is responsible for ensuring that the University's Procurement Policy aligns with the University's strategic objectives, minimises risks and delivers a positive impact for the University.

The Head of Procurement and Procurement Team support Budget Owners in order to achieve value for money by ensuring options, risks and procedures are communicated.

However, it is the responsibility of Budget Owners to ensure that value for money is prioritised when procuring goods and services on behalf of the University and that processes and regulations are adhered to.

All Budget Owners must familiarise themselves with the University's procurement policy and procedures ensuring they use the appropriate process as defined by the thresholds set out in the Procurement Policy, which ensure compliance with the Procurement Regulations.

15.4 **Purchase Orders & Commitment of Expenditure**

No Officer, employee or other person working for the University shall authorise work to be undertaken or goods to be supplied which are outside their authority as defined

by the Schedule of Financial Delegated Authorities. Faculty Operations Directors / Directors of Professional Services and their delegated budget holders are responsible for ensuring that sufficient funds are available within their allocated budget, prior to authorising expenditure.

All staff shall adhere to the Schedule of Delegated Financial Authorities (**Appendix A**) when entering into expenditure contracts on behalf of the University. Contracts shall only be approved in line with limits set out in the Schedule of Delegated Financial Authorities.

The CFO is responsible for the framework for the creation and purchase orders. All purchases of goods, services and works require a properly authorised purchase order. The University is contractually committed to third parties once a purchase order has been issued to the third party.

It is the Budget Owner's responsibility to ensure that purchase requisitions are raised in a timely way in order to allow purchase orders to be approved before expenditure is committed to. It is also incumbent on the Budget Owner to ensure that invoices quote a valid purchase order number. **Invoices will not be paid if they do not have a valid purchase order number quoted. This is referred to as 'no purchase order, no pay' and is defined by the No PO, No Pay policy.**

The University's standard payment terms are 30 days from receipt of invoice. **Any staff responsible for arranging payment shall do so complying with these terms, any deviation from these terms cannot be implemented without express approval from the CFO.**

Staff responsible for paying or arranging payment of University suppliers shall do so in line with the banking mandate and approval limits in place on the banking portal.

15.5 Purchasing Cards

The CFO is responsible for the operation and control of the University's purchasing cards. Cardholders must follow the University's financial procedures.

Cardholders:

- Applications need to be approved by procurement and the CFO.
- Must obtain prior approval to purchase from the relevant budget holder.
- Budget Owners must ensure there is sufficient budget available for the proposed purchase and is value-for-money.
- Must use them only for the purposes for which they have been issued and within the authorised purchase limits.
- Must not use the card for personal or private purchases.
- Access to a purchasing card maybe removed at any time where there is evidence of improper use.
- Any evidence of improper use of purchasing cards should be reported to the CFO immediately.

15.6 Expenses Policy

On occasions, staff, students, or visitors may incur expenses, which will later be reimbursed via payment of travel and subsistence claims.

Those individuals claiming expenses must use the University's expense claim system, and the claim must be in accordance with the University's financial procedures and Staff Expenses Policy.

15.7 Advances

Staff and students may seek advances for trips/projects.

Where a member of staff or student has a potential large expenditure over an extended period which is known prior to incurring an expense, Budget Owners may approve an advance allowance, typically for staff travelling overseas.

Expense Claim Against an Advance

When submitting an expense claim against an advance, the staff member or student must use the University's expense claim system to complete:

- An "Identification of expenses incurred against a previous staff advance" within 14 days of completion of the trip/project to which the advance relates.
- An expense claim form giving a final account to demonstrate how the individual used the advance and any unspent balance repaid.
- Advances will not be for amounts less than £100.
- A second advance will not be made to the same staff member/student until such time as the first advance has not been fully expensed and any unspent funds repaid to the University using the expense system.

15.8 Capital Expenditure – Director of Estates and CIO

A five-year capital expenditure plan is created every year as part of the planning round with budgets allocated where appropriate – e.g. to Estates or IT - or kept centrally for large scale projects. The plan is agreed by the Board of Governors as part of the annual budget sign off process.

Capital expenditure falls into three categories:

- A. maintenance and renewal – largely infrastructure work to keep the digital and physical estate functioning. Managed by Estates and IT departments and budget awarded annually no requirement to bid or report back on individual projects.
- B. Improvement works – largely business led projects with funds allocated via business case approval, often implemented by Estates or IT Services although business led.
- C. Large scale projects often needing input from multiple departments and an iterative approach to developing a business case. Often takes several years to implement.

Budget Owners for B & C type expenditure must:

- Submit bids for capital expenditure via a business case to the UEB for approval.
- Report back to appropriate subcommittee on spend against budget (with support from Finance business partner) and highlight during the year if any variances to plan. Any forecast overspends greater than 5% or budget granted will need further approval from UEB.
- Ensure appropriate consultation in reaching business case sign off by UEB stage, through engagement with appropriate subcommittee e.g. Estates & Spaces or Digital Oversight Group. NB Subcommittees do not have budget awarding powers.
- Proactively consult with the Procurement team in a timely way in order to obtain value for money and comply with tendering thresholds and Procurement Regulations.

The maximum project budget which can be awarded without recourse to the Board of Governors is £1m (ex VAT).

The Director of Estates and the CIO should submit annually a five-year plan of expenditure covering the infrastructure planned requirements for maintenance of the physical and digital estate. This will be used to inform budget envelope allocations.

Capital contracts shall be subject to competitive tendering procedures and comply with the University's Procurement Policy and relevant procurement legislation.

Any increase in the cost of a capital item above 5% of the agreed budget shall be reported immediately to the CFO and the relevant committee for consideration.

15.9 Leasing – Procurement Thresholds

Budget Owners must seek the Head of Procurement's approval before agreeing a hire purchase, contract hire, or leasing agreement which is greater than £30k including VAT per annum.

Budget Owners must follow the process defined in the in the Procurement policy and adhere to the procurement route thresholds contained therein.

16. Pay Expenditure

16.1 Role of CFO

The preparation and communication of resource allocation (budgets) to fund pay expenditure in the context of a financially sustainable financial plan including the sign-off of any in-year departures from planned and approved pay expenditure is via the UEB.

16.2 Role of Director of HR

The Board of Governors approve salary scales and Human Resources approve grading of posts against these salary scales in line with HERA. Recruiting managers recruit staff and recommend the salary spine point based on the candidate's particular experience and skills levels. All contracts of service shall be in accordance with the University's approved practices and procedures.

HR issues each new employee with a contract or letter of appointment.

The Director of HR will determine what other benefits are to be available, the basis of their provision and the staff to whom they are to be available.

The Director of HR will be responsible for ensuring that the following activities are undertaken effectively, efficiently and in accordance with statutory requirements:

- Appointments, resignations, dismissals, suspensions, secondment, and transfers.
- Recording absences from duty for sickness or other reason, apart from approved leave.
- Changes in remuneration including re-grading other than normal increments and pay awards and agreements of general application.
- Engagement and payment of individuals on a self-employed/consultancy (contract for services) basis should be made in accordance with guidance issued by the Director of HR.

The Director of HR is responsible for making all payments of salaries and all other payments arising from employment, with the CFO having responsibility for reconciliation and checks. All such payments must be made through the University payrolls with oversight from the CFO.

The Director of HR will be responsible for ensuring that the necessary records are maintained for pensions, income tax, national insurance, and other pay-related statutory reasons, and shall make available all of this, and other relevant information, to the appropriate government agency in a format prescribed by that body.

All payments must be made in accordance with HM Revenue and Customs regulations.

Unless otherwise agreed by The Director of HR all employees shall be paid by bank credit transfer.

16.3 Role of Budget Owner

Make recommendation on the salary/ spine point when making an offer of contract of employment.

Budget Owners should approve all timesheets and other ad hoc pay documents, including those relating to fees payable to external examiners, occasional lecturers, or researchers. In order to ensure ad hoc payments are made in a timely way they need to be submitted to payroll in line with their monthly timetable which can be obtained from the Payroll & Pensions Manager.

16.4 The Remuneration Committee.

Will determine the pay and benefits for Senior Post Holders.

17. Assets

17.1 Land and Buildings

The Board of Governors and with the support of the Vice-Chancellor authorise the purchase, lease, rental or disposal of land or buildings. The Board or relevant Committee will record such decisions in full in the minutes of the Board and/or Committee making the decision. The Board of Governors has delegated authority to the Vice-Chancellor to approve leases up to a total rental value of £500,000 for the duration of the lease.

17.2 Fixed Assets

The threshold for a fixed asset is £10,000. The purpose of the expenditure also determines whether it will be deemed to be an asset, i.e. not all expenditure over this threshold is a fixed asset.

The CFO is responsible for holding the University's assets register recording all the land, buildings, fixed plant and machinery and other assets which it owns.

Budget Owners are responsible for informing finance via their finance business partner of changes to assets in the form of disposals, acquisitions, or impairments in value. Finance will seek information annually from Budget Owners as part of the year end review that assets are still in existence on a sample basis.

All costs incurred in bringing an asset into being can be considered as part of the asset cost, e.g. where an IT installation or building project is being implemented, all the costs of delivering the project can be considered including professional fees, demolition, decant, storage costs, etc. even if in isolation some of these costs are less than £10,000.

Training costs cannot be considered as capital items, other than training the trainer costs.

17.3 Inventories

The Information Technology Services Department will maintain an inventory of personal electronic devices, particularly mobile phones and related items, purchased for the use of staff. This is separate to the fixed asset register.

17.4 Stocks of Goods and Consumables

Budget Owners are responsible for establishing adequate arrangements for the custody and control of stock held within their Schools and Service. The systems used for stock accounting must have the approval of the CFO..

Budget Owners are responsible for ensuring they conduct regular inspections and stock checks. Stock of a hazardous nature should be subject to appropriate security checks.

Those Budget Owners whose stock requires valuation in the University's balance sheet at the year-end must ensure that the CFO has approved the stock-taking procedures, following the University's Financial procedures.

17.5 Safeguarding Assets

Budget Owners are responsible for the care, custody and security of the buildings, stock, stores, furniture, and cash under their control. They will consult the Director of Estates and Services in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.

No University property (excluding laptops or IT equipment for use at home but which remain University property) shall be removed from University premises without prior permission of the appropriate budget owner.

17.6 Personal Use

Employees or Students shall not use University assets for personal use unless authorised to do so by line managers and the explanation should be recorded by the line manager. If there is a risk to the safeguarding of the asset, this must be raised with the Budget Holder and with the CFO, who may determine 'reasonable personal use'.

University owned vehicles may only be used by authorised personnel on University business. They should not normally be used for travel to and from work and they shall be left on University premises overnight.

17.7 Asset Disposal

Disposal of fixed assets and their removal from the fixed asset register must be in accordance with the University's fixed asset disposal procedure.

All disposals of land and buildings must only take place with the authorisation of the Board of Governors, and with the support of the Vice-Chancellor. Confirmation from the Office for Students (OfS) that any Exchequer interest (where applicable) has been protected must also be obtained.

17.8 All Other Assets

Budget Owners are responsible for establishing adequate arrangements for the custody and control of all other assets owned by the University, whether tangible (such as stocks or inventoried items) or intangible (such as intellectual property), including electronic data.

17.9 Loss of Assets or Damage to Property

Budget Owners must advise the CFO immediately of any loss of assets or damage to property. Where the event may give rise to an insurance claim, the budget owner will assist the University's insurance team to prepare an insurance claim for submission to the insurers.

17.10 Leasing Property

All lease agreements or licenses for third parties to occupy University property shall be signed in accordance with the University's Delegated Signature Authorities which can be found at **Appendix A**.

18. Funds Held on Trust

18.1 Gifts, Benefactions, and Donations

The CFO is responsible for maintaining financial records in respect of gifts, benefactions and donations made to the University and initiating claims for recovery of tax where appropriate in line with accounting standards and the conditions of the transaction if there are any.

18.2 Grant and Contract and Voluntary Funds

The CFO shall be informed of any fund, not being an official fund of the University, which is controlled wholly or in part by a member of staff in relation to the function in the University.

Where funding is conditional it is the responsibility of the CFO to obtain a full set of the terms and conditions, and to ensure that proper stewardship is exercised over each individual fund, thereby enabling appropriate monitoring and compliance. Failure to respond to these conditions could mean that the University will suffer a financial penalty or loss.

18.3 Student Loans

Appropriate records will be maintained to support transactions involving student loans.

18.4 Emergency/hardship loans

The University scheme for emergency/hardship loans must be approved by the Board of Governors. This will include the maximum assistance that can be given in an individual case.

The Finance team is responsible for ensuring the adequacy of the systems in place for:

- Approving loans in accordance with the scheme.
- Paying loans that have been approved.
- Recovering loans that have been paid.

18.5 Student Welfare and Access Funds

The CFO is responsible for preparing the budgets and recording expenditure in relation to all student welfare funds (e.g. Access & Participation Bursaries and University discretionary bursaries). Records of welfare funds will be maintained according to the funding body requirements and specifically the Access & Participation Plan requirements and the OfS requirements in the annual financial statements' disclosure.

19. Subsidiary Companies

The Board of Governors, supported by the CFO, is responsible for approval of the setting up, closing and statutory financial reporting of all University subsidiary companies.

20. Other

20.1 Insurance

The Audit and Risk Assurance Committee receives an Annual Report to agree the insurance levels and scope, including assurance of the effectiveness of those arrangements.

The CFO is responsible for implementing the University's insurance arrangements, including the provision of advice on the types of cover available. As part of the overall risk management strategy (managed by the University Secretary) all risks will have been considered and those most effectively dealt with by insurance cover will have been identified. This is likely to include important potential liabilities and provide sufficient cover to meet any potential risk to all assets.

The CFO is responsible for obtaining quotes, claims and maintaining the necessary records, and for dealing with the University's insurers and advisers about specific insurance problems. A register of all insurances effected by the University and the property and risks covered shall be maintained.

The Director of Estates is responsible for keeping suitable records of plant which is subject to an inspection by an insurance company and for ensuring that inspection is carried out in the periods prescribed.

Budget Owners must ensure that any agreements with external bodies include cover for any legal liabilities.

The CFO and the University Secretary should be consulted about any legal liability and insurance cover.

Budget Owners are responsible for ensuring that the CFO and University Secretary are immediately notified of any potential new risks and additional property and

equipment that may require insurance and of any alterations affecting existing risks. The annual insurance renewal process should be prepared in consultation with the University Secretary's office to ensure the risks as identified in the University and departmental risk registers are captured appropriately and any changes which may trigger additional cover requirements are understood.

The University Secretary's office should liaise with the CFO and our Insurers in year between renewals where evidence of new cover requirements come to light.

20.2 Travel Insurance

Staff and students travelling on University business are covered under the University's travel insurance policy and will not normally be reimbursed for any expenditure covered by a personal travel insurance policy. Travellers should, however, check the policy details to ensure the University's policy offers an appropriate level of cover for any personal possessions taken on each trip.

20.3 Companies, Joint Ventures, and Consortium Arrangements

No University company, associate or branch shall be formed for any purpose without the specific approval of the Board of Governors.

Where a University subsidiary company is established or the University takes a shareholding in a third-party company, the appointment of University representative directors to these companies is a matter for the Vice-Chancellor.

University subsidiary companies shall enter and keep under review a memorandum of understanding with the University. Each company shall operate in accordance with such memorandum and within the framework provided by these Financial Regulations, and any additional procedural requirement imposed by their Boards of Directors.

Any permitted departures from these Financial Regulations will be encompassed in the memorandum of understanding.

The directors of companies where the University is the majority shareholder must submit an annual report to the Board of Governors. They will also submit business plans or budgets as requested to enable the Board to assess the risk to the University. The University's internal and external auditors shall also be appointed to such companies.

20.4 Security over Data and Information

BSU is committed to adhering to Data Protection law and associated Regulations as part of working practices and this is governed by the BSU Data Protection Policy.

The Information Governance Policy establishes security over data and information through an Information Governance Programme intended to ensure compliance with the General Data Protection Regulations (GDPR).

Senior managers and line managers are responsible for ensuring all employees' conduct is consistent with the protocols and subsequent practices and procedures,

published by the Information Governance Programme Board and the BSU Data Protection Policy.

20.5 Safeguarding Funds Against Misuse

Budget Owners are responsible for the proper application of funds at the disposal of their School or Service. In exercising their responsibility Heads of School, or Heads/Directors of Professional Services must have regard to security measures to safeguard University funds and assets against misuse or misappropriation. They must consult with the CFO to see that appropriate insurance is arranged.

20.6 Safeguarding of Legal Documents

The University Secretary has responsibility for overseeing arrangements for the safekeeping of legal documents relating to the University, and the Director of Estates has responsibility for the safekeeping of legal documents relating to the University's property ownership.

20.7 Students' Union

The financial responsibilities of the Students' Union are set out in the Students' Union Code of Practice.

The Students' Union is a separate legal entity from the University. It shall maintain its own bank account and financial records and prepare its own annual accounts.

Subject to any constraints imposed by the funding body, the Board of Governors shall determine the level of grant to be paid annually to the Students' Union. The Board requires the Union to provide for information, details of its proposed budget to assist in determining the appropriate level of grant.

The CFO and the University Secretary have the right of access to the financial records of the Students' Union in so far as they relate to the payment by the University of the annual Block Grant.

20.8 Use of the University Seal

All Deeds and documents requiring to be sealed by the University shall be sealed in accordance with the provisions set out within the University's Ordinances.

20.9 Provision of Indemnities and Guarantees

Any document or contract committing the University to any indemnities or guarantees must be signed in accordance with the University's Delegated Signature Authorities.

APPENDIX A: Financial Scheme of Delegation

All contracts should be signed in accordance with the protocols defined by the University Secretary's Office. The person signing the contract bears the responsibility for the financial and resource commitments and the risk contained therein. Without exception, if for any reason (particularly in relation to Employment contracts), a signatory is unable to act, the signatory at the next level above should sign.

Type of Document	Value	Signatory
Deeds:		
Deeds of any nature	Any	Any two members of the Board of Governors (including the Vice-Chancellor).
Affixing of the University Seal	n/a	University Secretary or their authorised nominee
Updating Register of Seals	n/a	University Secretary or their authorised nominee
Contracts:		
Any contracts (except Deeds, Property Leases, and Employment Contracts) including the purchase of property (subject to Board of Governors approval for land and buildings as required by 17.1 and 17.7 above), construction of property, purchase, hire or leasing of goods and/or services, tenders for any of the above and UK or international Academic Collaboration Agreements (subject to Board of Governors Approval for Educational Partnerships as required by the Scheme of Delegation).	Over £2,000,000 for contract renewals	Chair of the Board of Governors or any one Governor specifically authorised by the Chair
	Over £1,000,000 for new contracts not previously committed to	Chair of the Board of Governors or any one Governor specifically authorised by the Chair
	Up to £2,000,000 for contract renewals	Vice-Chancellor
	Up to £1,000,000 for new contracts not previously committed to	Vice-Chancellor
	Up to £600,000	Deputy Vice Chancellor CFO
	Up to £250,000	Vice-Provost Pro-Vice Chancellors Director of HR Director of Finance University Secretary CIO Director of Estates and Services
	Up to £100,000	Heads of School Deputy / Associate Pro-Vice Chancellors Directors / Deputy Directors of Professional Services or their Senior nominated deputies.
Property Leases:		
Contracts for Property Leases with regard to the total rental value.	Over £500,000	Chair of the Board of Governors or any one Governor specifically authorised by the Chair
	Up to £500,000	Vice-Chancellor
Employment:		
Contracts of employment, compromise agreements or monetary awards made as a result of an Employment Tribunal ruling	Over £150,000 or any related to a senior post-holder	Chair of the Board of Governors
	Up to £150,000	Vice-Chancellor
	Up to £120,000	CFO

	Up to £95,000	HR Director / FD
	Up to £50,000	Deputy HR Director
Research Grants:		
Research or consultancy agreements (bids having been reviewed and agreed by CFO)	Over £600,000	Vice-Chancellor
	Up to £600,000	Deputy Vice-Chancellor Deputy Vice-Chancellor
	Up to £250,000	Vice-Provost PVC Research and Enterprise
Data Protection/FOIA:		
Subject Access Request responses	n/a	Data Protection Officer
FOIA responses	n/a	Freedom of Information Officer

APPENDIX B: Financial Authorities for Approving Expenditure

Position	Area	After Board Approval	Up to the value of (inc VAT)	Travel & Subsistence Reimbursement Employee Claims (NOT purchasing cards)
VC				
Vice-Chancellor **	Uni & subsids	Up to the amount approved by Board	£1,000,000	£10,000
LEVEL 1 up to £600k				
Deputy Vice-Chancellor *	Uni & subsids	n/a	£600,000	£10,000
Chief Financial Officer *			£600,000	£10,000
LEVEL 2 up to £250k				
PVC Student Experience	SE inc Estates	n/a	£250,000	£8,000
Director of Finance	Uni & subsids		£250,000	£8,000
Vice-Provost	Academic Schools		£250,000	£8,000
Director of HR	HR		£250,000	£8,000
University Secretary	Secretariat		£250,000	£8,000
PVC Academic Planning	Academic Planning		£250,000	£8,000
PVC Educational Partnerships	Educational Pships		£250,000	£8,000
PVC Research & Enterprise	Research & Enterprise		£250,000	£8,000
CIO	IT Services		£250,000	£8,000
Director of Estates and Services	Estates and Services		£250,000	£8,000
LEVEL 3 up to £100k				
Associate PVCs & Directors of Professional Services Departments	Relevant Dept/School	n/a	£100,000	£1,000
Heads of School			£100,000	£1,000
University Leadership Group			£100,000	£1,000
LEVEL 4 up to £25k				
As delegated from above	Relevant Dept/School	n/a	£25,000	£500
LEVEL 5 up to £2.5k				
As delegated from above	Relevant Dept/School	n/a	£2,500	£250

* approval on procurement system of up to £1m with VC written approval.

** Authority to approve franchise payments to partners although often over £1m is deemed delegated to VC by the board through the approval of the partner and inclusion in the five-year plan.

APPENDIX C: Procurement Guidelines and Tender Thresholds

Total purchasing cost including VAT over term of contract	Do you Need to Consult Procurement Team ? (Y/N)	Procurement Requirements for contracting goods and services
All values		Check for existing contract or suitable Framework Agreement
Up to £5k	No	<ul style="list-style-type: none"> - Minimum 1 quotation is required. - Record supplier's name, value, and date of quotation on purchase order for audit purposes. - Purchaser can proceed <u>without</u> procurement support
£5k to £30k	No	<ul style="list-style-type: none"> - Request for Quotation - Minimum 3 quotations are required. - Record the supplier names, values, and date of quotations on requisition for audit purposes. - Purchaser can proceed <u>without</u> procurement support but needs to ensure Value for Money is assessed by obtaining quotes.
£30k to £50k	No	<ul style="list-style-type: none"> - Request for Quotation or use of Framework Agreement - Minimum of 3 written competitive quotations are required. - Keep the quotations for audit. - Purchaser must ensure a Value for Money assessment is completed. - Purchaser can proceed without procurement support, however if the purchase is complex, please contact procurement@bathspa.ac.uk and they can support you. - The award of the contract needs to be published on government's Central Digital Platform in line with Procurement Regulations 2024 (Procurement Team will contact you for details). - Any payments above £30k incl. VAT also need to be reported.
£50k to Procurement Regulations Threshold for Wider Public Sector £214,904	Yes	<ul style="list-style-type: none"> - A review of existing Contracts and Framework Agreements is undertaken. Procurement evaluate and recommend the best Procurement route. - An Invitation to Tender or Mini Competition under an existing Framework Agreement is carried out. - Procurement support MUST be sought - please contact procurement@bathspa.ac.uk - The award of the contract needs to be published on the government's Central Digital Platform in line with Procurement Regulations 2024 (Procurement Team will contact you for details). - Indicative timescale 6-12 weeks depending on complexity.
Above Procurement Regulations Threshold for Wider Public Sector £214,904 Services and Goods £5,372,609 Works (strict definition applies)	Yes	<ul style="list-style-type: none"> - A review of existing Contracts and Framework Agreements is undertaken, Procurement evaluate and recommend the best Procurement Route. - Preliminary Market Engagement (PME) is carried out and recorded. - An above regulations tender process or Mini Competition under an existing Framework Agreement is carried out in order to assess Value for Money. - Procurement support required please contact procurement@bathspa.ac.uk - Indicative timescale 3-12 months depending on complexity. - In accordance Procurement Regulations 2024 several notices are required to be published on the government's Central Digital Platform. - Additional considerations for Pre-liminary Market Engagement and Contract Management are to be considered (including notices for modifications, supplier poor performance, and end of contract). - Additional requirements for contracts over £5 Million. - Any payments over £30k need to be reported.

APPENDIX D: Bad Debt Write Off Approval Thresholds

The authority to write off any bad debt incurred in the ordinary course of business, except for those having a material impact on the University's financial position, is detailed below:

Role	Bad Debt Batch Write off Approval Limits
Chief Financial Officer	Over £250,000
Finance Director	Up to £250,000
Financial Controller	Up to £50,000
Head of Finance Services	Up to £25,000