

FINANCIAL REGULATIONS

A GENERAL PROVISIONS

1 Background

- 1.1 The College is a further education corporation created under the provisions of the Further and Higher Education Act 1992. Its structure of governance is laid down in the Instrument and Articles of Government, which may only be amended by application to the Secretary of State for Education. The College is accountable through its Governing Body, which has ultimate responsibility for the effectiveness of its management and administration.
- 1.2 The College is an exempt charity by virtue of the Charities Act 1993.
- 1.3 The Financial Memorandum between the funding body and the College sets out the terms and conditions on which grant is made. The Governing Body is responsible for ensuring that conditions of grant are met. As part of this process, the College must adhere to the funding body's Audit Code of Practice, which requires it to have sound systems of financial and management control. The Financial Regulations of the College form part of this overall system of accountability.

2 Status of Financial Regulations

- 2.1 This document sets out the College's Financial Regulations. It translates into practical guidance the College's broad policies relating to financial control. The Governing Body approved this document on 6th December 2007. It applies to the College and all its subsidiary undertakings.
- 2.2 These Financial Regulations are subordinate to the College's Instruments and Articles of Government and to any restrictions within the College's Financial Memorandum with the funding body and the funding body's Audit Code of Practice.

- 2.3 The purpose of these financial regulations is to provide control over the totality of the College's resources and provide management with assurances that the resources are being properly applied for the achievement of the College's strategic plan and business objectives:
- sustaining financial viability
 - achieving value for money
 - fulfilling its responsibility for the provision of effective financial controls over the use of public funds
 - ensuring that the College complies with all relevant legislation
 - safeguarding the assets of the College.
- 2.4 Compliance with the Financial Regulations and the Financial Procedures is compulsory for all staff connected with the College. A member of staff who fails to comply with the Financial Regulations or the Financial Procedures may be subject to disciplinary action under the College's Disciplinary Policy. The Governing Body will be notified of any serious breach through the Audit Committee. It is the responsibility of all Management Board members to ensure that their staff are made aware of the existence and content of the College's Financial Regulations and Financial Procedures.
- 2.5 The Finance and Personnel Committee is responsible for maintaining a continuous review of the Financial Regulations, through the Director of Finance and the Director of Operational Support, and for advising the Governing Body of any additions or changes necessary.
- 2.6 In exceptional circumstances, the Principal or the Chair of Governors may authorise a departure from the detailed provisions herein. A record of any such departure must be presented to the Finance and Personnel Committee and to the Governing Body at the earliest opportunity.
- 2.7 The College's detailed Financial Procedures set out precisely how these regulations will be implemented and are contained in a separate manual that is available in all faculties and divisions.