

Appendices to the Financial Regulations: Glossary of Terms and Delegated Authority Schedule

Introduction

This document details which individuals and committees have delegated authority from Council or the President to commit the College to a project or transaction which may result in a liability to the College.

Anyone in a position of delegated authority should adhere to the following delegation principles:

- All actions must not exceed the authority of College Council
- Authority remains with Council for all commitments and transactions above the maximum monetary values stated in the schedule
- All actions must be consistent with the values upheld in [Strategy 2020-25](#) and [The Seven Principles of Public Life](#)
- All commitments must be within the College's allocated and approved budget, unless stated otherwise
- Legal and funding body requirements should be considered before committing money
- Approval must be obtained before committing to any transaction, unless otherwise stated
- The schedule applies to all commitments, whether involving restricted or unrestricted funds, except in the case of donations where the approval limits differ
- The delegated authority must be provided with sufficient detail, evidence, and prior review to support any action being requested to allow them to make a decision regarding approval
- All delegated authority holders are responsible for ensuring that appropriate business continuity plans are in place should they be unavailable to undertake their roles

A useful Glossary of Terms is found within Appendix 1.

Operating Budgets and General Expenditure

The College's annual operating budget is approved by the Council, subject to recommendations by the President's Executive Group. The President and Provost have responsibility for delegating authority for budgetary allocations in the first instance.

When Council approves the College's operating budget, it approves the proposed surplus rather than capping the operating expenditure at a specific level.

Revenue expenditure within approved projects that have been specified as part of the project approval should be incorporated into the College business plan and do not require additional Committee approval.

Capital Budgets and Expenditure

The Council approves the budgets for all Capital projects over £5 million on a case-by-case basis, although Council is notified of any capital projects that are valued between £5 million and £10 million that are due to start the following year when the plan is submitted in July and are approved as part of that plan.

Donations and Endowments

The Development Team has delegated authority for acceptance of donations to the Trust. If the donation involves land and buildings, the Director of Property & Major Projects should also be informed.

When accepting donations, the [Gifts and Hospitality Policy](#) should be adhered to.

The Endowment Board is responsible for proposing and agreeing investment objectives, including ethical investment decisions, with Council.

Income

All income streams, including from research grants, commercial, and consultancy, should be assessed under the appropriate due diligence ethics procedures.

The Chief Financial Officer and Director of Financial Services & Procurement have delegated authority for the write-off of bad debt due to the College between the values of £30,000-£100,000.

The Chief Financial Officer has delegated authority for the write-off of bad debt due to the College of any value over £100,000.

Grants, Consultancies, and Contracts

The Director of the Research Office has delegated authority for the submission and acceptance of all research grants. Revenue and capital expenditure for individual transactions are subject to standard financial authority limits.

Only the Director of the Research Office and the President have delegated authority to approve unusual contracts or materiality transfer agreements.

Consultancy must be undertaken in line with the College's rules on external activities. Deans and Heads of Department hold delegated authority for approval for individuals to undertake consultancy.

Preferred Terms and Conditions of Trade (Research-Focused)

The approval hierarchy for research income and payments is detailed in the appendix below.

College should retain an unfettered right to publish results of research. Delays in publication should be kept to a minimum and should only be for the purpose of protecting confidential information or to allow time for the protection of arising Intellectual Property.

Provisions for confidentiality should survive termination of the contract for a maximum of five years, and ten years in exceptional circumstances. Exclusions from this should be in the public domain prior to receipt, independently developed or provided by a third party who has the right to provide it, enters the public domain through no fault of the recipient, or is required to be disclosed in a court of law.

To the extent permitted in law, the liability of the College should not extend to indirect or financial loss. The aggregate liability of the College, except where losses arise from death, personal injury, fraud, or deliberate breach of agreement, should be limited to:

- Twice the contract price of funded research agreements, provided this does not exceed £2,000,000
- All non-funded agreements (except non-disclosure agreements) should not exceed £500,000

The College may indemnify other parties in the following cases:

- Claims arising from the College's negligence or breach of statutory duty during the course of the research
- The College may indemnify an organisation conducting a clinical study for any claims against them resulting from their undertaking the study in accordance with the protocol, except where there are wrongful acts, omissions, negligence or breach of statutory duty on the part of that organisation

Expenditure

All types of payment, including BACS, electronic payments, foreign currency payments, cheques and payroll, require an approved signatory before payment is made.

Effective segregation of duties should be in place between the preparer, authoriser and release of payment.

The approval hierarchy for expense claims is detailed in the appendix.

Cash and Treasury Management

Council must approve the appointment of bankers and the opening of new bank accounts.

The Chief Finance Officer is the signatory for the opening of bank accounts.

The responsibilities aligned to the Treasury Policy are included in the appendix.

Investment and Borrowing

The Chief Financial Officer has delegated authority to manage maximisation of existing investments.

Only the Chief Financial Officer, College Secretary/General Counsel, and Council can approve borrowings.

Appendix 1: Glossary of Terms

Approval Authority: An individual or board who have the authority to confirm that an action can go ahead (such as a project or transaction)

Budget Holder: An individual who has delegated authority to manage and monitor an area's budget

Capital Budget: Planned budget for the acquisition of assets such as land and buildings

Donations: Money given by a donor to fund College activities

Endowments: A particular type of donation that is recognised as income in the year it is received, and invested so that it earns income which can be used for the purpose specified by the donor

Operating Budget: Planned budget for non-capital revenue and expenses, such as staff costs and tuition fee income

Policy: A set of guidelines or rules which determine a course of action

Requisition: A request for goods or services made by an employee to the person or department that is responsible for purchasing

Restricted Funds: Funds that must be used for a specified purpose

Signatory: Committing the College to (usually) a monetary amount for a project or transaction by the signing of a contract, which can be electronic or written

Unrestricted Funds: Funds which can be used for any purpose

Appendix 2: Delegated Authority Schedule

Budget Approval

Authority Delegated To*:	Faculty Finance Officers	Resource Allocation Board	Finance Committee	Council
For Capital Expenditure relating to Academic Projects	< £1.5m			
For General Capital Expenditure		£1.5m-£10m	£10m-£30m	>£30m

*The Director of Property & Major Projects is the Budget Holder for all capital expenditure.

Donations and Endowments

Authority Delegated To:	Heads of Department	Deans	Director of Principal Gifts	Vice President of Advancement	President
Unrestricted donations and bequests of cash, stocks, or shares	<£20,000	£20,000-£500,000	£20,000-£500,000	>£500,000	>£500,000
Restricted donations and bequests of cash, stocks, or shares	<£40,000	£40,000-£1,000,000	£40,000-£1,000,000	>£1,000,000	>£1,000,000
Unrestricted bequests of physical assets (excluding land and buildings)	<£20,000	£20,000-£500,000	£20,000-£500,000	>£500,000	>£500,000
Restricted bequests of physical assets (excluding land and buildings)	<£40,000	£40,000-£1,000,000	£40,000-£1,000,000	>£1,000,000	>£1,000,000
Donations of land and buildings	<£20,000	£20,000-£500,000	£20,000-£500,000	>£500,000	>£500,000

Income

Authority Delegated To:	Head of Department	Dean	Faculty Finance Officer	Head of Income	Director of Financial Services and Head of Income	Director of Financial Services and Chief Finance Officer	Chief Financial Officer
Reviewing customer credit balances			£50,000-£500,000	>£500,000			
Writing off bad debt					<£30,000	<£100,000	>£100,000

Grants, Contracts, and Consultancies

Authority Delegated To:	Faculty Finance Officers	Director of Research Office	President
Standard Core Grant Contracts, Charity Grant Applications, Research Council Grant Applications	<£5,000,000	>£5,000,000	>£5,000,000
Commercial and Collaborative Research Contracts	<£5,000,000	>£5,000,000	
Grants/contracts outside of the terms of trade		All amounts	All amounts
MoUs, Confidentiality Agreements, Material Transfer Agreements		All amounts	All amounts

Preferred Terms and Conditions of Trade

Core Terms of Agreement:	Preferred Term	Acceptable Deviations	Approval Authority within Preferred Term	College Approver for Deviations
Payment Terms (Frequency) and Funders with Established Credit Worth	Incoming Payments Quarterly in Advance	Companies for which credit worth has been established may retain up to 10% of payment, Wellcome Trust pay quarterly in arrears, Research Councils give profile payments, EU Funding gives initial advance cost statement	Faculty Research Services Manager or Faculty Senior Contracts Manager	Faculty Finance Officer (FFOs): Can agree payment terms less than quarterly in arrears, can agree deviation from the credit check, will attribute risk of bad debt to relevant academic department
	Outgoing Payments – equal quarterly instalments in arrears, or on achievement of milestones	No deviation without further approval	Faculty Finance Officer	Director of Financial Services and Procurement
Payment Terms – Frequency – High-Risk Funders	Secured Advance Payment (Budget should only be Income Received)	No deviation without further approval	Faculty Finance Officer	Director of Financial Services and Procurement
Payment Terms – Foreign Currency	Incoming Payments (GBP where possible)	EU Funding (Euro) Other Acceptable Currencies: AUD, CAD, CHF, DKK, EUR, HKD, JPY, NZD, SEK, NOK, USD, ZAR	Faculty Research Services Manager/Senior Contracts Manager	Chief Financial Officer/ Director of Tax and Treasury
	Outgoing Payments – Payment must be made in the currency in which the award was received	No deviation without further approval	Faculty Research Services Manager/Senior Contracts Manager	

Procurement

Authority Delegated To:	Section Heads	Departmental Operations Managers, Departmental Finance Officers	Heads of Department	Faculty Finance Officers, Support Services Finance Officer, Head of Capital Appraisal	Director of Financial Services and Procurement	Chief Financial Officer	President
Approval of purchase requisitions	£5,000	£20,000	£50,000	£200,000	£1,000,000	£30,000,000	>£30,000,000

Authority Delegated To:	Deans, Chief Information Officer, Director of Property & Major Projects, Director of Campus Operations, Chief Investment Officer, White City Development Director, Chief Property Officer, Director of Academic Services	Director of Financial Services and Procurement	Chief Financial Officer, and in their absence the College Secretary/General Counsel	President, or in their absence the Provost, Chief Financial Officer, College Secretary/General Counsel
Approval of purchase contracts including supply, works, and services agreements	£200,000	£1,000,000	£30,000,000	>£30,000,000

Expenditure

Authority Delegated To:	Departmental Operations Managers	Heads of Department	Faculty Finance Officers, Support Services Finance Officer, Head of Management Reporting	Faculty Operating Officers, Director of Finance, Director of Financial Services and Procurement, College Secretary, Deans, Chief Financial Officer, Provost, President
Approval of expense claims	<£2,000	<£5,000	<£7,500	>£7,501

Cash and Treasury Management

Authority Delegated To:	Responsibility
Council	<ul style="list-style-type: none"> • Approve Treasury Policy • Approve any borrowing facility
Chief Financial Officer	<ul style="list-style-type: none"> • Negotiate terms of debt agreements • Approve hedging transactions (>£10m) • Approve treasury control procedures • Approve opening of new bank accounts • Approve composition of collateral pool and valuations • Approve balance limits on non-Sterling bank accounts
Head of Tax and Treasury	<ul style="list-style-type: none"> • Monitor and ensure compliance with debt covenants • Manage bank relationships

Assets

Authority Delegated To:	Head of Department	Dean	Faculty Finance Officer	Head of Income	Director of Financial Services and Head of Income	Director of Financial Services and Chief Financial Officer
Disposal of College-owned physical assets (excluding estate)	<£5,000	<£10,000				>£10,000

Investment and Borrowing

Authority Delegated To:	Chief Financial Officer and College Secretary/General Counsel	Council
Approval of Loans	Repayable in less than 3 months	Repayable in over 3 months