

DRAFT Financial Contingency Planning

RED Planning – *example Covid - 19*

17 March 2020

Objective

This plan seeks to outline the approach that is needed in the case where;

University ceases all business as usual activities except for where staff must remain on site (security; buildings; animals); students return home where possible; where not possible, students contained in Colleges; staff to work from home where possible, to support critical activities.

Approach

This approach builds on activity undertaken for AMBER planning which potentially will include isolating a number of team members in ultra-critical areas as well as back-fill training.

1. **Principle 1** -The Finance Division will focus its effort on critical activity:
 - a. Diverting resources where necessary and in the knowledge that this is not business as usual, delaying and in some cases stopping less important activity;
 - b. A number of staff will be identified as key back fill and assigned to critical areas. In order to do this emergency training and shadowing will need to take place.
2. **Principle 2** – The University will focus authority to allow key financial transactions to continue:
 - a. Council to approve an emergency delegation list to include:
 - i. Approval of budget (if one exists);
 - ii. Approval cover for absent budget holders
 - b. In the absence of an approved annual budget set Q1 budget as Q4 for previous year. Roll on to Q2 if necessary.
 - c. A contingency fund will be established with authorized expenditure permitted through the emergency delegation list.
3. **Principle 3** - External partners supplying ultra-critical services will be listed enabled by the ability to fast track a contract.

Critical Activity

The table below shows the critical activities in Finance

Critical Activity			Non Critical Activity	
Ultra Critical	Critical 1	Critical 2	A	B
Banking & cash flow I. University II. Endowment fund	Key capital projects (<i>listed</i>) - appendix 2a I. Governance II. Contractor payments	Key accounts receivable (<i>listed</i>) - appendix 2b	Non-Listed Capital projects	Planning & Budgeting
Payroll	HMRC / Other regulatory payments	Near term & priority statutory & regulatory reporting - appendix 3	Expenditure tracking	Finance Transformation
Pension	Supplier payments	Insurance & Fraud	Individual taxation	Training
	Expense payments & credit cards	Support for closure of research contracts	General statutory & regulatory reporting	General Procurement
	Finance Help Desk	Support for emergency delegations		All Other - appendix 1
	Support for Finance staff	Contingency monitoring and forecasting		
	Communications	Procurement related to University critical areas		

Appendix 1 - List of all other non-critical activity

1. Non statutory reporting
2. Investment appraisal
3. Fixed asset accounting
4. Regular support for governance committees
5. Support for non-critical ROO activities
6. Corporate taxation
7. Internal trading/recharges

Appendix 2a – List of critical capital projects

1. Lynxvale
2. Other

Appendix 2b – List of critical AR accounts

1. Most funding comes from Office for Students
2. Research Councils
3. Wellcome Trust
4. Colleges (Fees)
5. Rent collections

Appendix 3 – Near term statutory & regulatory reporting (Red plan starting on 1st April)

1. May Qtr VAT return
2. Payroll (monthly) submissions
3. Payroll P60
4. Payroll P11D
5. Payroll (monthly) International social security
6. SAO for HMRC
7. Form 42 for HMRC
8. Group 990 for USA
9. CUP pension fund accounts
10. CUP trustee accounts

The returns above should be understood in conjunction with other near term reporting which are likely to have reporting deadlines relaxed:

1. EC monthly sales lists and Intrastat
2. Payroll ONS and 3rd party payments monthly return
3. Corporation tax returns
4. Outward foreign affiliates summary
5. National statistics ONS return