

4 Procedure

4.1 The table below identifies the various returns required and the frequency of when they should be made. It identifies a primary (and in case of their absence, a secondary) recipient. If both of these be absent for a period the return should then be made to the University Registrar.

Return	Timing	Recipient	Comments
Management Accounts	Monthly, ideally by the third week after the month to which they relate (at the latest by the end of that month)	University Financial Accountant (AVC (Resources))	To include D&E (or P&as appropriate), Balance Sheet and Cashflow to end of financial year.
Budgets and forecasts	Cycles 2 and 3	AVC (Resources) (University Financial Accountant)	In-year forecasts are required part way through year and budgets prepared in spring in advance of the following year
Reportable Events (RE)	Potential Reportable Events (PRE) via monthly RE Panel.	AVC (OfS) (AVC (Transformation))	Urgent RE must be submitted to OfS within 54.9 (e)-6 (d)-0.7 () TJ ET Q-6

