

#### 4. Financial Resources

##### Introduction

This section covers information on the institution's strategy and management of financial resources. The Finance Division provides accounting, procurement and contracting services, helping to make best use of resources, and fulfilling statutory responsibilities. Information that may substantially prejudice the commercial interests of any person, personal information, or information which would disrupt the effective conduct of public affairs will be excluded from publication.

Class Name	Class Definition	Examples/Comments	Format of Information	Fee	Withheld Information
<a href="#">Financial statements</a>	The institution's annual accounts.	Examples Include: <ul style="list-style-type: none"><li>• Financial statements approved by the governing body.</li><li>• Annual Reports.</li></ul> Please note that our financial statements are published on our Web site in January each year.		Free	
<a href="#">Budgetary processes</a>	Policies and procedures for making budgetary allocations to major budgetary units.			Free	

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<a href="#">Budgets overview</a>	Summary of budgetary allocations to major budgetary units.	Finalised budgetary allocations.		Free	
<a href="#">Financial regulations</a>		<p>Information on purchasing goods and services and on reclaiming expenses.</p> <p>Examples Include:</p> <ul style="list-style-type: none"> <li>• Financial Regulations.</li> <li>• Expenses Forms e.g., travel claims.</li> <li>• Mileage and Subsistence rates.</li> <li>• Staff Travel Policy &amp; Procedures.</li> <li>• Year End Instructions.</li> </ul>	Hard copy or Electronic	Free	
<a href="#">Financial regulations</a>		<p>Information on purchasing goods and services and on reclaiming expenses.</p> <p>Examples Include:</p> <ul style="list-style-type: none"> <li>• Cash Security &amp; Transportation (Abridged Version).</li> <li>• Policy for Fraud Prevention, Detection &amp; Investigation.</li> <li>• <a href="#">Fraud Policy Statement</a></li> </ul>	Hard copy or Electronic	Free	

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<a href="#">Financial regulations</a>	Institution's financial administration manual.			Free	Where an abridged version is published, no exemptions apply. The full version contains information where disclosure would substantially prejudice our commercial interests under s.33 of the Act.
<a href="#">Insurance</a>	Summary information on the institution's major insurance policies.	<p>Examples Include:</p> <ul style="list-style-type: none"> <li>Names and addresses of the University's insurers, and broad information on the range of risks covered.</li> <li>Insurance procedures.</li> <li>Frequently Asked Questions.</li> </ul>	Available on request	Free	
<a href="#">Investments</a>	Summary information on institutional endowments and investments.	Information can be found within our Annual Reports and Financial Statements.		Free	