

**HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Finance**

This retention schedule is based on the recommendations made by the Joint Information Systems Committee. The letter indicates the final disposition of each type of record, and applies to original records. Where copies of originals are kept locally, these can be destroyed when these are no longer required.:

A = 1 copy to be transferred to the University Archive. See Retention Schedule Guidelines for further details.

D = Destroyed.

The number following the letter code indicates the period (in years) after which records may be destroyed, and is the minimum retention period required by best practice or legislation. It assumes a new file is opened at the start of each academic, calendar or financial year, and is **always** calculated from the date of the last record in the file.

FOLDER STRUCTURE	Examples of Types of Record	Retention Period	Authority
<p>FINANCE/STRATEGY</p> <ul style="list-style-type: none"> • identifying requirements for new/revised strategy • undertaking research • developing strategy proposals • consulting on strategy proposals • reviewing and revising strategy proposals in the light of comments received • drafting strategy documents • consulting on strategy documents • reviewing draft strategy documents in the light of comments received • producing final strategy documents • submitting final strategy documents for formal endorsement • formally endorsing strategy documents • disseminating strategy documents • reviewing strategy. 	<p>Key records documenting the development and establishment of the institution's finance management strategy.</p> <p>Working papers documenting development and establishment of the institution's finance management strategy.</p>	<p>A: Superseded + 10 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of strategy + 1 year</p>	

Records Retention Schedule for Finance (2)

<p>FINANCE/POLICY</p> <ul style="list-style-type: none"> • identifying requirements for new/revise policy • undertaking research • developing policy proposals • consulting on policy proposals • reviewing and revising policy proposals in the light of comments received • drafting policy documents • consulting on policy documents • reviewing draft policy documents in the light of comments received • producing final policy documents • submitting final policy documents for formal approval • formally approving policy documents • disseminating policy documents • reviewing policy 	<p>Key records documenting the development and establishment of the institution's finance management policies.</p> <p>Working papers documenting development and establishment of the institution's finance management policies.</p>	<p>A: Superseded + 10 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of policy + 1 year</p>	
<p>FINANCE/PROCEDURES</p> <ul style="list-style-type: none"> • identifying needs for new/revise procedure • undertaking research • analysing work processes • drafting procedure documents • consulting on procedure documents • reviewing draft procedure documents in the light of comments received • trialling procedure • refining procedure as a result of trials • submitting final procedure documents for formal approval • formally approving procedure documents • disseminating procedure documents • reviewing procedure. 	<p>Master copies of procedures relating to finance management.</p> <p>Development of the institution's procedures relating to finance management.</p>	<p>A: Superseded + 10 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of procedures + 1 year</p>	

Records Retention Schedule for Finance (3)

<p>FINANCE/FINANCIAL ACCOUNTING Activities involved in processing, recording, classifying and analysing financial transactions between the institution and third parties, and between the institution and its employees:</p> <ul style="list-style-type: none"> • accounting for income • accounting for expenditure • accounting for payments (other than salaries) to employees • accounting for payments to honorary appointees and other third parties. 	<p>Issue of sales invoices and the processing of incoming payments.</p> <p>Receipt and payment of purchase invoices.</p> <p>Payment and/or reimbursement of employees' expenses.</p> <p>Payment of honoraria to third parties (unless honoraria are administered through the payroll)</p> <p>Payment of expenses to third parties (e.g. honorary appointees).</p> <p>Handling of petty cash.</p> <p>Receipt and processing of tuition fees.</p> <p>Preparation of annual accounts</p> <p>Annual Accounts</p>	<p>D: Current financial year + 6 years</p>	<p>Taxes Management Act 1970 c.9 s34 Limitation Act 1980 c.58 s5 Value Added Tax Act 1994 c.23 HMRC 700/21 para. 5.2</p> <p>Taxes Management Act 1970 c.9 s34 Limitation Act 1980 c.58 s5 HMRC 700/21 para. 5.2</p> <p>Taxes Management Act 1970 c.9 s34 Limitation Act 1980 c.58 s5</p> <p>Taxes Management Act 1970 c.9 s34 Limitation Act 1980 c.58 s5</p> <p>Limitation Act 1980 c.58 s5 Value Added Tax Act 1994 c.23</p> <p>Taxes Management Act 1970 c.9 s34 Limitation Act 1980 c.58 s5 HMRC 700/21 para. 5.2</p> <p>Taxes Management Act 1970 c.9 s34 Limitation Act 1980 c.58 s5</p> <p>Limitation Act 1980 c.58 s5</p>
<p>FINANCE/MANAGEMENT ACCOUNTING Activities involved in monitoring and controlling the use of the institution's financial resources:</p> <ul style="list-style-type: none"> • monitoring and controlling the use of the institution's financial resources. 	<p>Analyses of the internal deployment of the institution's financial resources.</p>	<p>D: Current financial year + 1 year</p>	

Records Retention Schedule for Finance (4)

<p>FINANCE/STATUTORY ACCOUNTING Activities involved in preparing the institution's statutory accounts:</p> <ul style="list-style-type: none"> preparing the institution's statutory accounts. 	<p>Preparation of the institution's statutory (annual) accounts.</p>	<p>A: Current financial year + 6 years</p>	<p>Limitation Act 1980 c.58 s5</p>
<p>FINANCE/INTERNAL ACCOUNTING Activities involved in processing financial transactions between operating units (i.e. internal cross-charging):</p> <ul style="list-style-type: none"> processing financial transactions between operating units (i.e. internal cross-charging). 	<p>Processing of internal accounting transactions between operating units (i.e. cross-charges).</p> <p>Negotiation and administration of formal contracts between operating units (e.g. for the provision of services.)</p>	<p>D: Current financial year + 1 year</p> <p>D: Termination of contract + 1 year</p>	
<p>FINANCE/FUNDING Activities involved in administering the institution's income:</p> <ul style="list-style-type: none"> acknowledging receipt of funds monitoring the use of funds and ensuring compliance with terms and conditions of funding preparing reports and other information on the use of funds for funding providers. <p>Income includes:</p> <ul style="list-style-type: none"> funding allocated by HE funding councils for teaching, research and other purposes research grants research contract income income from provision of other commercial services income from endowments and trusts donations interest earned on cash balances and investments fee income from short courses income from sponsorship. 	<p>Administration of annual funding allocations from the appropriate statutory funding body.</p> <p>Administration of research grants provided by research councils or corporate sponsors.</p> <p>European Structural Funds. Documents relating to implementation and financing of ESF funded projects must be retained until 3 years after the European Commission makes the final payment for the programme to the UK. For example, the current European Social Fund programme ended on 31 December 2008 and the earliest date for the Department of Work and Pensions to receive final payment from the European Commission is 2011. Documentation must therefore be retained until at least 31 December 2014.</p> <p>Administration of scholarship funds</p>	<p>D: Current financial year + 10 years</p> <p>D: Termination of grant + 6 years</p> <p>D: Final payment on the programme to the UK + 3 years</p> <p>The dates may be changed so it is advisable to retain all documents relating to ESF funded projects until a Government Office advises that they may be destroyed.</p> <p>D: Current financial year + 6 years</p>	<p>Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6</p> <p>EC No. 1260/1999 Article 38</p> <p>Limitation Act 1980 c.58 s5</p>

Records Retention Schedule for Finance (5)

<p>FINANCE/PLANNING Activities involved in forecasting the institution's income, planning the utilisation of these resources and setting and managing budgets:</p> <ul style="list-style-type: none"> • setting budgets (at corporate level and for individual business units) • monitoring actual against planned expenditure • virement. 	<p>Preparation of annual operating budgets.</p> <p>Monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances.</p>	<p>D: Current financial year + 1 year</p> <p>D: Current financial year + 1 year</p>	
<p>FINANCE/PAYROLL Activities involved in administering the institution's employee payroll:</p> <ul style="list-style-type: none"> • processing statutory payroll deductions • authorising and processing non-statutory and elective payroll deductions • transferring payroll payments • notifying employees of their employment-related tax liabilities. 	<p>Employees' authorisation for non-statutory payroll deductions.</p> <p>Calculation and payment of employees' salaries and other payments.</p> <p>Employer's PAYE records which are not required to be sent to the Inland Revenue (under the provisions of the Income Tax (Pay As You Earn) Regulations 2003.</p> <p>Administration of payments made under the Statutory Sick Pay scheme.</p> <p>Administration of payments made under the Statutory Maternity Pay scheme.</p>	<p>D: Current tax year + 6 years</p> <p>D: Minimum: Current tax year + 3 years Recommended: Current tax year + 6 years</p> <p>D: Current tax year + 3 years "PAYE records" are defined in Regulation 97(2) of the Income Tax (Pay As You Earn) Regulations 2003 (SI 2003/2682).</p> <p>D: Current tax year + 3 years</p> <p>D: Current tax year + 3 years</p>	<p>Limitation Act 1980 c.58 s5</p> <p>Minimum: SI 1999/584 Regulation 38(7) SI 2003/2682 Regulation 97(8) Recommended: Taxes Management Act 1970 c.9 s34</p> <p>SI 2003/2682 Regulation 97(8)</p> <p>SI 1982/894 Regulation 13</p> <p>SI 1986/1960 Regulation 26</p>
<p>FINANCE/PENSIONS</p> <ul style="list-style-type: none"> • administering payments of the institution's employers' and employees' contributions to pension schemes. <p>Some pre-1992 institutions established and manage their own pension funds. The management of institutional pension funds is outside the scope of this Business Classification Scheme.</p>	<p>Payments of the institution's employers' contributions to pensions schemes for its employees.</p> <p>Payments of the institution's employees' contributions to pension schemes.</p>	<p>D: Termination of employment + 75 years</p> <p>D: Termination of employment + 75 years</p>	<p>Limitation Act 1980 c.58 s32</p> <p>Limitation Act 1980 c.58 s32</p>

Records Retention Schedule for Finance (6)

<p>FINANCE/TAX Activities involved in managing the institution's tax affairs:</p> <ul style="list-style-type: none"> • preparing and filing tax returns • managing the institution's obligations for collecting and paying VAT on goods and services. 	<p>Preparation and filing of the institution's tax returns.</p> <p>The institution's accounting for VAT.</p>	<p>D: Current tax year + 6 years</p> <p>D: Current tax year + 6 years</p>	<p>Taxes Management Act 1970 c.9 s34</p> <p>Value Added Tax Act 1994 c.23 s58 and Schedule 11, para. 6(3) SI 1995/2518 s 31 HMRC 700/21 para. 5.2</p>
<p>FINANCE/CASH Activities involved in managing the institution's liquid assets:</p> <ul style="list-style-type: none"> • managing the institution's liquid assets. 	<p>Opening, closure and routine administration of bank accounts.</p> <p>Standing orders, direct debits etc.</p> <p>Routine bank account deposits/ withdrawals/transfers (paying-in slips, transfer instructions, bank statements etc.)</p>	<p>D: Closure of account + 6 years</p> <p>D: Life of instruction + 6 years</p> <p>D: Current financial year + 6 years</p>	<p>Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6</p> <p>Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6</p> <p>Taxes Management Act 1970 c.9 s34 Limitation Act 1980 c.58 s5</p>
<p>FINANCE/INVESTMENTS Activities involved in managing the institution's financial investment portfolio:</p> <ul style="list-style-type: none"> • liaising with fund managers. 	<p>Overall management of the institution's financial investment portfolio.</p> <p>Purchase/sale of investments.</p>	<p>D: Divestment + 6 years</p> <p>D: Current financial year (of transaction) + 6 years</p>	<p>Limitation Act 1980 c.58 s5</p> <p>Taxes Management Act 1970 c.9 s34</p>
<p>FINANCE/ASSETS Activities involved in collecting, recording and analysing information about the value of the institution's fixed assets for accounting purposes:</p> <ul style="list-style-type: none"> • recording acquisition and disposal of fixed assets • valuing assets and calculating depreciation • writing off assets prior to disposal • maintaining an asset register. 	<p>Value of the institution's capital assets.</p> <p>Decisions (and authorisations) to dispose of capital assets.</p>	<p>D: Current financial year + 6 years</p> <p>D: Current financial year (of disposal) + 6 years</p>	<p>Taxes Management Act 1970 c.9 s34</p> <p>Taxes Management Act 1970 c.9 s34 Limitation Act 1980 c.58 ss2, 5</p>