



Issue 3, December 2016

## FINANCE EMPLOYEE ACTION GROUP

The Finance Employee Action Group has now been formed, group members are:

Sandie Yau  
Noel Willis  
Beckie Elliott  
Amanda Smith  
Gemma McMillan  
Amy Craven  
Kelly Milward  
Jackie Higgins  
Sinead Logan

Each member's aim is to act as a representative for Finance colleagues in sharing messages and discussing issues to agree solutions. The group will also be responsible for improving on communication throughout the department and will provide two-way feedback by linking back to senior management. The group met in November and following this a number of the suggestions made by colleagues at our last department meeting are now being actioned.

If you have any ideas, suggestions or issues which you would like to raise please contact a member of the group.

## HEALTH & SAFETY



The last Fire drill at Maxwell highlighted that there appears to be some confusion around what the process is in the event of a fire and as your safety is our top priority we would like to remind colleagues that during a fire alarm/drill, if you are based in Maxwell you are required to congregate outside Salford Museum, instead of in front of Maxwell building. If you are based at University House, please ensure you meet at the assembly point half way up Broadwalk.

In addition to this can we please also draw your attention to the fact that the University Emergency number can be found on the back of your staff access cards. In an emergency colleagues are asked to contact the number provided in the first instance, this is to enable security to direct the required service to the right location and to make sure in advance of this that the route is clear and the relevant area can be accessed.

## CHRISTMAS

### Christmas Closure

All University Buildings will be closed from **3:00pm** Friday, 23rd December 2016 until 06:00am Tuesday 3rd January 2017.



### December Salary

December salary will be paid on Friday 23rd December this year. Payslips will be distributed on Monday 19th December so please check your payslips as soon as possible to ensure queries can be dealt with before the Christmas closure.



### PCs and Lights Reminder

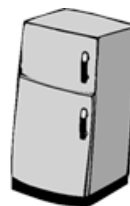
In order to save energy please turn off all electrical equipment; including properly shutting down computers and manually turning monitors off.



### Clear the Fridges

Please dispose of all perishable foods correctly.

Fridge doors should be properly closed and left switched on to prevent any flooding.



### Santa's Lucky Dip...

Remember the deadline for all gifts is 13<sup>th</sup> December; the draw will take place on Wednesday 14<sup>th</sup> December at 10am by the Christmas fireplace on 5<sup>th</sup> Floor Maxwell.



Save the Children  
**CHRISTMAS  
JUMPER DAY**

On **Thursday 22nd December**, we will be holding a Christmas Jumper day to raise money for Save the Children Charity.

If you do not have a Christmas Jumper, other festive attire is encouraged.

## FINANCIAL UPDATE

### FRS102 Accounts

The 2015-16 University Annual accounts have now been approved by Council & signed by the auditors. A glossy version will be available on the University website by the middle of December.

The updated FRS102 covenants have now agreed with both Barclays & Lloyds

### Forecast

The 16/17 year-end forecast is for a surplus of £7.0m, a reduction of (£1.5m) compared to a budget of £8.5m. This is 3.6% of income and is higher than the forecast sector average of 2.3%. Cash flow from operating activities is forecast to be £22.6m which is the 4th year of generating over £20m.

The reduction in surplus is due to lower student recruitment and fewer continuing students. Home UG numbers were lower largely due to the holding of tariff levels, and international student numbers were affected by economic challenges in key markets.

Savings have been made in the Schools and Professional Services.

### Operational Planning

Schools have submitted Student Number Plans, Strategy Maps, Planning Statements and (where applicable) business cases for investment. Meetings are currently under way with each of the Schools to review the plans, and student number submissions are currently being considered.

Professional Services have just submitted Planning Statements and meetings will be held with each of the services to review these over the next 2-3 weeks.

Financial submissions are due from Schools and Professional Services on the 23rd December.

### Compliance

The HESA FSR return has been completed for 2015/16 and was submitted on 1st December 2016.

## STUDENT INTERN

We are pleased to confirm that Finance will be supporting the Universities Graduate Internship Programme.

On Tuesday 3<sup>rd</sup> January we will be joined by Behzad Kahn, an Accounting & Finance Graduate for a three month internship.

Hazel and Jennie have co-ordinated this and arranged for Behzad to spend approximately 1 or 2 weeks with each area of Finance starting with Accounts Payable.

We would really like Behzad to get as much real life experience as possible, whilst being fully supported by the area he is working with. This will hopefully give him a wider range of experience and an overview of the various functions within Finance, enhancing his skills and increasing his ability to secure a permanent job.

## GREEN IMPACT

Finance and HR have formed a team for the Green Impact initiative, they will be working together to improve the environmental performance of both departments and promote sustainability. The group have already started work on this by inviting colleagues to write suggestions on a white board located on 5th Floor of Maxwell, one suggestion so far was to make a donation to Kidscan in place of sending Christmas cards; saving on both paper and fuel in distribution. Kidscan have provided donation pots for this which have been placed around Maxwell 5th Floor and in ask US Finance office.

## 50TH ANNIVERSARY 10K

As part of the 50th Anniversary University celebrations for next year, we have secured the places 1967 -2017 for a University Team in the Manchester 10k. Successful applicants will be notified in due course.

## CHILDREN IN NEED



Thank you to everyone who contributed to the Children in Need bake sale, dress down and 'Guess the Baby' we raised £115.70, which was a great result.

## STUDENT MENTORING

We have agreed to help final years Salford Business School students with a mentoring Scheme. The idea is that a number of Finance Staff will each have a small group of students that they will mentor and work with on key skills. This will hopefully improve their employment prospects. 68 students have signed up to take part and we have 14 staff lined up to mentor them. Andrew Crozier is currently working with Stacey Gillespie from SBS to set the programme up and mentoring sessions will start during Semester 2.

This should help towards improving our student's employability and in turn increasing our performance in one of the key Teaching Excellence Framework (TEF) metrics.

## 5 RANDOM CHRISTMAS FACTS

Christmas trees usually grow for about 15 years before they are sold

- 🌲 All the gifts in the Twelve Days of Christmas would equal 364 gifts
- 🌲 Before turkey, the traditional Christmas meal in England was a pig's head and mustard
- 🌲 In 1647, after the English Civil War, Oliver Cromwell banned festivities. The law wasn't lifted until 1660
- 🌲 In Greece, Italy, Spain and Germany, workers get a Christmas bonus of one month's salary by law

## WHO AM I?

Guess who this mystery Finance staff member is...

- 🌲 I have played golf with Jasper Carrot
- 🌲 I have worked at the University for 2 years
- 🌲 I have walked the Great Wall of China
- 🌲 I used to have a mullet

The answer will be revealed in the next issue of the staff newsletter.



*Have a very merry  
Christmas...*