

## **School of Education & Social Work**

### **Allocation of School and Departmental General Budgets**

The Management Group has agreed the principles for the allocation of general budgets to School and department level as below.

Also see the annual list of delegation, and guidance notes on purchasing at:  
<http://www.sussex.ac.uk/procurement/>

#### **1 School-level budgets**

- a) **Photocopying and printing**- All photocopying costs, with close monitoring to ensure that there is not overspending. Heads of Department are asked to remind their staff of the need to keep photocopying costs to a minimum.
- b) **Other Office Expenses** – including stationery, telephones and postage.
- c) **Programme and course Handbooks** – these should be produced by in a form to be agreed by the Director of Taught Programmes.
- d) **Study Packs** - the cost of production and the income from sales.
- e) **Marketing and Publicity** – any publications should be agreed with the School Administrator in advance.
- f) **Seminar speakers** – reasonable costs and fees.
- g) **School Student events** – any School-organised celebrations, eg for Freshers Week and Results Day.
- h) **Furniture and office equipment**, including computers not funded through the voucher scheme.
- i) **Minor works.**
- j) **Premises costs** - including utilities.
- k) **Health & Safety** - equipment, eye tests etc.
- l) **Professional services staff costs** - including temporary staff.
- m) **Staff recruitment costs (all staff)** – including advertising, interview expenses and relocation expenses.
- n) **Staff travel and subsistence costs.**
- o) **Hospitality**
- p) **Scholarships & Graduate Teaching Assistants** – costs of bursaries and fee waivers.
- q) **Support for DPhil students** – PG Student Conferences and seminars and research training.
- r) **Research Centres** - support costs.
- s) **Student prizes.**

#### **2 Department-level budgets**

- t) **Academic staff costs.**
- u) **Associate Tutors** – the School allocates a budget for ATs and will delegate a specified amount to each department once a teaching plan has been completed.
- v) **Awaydays** - internal staff development events.
- w) **Staff Development costs** – including training and fee waivers, research support and attendance at conferences.
- x) **Departmental student events** – eg departmental student welcome events.
- y) **'Lab' Equipment** – specific departmental equipment for lab-funded subjects.
- z) **Hospitality** - departmental funds may be used to meet reasonable hospitality costs for members of staff attending internal gatherings such as seminars or colloquia, but it is expected that the latter would be modest. No celebratory meals, drinks or presents for staff or departmental contacts may be charged to departmental budgets. See the Hospitality guidance in the financial regulations.

Angela Pater  
Agreed at School Management Group 19 May 2010