

2022-23 YE08 Form Instructions

The YE08 requires two sections in this excel file to be reviewed and completed by the end user:

- 1) Department information
- 2) I&E Report.

Step by step instructions are found below with completed examples.

If you need help completing the form, or if you believe that you have received this in error, please contact yearend23@admin.ox.ac.uk

1st Section: Department Information

This section is found on the top of the YE08 excel form.

- a) Enter your contact details in full in the boxes provided. Your details are important to ensure our distribution list is up to date and in case we should need to contact you with further queries.
- b) Complete the two boxes below the contact details:
 - 1) Summary of external trade activities during the year
 - 2) List of your key clients.

Please provide as much detail to support your department figures and list any key changes from last year.

- c) Once all of the boxes are populated, the 'incomplete' sign showing in cell I3 will then automatically change to 'Complete', therefore please ensure this happens before you proceed.
- d) If there is no external trade in your department, please write 'n/a' in the boxes to ensure the form is marked as complete.

Department Information Example

2022-23 YE08 Department Information

Incomplete

Contact Details

| | |
|------------|--|
| Name | |
| Email | |
| Phone | |
| Department | |
| Date | |

Brief summary of the external trade undertaken within your department over the past year. Please specify any new activity within the year.

Key Clients

2022-23 YE08 Department Information

Complete

Contact Details

| | |
|------------|--|
| Name | Robert Thomas |
| Email | robert.thomas3@admin.ox.ac.uk |
| Phone | 01865 222 222 |
| Department | Food Technology |
| Date | 30/06/2022 |

Brief summary of the external trade undertaken within your department over the past year. Please specify any new activity within the year.

Income primarily received through hosting conferences and providing catering services. Conference income includes attendee ticket sales and event sponsorship by external non-connected companies.

2021-22:

Eastement of COVID restrictions has allowed ordinary business to resume So far several conferences have gone ahead (usually 4 held in the first 6 months of the year) but at 75% capacity of pre-pandemic levels.

Profit margin is reduced this year compared to pre-pandemic levels due to greater need for cleaning products and maintenance costs that were not required before.

2020-21:

Pandemic forced closure of main external trade activity, income depleted with no conferences or events held. Other income includes government grant income to support hospitality industry through pandemic.

Key Clients

Conference sponsorship from several different industries:


Tesla (150k YTD, 0k LY)
 Google (80k YTD, 0k LY)
 JP Morgan (50k YTD, 15k LY)
 Marks & Spencer (20k YTD, 0k LY)
 HSBC (25k YTD, 5k LY)

2nd Section: I&E Report

This report shows your department's income and expenditure coded to activity 25 (external trade), for the ten months to May 2023.

The report parameters are shown on the top left. Any cell values of £10k or higher are highlighted and require a form of explanation of its activity in column 'J'.

Column 'K' shows coloured indicators of each line where the green tick shows it is completed and that no further action is required.

The yellow exclamation sign  will require an explanation in Column 'J' in the same row. Once added, the indicator should then change to green, marking it as completed.
















End user actions

- 1) Please work your way down the I&E figures and insert explanations in column 'J' next to the highlighted variances.
- 2) Once all the necessary explanations are added, the yellow indicators should therefore be green and change the 'Incomplete' sign in cell 'I35' to 'Complete'.
- 3) Save the excel file in the format "Your Department Code - YE08 2022-23" e.g. for food technology, it would be ZT - YE08 2022-23
- 4) Return the form by email to yearend23@admin.ox.ac.uk no later than **Monday 26th June 2023**. Your email subject line in the email should also be the same as the excel file name i.e ZT - YE08 2022-23.

The next 'Trading Activities' (Activity 25) workshop will be held on Tuesday 26th June 2023 from 09:30am - 11:30am and we encourage you to attend to refresh your knowledge on trading activities.

Booking can be made via the CoSy system link on the Finance training webpage <https://finance.admin.ox.ac.uk/training>

I&E Report Incomplete Example

| SOB Name | | Oxford University Trading YE08 | | | | | Incomplete  | |
|--------------------------------------|------|--------------------------------|------------|--------------|------------------|------------------------------|--|---|
| Period Name | | I&E Report | | | | | | |
| Currency Code | | YTD Actuals | | YTD Variance | PY Year End | Variance to PY | Reason for Variance | |
| Cost Centre | | May-22 | May-21 | | Closing Position | Closing Position | Insert comments below | |
| Organisation | | Account | | | | | | |
| UO Ledger GBP' | | | | | | | | |
| May-23 | | | | | | | | |
| GBP' | | | | | | | | |
| ZT | | | | | | | | |
| 10 | | | | | | | | |
| Materiality Level | | | | | | | | |
| 10000 | | | | | | | | |
| Type | | Account | May-22 | May-21 | YTD Variance | PY Year End Closing Position | Variance to PY Closing Position | Reason for Variance |
| | | | | | | | | Insert comments below |
| INCOME | | | | | | | | |
| Total JRAM & Other Service Funding | 401' | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  |
| Total Central Funding | 402' | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  |
| Total Service Funding | 403' | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  |
| Total Funding Council Grants | 410' | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  |
| Total Home/EU Student Fees | 420' | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  |
| Total Overseas Student & Other Fees | 430' | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  |
| Total Research Income | 450' | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  |
| Total Research Overheads | 455' | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  |
| Total Trust Fund & Investment Income | 460' | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  |
| Total Donations | 470' | | 200.00 | 0.00 | 200.00 | 0.00 | 200.00 |  |
| Total Sales Services & Trading | 480' | | 256,432.00 | 46,765.00 | 209,667.00 | 66,854.00 | 189,578.00 |  |
| Total Internal Sales and Services | 485' | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |  |
| Total Other Income | 490' | | 7.48 | 1,382.83 | (1,375.35) | 8,638.26 | (8,630.78) |  |
| Total Income | | | 256,639.48 | 48,147.83 | 208,491.65 | 75,492.26 | 181,147.22 |  |

