

Annual TRAC return reporting for AY 2021-22

Sample sign off form

All providers required to complete the Annual TRAC return 2021-22 will be issued their own bespoke sign off template, which will be available to download from the Office for Students portal once a valid TRAC workbook and an action plan (if required) has been submitted. You should not use this sample for the sign off of your submission.

Declaration by Accountable Officer¹

Name of institution:

UKPRN:

Accountable Officer:

I confirm that the costs, income and charge-out rate information reported in the attached return have been prepared in accordance with the TRAC requirements as set out in the TRAC guidance².

I confirm that a full self-assessment of compliance against each requirement listed in the guidance has been carried out since the last submission. I also confirm that the TRAC Oversight Group has specifically reviewed:

- i) the return and the results of the tests for reasonableness; and
- ii) confirmed compliance with TRAC requirements or has drawn up an action plan for any areas where the institution is not fully compliant **before submission, in accordance with TRAC guidance**

I confirm that we have fulfilled the requirements of 2.1.5.22 of the TRAC Guidance concerning the role of a Committee of the governing body.

Your Annual TRAC Return 2021-22 consists of the following files:

File submitted	Date and time of final submission
Annual TRAC Return 2021-22 workbook	
Commentary	
Action plan to address non-compliance	

¹ The Accountable Officer is a person, normally the head of institution, who reports to the OfS/Funding Council on behalf of the institution. The OfS definition of Accountable Officer is provided in the 'Regulatory Framework for higher education institutions'. The HEFCW definition of Accountable Officer is provided in the 'Financial Management Code'. The SFC refers to the Chief Executive Officer, rather than the Accountable Officer, in the 'Financial Memorandum with Higher Education Institutions'. The DfE definition of Accountable Officer is provided in the 'Financial Memorandum between the Department for the Economy (DfE) and the Northern Ireland Universities'. Links to each document are provided in the glossary at section 6.1 of the TRAC guidance.

² Version 2.7, September 2022: <https://www.trac.ac.uk/tracguidance>

Name of committee of the Governing Body that has been assured of compliance status with the TRAC requirements:			
Date of meeting at which compliance was confirmed:			
Is your institution compliant with TRAC requirements?	Yes		
	Non-compliance identified and action plan submitted		
	If No then please explain		
Is your institution eligible for and applying dispensation from 1 April 2023? (Mark appropriate box with an X)	Yes		
	No		

Signed:

Name:

Position:

Date:

Instructions

1. The name of Committee of the Governing Body and date of meeting at which compliance was assured must be stated in the table at the top of this page.
2. The Accountable Officer must sign this form. We will also accept the use of electronic signature for the Accountable Officer sign off, and will regard this as formal regulatory declaration in the same way as physical sign off. Where this is used, providers should exercise robust control of the use of electronic signatures for regulatory declarations by the Accountable Officer.
3. This form, once signed, should be scanned or saved as a PDF and uploaded to the 'Annual TRAC Return 2021-22' area of the OfS portal. This form must be a true copy of the original signed form.
4. The original signed copy of this form should be retained, for audit purposes, for at least three years.