

## **2024-25 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 [yearend25@admin.ox.ac.uk](mailto:yearend25@admin.ox.ac.uk)

### **1<sup>st</sup> 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

### 2024-25 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

### 2024-25 YE08 Department Information

Complete

#### Contact Details

Name	Robert Thomas
Email	<a href="mailto:robert.thomas3@admin.ox.ac.uk">robert.thomas3@admin.ox.ac.uk</a>
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)

## **2<sup>nd</sup> 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 2025.

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 2024-25" e.g. for food technology, it would be ZT - YE08 2024-25
  - 4) Return the form by email to [yearend23@admin.ox.ac.uk](mailto:yearend23@admin.ox.ac.uk) no later than **Friday 27<sup>th</sup> June 2025**. Your email subject line in the email should also be the same as the excel file name i.e ZT - YE08 2024-25.
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**I&E Report Incomplete Example**

SOB Name UO Ledger GBP' Period Name May-25 Currency Code GBP' Cost Centre ZT Organisation 10 Materiality Level 10000		Oxford University Trading YE08 I&E Report					Incomplete 	
Type	Account	YTD Actuals May-22	YTD Actuals May-21	YTD Variance	PY Year End Closing Position	Variance to PY Closing Position	Reason for Variance Insert comments below	
<b>INCOME</b>								
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)		
<b>Total Income</b>		<b>256,639.48</b>	<b>48,147.83</b>	<b>208,491.65</b>	<b>75,492.26</b>	<b>181,147.22</b>		

