

**Information for new members**

**What is BUFDG?**

The British Universities Finance Directors Group (BUFDG) is the representative body for Higher Education (HE) finance staff in the United Kingdom. Its members are the Directors of Finance and Chief Financial Officers of almost all UK higher education institutions (HEIs). Its work supports over 6,000 HE employees in over 170 universities.

BUFDG is an active and open partner to the HE sector. It works closely with other sector representative, charitable, commercial, and regulatory organisations for the benefit of its members. BUFDG is an association run under the umbrella organisation Professional HE Services Ltd (PHES), of which it is the founding member. Both BUFDG and PHES operate on a not-for-profit basis. You can find out more about the recent work of BUFDG in the attached Annual Report.

**What is PHES?**

Professional HE Services Ltd (PHES) is a limited company owned by UK universities. It provides an operating framework for membership organisations that support the HE sector, known as Special Interest Organisations (SIOs). PHES enables SIOs to share staff and other resources, and to operate effectively and efficiently.

There are currently four SIOs under the PHES ‘umbrella’; the Association of Universities Directors of Estates (AUDE), the British Universities Finance Directors Group (BUFDG), the Higher Education Strategic Planners Association (HESPA), and Universities Human Resources (UHR). Each has complete autonomy as to how it operates within the legal and financial rules set out in the PHES agreement. Each organisation has its own structure and terms of reference and is run wholly by its own executive. The latest PHES report is available on the website. Please let us know if you would like to also consider membership of other PHES organisations.

**What is included?**

Membership of BUFDG entitles HEIs to a wide range of benefits. These include access to:

* HE sector knowledge and intelligence, in the form of newsletters and web resources
* Professional HE Tax, Payroll and Procurement experts
* Member-only, and CFO-only discussion forums
* Regional meetings for networking with colleagues
* Seven annual conferences, covering tax, procurement, management accounting, and more
* The Weekly Digest

In addition, broader benefits include:

* The benefits from special projects (see Annual Report for details)
* The opportunity for involvement in Working Groups to advance finance issues in Higher education
* Membership of HEPA – the Higher Education Procurement Association
* Access to ten introductory BUFDG e-learning modules for all university staff for free
* The option of access to ‘BUFDG Pro’ - a further suite of more advanced BUFDG e-learning for an additional fee (see below).

Membership is at an institution-level, which means that a single membership fee includes the above for any members of staff at the HEI, with no upper limit on numbers.

**Please see the annual report** (<https://www.bufdg.ac.uk/about/about-bufdg/>) for more information about the annual activities of the organisation, and the value of these for members.

**Subscription fees**

Fees for access to BUFDG are charged annually and are based on the turnover of the member institution. Fees for 2019/20 are as follows:

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| --- | --- | --- | --- |
| Turnover band | Subscription rates  Gold level access | ***Standard***  £ excl. VAT | ***BUFDG Pro*** £ excl. VAT |
| 5 | Turnover >£400 millions | 3,106 | 4,356 |
| 4 | Turnover >£200 millions | 2,902 | 3,827 |
| 3 | Turnover >£100 millions | 2,703 | 3,578 |
| 2 | Turnover > £20 millions < £100 millions | 2,382 | 3,157 |
| 1 | Turnover < £20 millions | 1,561 | 2,056 |

Membership fees for each financial year (Aug-Jul) are proposed by the Executive Committee and discussed and approved at the AGM at the Annual Conference in the preceding Spring. The fees are set according to the longer-term strategy of the organization, which considers any shorter-term projects as well as the financial operation requirements of PHES.

If you have any questions about any of the above, please contact Matt Sisson (Head of Membership, [matt@bufdg.ac.uk](mailto:matt@bufdg.ac.uk)) or Karel Thomas (Executive Director, [karel@bufdg.ac.uk](mailto:karel@bufdg.ac.uk)).