

# Weekly Bulletin No. 744, Week Commencing Monday 29th October 2018

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## 1. Tax - New FD3 Tax Clearance Form

Further to the communication issued in [Bulletin 738](#), a new FD3 Tax Clearance form is now available on the web.

Link to [FD3 Tax Clearance form](#)

If you have any queries about these, please contact [FD3@admin.cam.ac.uk](mailto:FD3@admin.cam.ac.uk)

Issued by [Tanya Romyn](#) - Tax and Property



## 2. Reminder - CUFS Minimum Client Java Requirements Change 31st October

With effect from Wednesday 31st Oct 2018 the minimum recommended/supported version of Java for CUFS will increase to version 1.8.0\_181. This means that PC's or MAC's used by CUFS users must have a version of Java installed at version 1.8.0\_181 or later versions of Java version 8.

Please do contact your Computer Officer with any queries on this information, and to ensure that you comply with the minimum requirements for Java for use with CUFS.

Issued by [Michelle Bond](#) - Lead Functional Analyst



## 3. Financial User Group (FUG) - Friday 2nd November

The next [Financial User Group Meeting](#) is on Friday 2nd November at 9.30 am and will be held in the Sainsbury Laboratory, Bateman Street. You can download the agenda [here](#)

Refreshments will be available from 9 am but cannot be taken in to the theatre.

**Directions:** The entrance to SLCU is located at 47 Bateman Street and shares a driveway with St Mary's Art Centre. Head up the driveway and press the button on the black gates to call reception, who will let you onto our site. Once through the gate, turn left up the second driveway and the lab will appear on your right hand side. There are bike sheds next to the main building, but no parking besides two disabled spaces.

- [Click here for map](#)

This is an open meeting and we look forward to seeing you there.

Issued by [Michelle Bond](#) – Lead Functional Analyst



## 4. Finance Training Courses

*How to Excel 3*  
Thursday 1 November, 09h30

This is a new course for advanced Excel users, and follows on from the other Excel courses. It covers more advanced formulas and macros, using the recorder and VBA tools. This course is only for staff who have completed both sessions of How to Excel, or similar. There is also a pre-course task that must be completed.

For more details and to book a place, see <https://www.training.cam.ac.uk/fin/event/2649597>

**iProc 2** : Month end processes in the  
Buyers work centre

**Thursday 1 November, 14h00**

The aim of this course is to develop your iProcurement skills. Various month-end reports and processes are covered, as well as how to personalise and work with the Buyers Work Centre. For more details and to book a place please see:

<https://www.training.cam.ac.uk/fin/event/2650046>

**Managing the Budget - Part 2**

**Thursday 8 November, 09h30**

This course covers how to make a financial plan, prepare it for upload to the finance system and monitor progress against the plan. It is a practical course which will look at the techniques and systems within the University that can be used for budgeting. The course follows on from Managing the Budget Part 1, but is also for those who have a good working knowledge of budgeting principles already, and want to develop skills in using the University budgeting tools. Competency with Cognos is a prerequisite. For more details and to book a place, please see:

<https://www.training.cam.ac.uk/fin/event/2650085>

Issued by [Christine Rogerson](#) - Finance Training.

## 5. Scanner Settings Required For Finance Documents

When sending scanned documents to the Finance Division, we ask for them to be scanned at a resolution of at least 300dpi (dots per inch). A higher resolution than that is not needed and can lead to large file sizes.

This is essential where a document is to be kept as a digital copy for reference purposes, and good practice for other documents. As we look at reducing the amount of paper being sent between offices it's useful to get everyone to good standard practices.

Issued by [Stephen Kent-Taylor](#) - Head of Corporate and Shared Services .

## 6. Cambridge University Endowment Fund – Notification of Revaluation & Purchases & Sales

### Revaluation as at 30 September 2018

Please note that the Cambridge University Endowment Fund has been revalued as at 30 September 2018.

CUFS has been updated to reflect the new valuation in the October 2018 accounting period. The new Unit value is £58.96 (rounded). The unit value at the end of the previous quarter was £57.72 (rounded) which represents an increase in value of 2.15%.

### Purchases & Sales

Unit purchases and sales as at 30 September 2018 will also be processed within the CUFS October 2018 accounting period. Contract Notes for purchases & sales will be despatched in due course.

### Next Quarter

Could all non-Trust Fund purchase and sale request be sent to [treasury@admin.cam.ac.uk](mailto:treasury@admin.cam.ac.uk). All Trust Fund requests should be sent to [UFS\\_TF@admin.cam.ac.uk](mailto:UFS_TF@admin.cam.ac.uk).

The deadline for the requests to be received is the 14th December 2018.

**Queries**, Any queries should be addressed to: Scott Maclaren, Treasury & Investments, Finance Division, Ext 64216.

Issued by [Scott Maclaren](#) - Treasury & Investments.

## 7. The Carbon Reduction Commitment (CRC) Levy Charge

The Carbon Reduction Commitment (CRC) levy charges relating to the period of August to October 2018 will be posted into Departmental accounts in the Oct-18 period (on the 1st November), using the transaction code EJFA. These charges are based on estimated usage but it is anticipated there will be a correction in the November period once the actual usage data is available.

These charges have been calculated using the levy price of 1.5p / kWh.

Any queries should be addressed to David Cook, Central and Research Accounting, Ext 65979.

Issued by [David Cook](#) - Central and Research Accounting.

## **8. Monthly Accounting Timetable**

To view the [status of the monthly process](#) including the month end close dates please use the following link: [Accounting Timetable](#)

[Bulletin Archive](#)