

Dear All

Please find today's round up of news from the Finance Division. Key Contacts are asked to share with staff in their areas.

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- [iProcurement – Marketplace unavailable Mon 27th April, online training](#)
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This information is also available from the [Finance Division website](#). However, if you have any additional queries please do continue to contact the Help Desk on 01223 (7)65999 or at UFS_enquiries@admin.cam.ac.uk

COVID-19 FINANCE DEPARTMENTAL GUIDANCE – ISSUE 19 24th April 2020

New supplier set up – TES staff expenses

Would departments please note that if you are requesting a new supplier record for expenses for a TES worker please submit the request as an individual but please include their payroll number in the 'Note' field. We shall then take their bank details directly off the payroll and they will be paid by BACS.

iProcurement

Marketplace – unavailable Monday 27th April

The Marketplace will be unavailable on Monday 27th April between **6:30pm to 8:30pm**. Advance are using this period for system maintenance.

iProcurement online training

The UFS Play system will be refreshed on the 1st May. As usual, this process will delete any previously set up training accounts and progress made within them. Learners who have been given accounts for training purposes but who have not yet completed it have been contacted to remind them they must do so by the end of 29th April.

After the refresh, if the training (booked by the learner **before 10th March**) has not been completed but is still required, Key Contacts will now need to complete the CUFS access request form in line with the new process for booking iProcurement training. If you have any queries please contact Finance Training on finance.training@admin.cam.ac.uk

Relief from Import VAT and Customs Duty on medical supplies, equipment and protective garments

HMRC have announced that specific goods such as hand hygiene products, cleaning and medical equipment can be imported (from non-EU countries) without payment of import VAT or customs duties where such goods are either for onward donation or for onward sale in specific circumstances to combat COVID-19.

The relief applies until 31 July 2020 and can be claimed by Universities.

Relief applies to protective equipment, relevant medical devices or equipment that is imported:

- for donation or onward sale to the NHS;
- for use by university staff working or based within NHS Trusts facilities, where they are undertaking COVID-19 related treatment, testing or research;
- for use by university staff undertaking COVID-19 related treatment, testing or research;
- for use by university staff or staff of commercial third parties where they are undertaking joint COVID-19 related treatment, testing or research (subject to a clear link to the effort to tackle COVID-19);
- for donation to those affected by, at risk from, or involved in combating COVID-19, including where the goods remain the property of the importing organisations.

For further details see the [full list of eligible goods](#).

Relief is to be claimed by using a particular customs procedure code on customs declarations, further details of which are in [HMRC's guidance](#). We recommend keeping records to demonstrate the goods are used for COVID-19 purposes and, where relevant, to show collaborative working.

VAT on domestic supplies is not affected by this relief, and VAT must be charged and accounted for in the normal way on any onward sale. Please also keep in mind the rules for medical exemption; a link to our internal guidance is included below. <https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-9-vat-and-other-taxes/typical-purchases-uk-4>

If you have any questions, please do get in touch with the Tax Team at VATqueries@admin.cam.ac.uk.

Pay transaction codes

In 2014 there was a major review of the CUPS transaction codes to be used for payroll expenditure. A lot of new codes were set up, to be used for payroll expenditure starting from Aug-14. However, the existing payroll codes were left still active. We are now seeking to complete the rationalisation process, and deactivate those old codes that shouldn't be used any more.

Included on the Finance Division website is structure of payroll transaction codes (https://www.finance.admin.cam.ac.uk/files/matrix_for_communication_with_overtime.pdf). While no codes will be closed imminently, we are aiming to have all these old codes closed by the start of Aug-20.

Please would you review the coding that you are currently using for your departments' payroll. If you have any questions about which code would be the best replacement for a code you're using now, or believe that a particular code shouldn't be closed, please direct your query in the first instance to catherine.bentham@admin.cam.ac.uk, who is co-ordinating this process for the Finance Division. Likewise, if you email Catherine direct she can provide you with details of the transactions that have been posted, so far this year, to old codes in your department.

Insurance for Covid-related initiatives

Individuals or institutions taking forward new Covid-related initiatives are reminded to be in touch with the University's Insurance Section to ensure work is appropriately insured. Early contact is important. Being advised at an early stage of development helps the Insurance Section address issues that may subsequently arise during initial implementation. If this doesn't happen, there is a risk of delay due to contracts needing to be drawn up and signed. Additionally, it is a requirement of our insurance companies that we keep them informed of these activities to ensure that, in the event of anything happening, such as the issuing of legal proceedings, the University will not be disadvantaged with potential claims being denied. To contact the Insurance Section, email insurance@admin.cam.ac.uk.

Finance Division – Senior Management changes

Over the last few months there have been a number of senior management changes within the Finance Division. I have taken the opportunity to summarise some of the latest ones below

From the beginning of April **Jonathan Appleton** has taken on the new role as **Head of Financial Strategy**, directly supporting the Chief Financial Officer in developing a sustainable long-term Financial Strategy for the University. He will focus on providing enhanced fundamental understanding of the key drivers of long term revenues, costs and capital expenditure, identifying strategic risks, threats and opportunities, and understanding of our liquidity requirements.

Rachel Coupe has returned to the Division to take on the reframed role of **Head of Academic and Financial Planning and Analysis**.

In their new roles, Jonathan and Rachel will work alongside **David Long**, the University's new **Head of Investment Appraisal**. Collectively they will support the continued drive for enhanced University planning, analysis and reporting capabilities, with a focus on transparency and analysis in support of decision making at Finance and Planning & Resources Committees.

Meanwhile we have also welcomed **Matt Hodgson**, **Head of Tax**, and **Graham Gustard** who has taken on the new role of **Head of Employment Tax**.

An updated organisational tree is available within the Finance Division Handbook on our website at <https://www.finance.admin.cam.ac.uk/finance-division-management-structure-0>