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|  | Minutes |
| Finance Division |

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| Date |  | **Friday 1st November 2019** |
| Time |  | **9:30am** |
| To |  | **University Financial Users Group (FUG)** |
| At |  | **Saunders Room, Post Doc Centre, Eddington** |
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**University Financial Users Group (FUG)**

MINUTES

Robin Uttin welcomed attendees and asked for any newcomers to the meeting.

* Paul Thompson – working as a business analyst on the Expense Management System project
* Nicola Lawrence – Communications manager for the Finance Business Transformation Programme

Thank you for year end. We are now using the group consolidation system and the accounts are about to start the rounds of committees.

COGNOS failed to update again last night so is unavailable at the moment but will be back this afternoon with up to date data.

1. Minutes of previous meeting 25th September 2019

* Approved and signed.

1. **Actions from previous meeting**

* Update on the Strategic Procurement Review – this will follow in AOB at the end of the meeting.

1. **International Payment Orders** (presentation attached)  **Andrew Weatherley**

* **Review of the IPO process -** end to end from department to Finance Division. We carried out data analysis and held workshops and then reviewed what could be achieved quickly and what may take longer.
* **Changes take effect from Mon 4th Nov -** existing form and screen shot removed.
* **Departments using Shared Services -** the process does not change
* **Departments not using Shared Services** - please enter on CUFS and send IPO request directly to Finance Division.
* **Reporting** - Finance developed log to track easier and will group payments to reduce bank charges

1. Ourcambridge (presentation attached) Stephen Kent-Taylor

* **Mailing lists** - way to keep a database of contacts for who receives what from Finance Division.
* **Internal trading** - description on AR lines to be passed to AP lines is being looked into by FSG.
* **Internal invoices and credits** - please match these off as this will help the process.
* **SIA of internal invoices -** is still not being done. Should we do this in bulk centrally once a month?
  + Decided that this would be done after a quarterly reporting period on a trial basis**.**
* **Cheques** – we are looking at ways to reduce the use of cheques. We appreciate there is an issue with students receiving cheques. We are looking into ways forward.
* **Paper payslips** – are to be phased out
* **Submit other ideas online** – <https://www.ourcambridge.admin.cam.ac.uk/submit-idea>

1. General Finance Matters (presentation attached) Chris Patten

* **Subsistence rates** - now includes breakfast of £10. Full guidance will be issued ready for 1 January. New rate for a driver carrying car passengers (5p per passenger per mile - paid to the driver).
* **PCI course online -** has been updated. This must be completed annually.

1. AOB All

* **Strategic Procurement Review -** The review was completed on 25th October.  Formal presentation will be presented at the FUG on Dec 11th.  500 questionnaire responses, over 100 world cafe attendees. Delivered 10 specific opportunity plans.  Three streams: Technology and systems, Process and Policy, Organisation and people. We are looking to Re-establish the working groups. Thank you for all the feedback and commitment to drive it forward.
* **Miscoding of payroll -** how can we resolve it?
  + **Action -** Recirculate matrix in the bulletin and bring to next FUG
* **Key travel** - made serious errors, when does the contract expire? Sending duplicate invoices.
  + Expires in next few months. Been in place for years. Business administration group is looking at the needs of the University. Any comments please contact Annie Baxter. If you have any queries with Key Travel then please contact [Anita.Wilson@admin.cam.ac.uk](mailto:Anita.Wilson@admin.cam.ac.uk) or call on 01223 330779
  + Key Travel information can be found on the Procurement Website pages the link is: <http://www.admin.cam.ac.uk/offices/purchasing/travel/index.shtml>
  + The dedicated helpline number for Key Travel is 0161 819 9769 and the account manager is Nick Collingwood.
* **Medical Exemption -** The Finance Division was recently **a**pproached by Fisher Scientific, as HMRC are auditing medical exemption where it may have been incorrectly applied. From November 2019, Fisher will challenge where they think a supply is not medically exempt. Orders will not be processed until queries resolved. Also, for invoices raised from 1 August 2019 to date, Fisher has reviewed and will credit the invoice and resend with VAT where they think medical exemption was incorrectly applied- these invoices and credit notes should be forwarded to the AP helpdesk. Fisher also identified earlier errors but arrangements have been made between Fisher and Central Finance to resolve earlier disputes. Check the intranet on what should be medically exempt. Some short training sessions to be run by the Tax Team in the near future. Expect other suppliers to make contact in due course.
* **Reports in detail** – auditors have questioned why reports show numerous variances and lines rather than just the line with the total.
  + **Action** – FSG to investigate.
* **Finance Business Transformation Programme** - Thanks to all those who have taken part. The Discovery phase is almost complete, finalising the data and then 6 weeks to validate and understand the data. In December we will receive recommendations. In January we will feedback what we have found out. If quick wins we will try to deliver. Plans in March for business case for changes.

Presentation



Dates of next meetings

**2019 Venue and notes**

Wednesday 11th December 201 - Fadi Boustany Lecture Theatre, Judge Business School

**2020**

Friday 24th January Lecture Theatre, Sainsbury Laboratory

Wednesday 4th March LT4, JBS

Friday 17th April Pfizer Lecture Theatre, Chemistry

Wednesday 3rd June Clifford Allbutt Lecture Theatre, CBC

Friday 10th July Post Doc Centre, Eddington

Wednesday 23rd September Pfizer Lecture Theatre, Chemistry

Friday 6th November Isaac Newton Institute

Wednesday 9th December Post Doc Centre, Eddington

**Attendees**

Robin Uttin Finance Division

Chris Patten Finance Division

Michelle Bond Finance Division

Stephen Kent-Taylor Finance Division

Andrew Weatherley Finance Division

Douglas Youngson UIS

Irina Scurtu Research Operations

David Savidge Astronomy

Sue Leatherbarrow Astronomy

Farhana Ghelani Investment Office

Lee Fountain Estate Management

P Game CSCI  
Mike Webster CSCI

Sue Burnham DAMTP

Luke Beattie Estate Management

Rebecca Stamford MS & M

Julia Nicholson INI

John Galvin Finance Division

Amanda Green Finance Division

James Webb Finance Division

Derek Martin DMSM

Bernie Parsons Finance Division

Michael Atkins CUDAR

Victoria White CBU

Andy Rose UIS

Sharmaine Anthony Public Health

Luke Ashby PHPC

Donna Faux Engineering

Howard Jones Chemistry

Sri Aitken Research Operations

Sandy Norton Biochemistry

Stephanie Clare Sports Service

Marisella Moreno Leverhulme Centre for Future of Intelligence

Diane Gaskin Finance Division

Abdul Khalique Finance Division

Alex Charter NWCD

Claire Thrower DMSM

Will Clark Oncology

Kylie Birch Vet Med

Gina Arnold Vet Med

Andy Measor MRC CU

Tracey Theobald-Greaves Pharmacology

Joseph Worth MRC CBU

Jill Bullman Finance Division

Trish Cobby MRC Epid

Richard Stuckey ICE

Emma Crompton ICE

Giuseppe Tedesco ICE

Elaine Dalton Botanic Gardens

Katie Fanstone Medical Library

Irina James MRC MBU

Helen Wain Finance Division

Kerry Wallis Fitzwilliam

Joel Brand SPS

Tracy Levitt Finance Division

David Hughes Finance Division

**Apologies:**

Christine Baer