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|  | Minutes |
| Finance Division |

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| Date |  | **Wednesday 25th September 2019** |
| Time |  | **9:30am** |
| To |  | **University Financial Users Group (FUG)** |
| At |  | **Sainsbury Lecture Theatre** |
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**University Financial Users Group (FUG)**

MINUTES

1. Minutes of previous meeting 19th July 2019

* Approved and signed.

1. **Actions from previous meeting**

* Hierarchy of Finance Division – please can there be a chart to show the different projects and team structures to enable us to see where queries should go. Action – **Complete.** Finance Division team structures now available online in the Finance Division Handbook.

1. **Expense Management Project** (presentation attached)  **Michelle Bond**

* **Project and objectives** - addressing gaps to include improved management information for expenditure and carbon impact. Introduce improved workflows to remove the current manual paper based process and better expense tracking.
* **Outcomes** - includes standardisation, removing paper, streamlined process, speedier information retrieval and carbon reporting.
* **Audience Participation exercise** – immediate feedback from audience on likes and dislikes of current system. Key themes identified; paper and receipts.
* **Paper**: currently used to present data to auditors – would need to plan how this would work in future; easily lost so electronic is better; different formats / forms currently in place so standardisation needs to occur
* **Receipts**: transaction codes will be added in the background according to the description; the cost centre will need to be known, so will need to plan for this; will be able to scan receipts as well as upload photos / documents; there will be an element of intelligence in the system to validate claims
* **Other**: education, behaviour change and comprehensive guidance will be part of the implementation plan; some more emphasis of responsibility will need to be placed on the claimant for getting it right first time; everyone will be able to access, will not need CUFS to access system; UPS will stay as is; exchange rates will be entered automatically into the system; it should be possible to scan all the receipts on one page.
* **Changes –** Current processes will need to be changed to align the new system
  + **Receipts –** for research sponsors will be sufficient as a scanned image
  + **Approval process** – there will be a need to establish a standardised linear approval process across all departments; will be able to delegate in system and approve from your phone if away from desk; a standard system means we will move away from bespoke customisations.
* **Update** – 4 pilot depts. on boarded, wider user group created – pilot phase due to start in New Year. If successful rollout will occur in stages across the University to all employees. Once this was achieved we will then look to roll the solution out to visitors and students. It will be a catch all system for the majority of claims. Any comments / queries then please email [expensesproject@admin.cam.ac.uk](mailto:expensesproject@admin.cam.ac.uk)
* **Expenses policy and guidance** - Refreshing the policy as we move towards a new system – nothing major anticipated, looking at a number of queries collated and clarification on language.

1. Ourcambridge (presentation attached) Stephen Kent-Taylor

* Update on progress in last 12 months – good feedback on changes made so far.
* **Currently looking at** – BACS lists,reducing cheques, finance regulations, mailing lists, Changes to UDA (interest paid on uninvested deposits).
* **Submit other ideas online** – <https://www.ourcambridge.admin.cam.ac.uk/submit-idea>

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

* **Process review complete –** 9 departments consulted; data analysis; six focus areas agreed; workshop and quick wins agreed.
* **What has happened?** – implemented change to authorisation thresholds in Finance Division which will speed up the payment time for IPOs and recording payments on CUFS.
* **Next steps –** progressing plans on all other focus areas: to track all IPOs from entry to close at Finance Division to quickly and efficiently answer queries; reduce the paperwork to free up time and resource; reduce the number of entry points into the Finance Division and implement new Barclays technology to reduce the manual payment entry.
* **Timeframe on further improvements –** aim to have other improvements in place by end of the calendar year and report back at FUG in November on progress.

1. General Finance Matters (presentation attached) Chris Patten

* **BAU –** Year-end – PWC are on site and five departments have been selected. Finance Handbook changes and org charts now online
  + Internal Debit Notes feedback – only a 24 hour turn around at year end which is a tight deadline
* **Phishing** - prevalent at the moment and more sophisticated, incident occurred in July from a link in an email. Please ensure staff are vigilant to this new threat. For instance always ensure bank details have been verified and validated for international payments.
* **Continuous Improvement –** Business Transformation Programme update on Discovery Phase activities. Departments can participate in workshops (limited spaces), World Café interactive sessions and online surveys.
* **Brexit** – update on no deal scenario
  + **Research grants** – ensure any active EU grants are up to date as these may be frozen in the future and need to be accurate
  + **Purchasing –** overseas purchases should be with University Standard Terms & Conditions with states that they are Delivery Duty Paid (DDP)
    - University’s EORI number is the VAT number with three zeros at the end – GB823847609000
  + **Travel -** particularly think about travel arrangements and ensure insurance is adequate and covers scenarios where possible. There are however no guarantees about what will happen on the 31st October so please prepare wherever possible. Travel cancellations will not be covered by insurance in the case of Brexit.

1. AOB Robin Uttin

* Is it possible to get new suppliers on the system more quickly? This feedback has been noted and this is already being discussed internally. The difficulties are understood and acknowledged. Staff changes in the Finance Division have added to the challenges around this as well.
* Modern Slavery Act statement requests to suppliers. If this is available on the supplier’s website it can be taken from there directly**. Action -** The guidance on this needs updating.
* Update on procurement review. Thanks to all those taking part – 3 phases, discovery almost complete, analysis phase underway, then following that will come the recommendations – scheduled to complete by mid-November. Results of this will be communicated in due course. **Action -** Helen Wain to be invited to update FUG in December.

Presentation



Dates of next meetings

**2019 Venue and notes**

Friday 1st November Post Doc Centre, Eddington

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

Jo Hall Finance Division

Elena Carpenter Finance Division

Douglas Youngson UIS

Annie Baxter CRUK CI

Julia Nicholson INI

John Galvin Finance Division

Yanying Chen MRC BSU

Gosia Gurtekin Faculty of Education

Sandy Norton Biochemistry

Stephanie Clare Sports Service

Howard Jones Chemistry

Sue Burnham DAMTP

Sharmaine Anthony Public Health

Luke Ashby PHPC

Gihan Rupaningal SSC

Donna Faux Engineering

Luke Beattie Estate Management

Lee Fountain Estate Management

Michael Atkins CUDAR

Theresa Daly Investment Office

Jo Kibble Physics

Anice Norman MRC Epid

Ali Stellings CJBS

Sigita Siliunaite CJBS

Julie Shodiya Biochemistry

Derek Martin DMSM

Hayia Bhernacka Music

Mark Chaldecott Clinical Bio-Chemistry

Christine Baer Legal Services Office

Sam Day Physics

Nick Cook SLCU

Taz Ali SLCU

Jack Nicol SLCU

Judy Law Finance Division

Nicky Routh Finance Division

Heather Twinn Finance Division

Andrea Wadeson MRC BSU

H Tigg Centre for Family Research

Adam Austwick MRC Cancer Unit

Neil Kent CIMR

Kay Zavareh CISL

Trish Gallagher Education Service

Deana Robinson SHSS

Liz Irvine Fitzwilliam Museum

Pilar Lacuna-Gran Finance Division

Jen Waterfield Finance Division

Catherine Bentham Finance Division

Marisella Moreno Leverhulme Centre for Future of Intelligence

Victoria White CBU

**Apologies:**

Andy Rose UIS