University of Cambridge
Finance Division

Date: Wednesday 7 June 2017
Time: 9:30am
To: University Financial Users Group (FUG)
At: Clifford Allbutt Lecture Theatre, Addenbrooke’s

University Financial Users Group (FUG)

Opening of meeting and initial remarks:

Steve Hutson gave Andrew Reid’s apologies, opened the meeting and welcomed new attendees:

- Ian Harris – CUDAR
- Omar Kaikati – CIMR
- Michael Godfrey – School of Biological Sciences

To Note

- Helen Turner has been appointed as Head of Financial Reporting replacing Paul Light. She will be starting on Monday 12 June.
- Chief Financial Officer, Anthony Odgers has started in his role and is looking at the commercial aspects of the University, including CUP, CA and endowment funds and how to get the best out of these areas.
- Estates Management Finance have been realigned in to the Finance Division and has been renamed Property Accounting Services.
- Oonagh Bourne in Staff Bureau has expert finance staff available if needed.
- Robin Uttin has been announced as the acting Assistant Director of Finance replacing Steve Hutson from 1st July. Matt Burgess, currently School Finance Manager for Technology, will be replacing Robin at the School of Clinical Medicine

MINUTES

1. Minutes of last meeting 21 April
   - Approved and signed.

2. Matters arising from meeting 21 April
   - Confusion re Science Warehouse test site. Procurement have stressed the need to engage more fully with buyers regarding UAT in the future.
   - Moving costs between salaries will be covered later in this meeting
   - Apprenticeship levy - who are the sponsors that will not pay?
     - CRUK and Leverhulme Trust. The Newton Trust have announced that if a matching sponsor doesn’t accept it they will not accept it. The charge will be taken off and posted to Department overheads. The posting will be carried out by Central Finance.
     - Q - Will ICC be payable as well?
     - A – This needs to be considered. Will announce when a conclusion is reached.
3. Departmental Assurance Survey (presentation attached)  Richard Neal and Andrew Patterson
   - This is the 4th year of the survey and the responses from Departments are nearly 100%. The survey provides evidence to the Audit Committee around departmental controls and delivers assurance to management on how risk is being managed in three areas - strategic, cyclical and departmental.
   - The survey is carried out by issuing a self-assessment questionnaire and validation is provided by specific visits to a number of selected departments based on the results obtained. These visits are targeted at departments showing a large number of changes year on year or showing unusual changes year on year. The survey relies on the integrity of staff providing the answers and is a powerful tool for management assessment of departmental operations.
   - The survey is generally completed by departmental administrators, using a tool called Qualtrics. The data is then extracted and interrogated. No weightings are applied to the questions or answers.
   - 20 topic areas were covered. 17 areas have strong controls and there are none with weak controls. Cash handling and banking has shown a significant improvement. IT controls, staff records management and emergency and continuity planning were Amber. The latter two were in the bottom two last year. There were an expanded number of IT control questions this year to reflect risk and drive improvements this has been reflected in the fall in ranking from green to amber.
   - The questionnaire is continually improved and changed to reflect the changing risks faced by the University. This is carried out in a controlled way to ensure year-on-year comparatives are not distorted. Improvements such as adding links to policies and procedures relating to particular questions have made the survey easier to complete. Any feedback on improvements will be gratefully received. The next survey will be sent out in November.
   - The report is sent to the audit committee and heads of divisions with suggested actions to improve in certain areas. The final report will be published in July.

   - CUFS Patching issues - Four main issues from the patching have now been resolved. Work is still in progress with Oracle to resolve the tools / transfer issue on grants. Any transfers that are needed should be sent to ufs_grants@admin.cam.ac.uk and use the template so they can be actioned on your behalf. Bearing in mind that as year-end approaches the number of transfers increases please give as much notice as possible of required moves.
   - Current work – New departments: MRC CBU (SU) goes live on 1 July followed on 1 August by Office of Postdoctoral Affairs (AI). Inventory module for Pharmacology goes live on 1 July.
   - Discoverer Decommissioning – access will be removed from all users on Friday 14th July. Work is well underway to move any required reports in Discoverer to COGNOS or CUFS. Should anyone need training please contact FSG.System.Support@admin.cam.ac.uk
   - PO Print format – A questionnaire has been sent to approx. 850 buyers with a response from 250 so far; thank you. The majority of users are happy with the new format and a few changes have been suggested that are being reviewed. The final results will be sent out shortly.
   - Increased payments by BACS – A meeting has taken place with the Isaac Newton Institute to discuss the options and the possibilities will be analysed by Central Finance to determine the best approach.
   - Invoice scanning – Work is ongoing on a central invoice scanning solution. If anyone would like to volunteer to be included in the working group then please contact Stefanie.James@admin.cam.ac.uk

5. General Finance Matters (presentation attached)  Chris Patten
   - Barclaycard Process at year end – A question was raised at an earlier FUG around the process for dealing with Barclaycard statements at year-end. Following a detailed review it has been decided to
continue to follow the established process for this year-end as commitments have already been made to our external auditors. However, further attention will be given to this topic post year-end when other options such as using a different source of funds will be considered.

- **Supplier invoices over £10k** – Pre-payments are dealt with as before, if over £10k send to Procurement services and give a copy to AP. Invoices or payments over £1m need approval from the Director of Finance and please alert Treasury for cash flow purposes. Send copy at time of processing or prior to sending to shared services - UFS_Payments@admin.cam.ac.uk

6. **Finance Training** (presentation attached)  
   Karen Sheldon
   - **Year end** – Instructions have been issued, see FPM Chapter 11. A course is available for first time year-enders on 11 July. Seminar dates have also been issued so please check the bulletin.
   - **Courses**
     New iProc approver course is now LIVE; it takes approx. 30-40 minutes
     AAT Levels 2, 3 and 4 are open for registration, the closing date is 4th August
     First steps in iProcurement course is available, closing date 6th September
     Book via UTBS [https://www.training.cam.ac.uk/fin/](https://www.training.cam.ac.uk/fin/)

7. **Message from Andrew Reid re Steve Hutson**
   Steve Hutson has been with the University for 9 years and is retiring on 30th June. He has made the meetings the success that they are and improved the way Finance communicates to the business. Robin will bring a different perspective to the role and also provide continuity.
   There will be a chance for farewells nearer the time however I would like to thank Steve for all the effort he has put into these meetings, enhancing communication throughout the University.
   Steve thanked all attendees, past and present, for making the FUG an enjoyable element of his role.

8. **AOB**
   NTR

Any topics that people want to see covered at a future FUG please email Robin.Uttin@admin.cam.ac.uk

**Dates of next meetings** – held at Todd-Hamied Room, Department of Chemistry starting at 9.30am unless stated otherwise

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**Presentations:**

The following presentation covers items 3, 4, 5 and 6
Attendees

Michelle Bond  
Finance Division, FSG

Stefanie James  
Finance Division, FSG

Stephen Kent-Taylor  
Finance Division, Corporate & Research Accounting

Sara Hajnassiri  
Research Operations Office

Michanne Haynes-Prempeh  
Research Operations Office

Margaret Perry  
Research Operations Office

Shirley Woodrooife  
ICE

Samantha Skehel  
Isaac Newton Institute

Simone Matias Vegh  
Radiology

Louise Luke  
Finance Division, Corporate & Research Accounting

Robin Uttin  
School of Clinical Medicine

Christine Molton  
Translational Research Hub

Jade Tran  
Engineering

Janice Sutton  
Finance Division, Procurement Services

Abdul Khalique  
SAH

Daniel Greenfield  
School of Technology

Jackie Green  
Clinical Neurosciences

Natalie Eddison  
Clinical Neurosciences

Linda Morgan  
Clinical Neurosciences

Mike Sinclair  
Finance Division, Corporate and Research Accounting

Karen Sheldon  
Finance Division, Training

Brian Richardson  
MRC Cancer Unit

Irina James  
MRC MBU

Sue Leatherbarrow  
Astronomy

David Savidge  
Astronomy

Mike Webster  
Haematology

Luke Bovill  
Public Health & Primary Care

Sam Thake  
Finance Division

Alex Stanbury  
Finance Division

Timmith Hill  
Finance Division

Adam Austwick  
PDN

Laura Cousens  
HSPS

Ewa Czekaj  
Faculty of Medicine

Neil Kent  
CIMR

Linda Butler  
Surgery

Sam Day  
Medicine

Lila Tran  
Surgery

Niall Taylor  
Physics

Matt McAusland  
MRC Cancer Unit

Dawn Farmer  
Clinical School

Omar Kaikati  
Clinical School
Samita Baga
Edina Tandari
Robert Williams
Peter Hewitt
Ian Harris
Andrea Wadeson
Paulina Annison
Chris Patten
Steve Hutson
Debbie Canham
Kasia Marciniak

MRC Cancer Unit
School of Clinical Medicine
School of Clinical Medicine
Finance Division, Payroll
CUDAR
MRC BSU
CRUK CI
Finance Division, Accounting Services
Finance Division
Biochemistry
CRUK CI

Apologies
Spencer Moore
Tracy Andrews
Gina Arnold