



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.
- 4. Financial Systems (presentation attached) Michelle Bond & Stefanie James**
- **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/>

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

<u>2017</u>		<u>Notes</u>
Friday	14 July	To be followed by a year-end seminar
Wednesday	27 September	Unilever Lecture Theatre, Department of Chemistry
Friday	3 November	
Wednesday	13 December	

Presentations:

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



Deloitte Audit
Presentation June 201



FUG Presentation
07.06.17.pptx

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 Woodroofe	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



UNIVERSITY OF CAMBRIDGE

Finance Division

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