University Financial Users Group (FUG)

Opening of meeting and initial remarks:

Stephen Kent-Taylor opened the meeting by welcoming new attendees and thanking Samantha Skenel for arranging the Venue. This is the first FUG to be held in West Cambridge.

- Irina James – MRC Mitochondrial Biology Unit (MBU)
- Caroline Winsor - MRC Biostatistics Unit (BSU)
- Paul Brabbins – Isaac Newton Institute
- Christine Rogerson – Finance Division – Training Team
- Katra Babayan – Engineering
- Anna Stepien – North West Cambridge Project

MINUTES

1. MINUTES OF LAST MEETING 27TH JANUARY

- Approved and signed.

2. FOLLOW UP TO ACTIONS FROM MEETING 27TH JANUARY

- Can student expenses be paid by BACS?

  **Response:** Jo Hall working with Steve Hutson, feedback from attendees regarding groups of students and their requirements has been low. Working with Samantha Skehel from the Isaac Newton Institute who are piloting expenses, meeting to discuss how to take forward, roll out to the wider community. It was noted that some departments would prefer to issue cheques.

  ➢ **ACTION – Attendees** feedback on students and their requirements to Jo.Hall@admin.cam.ac.uk

3. OFF PAYROLL WORKERS (presentation attached)  

   **Mike Sinclair**

- **Background:** New legalisation was announced by the Chancellor in 2016 Autumn Statement with the legalisation applying from April 2017.

- **Responsibility** - The University is now responsible for determining employment status and can be fined by HMRC if found be non-compliant.

- **Working Group** - Set up in December with representatives from Financial Operations, Tax, Human Resources, UIS, Legal, and Procurement.
January-17: Communications sent to Departmental Heads and Administrators informing them of the legalisation change.

February-17: Finance Division started a review of the University Suppliers approx. 35,000 to identify potential PSCs

February-17: Communication sent to Department Heads with final desktop review of suppliers, across the University approximately 180 suppliers need to be fully reviewed.

101 departments have been asked for FD3 online forms to be filled out for the identified suppliers, on average just 3 or 4 per Department.

- **Enhancement of Process** – Shared Services will be processing all invoices for off payroll workers, irrespective of whether the department currently use the service. The invoices will be paid through UPS with a VAT adjustment going on CUF5.

  - Departments will be able to report on the invoices to confirm payment
  - Enhanced FD3 form and guidelines to help departments identify off payroll workers
  - From 20th March: Pop-up waring on CUF5 when entering an invoice for a possible off payroll supplier
  - From 20th March: New Identification box on the Supplier database
  - Further communications to contain Training and guidelines links

- **New Suppliers and recruitment** – If in doubt fill out a FD3, the Tax Team will review the status.

- **Contracts** – The Legal Team have re-written contracts in accordance to the changes.

  - The University can cancel a contract if a supplier insists on the fee agreed before the new legislation

- **Purchase Orders** – Due to the new process, purchase orders for these invoices will remain open.
  - **ACTION** - Finance Division to review process for related orders.

4. **Impact of foreign exchange movements (presentation attached)**

   Stephen Kent-Taylor

   In response to department concerns, in 2009 ROO and Finance worked with departments to draw up a policy, with the aim of reducing budget uncertainty for PIs.

   - **Before August 2009** USD and EUR award budgets would be reviewed during their lifetime, sterling value of awards would change, and departments would take any gains or losses when the award closed.

   - **Since August 2009**: EUR and USD awards have a lifetime budget rate (LBR). When the award is accepted the award is converted to sterling, and the PI can from that point on consider it to be a sterling award.

   - **Consideration** should be given to
     - The application rate being used, especially where the time between application and award is long.
Favour EUR and USD over other non-GBP currencies
Avoid awards where payment currency is different to award currency
For some awards where the sponsor determines the rate used to claim/report spend it can be possible to spend the full sterling budget, but leave EUR/USD budget unclaimed. This is true of EC awards. In these cases the ROO aim to review the budget a year before the end of the award to see if this scenario is likely. If it is, the ROO can increase the budget. The review point a year before the end of the award aims to give the ROO time to review/change the budget and the PI time to plan the spend of any additional budget.
Get to know the policy

5. **Finance Systems**  

- **Update on** Patching – UAT completed centrally. A total of 1,463 tests undertaken in a week with 42 system issues raised. 2 additional patches applied, one for GL and the other for AP

- **Down Time** – CUFS will be unavailable from 5pm Thurs 13th April through to the morning of Tuesday 18th April 2017. Assess will be restored on the morning of Tuesday 18th April.

- **Cognos Reporting** - Cognos will be available to users as of Thursday 13th April

- **Reporting Helpdesk** – The email address for Finance Reporting (CUFS and Cognos), has changed. All emails should be addressed to FSG.system.support@admin.cam.ac.uk. All references to the old Finance Reporting email address on the web will be removed or redirected.

- **Browsers** - Chrome’s latest release is not compatible with JAVA, which is needed for CUFS. This may impact users/departments where the browsers automatic download option is ticked. Communications will be issued to computer officers by UIS.

6. **General Finance Matters**  

- **Apprenticeship Levy** – All Payroll and UPS, addition cost of 0.5% (equivalent to employer’s national insurance). Waiting for confirmation to increase costings on X5. This will depend on whether the levy is considered an eligible cost on research grants. (Post-meeting update: the levy will be posted to research grants in the same way as employer’s national insurance costs).

- **Year-End Time Table** - One amendment from the proposed time table, Accounts Receivable will now close on Wednesday 16th August

7. **Finance Training**  

- **Staffing** – Rebecca Darlow has left the Finance Training team and has joined the Finance System Group. We welcome Max Smith and Christine Rogerson who have both joined the Training team. Max will be dealing with CUFS and AAT while Christine will be dealing with CUFS and Reporting.

- **Course review** - An extra ‘Into to GL’ course was made available for Wednesday afternoon. A VAT course may be soon be available, to be confirmed in April, to include off payroll workers process etc.
Stephen, Chris and Jo invited attendees to remain after the meeting if they had any questions to put them, either regarding topics raised at the meeting or general queries.

Any topics that people want to see covered at FUG please email Steve.Hutson@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

FUG presentation 08 03 17.pptx

Attendees

Chris Patten    Finance Division
Stephen Kent-Taylor Finance Division, Corporate & Research Accounting
Jo Hall        Finance Division, FSG
Karen Sheldon  Finance Division, Corporate & Research Accounting
Mike Sinclair  Finance Division
Chris Patten   Finance Division, FSG
Stefanie James Finance Division, FSG
Peter Hewitt   Finance Division – Payroll
Tracy Andrews  Finance Division
Annie Baxter   CRUK Cambridge Institute
Katra Babayan  Engineering
Jane Batten    CISL
Lorna Coffee-Palser PDN
Adam Austwick  PDN
Louise Luke    Finance Division, Corporate & Research Accounting
Fern McCall    Finance Division
Sara Hajnassiri ROO
Margaret Perry ROO
Bernadette Parsons Finance Division
Breeda O’Leary Cambridge Trust
Mike Webster   Haematology
Phillipa Moore  Clinical Schools
Diane Gaskin  Finance Division
Anne Waldock  CUDAR
Christine Baker  CUDAR
Timmith Hill  Estate Management
Kathy Farrington  Estate Management
Anna Stepien  NWCD
Theresa Daly  Investment Office
Samantha Skehel  Isaac Newton Institute
Paul Brabbins  Isaac Newton Institute
Caroline Winsor  MRC BSU
Irina James  MRC MBU
Paul Zuppinger  Finance Division – Shared Services
Katie Butler  Finance Division – Shared Service
Sidney Ho  Economics
Craig Langton  Economics
Jade Tran  Engineering
Niall Taylor  Physics
Kylie Birch  Vet School
Gina Arnold  Vet School
Sandy Norton  Biochemistry
Richard Stuckey  ICE
Christine Rogerson  Finance Division
Andrew Weatherley  Finance Division
Pilar Lacuna Gran  Finance Division
Judy Law  Finance Division
Ana Fabrega Fernandez  Finance Division
Maria Pearman  Scott Polar Research Institute
Daniel Starling  SHSS School Office
Abdul Khalique  SAH
Luke Bovill  Public Health and Primary Care
Amanda Green  Finance Division – Procurement Office

Apologies
Steve Hutson
Andrew Reid