



UNIVERSITY OF CAMBRIDGE

Finance Division

Date **Wednesday 8th March 2017**
 Time **9:30am**
 To **University Financial Users Group (FUG)**
 At **Isaac Newton Institute for Mathematical Sciences**

University Financial Users Group (FUG)

Opening of meeting and initial remarks:

Stephen Kent-Taylor opened the meeting by welcoming new attendees and thanking Samantha Skene 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 to 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 CUFS.
 - 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 warning on CUFS 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

Jo Hall

- **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 Fin 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 (presentation attached)

Chris Patten

- **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

Karen Sheldon

- **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

2017

Friday 21 April
 Wednesday 7 June
 Friday 14 July
 Wednesday 27 September
 Friday 3 November
 Wednesday 13 December

Notes

Clifford Allbutt Lecture Theatre, Addenbrooke's

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 Goffee-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



UNIVERSITY OF CAMBRIDGE

Finance Division

Phillipa Moore	Clinical Schools
Diane Gaskin	Finance Division
Anne Waldoock	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