



UNIVERSITY OF CAMBRIDGE

Finance Division

Date **Friday 27th January 2017**
 Time **9:30am**
 To **University Financial Users Group (FUG)**
 At **Todd-Hamied Room, Department of Chemistry**

University Financial Users Group (FUG)

Opening of meeting and initial remarks:

Andrew Reid opened the meeting and welcomed new attendees:

- Stefanie James – Finance Division – working as a senior business analyst

MINUTES

1. MINUTES OF LAST MEETING 7 DEC 2016

- Approved and signed.

2. FOLLOW UP TO ACTIONS FROM MEETING 7 DEC 2016

- Can student expenses be paid by Bacs?
 - **Action:** Steve Hutson to review and respond at next FUG.
 - **Response:** Each group of students represent a different challenge; therefore it has been requested that FUG attendees advise Steve on the groups of students that they would requires this with a prioritisation order, volume and value of payments that would be required.

3. Finance Systems Update (presentation attached)

Jo Hall

- **Patching** – Two test builds are now complete and the build for UAT has started. Very few issues have been identified. Cutover to the LIVE system is scheduled for Friday 14th April to Monday 17th April. CUFS will not be available during this time.
- **Cost Centre Ownership** – pilot has been rolled out and expected to be available to all in May. Allows you to assign ownership of cost centres and source of funds for better reporting capabilities.
- **PO Print reformat** – work is nearing completion on this and will be released on Tuesday 18th April after the patching.
 - **Issue** – Extra information in Supplier box causes a problem trying to fit into window envelopes. Is this a problem? A show of hands at the meeting indicated that people do not post PO's and email or fax them. If you have any concerns please feedback to Jo.Hall@admin.cam.ac.uk
- **Salary detail drill down** – this will now go LIVE after Easter. The drilldown will be restricted and work is about to start to establish who / what responsibilities will have access to this functionality.
- **Scanning** – a project is to start for the Finance Division to investigate a scanning solution of invoices into CUFS. An evaluation will take place to establish which groups would be best for a pilot before it is rolled out. If any Departments are thinking of looking into this also, please contact us so that we can have a joined up approach.

4. General Finance Matters (presentation attached)

Chris Patten

- **Phishing** – Emails are becoming more sophisticated. We are aware of the ones from a Nigerian Prince asking for details to pay you millions. Remember to be aware.
 - A new fraud has been discovered that was aimed at the Academic community. Email from 'payroll' asking you to click on a link. This takes you to what looks like the Raven log in page but when you enter your details you get an error; and the fraudster now has your Raven password to access everything. This has happened at Cambridge and another University had the same fraud for seven employees.
 - Another fraud is from Cambridge jobs asking you to complete an application form in which they take your passport, NI number, bank details. This is clever as it comes from a @cam.ac.uk account. Remember to be aware and make others in your Department aware.
- **Financial Procedures Manual – Chapter 8a External Trading**
 - Question to the group – is there anything more that we need to ask/ identify?
- **Off Payroll Workers (OPW) update** - HMRC are trying to close a loophole of limited companies consisting of one employee paying themselves dividends and not enough tax on their earnings.
 - Finance Division has reviewed over 2000 suppliers that could potentially be OPW and will be contacting the final list (probably about 200-300 suppliers) to ask for more information once the relevant Departments have been informed.
 - Using this type of supplier will incur an extra cost of 18.3% of employer's National Insurance. Public sector companies are being targeted to try and deter their use.
Any queries should be sent to Spencer.Moore@admin.cam.ac.uk
- **Apprenticeship levy 0.5%** - This will be charged on the National Insuranceable pay. The chest will meet the cost of chest funded employees but trust funds and self-funded posts will incur an extra cost.
- **FD3 Self Employed Individuals** – These are issued with a tax clearance number (TCXXX) for a finite period of time. In February and March, suppliers with expired TC numbers will be end dated and issues with a new TC if required with a clear expiry date.

Stephen Kent- Taylor

- **Internal Audit Follow ups** – The auditors highlighted a number of areas including:-
 - **E-sales** – should be used more; a convenient way to receive payments
 - **Segregation of duties** – extra controls needed for smaller departments that need to perform multiple roles
 - **Due diligence** – when setting up new customers
- **Non Research debts** – Departments need to ask for help from Finance on how to proceed or ask Finance to collect the debt.
 - **Ask the question**- Is credit needed?

Lucy Harney

- **Year-end timetable 2017** – proposed changes to bring the close forward 3 days.
 - **Half year end reminder** – 4 extra days for half year end. AP/AR/GMS close Thursday 9th Feb, FA on Friday 10th and GL on Monday 13th Feb.
 - **Any comments** – Please email Lucy.Harney@admin.cam.ac.uk

5. Training

Karen Sheldon

- **GL Development** – is currently being incorporated into courses.

- **New AP Course for Clinical School users**
- **Overhaul of the online iProc approvers course – more streamlined**

6. AOB

- **Chief Financial Officer has been appointed** - Anthony Odgers will join the University in May and will look at non-academic activities of the group including Cambridge Assessment, Cambridge University Press and North West Cambridge.
- **Mileage advice** – Auditors advise not to round up or down mileage but put the correct value. Rounding can lead to investigation by HMRC.

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

Wednesday 8 March
Friday 21 April
Wednesday 7 June
Friday 14 July
Wednesday 27 September
Friday 3 November
Wednesday 13 December

Notes

Isaac Newton Institute for Mathematical Sciences
Clifford Allbutt Lecture Theatre, Addenbrooke's

Presentations:

The following presentations cover items 3 and 4



FUG Presentation
27.01.17.pptx

Attendees

Steve Hutson	Finance Division
Michelle Bond	Finance Division, FSG
Jo Hall	Finance Division, FSG
Stefanie James	Finance Division, FSG
Stephen Kent-Taylor	Finance Division, Corporate & Research Accounting
Margaret Perry	ROO
Lucy Harney	Finance Division
Neil Kent	C I M R
Kerry Wallis	Fitzwilliam Museum
Aniko Pechenyuk	Finance Division
Linda Major	MRC Epidemiology
Julie Blackwell	Earth Sciences
Annie Baxter	CRUK Cambridge Institute



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Finance Division

Nadiya Yefimova	CRASSH
Samantha Skehel	INI
Susan Leatherbarrow	Astronomy
David Savidge	Astronomy
Pauline Sharp	C I S L
Jade Tran	Engineering
Ulle Oyeniran	Psychiatry
Mark Chaldecott	Clinical Biochemistry
Joel Brand	School of Physical Sciences
Andrea Wadeson	MRC BSU
Sally Knock	Geography
Abdul Khalique	SAH
Mike Webster	Haematology
Phillipa Moore	SCM
Louise Luke	Finance Division, Corporate & Research Accounting
Trish Coby	MRC Epidemiology
Sandy Norton	Biochemistry
Andrew Reid	Finance Division
Alexandra Charter	Stem Cell Institute
Karen Sheldon	Finance Division, Training
Chris Patten	Finance Division

Apologies

Kylie Birch
Tracy Andrews
Gina Arnold
Timmith Hill