Minutes of previous meeting 6th June
- Approved and signed.

Actions from previous meeting
- No actions from previous meeting.

Internal Audit – Department Survey 2017 Deloitte
- Background – The survey is carried out to get an idea of controls across the University. It usually covers the Departments but this year included UAS. There were more questions this year focussed on 23 topics. Had 99% return rate. The survey highlights not just negatives but also what Departments are doing really well. Three areas moved from Amber to Green.
- Comparisons between the Departments and UAS; UAS are weaker at emergency continuity but better at Accounts Receivable.
  o Issues around Procurement. – Why do people not use the Marketplace? Do people have the right access to approve PO and is there segregation of duties?
  o Tom Twitchett from Procurement – Understand that the search facility in the marketplace is still not ideal and if you have deals with suppliers direct that are cheaper please let Procurement know – email Procurement.Services.Enquiries@admin.cam.ac.uk
  o Expenses monitoring – are we incurring too many? Use the comments box so that we can analyse and follow up.
- Non finance areas for improvement – include Health and Safety, insufficient training; IT controls including backups and firewalls; Estate Management lack of University space utilisation guidelines.
- Next steps – July to September will engage with stakeholders to refine the questions. Survey will be issued in November for completion by January. If you have any ideas for improvement then please contact us.
4. Chest Allocation Methodology / Reporting Mike Sinclair, Lucy Harney and Paul Humphreys

- **Project Pectus – Latin for Chest** – Project was initiated over a year ago with the aim to have full on screen budgeting with a consistent approach for both Chest and Non-Chest.

- **Changes** – The current process shows chest funding in the budget field in reports as a debit. The new process will have chest income allocation using GP** income transaction codes as credits. The GP** transaction codes will always balance as income will match budget. The first posing will be delayed until September. Department reporting showing income will change to include chest allocation.

- **Benefits** – Chest allocation will be received as actual income. All activity will be reflected as actuals. You will be able to use the ‘Plan’ field for total budgeting. A five year plan can roll into CUFS. Plan to spend reserves and income does not have to equal expenditure. Enable reporting against department plan in a more direct way.

- **Reporting** – By using plan you will be able to make adjustments. Three flexible reports with multiple variants are available. Older variations of these new reports will be retired in the next financial year. The new reports will be moved to Departmental Shared folders once testing has been completed and will be LIVE by the end of July.

5. General Finance Matters Chris Patten and Stephen Kent-Taylor

- **Department Credit Cards** – SOF has changed in June and is now posted to account AZZY (transactions pending transfer). The roll forward is therefore in your own SOF rather than in GAAA.

- **Journals** – When creating journals for amendments etc. please DO NOT put the word FRAUD in the journal line.

6. Any Other Business

- **Description on Marketplace is very poor** – the pictures shown can be very different to what they actually relate to. Please email Procurement at Procurement.Services.Enquiries@admin.cam.ac.uk

- **GL Reporting** – the description from UPS or Grants module do not provide enough information.
  - A COGOS report is available to show this.
  - Grants is held in summary in the GL as you are able to drill down to Grants from GL.
  - UPS - Work in place to look at bringing this data in to GL. Please send examples.

- **What is the value of SIA (Secondary Invoice Approval)?** – Feedback was invited from Departments on this issue. Email Robin.uttin@admin.cam.ac.uk
  - Security risk as you could pay yourself
  - Change AP distributions once an invoice is paid – should this go through SIA again?

- **Expenses** – Please enter the last 4 bank account digits as this helps when processing in AP.
  - Fast track expenses working well – submit by Wednesday evening and paid on the following Monday
  - Can students be paid by BACS for expenses?
    - Issue is changing banks frequently. Will look at different areas of students to try and reduce the number paid by cheque. If paid to wrong bank account will the Department take the hit?

- **UP5S working well** – Department enters information and research participants are paid by BACS

- **Extended June Month end was good** – helped with processing and makes July feel less rushed
  - MRC have two year ends anyway so no huge benefit but Pectus will help a lot.

- **Internal invoices** – email them rather than in the post as you end up chasing them. System solution to be looked at.
  - Create a generic email address rather than to one particular person eg finance @XXXXX.cam.ac.uk - this will ensure consistency throughout the University.
Dates of next meetings – held at Todd-Hamied Room, Department of Chemistry starting at 9.30am unless stated otherwise

2018

Wednesday 19th September  
Friday 2nd November  
Wednesday 12th December

Notes

Wednesday 19th September
Post-Doctoral Centre, Eddington

Presentations

FUG presentation 13 July.pptx  
Project Pectus FUG 13 July.ppt

Attendees

Robin Uttin  
Mike Sinclair  
Abdul Khalique  
Anice Norman  
Lee Fountain  
Phillipa Moore  
Daniel Greenfield  
Paul Humphreys  
Andrew Weatherley  
Michael Atkins  
Samantha Skehel  
Deana Robinson  
Faith Durup  
Joseph Worth  
Lorna Goffee-Palser  
Kirsten Ward  
Andy Meason  
Ali Nuttycombe  
Gina Arnold  
Lucy Harney  
Bev Housden  
Claire Cahill  
Andrew Rose  
Anne Waldock  
Lynda Richards  
Farhana Ghelani  
Theresa Daly  
Dawn Foulser-Langford  
Tom Twitchett  
Judy Law  
Joel Brand  

Finance Division  
Finance Division  
Finance Division  
MRC EPID  
Finance Division  
Clinical School  
School of Technology  
Finance Division  
Finance Division  
CUDAR  
Isaac Newton Institute  
SHSS  
DPMMS  
MRC CBU  
PDN  
Faculty of Education  
MRC Cancer Unit  
Judge Business School  
Vet School  
Finance Division  
SHSS  
SAH  
UIS  
Engineering  
Engineering  
Investment Office  
Investment Office  
Psychology  
Finance Division  
Finance Division  
School of Physical Sciences
Yanying Chen
Elizabeth Aitken
Sally Knock
Yasmiena Jones
Michelle Bond
Stephen Kent-Taylor
Ann Searle
Mike Webster
Luke Ashby
Kay Zavareh
Robbie Iuan
Laura Cave
Taz Ali
Helen Maffin
Annie Baxter
Jane Course
Chris Patten
Douglas Youngson
Vladka Mikulski

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Geography
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Haematology
Public Health and Primary Care
CISL
Physics
Land Economy
Sainsbury Laboratory
Finance Division
CRUK
Gurdon Institute
Finance Division
UIS
Finance Division

Apologies:
Victoria White
Elaine Mortimer