



# UNIVERSITY OF CAMBRIDGE

Finance Division

Date **Friday 13<sup>th</sup> July 2018**  
 Time **9:30am**  
 To **University Financial User Group (FUG)**  
 At **Todd Hamied Room, Department of Chemistry**

## University Financial User Group (FUG)

### Opening of meeting and initial remarks:

Robin Uttin opened the meeting and welcomed new attendees to the meeting

- Elizabeth Aitken – Law
- Michael Atkins – CUDAR
- Dawn Foulser-Langford – Psychology
- Ali Nuttycombe – Judge Business School

### MINUTES

#### 1. Minutes of previous meeting 6<sup>th</sup> June

- Approved and signed.

#### 2. Actions from previous meeting

- No actions from previous meeting.

#### 3. 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.
  - 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?
  - 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](mailto:Procurement.Services.Enquiries@admin.cam.ac.uk)
  - 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](mailto: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](mailto: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?
- **UPS5 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 19<sup>th</sup> September

Friday 2<sup>nd</sup> November

Wednesday 12<sup>th</sup> December

**Notes**

Post-Doctoral Centre, Eddington

**Presentations**



FUG presentation 13  
July.pptx



Project Pectus FUG  
13 July.ppt

**Attendees**

Robin Uttin	Finance Division
Mike Sinclair	Finance Division
Abdul Khalique	Finance Division
Anice Norman	MRC EPID
Lee Fountain	Finance Division
Phillipa Moore	Clinical School
Daniel Greenfield	School of Technology
Paul Humphreys	Finance Division
Andrew Weatherley	Finance Division
Michael Atkins	CUDAR
Samantha Skehel	Isaac Newton Institute
Deana Robinson	SHSS
Faith Durup	DPMMS
Joseph Worth	MRC CBU
Lorna Goffee-Palser	PDN
Kirsten Ward	Faculty of Education
Andy Meason	MRC Cancer Unit
Ali Nuttycombe	Judge Business School
Gina Arnold	Vet School
Lucy Harney	Finance Division
Bev Housden	SHSS
Claire Cahill	SAH
Andrew Rose	UIS
Anne Waldock	Engineering
Lynda Richards	Engineering
Farhana Ghelani	Investment Office
Theresa Daly	Investment Office
Dawn Foulser-Langford	Psychology
Tom Twitchett	Finance Division
Judy Law	Finance Division
Joel Brand	School of Physical Sciences



# UNIVERSITY OF CAMBRIDGE

Finance Division

Yanying Chen	MRC BSU
Elizabeth Aitken	Law
Sally Knock	Geography
Yasmiena Jones	Geography
Michelle Bond	Finance Division
Stephen Kent-Taylor	Finance Division
Ann Searle	Chemistry
Mike Webster	Haematology
Luke Ashby	Public Health and Primary Care
Kay Zavareh	CISL
Robbie Iuan	Physics
Laura Cave	Land Economy
Taz Ali	Sainsbury Laboratory
Helen Maffin	Finance Division
Annie Baxter	CRUK
Jane Course	Gurdon Institute
Chris Patten	Finance Division
Douglas Youngson	UIS
Vladka Mikulski	Finance Division

**Apologies:**

Victoria White  
Elaine Mortimer