



UNIVERSITY OF CAMBRIDGE

Finance Division

Date **Friday 25th January 2019**
 Time **9:30am**
 To **University Financial User Group (FUG)**
 At **201 - Fadi Boustany Lecture Theatre, Judge Business School**

University Financial User Group (FUG)

Opening of meeting and initial remarks:

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

- Jeff Pearce – Procurement, Finance Division
- Paul Game – Wellcome - MRC Cambridge Stem Cell Institute
- Samantha Hutson - Wellcome - MRC Cambridge Stem Cell Institute
- Sue Burnham – DAMTP

Also mentioned:

- Fixed term positions at Treasury & Investments (2 positions) and a position within the Pensions section
- Our Cambridge – Caroline Edmonds coming to next FUG, 6th March

MINUTES

1. Minutes of previous meeting 12th December 2018

- Approved and signed.

2. Actions from previous meeting

- How do we deal with suppliers that are abroad? – AW (Andrew Weatherley)
 - Supplies abroad re MSA, currently in discussion with legal team and update to follow soon
- Notification that supplier is one off – FSG (Finance Systems Group)
 - One off suppliers now active for 6 months, possible solution being reviewed, covers inactive during PO process can PO be attached
- If a supplier has been made inactive part way through the process, could the purchase order or invoice be attached to the reactivation as proof? – coupled with the above action, process being reviewed
- Review of 'not official' enough quote – AW and Procurement Services
 - Quote should mirror information on an invoice with preference to a PDF document, however if all details are provided email is sufficient
- Supplier number to be made available on the framework agreement web pages/spreadsheet – Heather Ajimi
 - In the process of being implemented
- Chased for payment of internal invoice, a department was chased by another department within the University asking for their invoice to be paid. – AW
 - Internal invoices payments are automatically dealt with centrally.
 - Helpdesk responded to clarifying the situation, no further feedback.
 - Karen has highlighted that this may need re-enforced on website and during training

- IPO payments lost – AW
 - Change of internal process which should eradicate/reduce any potential loss of documentation. New Senior Cashier - Stuart Emmerson and Cashier – Mark Ghosh started in the team.

3. Shared Services Update (presentation attached)

Bernadette Parsons

- POD structured working to increase knowledge of departments
- Fast track process for expenses, processed approximately 5k throughout 2018 out of 18k expenses
- High staff turnover due to nature of role and numerous staff studying towards AAT which will open up opportunities elsewhere for the staff
- Ongoing work with FSG to enhance the central striping process – up to 6 week timescale
- Project Indigo (scanning) pilot currently working for the few departments involved in the pilot however not scalable for the volumes we process to roll out to the wider University – looking at alternatives
- Clinical school billing address changed to Greenwich House – lessons learned, more complex than anticipated, plan for future department central billing address change
- Getting It Right First Time – ensuring PO coding etc. is done correctly at PO stage, find out where we need to look at the processes where it is difficult for the invoice to match smoothly to PO
- Emphasis on accuracy and consistency, fewer queries, more invoices flowing through the system without being touched too often
- Look to move to single point of entry for invoices
- Focus effort where the effort needs to be

4. Audit Actions (presentation attached)

Lucy Harney and Mike Sinclair

- Departmental survey 2017/18 had 24 recommendations, 13 covered in today FUG
- Accounts Receivable - get money in before you provide service, use the credit control function for credit worthiness and raise the invoice promptly. If short staffed please contact staff bureau
- Fixed Assets - if not recording assets ask Finance for assistance. Tick the box on the PO. Email for asset disposal is sufficient.
- Cash and bank - bank every week and if counting cash should be witnessed by two people and documented. Updating cash handling course and FPM to strengthen message
- Procurement - store purchasing contracts securely, approve PO before engaging supplier (retrospective PO). Reminder of training and access for PO's, remember marketplace is preferred supplier and best practice

Q Supplier offers a better price than that which is on the marketplace

A Procurement to investigate

- Departments need any donation over £100k to be accepted by the Vice Chancellor via CUDAR
- **UKRI** Research and Innovation overall report awarded a status of 'Moderate Assurance' - No major concerns. Some recommendations made. £117k out of £126m had to be returned due to being ineligible costs. The audit highlighted areas where there was a lack of audit trail, miscoding, insufficient controls around expenses sign off, insufficient review of grants expenditure or income variation against expenditure profile
- Independent review required for credit card reconciliations and regular monitoring of expense claims.

5. General Finance Matters (presentation attached)

Chris Patten

- Time to reactivate suppliers: Accounts Payable have assumed responsibility for trade supplier requests
- Financial end dates – half year end should include the Reallocation of expenditure to e.g. donations, raise internal trade invoices, unallocated bacs receipts, raise accruals, clear suspense for all transactions.
 - March 19 month end has been extended to cover differing financial reporting periods
 - Anticipated that year end dates will not be condensed any further
- Year-end seminar dates will be released soon – any questions or requests. Please contact Sam Wotton
- Euro cheques will cease end of January 2019 and will be replaced with bank transfers.
- New Cashier and Assistant cashier in team who were already member of Finance Division. New Chief Cashier is Stuart Emmerson and Assistant Cashier is Mark Ghosh
- Phase 2 of Supplier database work to be carried out soon, volunteers required for testing. Anyone wanting to volunteer please contact Rebecca.Darlow@admin.cam.ac.uk

6. AOB

Robin Uttin

- P11D query – If an individual is based in more than one department, how is the expenditure recorded and should there be consolidation by Finance division if claiming from different Departments?
- Email Address on PO's – This is work in progress and further information will be provided in due course
- Efficiency in Response to emails sent to Medschool inbox by Shared Services – This inbox should be used by suppliers and not internally. Anything sent internally should go to the Shared Services inbox as this is monitored on a more frequent basis

Presentation



FUG presentation
25 Jan 19.pptx

Dates of next meetings

2019

Wednesday 6th March
Friday 26th April
Wednesday 5th June
Friday 19th July
Wednesday 25th September
Friday 1st November
Wednesday 11th December

Venue and notes

Our Cambridge presentation, Post Doc Centre, Eddington
Wolfson Lecture Theatre, Chemistry
Clifford Allbutt Theatre, Addenbrookes
Post Doc Centre, Eddington
Sainsbury Lab Lecture Theatre
Post Doc Centre, Eddington
201 - Fadi Boustany Lecture Theatre, Judge Business School

Attendees

Robin Uttin	Finance Division
Chris Patten	Finance Division
Andrew Weatherley	Finance Division
Michelle Bond	Finance Division
Abdul Khalique	Finance Division
Stephen Kent-Taylor	Finance Division

Tanya Romyn	Finance Division
Sri Aitken	ROO
Yanying Chen	MRC BSU
September Ford	Finance Division
Jeff Pearce	Finance Division
Douglas Youngson	UIS
Faith Durup	DPMMS
Nadiya Yefimova	CRASSH
Elmarie Tambellini	PHPC
Karen Sheldon	Finance Division
Janice Sutton	Finance Division
Bernie Parsons	Finance Division
Christine Molton	Translational Research
Victoria White	MRC-CBU
Joe Worth	MRC-CBU
Michael Atkins	CUDAR
Sharmaine Anthony	THIS Institute
Farhana Ghelani	Investment office
Julie Boucher	Pharmacology
Sally Knock	Geography
Claire Ebanks	HSPS
Yasmiena Jones	Geography
Claire Cole	HSPS
Richard Carter	HSPS
Irina James	MRC MBU
Deana Robinson	SHSS
Joel Brand	SPS
Jon Slater	Criminology
Anice Norman	MRC-Epid
Amanda Green	Finance Division
David Cramp	Physics
Sophie Stock	Bio Resource
Emma Crompton	ICE
Maria Pearman	SPRI
Gosia Guertekin	Faculty of Education
Debbie Canham	Biochemistry
Sandy Norton	Biochemistry
Ali Nuttycombe	JBS
Mike Sinclair	Finance Division
Lucy Harney	Finance Division
Hania Biernacka	Music
Paul Game	CSCI
Mike Webster	Haematology
Matt Mcausland	Medicine
Andy Measor	MRC-CU
Kerry Wallis	Fitzwilliam Museum
Gina Arnold	Vet School
Julia Nicholson	Isaac Newton Institute

Elizabeta Moss	Finance Division
Louise Luke	Finance Division
Claire Cahill	SAH
Lin Cheng	SAH
Michael Dunn	SBS
Michael Godfrey	SBS
Dominic Drane	Psychiatry
Howard Jones	Chemistry
Sue Burnham	DAMTP
Stephanie Clare	Sports Service
Julie Blackwell	Earth Sciences
Elaine Dalton	Botanic Garden
Samantha Hatzis	Stem Cell and Haematology
Donna Faux	Engineering
Anne Waldock	Engineering
Gillian Burrows	Finance Division
Annie Baxter	CRUK CI
Ray Zavareh	CISL
Daniel Greenfield	SoT
Andria Laws	Hamilton Kerr Institute
Tom Twitchett	Finance Division

Apologies:

Mark Housden