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)
     o 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)
     o 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
     o 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
     o 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
     o Internal invoices payments are automatically dealt with centrally.
     o Helpdesk responded to clarifying the situation, no further feedback.
     o Karen has highlighted that this may need re-enforced on website and during training
• IPO payments lost – AW
  o 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.
   - 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**

<table>
<thead>
<tr>
<th>2019</th>
<th>Venue and notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 6th March</td>
<td>Our Cambridge presentation, Post Doc Centre, Eddington</td>
</tr>
<tr>
<td>Friday 26th April</td>
<td>Wolfson Lecture Theatre, Chemistry</td>
</tr>
<tr>
<td>Wednesday 5th June</td>
<td>Clifford Allbutt Theatre, Addenbrookes</td>
</tr>
<tr>
<td>Friday 19th July</td>
<td>Post Doc Centre, Eddington</td>
</tr>
<tr>
<td>Wednesday 25th September</td>
<td>Sainsbury Lab Lecture Theatre</td>
</tr>
<tr>
<td>Friday 1st November</td>
<td>Post Doc Centre, Eddington</td>
</tr>
<tr>
<td>Wednesday 11th December</td>
<td>201 - Fadi Boustany Lecture Theatre, Judge Business School</td>
</tr>
</tbody>
</table>

**Attendees**

<table>
<thead>
<tr>
<th>Name</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robin Uttin</td>
<td>Finance Division</td>
</tr>
<tr>
<td>Chris Patten</td>
<td>Finance Division</td>
</tr>
<tr>
<td>Andrew Weatherley</td>
<td>Finance Division</td>
</tr>
<tr>
<td>Michelle Bond</td>
<td>Finance Division</td>
</tr>
<tr>
<td>Abdul Khalique</td>
<td>Finance Division</td>
</tr>
<tr>
<td>Stephen Kent-Taylor</td>
<td>Finance Division</td>
</tr>
</tbody>
</table>
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                 CRASHH
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
Yasmina 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  
Louise Luke  
Claire Cahill  
Lin Cheng  
Michael Dunn  
Michael Godfrey  
Domininc Drane  
Howard Jones  
Sue Burnham  
Stephanie Clare  
Julie Blackwell  
Elaine Dalton  
Samantha Hatzis  
Donna Faux  
Anne Waldock  
Gillian Burrows  
Annie Baxter  
Ray Zavareh  
Daniel Greenfield  
Andria Laws  
Tom Twitchett

**Finance Division**

**SAH**

**Psychiatry**

**Chemistry**

**DAMTP**

**Sports Service**

**Earth Sciences**

**Botanic Garden**

**Stem Cell and Haematology**

**Engineering**

**CRUK CI**

**CISL**

**SoT**

**Hamilton Kerr Institute**

**Finance Division**

**Apologies:**

Mark Housden