

## **Finance Application Special Interest Group - (FASIG)**

### **ATTENDEES**

Alan Binge, Anne Shrubshall, Steve Popham, Angela Daveney, Jane McCartney, Laura Hames, Alex Walsh, Jeremy Child, Helen Pisarska, Alison Husband, Mike Phillips, Jan Evans, Mike Pearce, Lana Cummings, Stephen Woodcock, Beverley Hughes, Karen Pope, Denise Watts, Sandra Hammond, Paul Sandy, Nela Kapelan, Carol Pratt, Diana McNeill, Dawn Teed, Vicky Hemmingway, David Gaston, Avril Smith, Jill Pyne, Chris Austin, Karen Wilbraham, Helen Clarke, Karen Swanston, Sally Phillips, Pat Curgenven.

### **MINUTES**

#### 1. Apologies for absence

Apologies were received from Elizabeth Stewart, Jenny Hocking, Maureen Hill, Lee Bridger, Gill Pearn, Carrie James and Andrew George.

#### 2. Election of Chair

Nominations were received from Jan Evans and Alan Binge.

Alan Binge was elected Chairperson.

Jan Evans was elected Deputy Chairperson.

#### 3. Election of Secretary

Steve Popham was nominated and elected Secretary.

#### 4. Agree revised Terms of Reference

The Terms of Reference had been circulated prior to the meeting, were read through and approved.

#### 5. Circulation list for future meetings

Two sheets for completion by the attendees were circulated during the meeting. The first was to confirm attendance and the other was to confirm who should be the contact for FASIG from the attendees department.

They were completed and handed back to the Secretary.

#### 6. Topics for future meetings, suggestions

Alan Binge explained that this group was being re-established to provide a forum for the continued development of practice and process to ensure that APTOS was being used consistently and in ways that met School & Professional Services needs.

Topics suggested for future discussion were:

Stock Control.

Fixed Assets & Management of Assets.

New Developments in Aptos (in conjunction with Dick's Newsletter).

Budgets, Virements and Planning.

Reporting Issues.

Interaction Between Administrative Systems.

Internal Trading.

### **Action**

**If anyone has any other suggestions please E-mail Alan Binge.**

7. Date of next meeting which will be concerned with year end procedures and processes

Initial suggestion was week commencing 20 June.

Points were raised about Exam Board Weeks at different Schools during this week and the following one.

Agreed that we will stick to the week commencing 20 June 2005 and that if anyone cannot attend Anne Shrubshall will arrange to meet with them to go through any documents.

### **Action**

**Steve Popham to arrange next meeting and circulate agenda.**

8. Location of meetings

A suggestion was put to the attendees to hold the meetings at a different School each time.

This was generally deemed to be difficult to guarantee space so it was agreed that the meetings will be held centrally in Northcote House.

9. Presentation by Anne Shrubshall – "Coding explained in the context of reporting requirements"

### **NOTES FROM FASIG PRESENTATION 18 MAY 2005**

The presentation covered the following:

Why we use codes

Different reporting needs

The importance of detail codes

Specific issues relating to income and expenditure codes

Internal transactions  
Netting of transactions

Issues discussed:

Existence of multiple detail codes for similar expenditure eg travel and subsistence range of codes (50000 onwards). Views were given that this can be confusing and different Schools/Departments use different levels of detail. Only the higher level of analysis can be used at University level because there is no consistency.

The use of 79699 for miscellaneous expenditure should be discouraged, particularly for items which can clearly be coded to the correct code. If a budget is held against 79699 as a contingency, the actual expenditure should be coded to the correct code. The Management Accountants will assist with budget virements.

Research projects have particular coding problems associated with equipment under £3,000 which the Research Council defines as consumables.

The misuse of detail codes distorts the figures which feed into the HESA return and may affect statistical analysis for League tables.

The general consensus was that there are too many detail codes open to different interpretations and misuse. More prescribed guidelines would be helpful.

There are some important coding changes for staff costs from 1 August 2005. Staff costs relate to payments made through the payroll for personnel on an employment contract, other individuals who invoice the University are paid through Payments and should be coded as other operating expenses.

**Action from the presentation:**

**Please email Anne Shrubshall with any other issues from the presentation.**

**Anne Shrubshall will assess the reporting needs at University level (including information for purchasing contracts and insurance) and draw up proposals for a more prescriptive set of detail codes for general use, to be introduced for the 2006/07 budget.**

**Anne will discuss field trips with Biology and Psychology and assess the need for an income code within the expenditure range for reimbursement of costs from students.**

10. AOB

No other items were raised.