Finance Improvements 2018
Agenda

- Finance Improvements 2018 – quick reminder
- Purchasing Policy and Practice
- Financial literacy, including e-learning
- System downtime
- How we will support you in preparing for the changes
- The broader Finance Improvement Programme
- What to do next
Finance Improvements 2018 – Headlines

- **Purchasing Policy and practice**
  - Simplified policy
  - Focus on achieving Value-for-Money
  - Greater discretion for senior managers and budget holders

- **Updates to Financial Regulations**
  to reflect new legislation, updated policies and organisational structure

- **User led improvement following Agresso User Survey and Finance Framework Engagement 2015**

- **Systems led improvement opportunities**

- **Training & Documentation within broader financial literacy programme**
# Purchasing Policy and Practice

## Making purchasing simpler

<table>
<thead>
<tr>
<th>Single consolidated purchasing policy</th>
<th>How to find a supplier step by step</th>
<th>Procurement involvement &gt;25k</th>
</tr>
</thead>
<tbody>
<tr>
<td>More use of purchasing cards</td>
<td>How to purchase goods/services PO/PC/OOPE</td>
<td>Judge quality of process &lt;£25k</td>
</tr>
<tr>
<td>Paperless out of pocket expenses scanning and App</td>
<td>Visible budget check for approvers</td>
<td>Use a Nominated supplier? VFM Judgement VFM/ Business need</td>
</tr>
<tr>
<td>Paperless supplier creation process</td>
<td>Visibility of expense receipts for approvers</td>
<td>Travel &amp; Subsistence Guidance and rules</td>
</tr>
<tr>
<td>Approvals App for expenses and orders</td>
<td>Workflow tracking for</td>
<td></td>
</tr>
</tbody>
</table>
### Purchasing Policy and Practice

#### Travel, subsistence, hospitality and incidental expenditure

<table>
<thead>
<tr>
<th>Subsistence limits increased:</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast £15</td>
<td></td>
</tr>
<tr>
<td>Lunch £15</td>
<td></td>
</tr>
<tr>
<td>Dinner £30</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Accommodation limits increased:</th>
<th>Guideline depending on typical cost of destination for 3* accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard destination £100</td>
<td></td>
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<tr>
<td>High cost destination £200</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Gratuities allowed in some circumstances</th>
<th>Guideline where culture determines it is part of service cost</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Use of premium economy/business class on flights over 5 hours</th>
<th>Guideline threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsistence funded for trips over 4 hours</td>
<td>Guideline threshold</td>
</tr>
<tr>
<td>Overnight stay for trips more than 2 hours away</td>
<td>Guideline threshold</td>
</tr>
<tr>
<td>Student welcome parties limit increase to £10 per head</td>
<td>Rule</td>
</tr>
<tr>
<td>Staff leaving parties limit increase to £15 per head</td>
<td>Rule</td>
</tr>
<tr>
<td>Job applicant expenses 20 mile limit removed</td>
<td>Rule</td>
</tr>
</tbody>
</table>

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**Note:**
- The rules and guidelines apply to expenses incurred by University of Sussex staff and students.
# Financial Literacy – illustrative journey

<table>
<thead>
<tr>
<th>Group</th>
<th>Topics</th>
<th>Training Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>All staff using the finance system or above a certain grade</td>
<td>Fraud Awareness</td>
<td>e-learning</td>
</tr>
<tr>
<td></td>
<td>Financial Essentials</td>
<td>e-learning</td>
</tr>
<tr>
<td></td>
<td>Using the Finance System</td>
<td>e-learning</td>
</tr>
<tr>
<td>All staff claiming out of pocket expenses</td>
<td>Travel &amp; Out of Pocket Expenses</td>
<td>e-learning &amp; training guide</td>
</tr>
<tr>
<td>Administrators / Budget Holders</td>
<td>Anti Money Laundering</td>
<td>e-learning</td>
</tr>
<tr>
<td></td>
<td>VAT</td>
<td>e-learning</td>
</tr>
<tr>
<td></td>
<td>Purchasing Goods &amp; Services</td>
<td>e-learning &amp; training guide</td>
</tr>
<tr>
<td></td>
<td>Authorising Expenditure</td>
<td>e-learning &amp; training guide</td>
</tr>
<tr>
<td></td>
<td>Bringing in Income</td>
<td>e-learning &amp; training guide</td>
</tr>
<tr>
<td>Senior Managers / Budget Holders</td>
<td>Financial Management</td>
<td>face to face &amp; training guide</td>
</tr>
</tbody>
</table>
There are five sections you can use to complete this course. You can point your mouse to each of the sections below to learn more, before clicking to enter a section.
The external financial environment within which the University operates creates a series of requirements the University must meet. For purchasing goods and services the key requirements are:

- To ensure the University is compliant with its legal requirements
- To ensure Value for Money (VFM) is achieved in purchases and demonstrated to students, funders, government and other stakeholders.

The financial framework is a series of documents and systems that helps the University to meet our financial and finance related requirements:

Click the sections to view further information.

- The Financial Regulations
- Purchasing Policy
- Systems
Which of the following are examples of when a purchase order is not required?

- When purchasing from SussexFood for all catering on campus
- When purchasing books
- When purchasing laboratory equipment
- When using an approved purchasing card
- Where specific written dispensation has been given by the Head of Procurement/Director of Finance

Select the correct options and then click Next to submit your answer.
The **Requisitioner** field is populated with your user name. The **Status** defaults to active and the **Period** defaults to the current financial period.
Finance System Downtime

Working assumption - system will be unavailable from 4pm on Wed 7th March until cThurs 15th March.

• General housekeeping required
• Plan for downtime, especially raising Purchase Orders.
• Further advice will be sent out before the downtime.
# How we will support you to prepare for the changes

| Communications | Soft launch – January 26th  
|                | Full launch – February 9th  
|                | Regular updates  
| Events         | ULT, PSEG and PSG – January  
|                | School meetings? – February  
|                | Other events?  
| Web materials  | From February 9th onwards, the following will be on the Finance website:  
|                | • Resources to support preparation for the downtime  
|                | • Guides  
|                | • FAQs as they evolve  
|                | • Signposts – where to get help  
| User support   | Dedicated user support phone line and email from February 9th  
| Face-to-face training | Enrolment – w/c January 29th  
|                | Delivery from February 26th  
| E-learning     | E-learning modules available from February 12th  
| Period of transition | Terms of new policies that differ to existing policies will not be strictly enforced.  
|                | Support will be available to help staff adapt to the new policies.  
|                | Will last until the end of April.  

Over the following 18 months we will:

- Encourage feedback from staff and other users.
- Roll out further e-learning in key areas of financial responsibility.
- Review the performance of the Purchasing Policy and review other key financial policies.
- Progress our Finance Management Information Transformation Project to improve financial reporting, budgeting and planning, and financial advice to budget holders.
- Develop other system improvements, e.g. roll out of Proactis.
- Further develop our user support model.
What would we like you to do next?

We would like you to:

• Feedback!
• Make time to attend the training
• Encourage staff to undertake the appropriate training or read the guides.
• Lookout for further information either through e-mail, the Bulletin and on our website
• Act where we need you to undertake actions in support of the improvements
• Reassure staff – it is an upgrade not a new system.

Contacts

Please contact Allan Spencer, Sian Thomas, Ian Child or Carey McLaughlin if you would like to ask further questions, raise comments or have any feedback or concerns.