AUSTRALIAN NATIONAL UNIVERSITY
FINANCE MANAGERS MEETING
TUESDAY 15 SEPTEMBER 2013

MINTER ELLISON BOARDROOM, COLLEGE OF LAW, 12:30PM
MINUTES

Meeting commenced: 12.30pm

In attendance: Anita Fitch (LAW), Anne Millwood (CBE), Graeme Lindner (UAS), Janice Carruthers (A&RP), Kerryn Blagdon (JAG), Matt Talbot (CASS), Robyn White (CAP), David Sturgiss (F&BS), Jaya Ganasan (F&BS), Renee Brand (CECS), Faee Tarmadi (UNIHS), Trevor Langtry (F&BS), Luke Beckett (F&BS), Melissa Abberton (F&BS), Elsa Lee (F&BS)

Meeting concluded: 1.10pm

Minutes taken by: Elsa Lee (F&BS)

AGENDA

1. WELCOME & APOLOGIES (David Sturgiss)

2. MINUTES & MATTERS ARISING (David Sturgiss)

3. ACCOUNTS PAYABLE (Trevor Langtry)

4. 2014 BUDGET UPDATE (Melissa Abberton)

5. AFS – YEAR END (David Sturgiss)

6. NEXT FINANCE FORUM - FEEDBACK (All)

7. MANAGEMENT REPORTING (Melissa Abberton)

8. RESEARCH REPORTING (Luke Beckett)

9. OTHER BUSINESS
2. MINUTES & MATTERS ARISING (Melissa Abberton)
   o Apologies from Nicole Baldwin, Allison Magoffin (ITS) Amanda Walker (NCI), Charles Mazvidza (DRSS), Gregory Lally (HR/LIB), Tim Bateman (F&S).
   o Matters arising from previous minutes:
     ▪ Travel System
       ▪ Pilot with CAP in the first week of Dec and the system will most likely roll out to colleges by next year.
     ▪ Revised travel procedures
       ▪ Emails have been sent out to colleges’ General Managers and Finance Managers to provide inputs on the revised travel procedures. Jaya is working on to compile all the feedback and suggestions and will send out a final version of procedures to all the General Managers and Finance Managers.
     ▪ SPF Visits to Colleges by Lorraine Piper:
       ▪ F&BS (LB): Briefing paper being finalised. Lorraine will be visiting CECS from October until the end of the year.

3. ACCOUNTS PAYABLE (Trevor Langtry)
   o F&BS (TL): Accounts Payable Workflow has been applied in 40-45% of university transactions.

4. 2014 BUDGET UPDATE (Melissa Abberton)
   o F&BS (MA): Melissa asked that any issues and suggestions to improve on budget to be referred to her.
   o CASS (MT): There are some issues with load model on joint programs. F&BS (MA): This issue is to be discussed with Melissa.

5. AFS (YEAR END) (David Sturgiss)
   o F&BS (DS): The time-tables are almost finalized and this, together with AFS Packs will be distributed on 16th of October 2013.
   o F&BS (DS): David emphasised that the areas needing to do stock-takes to undertake the process now as the time is running out.
   o F&B (DS): David advised that for all payments made for 2014 services, please ensure the first characters in the line description is ‘2014’.
   o Any queries on AFS to be directed to Rachelle Conry.
6. NEXT FINANCE FORUM – FEEDBACK (ALL)
   - F&BS (DS): Looking into to move the next finance forum backward by at least 1 week.
   - CECS (RB): The content presented in the last finance forum was a bit too detailed. Renee suggested if the content can be more precise.
   - Finance Managers: Suggested a venue change – more central and bigger space.
   - F&BS (DS): Consider a change of venue to Fink Theatre or Innovation Building.

7. MANAGEMENT REPORTING (Melissa Abberton)
   - F&BS (MA): Will have a project plan, which focuses on what to do (base principle) before deciding on the output, i.e. the management reporting. More focus will be put into examining the General ledger structure of the university, general accounting principles and framework and university fund types. Emails will be sent out and feedback will be required on the project plan.
   - F&BS (DS): The purpose of having a project plan is to standardise the management reports across the university.

8. RESEARCH REPORTING (Luke Beckett)
     - F&BS (LB): LizTrefeli from SIG will engage in further discussions in coming weeks.
     - Outcome: To have comprehensive financial data to enable planning each year and life of project.
   - Grant Management Framework Working group has been established –Run by RSD.
     - Outcome: Clear definition of direct and indirect overhead costs.

9. OTHER BUSINESS
   - F&BS (MA): Any issues on budget review templates sent out on either the data or meeting to be directed to Melissa.
   - F&BS (MA): Gregory Lally, Finance Manager from Human Resources Division has resigned and will leave ANU in 2 weeks.

Next Meeting: Tuesday 12 November 2013