



Paul Dowler
Chief Financial Officer

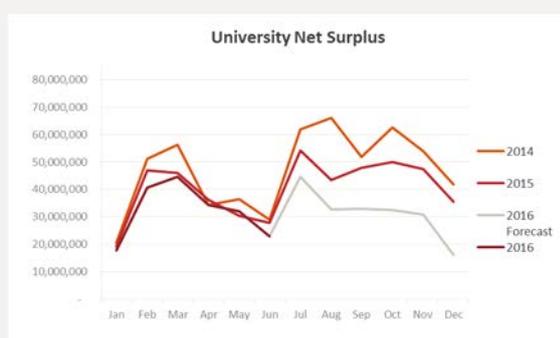
DIVISION OF FINANCE

NEWSLETTER – AUGUST 2016

The Finance newsletter has been resumed and hope this is useful and provides an update pertaining to University finance and activities within the Division.

UNIVERSITY FINANCIAL POSITION

Financial reports have been done for the half year to June including completion of Revised Budgets. For the University as a whole and individual budget units, we are certainly operating better with the budgets set, almost all budget units are at or operating slightly under budget. The Revised Budget forecasts a \$16M surplus, a margin of 3%. This means that 97% of all income received is allocated and applied for expenditure on operations, including strategic use and capital. The operating position year to date and the comparisons to the past two years is shown beneath.



With the Revised Budget, it is evident that overall CGS load is down, the forecast is that it will dip just under 14,000 EFTSL having peaked at just over 15,000 in 2013. Other student fund sources have performed better, overall student load is expected to be just over 22,000 EFTSL for the year.

The Revised Budget proposes several adjustments. The allocation to marketing is increased to match the additional funding

applied last year and which has proved successful in the 2016 intake. In accordance with the funding distribution, additional funding is owed to the faculties and some adjustments to strategic allocations has been made. The Revised Budget was supported by the Finance, Audit and Risk Committee of Council and the respective budget centres will be advised wherever changes have been made.

2017 BUDGET PROCESS

Developing the 2017 Budget will commence shortly and all primary budget units will be advised of the process. Some general comments:

- We do envisage that resourcing will be tight, with CGS load pipelining to a lower level, the 2016 Federal Budget has removed some of the resourcing into HEPP and possible changes to research funding will impact the resources available.
- It will be expected that Port Macquarie will move to a mainstream budget environment with transfers to budget centres for activities previously project funded. A small project centre will continue.
- Some areas (such as sustainability and Indigenous Education) that have been funded as Strategy will move to operational funding reflecting their embedded and recurrent nature.
- No changes to Faculty distribution rates is proposed, but do want to review distributions to support areas for the major education contracts (e.g. Police).

- There will be some funding for the natural flow-on associated with the current Strategy and specific funding corralled for the new Strategy.

The 2017 Budget will go to the Finance, Audit & Risk Committee in October and Council in December for approval.

FINANCE WEBSITE

The Division has sought to update its web site to be more contemporary and ensure the architecture is better structured to support the needs of the user. In the first instance, the main changes are navigation so that information is sourced more intuitively and appearance. Over the remainder of the year further enhancements will be undertaken to add a glossary, divisional search capacity, update templates and general content.

The new domain address is

finance.csu.edu.au

Further information is available from Ryan Giltrap, Manager Finance Systems.

STAFF APPOINTMENTS & CHANGES

- Adrian Whiting
Director, Strategic Procurement
Wagga Wagga
awhiting@su.edu.au
Ext. 32153
- Natasha Harris
Taxation & Investment Accountant
Wagga Wagga
tax@csu.edu.au
invest@csu.edu.au
Ext. 32901
- Wendy Toupas
Management Accountant (Reporting)
Commencing 15 August 2016
Wagga Wagga
wtoupas@csu.edu.au
FinanceMS@csu.edu.au
Ext. TBC

- Faculty Finance Officers have been appointed to assist in the financial administration of Faculties. These roles will provide a valuable link between the Division of Finance and the Faculty Office.

- Bev Piggott
Faculty of Arts & Education
(Bathurst)

- Tegan Taylor
Faculty of Business, Justice and
Behavioural Sciences (Bathurst)

- Tanya Tye
Faculty of Science (Wagga Wagga)

- Jo McRae
Manager, Student Initiatives
Bathurst
Unfortunately Jo is moving beyond the University, but goes with our thanks and best wishes.

DIVISIONAL AWARDS

The Divisional Awards are a means to recognise outstanding work. The following staff are recognised for 2016 and I thank them for their contributions.

- Bryan Collins
Systems & Development Officer

- Amy Boscott
Services Assistant

- Chontelle Clark
Finance Officer, Research

- Ashleigh Corby
Services Assistant

- Cheryl Roberts
Finance Officer

- Bev Sypott
Finance Officer (Ledgers and Bank Reconciliation)

PROCUREMENT

Adrian Whiting has commenced as Director, Strategic Procurement, to address high level policy and coordination of procurement across all campuses.

The University is involved with 16 other universities currently in the development of the Universities Procurement Hub (UPH) to leverage the combined buying power of the sector, which is annually around \$1.5B. The UPH is working to source contracts in 2016 for office stationery, general consumables, MFDs, laboratory supplies, furniture, accommodation (travel), computers & supplies and fleet services. Other areas will be added in the next three years.

To enable CSU to maximize the benefits of the UPH, an eProcurement system is being selected. This system will allow on-line purchase catalogues and will replace ProMaster for requisitioning through to processing suppliers' invoices. ProMaster will remain in place as the University's travel expense management system.

This is a significant and dynamic initiative and more specific communication will be provided as this project gains traction over the next few months.

PILBARA ACADEMIC COSTING MODEL

We have the Pilbara activity based costing system. This system has been taken up by another 14 other universities to assist in being able to determine the financial contribution of academic programs and the allocation of general university costs to the area of academic activity.

CSU's environment is proving more dynamic than most other universities owing to the multiple campuses, modes, partnerships and cohort offerings. As a result, further work is being undertaken to determine better how costs should be allocated and involving the Schools. Also work with the vendor to ensure confidence

in using the system and disseminate the results.

Further information is available from Carmen Frost, Senior Manager, Management Services.

MONTHLY CLOSE OFF DATES

MONTH	CLOSE DATE	RELATED INFORMATION
August	7 September 2016	Soft close
September	7 October 2016	Interim audit period Jan 2016 - Sept 2016 Hard close, all suspense accounts to be cleared and accruals raised.
October	7 November 2016	Soft close
November	7 December 2016	Soft close
December	9 January 2017 (Uni) 13 January 2017 (DoF)	Final audit period Oct 2016 - Dec 2016 Hard close, all suspense accounts to be cleared and accruals raised.

INSURANCE

The University's core Protection program (Property and Liability) renewal process will be underway over the next 4-6 weeks. The Protection program is due for renewal on 31 October 2016. Other policies due for renewal 31 October 2016 are Corporate Travel, Volunteer Workers, Motor Vehicle, Contract Works, Marine; and on 31 December 2016, Student, Police College, Journey, Expatriate.

Last year and again this year the questionnaires will be sent to and requested to be completed on-line by relevant CSU staff members. It is important that questionnaires are completed promptly.

Further information is available from Paul Hopkins, Financial Accountant, Insurance.

FLEET SYSTEM

The Fleet Management system will be implemented in Q3 2016. It will enable Fleet Services to manage the fleet more efficiently and provide reporting not currently possible with our current manual systems. This system will interface with the Travel Plans in ProMaster for car bookings but does not otherwise impact travellers. Staff will be informed about changes prior to implementation

Further information is available from Davin Kendall, Manager, Campus Logistics Services.

CSU TRAVEL

The Domestic Travel Team continue to process a large volume of bookings averaging around 1700 interactions through Talisma. We are extremely pleased with the feedback from travellers and are meeting and exceeding most expectations.

We have continued to experience some issues with the initial Online Booking Tool and have implemented Serko from Monday 25 July. We are confident that this will alleviate the issues we have had to date with the previous tool.

The team has been challenged by the lateness of some approvals for travel i.e. approved one day for travel the next, but have still managed to process the bookings required and send the details to the travellers before their departure.

We continue to review our processes to ensure that we are meeting the deadlines of our travellers. You can assist the Team by ensuring you provide at least 5 days' notice of travel wherever possible.

Further information is available from Paul McLeod, Finance Manager, Procurement and Travel.

SOPHIE MACKAY

Sophie is employed in our Ledgers section. She took up cycling as a hobby 4 years ago. Due to her achievements she is now in the US for four months guest riding for the Hagens Berman Supermint Women's Pro Cycling Team. Below are some of her achievements.



Winner of a 33 km national event: "Sophie Mackay (Specialized Women's Racing) charged over the finish line ahead of her more experienced breakaway companions to take out a surprise win in the elite women's criterium at the 2016 Mars Cycling Australia Road National Championships."



104km in super wet and slippery conditions, the team rode like champions to deliver Sophie roaring into the final 500m with no fear and cruising to victory.



Wagga cyclist Sophie Mackay has claimed the prize for the top female sprinter at the North Star Grand Prix in the US in June. Mackay worked with HB Supermint teammates in the six-stage race to win the chocolate jersey on Saturday and keep a hold of it during the final leg on Sunday.

The most challenging leg of the series was Sunday's 14-lap criterium. "It's the most brutal criterium course I have ever seen," Mackay said.

"You line up at the start line, and there's a hill with an average grading of 17 per cent. If you're not much of a climber, which I'm not, it's very daunting. If you're not going up, you're going down."