

Finance News



News and views for
everyone interested
in finance

Issue 57

April 2006

Financial Training Manager

New role for Peter Roe

Peter Roe, who, as Technical Manager, has for the last few years been grappling with the complexities of Government Grant Formulas, RSG etc, has been seconded to the role of Financial Training Manager for Norfolk County Council.



In this role Peter will be developing and providing Financial Training material and courses both through CTD and direct to departments where appropriate.

This will include the standard "Financial Management Training for RBOs" and "Finance for Non-Financial Managers" courses, along with training on more specialised topics where required.

As Peter says:

"This is an important part of the Financial Management Improvement Plan and the fact that I have been seconded to this full time now means that we have the scope to make a real impact in providing the amount and levels of financial training needed throughout the County Council".

I am looking forward to meeting with departments, to discuss their financial training needs and how we can best meet them, and promoting the "Think Finance" message.



There will be more information about forthcoming training courses in future issues of Finance News.

"Think Finance"

Featured inside:

- Bank Notes - ATM latest; Procedures update; Depositing cheques at the Post Office
- FIMS News
- Jargon buster; abbreviations

Bank notes

ATM – Use it or lose it!

The Co-operative Bank installed the ATM, located in the Main Reception area, in February last year. Initially it was provided on a trial basis, with a review to take place after 12 months.

Because the machine experienced a large number of problems during October, the Bank has agreed to extend the trial to June 2006 in order for confidence in the machine to build and to hopefully see an increase in transaction levels.



To date, transaction levels (withdrawals, balance enquiries, mobile phone top-up, PIN services and statement requests) fall short of the breakeven point and is, therefore, running at a loss.

A final decision on whether to keep it or not will be taken in early July.

If you want to see the ATM retained, please use it.

Andy Feek

Senior Treasury Officer
01603 222826

Banking Procedures

Corporate banking procedures are available to assist users in their day to day roles and cover activities such as opening a new bank account, changing authorised signatories and changing an imprest account float.

These procedures complement any Departmental banking and cash handling processes. Copies of the procedures and associated forms can be found on-line at :

- NCC Intranet Home>Department - Finance>Client Financial Services>Treasury Management, Banking and Leasing.
- NCC Internet Home (www.norfolk.gov.uk)>A to Z>Finance>Client Financial Services - Treasury Management, Banking and Leasing.
- Norfolk EsiNet Home (www.norfolkesinet.org.uk)>A to Z>Banking Admin Procedures.

More bank notes

Depositing cheques at the Post Office

Those of you who are familiar with paying cheques into your imprest account at your nominated Post Office will be aware that all cheques should be listed on a **Cheque Summary Sheet** and placed in a brown **Giro Bank Business Deposit Envelope** before being passed to the Post Office.

On the front of the envelope is a box for a Giro Account number. All envelopes being used to pay into Norfolk County Council Accounts should bear the number **192 1401**. This is pre-printed on the envelope. This ensures prompt transfer into our bank accounts.

On occasions the Co-operative Bank has sent out incorrect envelopes bearing a different number. This resulted in delays in crediting our account. In order to avoid this, all future supplies of the envelopes should be obtained from our admin office at County Hall.

This can be done by contacting **Dennis Sleath** on **01603 222831**.

Supplies of the Cheque Summary Sheet can also be obtained on the same number. As an alternative the Co-op Bank has confirmed that the pre-printed cheque summary sheet can be substituted by a paper copy of a spreadsheet such as Excel, as long as the spreadsheet contains the same information as the pre-printed sheet.

If you currently use envelopes bearing a different number, or have any unused stock showing the wrong number, please destroy these and re-order from Dennis.

For general enquiries on banking matters, please contact the Banking Team:

Carol Hale 01603 222312

Tina Henderson 01603 222693

Eddie Kidd 01603 222693

John Newsome 01603 228987



If you need this newsletter in large print, audio, Braille, alternative format or in a different language, please contact the Department of Finance on 01603 223488 (minicom 223833) and we will do our best to help.



FIMS invoices and statements

Have you ever wondered what the invoices and statements that we send out under FIMS look like?

You can find out by following the link below to the Invoicing, Income Collection and Debt Management section of the FIMS intranet site.

http://intranet.norfolk.gov.uk/new_fims/contentfims_invoicing_income_collection_and_debt_management.asp

Just click on the links at the bottom of the page.

Carol Dawson
Income and Development Manager
01603 224156

New salesperson form

As people working in Order to Income will be aware, NCC invoices show the name and telephone number of the person to contact (the 'salesperson') with any queries.

A new form has now been developed for adding, amending or deleting salespeople, which can be found on the **FIMS forms** section of the FIMS intranet site:

http://intranet.norfolk.gov.uk/new_fims/content/fims_forms.asp

Carol Dawson
Income and Development Manager
(01603) 224156

Do you have a question about FIMS?

If so, a prime source of information is the FIMS intranet site:

http://intranet.norfolk.gov.uk/new_fims/default.htm

This contains:

Frequently asked questions (FAQs) (Loads!) - If you are encountering a problem it is very likely that someone else has met it before and asked about it, so this is a very good source of information.

Tip Top Tips – Hints and tips for your area of work

Mood Models – These show the processes we follow to do our work

OnDemand - This gives you online training on how to do individual jobs – eg entering an invoice, posting a journal – so that you can practice, or remind yourself, of the steps to take.

There is also an overview if you are new to FIMS.

Information to help users is also provided from time to time via workshops, so look out for these, and user groups, where colleagues can share ideas and experiences, are planned.

Other sources of information include Finance News and the FIMS Helpdesk.

If you have come across any ways for making your work easier or more efficient, please let us know.

Doris Piper
(01603) 638133

FIMS News

JARGON BUSTER	
Accounting Flexfield	The accounting code and all the segments that form part of that code
Categories	As the subjective code determines where each transaction is recorded within the accounts, each subjective code has to be put in a category. The categories are: Revenue Account 1 - Expenditure 2 - Income Balance Sheet 3 - Asset 4 - Liability Balance Sheet 5 - Owners Equity
Common Cost Centre	Under FIMS all cost centres have just one cost centre code, whether the transaction relates to revenue, capital or balance sheet. The subjective code determines where the transaction is recorded.
DDM	Drop down menu - an alternative abbreviation to LOV below.
Funds Check	A new facility which allows the person raising the requisition in iProcurement to check that there is adequate money in the budget, before confirming a Purchase Order.
Further analysis segment	A new segment within the Accounting Flexfield, which can be used for project codes other than those related to capital schemes
Legal Entity	A 'body' for which there is a complete set of separate accounts. FIMS has the following legal entities set up: Norfolk County Council, Norfolk Pensions Fund and Norfolk Probation Service.
LOV	List of values. In oracle if you see a field which has a button to the right with three dots "..." this means that there is a list to choose from.
Oracle Financials	The name of the new system.
Oracle General Ledger (OGL)	The general ledger.
Oracle Accounts Payable (OAP)	The Accounts Payable element of the system.
Oracle Accounts Receivable (OAR)	The Accounts Receivable element of the system.
Set of Books (SoB)	A complete set of accounts, for all NCC operations, within which accounts will be maintained for a number of separate legal entities. All legal entities within the umbrella 'set of books', must conform to the same accounting standards for period end dates, currency and accounting flexfields.

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ACRONYM	MEANING
CoA	Chart of Accounts
COG	Chief Officers Group
DMT	Departmental Management Team
FIMS	Financial Information Management System
FMG	Financial Management Group
FOG	Finance Officers Group
HR	Human Resources
IHRIS	Integrated Human Resources Information System
IICD	Invoicing, Income Collection and Debt Management
i-PROC	i-Procurement
ISSIS	Integrated Social Services Information System (now known as Modern Social Care)
MooD	Method Object Orientated Design
MSC	Modern Social Care (formerly ISSIS)
NOML	Nominal/general Ledger
PAPG	Purchasing, Accounts Payable and Grants
PID	Project Initiation Document
PRINCE 2	Projects in Controlled Environments
PTT	Process Transformation Team
QMS	Quality Management System
SIMS	Service Improvement Managers
SOR	Statement of Requirements
UAT	User acceptance testing

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