CREATING NEW COST CENTRES

The Council has made a commitment to re-prioritise resources in order to achieve a balanced budget over the medium term. In addition significant savings are required and a programme of budget reductions has been identified. Therefore, it is likely that there will be significant changes to the way the Council delivers its services and functions. As a result, some services/functions may move from department to department.

At a meeting of key officers on 3 March 2014 (see Appendix Two for list of attendees) a discussion took place to determine the most practicable solution for managing structure changes.

It has been agreed that where a service/function moves from one department to another, a new cost centre will be created which falls within the range of the cost centre group of the department who will deliver the new service/function.

For example, a function moving from CAYA to Adult Care, a new cost centre is created starting with the letter 'A' so that it falls into the Adult Care cost centre group. The 'obsolete' CAYA cost centre is marked for deletion and moved to the appropriate node in the CAYA hierarchy where 'deleted' cost centres are held. Please note tha obsolete cost centres will not be blocked allowing outstanding costs to be charged appropriately; they will eventually be closed as aprt of the SAP archiving strategy.

In order to ensure consistent practice for all newly created cost centres, Appendix One shows details of the steps to be taken when a new cost centre is created.

PHR-333

Cost Centre Changes

- Send authorised LSMW to SAP for upload of cost centres

  ☐

- Issue details and Code Conversions to all staff ☐

- Load new CCs into Framework i (AC only) ☐

- Send HR Structure Updates to HRSSC ☐

- Send list of CC v Purchasing Groups to SAP
  Orderpoint Team ☐

- Request list of Routewise clients, add new codes
  and return ☐

- Request list of Fleet Recharges from ETE, add
  new codes and return ☐

- Create new recurring invoices with new cost
  centres ☐

- Request list of open TASK jobs from John Cooper,
  add new codes and return ☐

- Update the cost centre list in the imprest system ☐

- Notify Transformation of code changes for ICT
  Recharges ☐

- Update/revise charges for any assessments you
  have built ☐

- Any cost centres which are used to charge central
  assessments to, inform Corporate Accountancy ☐

- Assign Cost Centres to an RO line and inform
  Technical ☐

- Telephone recharges, Rates charges if it is a
  premise ☐

Master Data Only

- Request segment from Technical Section ☐

PHR-333

Orderoint

- Request removal of old cost centre ranges from purchasing group

- Request addition of new cost centres to purchasing group

  <u>If appropriate request changes to purchasing organisation i.e if a purchasing group moves to a different department</u>

Roles and Authorizations

- SAP – VIM - Request changes to the VIM Chart of Authority & possible new VIM Group (Form MD28) ☐

  - SAP – VIM – Request for new Cost Center to be set up (Form MD29) ☐

  - SAP – Authorizations – Ensure new Cost Center is within the authorization range within the relevant roles. Check with SAP Basis Roles team. ☐

PHR-333

- **APPENDIX TWO**

List of Attendees, 3 March 2014

Name	Department
Paul Stone	Corporate Finance, CRD
John Cooper	Corporate Finance, CRD
Karen Gurney	CAYA
Pat Holmes	ETE
Graham Woodhouse	Adult Care
Tracey Emsley	SAP Development, CRD
Nigel Briggs	SAP Development, CRD
Brian Bailey	SAP Development, CRD
Mick Crawford	Corporate Finance, CRD
Angela Unwin	Corporate Finance, CRD
Wendy Round	Corporate Finance, CRD
Neil Worthy	Transformation Services, CRD
Jayne Woodhouse	HR, CRD

PHR-333