

Meeting:	Finance & Audit Committee		
Location:	Microsoft Teams Meeting		
Date & Time:	Thursday 17th December 2020 at 9am		
Present:			
Tom Sawko	Sport Officer (<i>Chair</i>)		
Francesco Masala	President		
Jordan Kenny	Independent Trustee		
Rob Clay	Independent Trustee		
In attendance:			
Gregory Noakes	Governance & Executive Support Manager (<i>Secretary</i>)		
Helen McHenry	Head of Finance		
Mandy Wilson-Garner	Interim Chief Executive		
Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Kate Aldridge	Other commitments	Yes
	Valerie Copenhagen	Unknown	Yes
2.	Notice of any other business		
	No items were identified for discussion under any other business.		
3.	Declaration of conflict of interest		
	No conflicts of interests were declared in any items on the agenda.		
4.	Minutes of the previous meeting and matters arising		
	<p>The secretary reported that they had identified an error that needed to be amended in a previous set of Finance & Audit committee minutes (22/10/2020).</p> <p>The Committee re-approved these minutes subject to the following duplicated section being removed:</p> <p>P2 Agenda item 5: <i>'The Chief Executive explained the two plans contained within the confidential budget paper. Plan A outlined the financial support that The SU was looking for from the University. As part of this the Board would be asked to approve the use of £132k from the reserves to support The SU through the next year. Plan B outlined the measures that would be taken by The SU to make savings in the event that the University did not agree to plan A.</i></p> <p>QUESTION: <i>A Trustee asked whether the savings outlined in plan B would be made this year or next year.</i></p> <p>ANSWER: <i>The Chief Executive explained that half the savings would apply to the next financial year'</i></p> <p>The Committee received a report on the previous meeting (<i>See R1 of the Committee reports</i>).</p> <p>They approved the previous minutes and noted the following matters were still to be actioned:</p> <p>ACTION: The Head of Finance, Sport Officer and Valerie Copenhagen to identify charity grants to apply for to help support The SU through the pandemic.</p>		

	<p>ACTION: New budget plans to be drawn up to reflect a plan A where the University provide financial support and a plan B where they do not.</p> <p>The Head of Finance reported that they had checked what the impact of the proposed change to the capital expenditure limit would have been on last year's asset register. It would have been negligible with only a few assets being affected.</p> <p>The Committee approved the capital expenditure limit to be changed from £1000 to £2500.</p>
5.	<p>Annual Accounts</p> <p>The Head of Finance reported that they had received the finalised version of the Trustees' annual report and audited accounts from the auditors last night. This had been emailed directly to committee members separate to the reports.</p> <p>The Committee agreed that the President should sign the Trustees' annual report and audited accounts to return to auditors today. It was also agreed that, in accordance with Article 59.5 of the Articles of Governance, the final report should be shared with the Board for formal approval before it is submitted to the Charity Commission. This would be done by email for a decision without a meeting.</p> <p>ACTION: Final Trustees' annual report and audited account to be shared with Board for formal approval before being submitted to the Charity Commission.</p>
7.	<p>Finance & Audit</p> <p>The Committee received a report on finance and audit matters (<i>see R2 of the Committee reports</i>).</p> <p>The Head of Finance reported that under a worst case scenario they were forecasting an end of the year deficit of -£213,000. This would likely occur without the requested funding from the University. However, this was now unlikely as the University had informed The SU that their request for funding had been fully approved. With this additional funding and a successful insurance claim The SU might expect to achieve an end of year deficit of -£145,000 which would be the best case scenario.</p> <p>The Committee discussed the University email and queried whether the £60,000 allocated for sports was conditional on The SU exceeding a deficit of -£150,000. It was agreed that this should be clarified and if possible amended so that it was not conditional on exceeding a deficit of -£150,000. If The SU did not use all of £60,000 allocated to sports it could return this to the University. The Committee was confident that even if this was not possible the funding that was being provided would help The SU meet its previously agreed target end of year deficit budget of -£150,000. This would be covered by The SU reserves which would still leave £150,000 remaining in case of future need.</p> <p>The Head of Finance reported that their main area of concern was around whether the Bars area would be able to open after Christmas. This would all depend upon what COVID-19 restrictions were in place. If it was unable to operate effectively it would need to remain closed. The Interim Chief Executive confirmed that they had communicated this to the University as could result in the temporary loss of another student space. The University currently recognised the importance of these spaces during this time and would likely be keen to see it remain open.</p>

	<p>QUESTION: A Trustee asked how managers were feeling about the savings they've had to make.</p> <p>ANSWER: The Head of Finance reported that managers had taken well to the need to make savings recognising the importance. Some areas had used the opportunity to carefully review everything they were spending their money on to see if these changes could be permanently made.</p> <p>QUESTION: A Trustee asked what the next steps were with insurance claim.</p> <p>ANSWER: The Head of Finance explained that the £26,000 was being paid to The SU but that the insurance company was currently appealing to the high court about this. In the event they were successful this would mean The SU would lose the £26,000.</p> <p>QUESTION: A Trustee asked if students were aware how good The SU was doing compared to other student unions.</p> <p>ANSWER: The Chair confirmed that they believed students were aware. The Interim Chief Executive noted that the University were certainly aware of this. It was likely the reason they were prepared to provide additional funding to The SU.</p> <p>The Head of Finance reported that the audit tendering had been delayed by about four weeks as this could not begin without the Trustees' annual report and audited accounts being signed. To date the following companies had expressed an interest; RSM, Crowe, Mazars, Godfrey Wilson, Knox Cropper, Bishop Fleming and Goodman Jones.</p>
8.	<p>Any other business</p> <p>No items had been previously identified for discussion under any other business but the Head of Finance raised the following:</p> <p>1) Finance Team Restructure</p> <p>The Head of Finance reported that the finance team restructure had been successfully completed and that they would be seeking to recruit a new staff member to fill the new role in the new year.</p>
9.	<p>To confirm the date and time of future meetings</p> <p>The Committee agreed the following dates and times for future committee meetings:</p> <ul style="list-style-type: none"> • Thursday 25th February 2021 day • Monday 15th March 2021 9-11am • Thursday 20th May 2021 9-11am <p>The Committee agreed that the monthly management accounts for January should be shared with committee members and an extra-ordinary meeting arranged earlier if necessary.</p>
<p>The meeting ended at 10am</p>	
<p>Item number</p>	<p>Action</p>
4	<p>The Head of Finance, Sport Officer and Valerie Copenhagen to identify charity grants to apply for to help support The SU through the pandemic.</p>
4	

	New budget plans to be drawn up to reflect a plan A where the University provide financial support and a plan B where they do not.
5	Final Trustees' annual report and audited account to be shared with Board for formal approval before being submitted to the Charity Commission.