

Meeting:	<b>Finance &amp; Audit Committee</b>		
Location:	<b>1 East Meeting Room</b>		
Date & Time:	<b>Wednesday 5<sup>th</sup> June 2019 at 10am</b>		
<b>Present:</b>			
Andy Galloway	Sport Officer (Chair)		
Jiani Zhou	Postgraduate Officer		
Rob Clay	Independent Trustee		
<b>In attendance:</b>			
Gregory Noakes	Governance & Executive Support Manager (Secretary)		
Andrew McLaughlin	Chief Executive		
Helen McHenry	Finance Manager		
Item			
1.	<b>Apologies for absence</b>		
	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>
	Jack Kitchen	Annual Leave	Yes
2.	<b>Notice of any other business</b>		
	The following item was identified for discussion under any other business:		
	1) Founders Hall Temporary Flooring		
3.	<b>Declaration of conflict of interest</b>		
	No committee members declared a conflict of interest in any item on the agenda.		
4.	<b>Minutes of the previous meeting</b>		
	The minutes of the previous meetings were approved and signed by the Chair subject to the following amendment:		
	<b>Page 1 Item 2: 'Bath <u>Union Bus</u> Club (BUBC)' should read 'Bath <u>University Boat</u> Club (BUBC)'</b>		
4.2.	<b>Matters arising from the previous minutes</b>		
	The Chief Executive reported that the Marketing Manager was still looking into alternative income options to replace the lost income from the low sales in NUS Totum cards. The NUS Totum card sales continued to remain down nationally.		
	The Chair reported that the Leadership committee had approved the Students' Union's (SU) transport fleet lease to be renewed for a further three years. It was anticipated that this would be the last time the fleet was renewed with it likely being disbanded in 2022.		
	The Chief Executive reported that consultation on the proposed staff restructure had begun on Monday 3 <sup>rd</sup> June. Due to HR identifying a role that would need a higher pay grade the annual planned surplus had gone down from £15,000 to around £2,000. A Trustee commented that they believed that a charity should aim for an appropriate surplus of £15,000-£20,000 to support future project investment. This will be addressed in future budget iterations.		

	<p><b>QUESTION:</b> A Trustee asked what the response of staff had been to the consultation so far?  <b>ANSWER:</b> The Chief Executive explained that they had met with all 15 staff members directly affected to explain the rationale for the proposed changes. Their responses had been mixed according to the impact on their roles/teams.</p>
5.	<p><b>Management Accounts</b></p> <p>The Finance Manager went through the management accounts with the committee explaining overspends and underspends within the accounts.</p> <p>The committee noted the drop in commercial income and were informed that the Events Manager was looking into alternative means to generate further commercial income.</p> <p>The Finance Manager advised that despite some minor fluctuations they believed The SU was still on course to meet its planned end of year budget.</p>
6.	<p><b>Reserves statements</b></p> <p>The Finance Manager went through the reserves statements with the committee.</p> <p>The committee discussed the 2018-19 planned project expenditures from the reserves. They noted that the Office refurbishments had not cost as much as had been budgeted for resulting in a significant saving. It was also noted that The SU had only spent half of the amount planned to be spent from the reserves on projects.</p> <p>The committee agreed that the Leadership committee should look at and consider what SU projects the reserves could be spent on for 2019-20.</p> <p><b>ACTION: Leadership committee to consider what investments from reserves they would like to recommend for 2019-20 and to bring a proposal to next Finance Committee meeting.</b></p>
7.	<p><b>Audit recommendations</b></p> <p>The Finance Manager reported on progress made towards completing the audit recommendations.</p> <p>They noted there were only two recommendations left to complete which were both ongoing.</p> <p>The recommendation to more clearly segregate functions within The SU finance team would be addressed by the planned staff restructure with the introduction of a grade 5 post on to the team.</p> <p>The recommendation to address cash controls with regards to AHS outlets using the SU finance team's cash for floats was still ongoing. Measures had been put in place to better separate cash which, while not a full solution, did result in a better situation than before. The Chief Executive reported that they would be having meetings with University to explain that this cannot be carried on indefinitely.</p>
8.	<p><b>SU Budget 2019/20</b></p> <p>The Finance Manager reported that the budget meeting with the University's Finance committee had gone well. They supported the actions The SU were taking to make savings and address the budgeted deficit.</p>

	The Finance Manager noted that as they came to the end of this year's budget they would begin to have actual figures which might potentially result in some further changes to the budget planned for next year.
9.	<p><b>Chart of Accounts Redesign</b></p> <p>The Finance Manager reported on and explained the main changes being made to the chart of accounts. They noted that if all went to plan the new structure would be in place for September 2019.</p> <p>A suite of budget report templates were shared with the committee, alongside a new chart of ledger codes. They discussed the various design options available to them and provided the Finance Manager with feedback on their preferences for what should be included.</p>
10.	<p><b>Any other business</b></p> <p>The following item had been previously identified for discussion:</p> <p><b>1) Founders Hall Temporary Flooring</b></p> <p>The committee Secretary explained that for the Summer ball and Fresher's week a temporary flooring was put down in the Founders Hall which cost a significant amount of money. Some concerns had been raised around the costs.</p> <p>The Finance &amp; Audit committee discussed and agreed that as The SU was a charity they should ensure that they were getting best value for money. They requested that a breakdown of the costs for the Founders Hall temporary flooring be supplied to them.</p> <p><b>ACTION: Cost breakdown of the Founders Hall Temporary Flooring to be supplied to the Finance &amp; Audit committee for their next meeting.</b></p>
11.	<p><b>To set the date and time of future meetings</b></p> <p>The committee discussed whether the Finance &amp; Audit committee or Board of Trustees should meet with the auditors on the 17<sup>th</sup> October. They agreed that the committee should meet with the auditors as this would allow for more in-depth conversation around audit recommendations.</p> <p>The committee noted and confirmed the following meeting dates:</p> <p>Thursday 17<sup>th</sup> October 2019 at 9am Thursday 28<sup>th</sup> November 2019 at 9am</p>
<b>The meeting ended at 11.30 am.</b>	
<b>Item number</b>	<b>Action</b>
6	Leadership committee to consider what investments from reserves they would like to recommend for 2019-20 and to bring a proposal to next Finance Committee meeting.
10	Cost breakdown of the Founders Hall Temporary Flooring to be supplied to the Finance & Audit committee for their next meeting.