

Meeting:	<b>Finance &amp; Audit Committee</b>		
Location:	<b>1 East 3.10 meeting room</b>		
Date & Time:	<b>Monday 16<sup>th</sup> March 2020 at 9.00am (Started at 10am)</b>		
<b>Present:</b>			
Tom Sawko	Sport Officer (Chair)		
Ruqia Osman	Education Officer		
Rob Clay	Independent Trustee		
<b>In attendance:</b>			
Gregory Noakes	Governance & Executive Support Manager ( <i>Secretary</i> )		
Helen McHenry	Head of Finance		
Andrew McLaughlin	Chief Executive ( <i>Joined the meeting under item 4</i> )		
Alexander Robinson	Independent Trustee		
Item			
1.	<b>Apologies for absence</b>		
	<b>Name</b>	<b>Reason</b>	<b>Accepted</b>
	Jiani Zhou	Illness	Yes
	Apologies for lateness were received from Rob Clay and the meeting was postponed until they joined the meeting.		
2.	<b>Notice of any other business</b>		
	No items were identified for discussion under any other business.		
3.	<b>Minutes of the previous meeting</b>		
	The minutes of the previous meeting were approved by the committee and signed by the Chair ( <i>See R1 of the Committee reports</i> ).		
3.1.	<b>Matters arising from the previous minutes</b>		
	The Committee received a report on matters arising from the previous meeting ( <i>see R2 of the Board reports</i> ).		
	The Head of Finance reported plans for the retendering of the charity's auditors which was due. They also explained the changes that had been made to the cycle of approving the Trustees Annual Report and Audited Accounts. These would now be presented to this committee in October before being approved by the Board of Trustees in December.		
4.	<b>Management Accounts</b>		
	The Committee received a report on the Student Union (SU) management accounts and reserves ( <i>see R3 of the Committee reports</i> ).		
	The Head of Finance reported that there had been a drop in commercial income at the end of semester one but that this was up again in January. It was noted that the current pandemic was likely to have an impact on commercial income which The SU was reliant on to support staffing costs.		
	<b>(The Chief Executive joined the meeting at this point)</b>		

5.	<p><b>Reserves statements</b></p> <p>The committee received a report on reserves statements (<i>see R3 of the Committee reports</i>).</p> <p>The committee discussed the reserves noting that due to the current pandemic it was likely that The SU would need to draw on these to support the operational costs while commercial income was down.</p> <p>The committee agreed that all actions that can be taken to reduce the potential hit on the reserves by freezing all non-essential expenditure immediately. The Head of Finance noted that advice had already been issued to staff to this affect.</p> <p>The committee discussed upcoming events such as the summer ball and actions being considered to save money. It was noted that currently £35,000 had already been committed in expenditure which was not recoverable. This would increase to £50,000 by the end of the week if action was not taken. The committee agreed that decisions should be made on the assumption that this event would likely be cancelled.</p> <p><b>QUESTION:</b> A Trustee asked if there was any danger of The SU going bankrupt.  <b>ANSWER:</b> The Head of Finance explained that this was not likely as The SU had large reserves but that it would take considerable time to restore these once depleted.</p>
6.	<p><b>SU Budget 2020/21</b></p> <p>The Head of Finance reported that they don't have a draft budget to present to the committee at this time but this will be ready for the Board meeting. They noted that the University have not made any changes to the budget submission deadline.</p> <p>The Chief Executive reported that the University have concerns about future student numbers due to Brexit and the pandemic which are likely to impact on their budget going forward.</p> <p>The Head of Finance reported that the University had requested that The SU present several budget forecasts based on different scenarios. They explained they were getting support from an external consultant to help with this.</p> <p>The Head of Finance reported that due to the high cost of the transport fleet The SU were now looking at the cost for early exit from the current lease. They noted that lease had been reviewed and agreed last year.</p> <p>The Head of Finance reported on two requests proposed to the University for new staff posts which were currently in the process of being considered.</p> <p>The committee discussed and agreed that The SU should aim for a break even for this financial year.</p>
7.	<p><b>Audit recommendations</b></p> <p>The Committee received a report on the current management accounts and reserves (<i>see R4 of the Committee reports</i>)</p> <p>The committee noted the current pressures within the Finance team resulting from staff absence which was making it impossible to address the auditor's recommendation regarding segregation of duties. They agreed that they wanted their concern regarding this to be formally noted.</p>
8.	<p><b>Business Continuity Plan</b></p>

	The committee noted the Business Continuity Plan.
9.	<b>Risk Register</b> The committee noted the Risk Register.
10.	<b>Any other business</b> No items had been previously identified for discussion under any other business.
11.	<b>To set the date and time of future meetings</b> The committee noted and confirmed the following meeting dates: Thursday 21st May 2020 at 9am

**The meeting ended at 11.12 am.**

Item number	Action