

**Finance and Audit Committee  
MINUTES  
5.00pm 23<sup>rd</sup> February 2015  
Room 1, The Union Building**

**Present:**

Grant Clarke (GC) – Chair, Ian Lockwood (IL), Nick Johnson (NJ), Mario Oliveros (MO)

**In Attendance:**

Fern Lewis (FL), Tom Worman (TW), Kunal Shah (KS), Blue Spire, Cherelyn Cuthbert (CC), Kayleigh Teague (KT), Anna Clodfelter (AC), Rhian Johns (RJ), Lucy Simpson - Minutes

**1. Apologies for Absence**

None received. Ian Watson not in attendance.

**2. Declaration of Interests and Welcome to New Clerk**

None. Chair welcomed new clerk.

**3. Minutes of Previous Meeting**

Minutes from 28<sup>th</sup> October 2014 agreed

**4. Matters Arising and Action Points From Those Minutes**

- 4.1 Ethical Banking / Ethical Union Framework to come to May Committee
- 4.2 3 year insurance contract with Endsleigh – implemented
- 4.3 Pension Section 75 – paper at agenda item 5

**5. Business Matters**

5.1 Quarterly Management Accounts – CC/Blue Spire

CC – has circulated accounts with detailed notes. Main areas for UPSU Accounts:

- PSUT brought in an extra £14k by year end.
- Main savings across the year through recruitment gaps across most of the areas (£32k).
- Forecasting overspend in central line of over £30k which includes the section 75 commitment which was approved by BoT and will be monitored on a 3 monthly basis.
- Student Opportunities underspend of £30k.
- Gradually working through old accruals and contacting supplies to see if we are going to be invoiced as if not, those debts can be written off.
- There has been a VAT issue with societies budgeting gross but going through accounts as net leading to discrepancies.
- Another underspend in AU which is being investigated.
- These factors have led to a predicted deficit becoming a predicted surplus of £20k so if anything on plan for next year, it can be brought forward.

IL – noted the damage to vehicle insurance issue.

FL – an SSD hire vehicle was driven without insurance and damaged. Measures are now in place to make sure it doesn't happen again and this has involved disciplinary action.

IL – asked when liability passes to UPSU (what happens if the van is not being driven but we have taken delivery of it in our car park and it gets damaged)?

**FL – ACTION: to investigate this potential gap before the driver is allocated.**

IL – asked if we have been able to recover any of the debt?

FL – it has been negotiated down with SSD but the remainder is not recoverable.

MO – asked if the AU underspend is through membership money or money in the AU as a whole?

CC – generally as a whole and they appear to not be spending their development grants quickly enough.

MO – asked if clubs are aware?

CC – CT is in contact with them.

NJ – asked if there are measures in place to make sure this doesn't keep happening?

FL – forecasting sessions are planned on 9/3 with CT/CW to make sure they are forecasting on a monthly basis.

IL – asked what the impact is of this AU under spend?

CC – there has been a lot of savings on facilities/coaches etc. and everything else has been budgeted for so there is no avenue to spend these savings.

AC – there is a long term impact as we need to put money into development and this (underspend in individual clubs) appears to be happening year on year. Forecasting is being looked at with CT/CW to see if it can be done differently but there is pressure from clubs to give them the same budget each year even if they haven't spent it and this situation needs to be handled carefully. We need to consider whether these funds could be put into a pot to drive development rather than remain dormant in clubs budgets. There is no impact today but there may be long term impact on the AU.

**FL – ACTION: to drive this forward**, as development cannot continue to stagnate in the AU.

AC – a decision needs to be made on the Union wide £20k forecast surplus.

RJ – suggested this discussion take place when reserves policy is discussed later.

CC – PSUT Accounts. Not much to note as covered in TW report.

CONFIDENTIAL COMMERCIAL CLIENT DISCUSSION.

CC – retail is £19k above budget.

TW - there was a one day retail event to get rid of old stock which was a massive success. Students purchased a carrier bag for £10 and could fill it with whatever they wanted. Everything was sold.

**Surplus expenditure discussions referred to agenda item 5.3 – NB they were not discussed**

- 5.2 SUSS PENSIONS MATTER - CONFIDENTIAL DETAIL (for note – full discussion at Board)  
Pension expert will be attending BoT to give update.
- 5.3 RESERVES POLICY DISCUSSION - CONFIDENTIAL DETAIL. **Matter referred to BoT for further discussion 23/02/15**
- 5.4 Social Accounts Update Paper – FL/CC  
CC- there have been several issues with Barclays and we are still waiting for student social accounts to be activated.  
FL – we have discussed the issues and think that from next year we will be better prepared.  
NJ – asked how long will it take to change names on accounts next year?  
CC – about 6 weeks to change names so this should be fine.

**PAPER NOTED BY THE BOARD**

**6. AOB**  
None

**7. Date and Time of Next Meeting**  
Tuesday 26<sup>th</sup> May 2015 at 5pm, Room 1, The Union Building

**ACTIONS**

Action	Who	Update	Status
Investigate liability of hire vehicles (5.1)	FL		On-going
Clubs underspend – drive development (5.1)	FL		On-going
Email decision required on surplus expenditure (5.1) Referred for discussion at 5.3 but not discussed.	ALL		On-going
Reserves Policy to go to BoT (5.3)	GC		On-going
Club 8 outstanding debt £2.9K (28/10/14 minutes)	AC	No Win No Fee solicitor no longer instructed. Looking at small claims	On-going

**Minutes Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_