

Present Attendees		Apologies	Also Distributed To:
Kimiyo Rickett (KR) Chair Jane Kracke (JK) Malcolm Armstrong (MA) Jude Taylor (JT) – (Item 7 onwards) Sharon Heath (SH)	Senior Independent Director Chief Operating Officer, SASSOT Chair Director, SASSOT Board member	Hazell Thorogood	Board

Meeting Minutes

No.	Item Topic
1.	Apologies – As above
2.	Declarations of interest – JK and JT as members of staff, as per previous minutes
3.	Minutes of Last Meeting & Matters Arising - All agreed the minutes of the last meeting as an accurate record
4.	<p>Progress with new finance system</p> <ul style="list-style-type: none"> - Quickbooks is up and running, and the Month End for September has just been completed with the support of Support Staffordshire - Issues with accuracy of Payroll information were discussed, and the following actions agreed: <p>Action 1:</p> <ul style="list-style-type: none"> o Contact Support Staffordshire to reiterate concerns o Monitor October payroll accuracy o Investigate alternative options if this remains an issue after October <ul style="list-style-type: none"> - The issue of authorisations for salary payments was discussed. TA’s policy states that no one should authorise any transaction from which they will personally benefit. However, CAF Bank requires dual authorisation (normally HT and JK). To simplify the process it was agreed that staff with online banking authorisation could authorise their own salary payments provided the payroll figures had been signed off by JT (JK in JT’s absence) as it would require authorisation from another staff member as well. This can be checked with the Auditors once appointed. - It was agreed that Lijana Kaziow and Charlotte Smith would be set up with CAF Bank Online authorisations for periods where JK / JT are on leave or absent. <p>Action 2: Authorised Signatories list to be signed off and LK / CS added to CAF Bank</p>
5.	<p>2020-21 Budget – Q2 update Enc.3</p> <ul style="list-style-type: none"> - These figures are to 31st August (the point SASSOT became Together Active and finances transferred away from Stafford Borough Council) NOT for the full quarter to 30.09.20. The Quarter Three report will include September’s figures as well as

	<p>October - December</p> <ul style="list-style-type: none"> - Overall, actual expenditure appears to be significantly more than expected. However, this includes a transfer of £400,000 from Stafford Borough Council to Together Active's bank account – taking this out of the figures, expenditure is lower than expected. Income is higher than expected, the key exceptions to both are explained below: - Ignoring the £400,000 transfer, there is a £56,104 underspend against budgeted expenditure primarily due to following reasons: <ul style="list-style-type: none"> o Staff expenses are slightly underspent across all codes as very little travel or training has taken place due to Covid-19 o In general, very little delivery has taken place across all programmes, due to Covid-19 - The £206,664 additional income is mainly made up of Sport England paying our Oct 20 – March 21 Primary Role funding early in error plus £80,000 from Sport England for the Tackling Inequalities Fund (this is a recently-announced fund to be awarded by Active Partnerships to Covid-19-hit community organisations)
6.	<p>5-year Forecast Enc.4</p> <ul style="list-style-type: none"> - The 5-Year Financial Forecast has been updated to include the following changes: <ul style="list-style-type: none"> o £16,000 Tackling Inequalities Funding (£16k income and expenditure) o Maternity Leave and cover figures included o Neither affect the bottom line - Further adjustments have just been confirmed and will be made shortly: <ul style="list-style-type: none"> - A small saving on pension costs now that staff have confirmed the rate they want to pay - Recruitment of Active Places Manager delayed (budgeted to start 01.09.20) - Local Government pay award (backdated for ex-SASSOT staff) recently confirmed, slightly higher than budgeted (2.75% v 2%) - Discussion took place around the need to continue to address the issue of expenditure being greater than income year on year. This will be discussed as part of the wider strategy development discussions
7.	<p>Risk Register Enc.5&6</p> <ul style="list-style-type: none"> - Two amendments have been made to the main Risk Register: <ul style="list-style-type: none"> - Risk 1.8 'Current governance arrangements no longer best option for organisation or Host' amended to 'New governance arrangements for Together Active not effective' - Risk 3.4 'Rising Costs' score amended from 30 to 20 now that we are no longer hosted by a local authority, with residual risk reduced to 15 - One amendment has been made to the Covid-19 Risk Register: <ul style="list-style-type: none"> - The score for the first risk, 'Delay to transfer date (SASSOT to Together Active)' has been reduced to 0 as the transfer has now taken place <p>Action 3: It was agreed that the fact Together Active is currently forecast to continue to have a higher level of expenditure than income should be added as an additional risk to the main Risk Register</p>
7.	<p>Auditor Shortlisting</p> <ul style="list-style-type: none"> - Three proposals were received - It was agreed that all would be interviewed on 15th October, with a short presentation followed by standard interview questions

8.	<p>Date of next meetings</p> <ul style="list-style-type: none"> - Tuesday 12th January 2021, 11am - Tuesday 6th April 2021, 11am - Tuesday 6th July 2021, 11am - Tuesday 5th October 2021, 11am
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Actions	Owner	Date
1. Payroll: <ul style="list-style-type: none"> o Contact Support Staffordshire to reiterate concerns; o Monitor October payroll accuracy; o Investigate alternative options if this remains an issue after October 	JK	31.10.20
2. Authorised Signatories list to be signed off and LK / CS added to CAF Bank	JK	31.10.20
3. Additional risk to be added to main Risk Register ref the fact Together Active is currently forecast to continue to have a higher level of expenditure than income	JK	31.12.20

Item	Decisions
1.	

Prepared By	Date	Checked By	File Code
Jane Kracke	07.10.20	Kimiyo Rickett	Finance Audit Group Minutes 06.10.20