

Present Attendees		Apologies	Also Distributed To:
Sharon Heath (SH)	Chair	Kimiyo Rickett	
Malcolm Armstrong (MA)	Together Active Chair		
Jane Kracke (JK)	Chief Operating Officer		
Carly Jones (CJ)	Chief Executive		
Hazell Thorogood (HT)	Office Manager		
Kerry Brown (KB) (Item 3)	Crowe UK LLP		

### Meeting Minutes

No.	Item Topic
1.	<b>Apologies – As above</b>
2.	<b>Declarations of interest – JK, CJ and HT as members of staff, as per previous minutes</b>
3	<p><b>Audit Report – Crowe UK LLP</b></p> <ul style="list-style-type: none"> <li>- Thanks to HT and JK regarding the audit process this year.</li> <li>- Key aspects: revenue recognition: during Crowe's testing of grant income they reviewed two new awards from Sport England which both have a 13 month delivery period starting on 1 March 2022. In the draft financial statements 1/13th of the grants had been recognised: it was agreed they would be accrued into the last year.</li> <li>- There is no suspicion of any fraud and nothing has come to light since the audit closed.</li> <li>- Management controls: no issues flagged.</li> <li>- Going concern: this is not a significant risk for Together Active but is still a general area of focus for auditors. Crowe have reviewed the financial forecasts and have agreed they are as accurate as can be.</li> <li>- Systems and Controls: we now have the anti-bribery policy in place</li> <li>- Declaration of Interests – we now have all of the documents.</li> </ul> <p>The external review of the Board suggested the Chair does not sit on the FAG and as of the next meeting MA will step down from FAG.</p> <p><b>Action 1:</b> JK or SH to share a message regarding the membership of FAG.</p> <p>The Board need to approve the final accounts, trustees report and audit report. The letter of Representation also needs to be signed by KR and MA following the Board.</p> <p>SH to lead the item on the audit report at the Board.</p>
4	<p><b>Minutes of Last meeting</b></p> <p>The minutes were agreed as an accurate record.</p> <p>The Local Government unions have submitted their 2022-23 pay claim, and are asking for the greater of 11.1% or £2000. The staff that TUPE'd over would be entitled to whatever figure the local authority apply. The Unions have applied for 11.1% increase, and whilst this may not be agreed, the group agreed to increase the amount in the 22-23 year of the financial forecast to 6%. The intention would be to treat all staff the same</p>

	and to apply the increase to all staff. A pay award of 3% is included in 5-year forecast for 2023-24 onwards and this will remain the same at present
5	<b>2021-22 Budget – Q4 Update</b> <ul style="list-style-type: none"> <li>- The main difference is that two 13-month grants from Sport England are now all in last year's budget (restricted funds). Since the last meeting we've had the GEN22 project confirmed (25K).</li> <li>- Q1 expenditure: no concerns to be flagged</li> </ul>
6	<b>5-Year Forecast</b> <ul style="list-style-type: none"> <li>- The forecast reflects the carry forward amount from last year and will reflect the pay awards as previously noted. As JT has left the organisation, this has increased our unrestricted free funds significantly.</li> </ul>
7	<b>Risk Register</b> Some risks can be reviewed in terms of their scoring: <ul style="list-style-type: none"> <li>- <u>High Board turnover</u>: the risk factor needs to increase slightly (from 2-3)</li> <li>- <u>Negative impact of the office environment</u> and the impact of Covid, can decrease slightly.</li> </ul> <b>Action 2:</b> JK to review at where we might be able to spread the organisations funds to avoid holding all funds in one account. <ul style="list-style-type: none"> <li>- CAF have an investment platform which could be an option.</li> <li>- SH to investigate if there are any insurance options to cover the organisations funds.</li> </ul> <b>Decision 1:</b> The group agreed to the amendments to the scoring on the risks above and this will be taken to Board for approval.
8	<b>Funding Partner Update</b> <ul style="list-style-type: none"> <li>- Agreements are returning from 7 of 9 local authorities and 2 universities. (3 currently signed).</li> </ul>
9	<b>Confidential Item</b>
10	<b>Dates of next meetings</b>  Tuesday 11 <sup>th</sup> October 2022 <span style="float: right;">11am</span>

Actions	Owner	Date
CF JK to investigate how an annual leave purchase scheme would work with the pension scheme, and to draft some parameters for a potential scheme	JK	11.10.22
<b>Action 1:</b> JK or SH to share a message regarding the membership of FAG.	JK/SH	11.10.22
<b>Action 2:</b> JK to review at where we might be able to spread the organisations funds to avoid holding all funds in one account.	JK	11.10.22

Item	Decisions
1.	<b>Decision 1:</b> The group agreed to the amendments to the scoring on the risks above and this will be taken to Board for approval.

Prepared By	Date	Checked By	File Code
Hazell Thorogood	12.07.22	Sharon Heath	Finance Audit Group

