

Minutes of the Imperial College Union
Finance & Risk Committee
15 December 2015
Room 6, 13.30

PRESENT:

Lay Trustee	Colin Kerr – Chair (CK)
Officer Trustee	Chris Kaye (CJK)
President	Lucinda Sandon-Allum (LSA) - arrived 13.40 left 14.00
Council Chair	Richard Cameron (RC)
Officer Trustee	Ben Howitt (BH) – present for agenda item 10 only
<u>Permanent Observers</u>	
Head of Finance And Resources	Malcolm Martin (MM)
Governance & Administration Manager – Clerk	Rebecca Coxhead (RC)

Apologies: Student Trustee Zain Rizvi (ZR), Student Trustee John Winters (JW), Managing Director Joe Cooper, Lay Trustee Neil Sachdev

1. **CHAIR'S BUSINESS – none**
2. **DECLARATION OF CONFLICT – none**
3. **MINUTES OF LAST MEETING – 15 October 2015**

NOTED:

- a) RC and NS were omitted from the attendance record.
- b) The minutes were passed as a true record of the meeting

RESOLVED:

- 1) **To pass the minutes of the last meeting as a true record.**

4. **MATTERS ARISING**

NOTED:

- a) In regards to the cost of printing Felix in relation to the income received, MM tabled a document showing income and expenditure for Felix for the first quarter. The expenditure does not show non direct costs such as salaries, building maintenance and equipment costs. This indicates that Felix is not making a surplus.
- b) MM will seek feedback when appropriate from the Finance and Risk Committee in regards to the necessity for clarification on comments in the annual accounts.
- c) In regards to the discrepancy in reported Ball surplus, MM stated that the discrepancy between the July Management Accounts and the Summer Ball report regarding the surplus for the previous year was because the accounts contain an accounting accrual adjustment brought forward which reduced the expenditure shown.
- d) The Head of Student Experience and Services will attend a meeting in the future to provide an update on the performance of H Bar

5. HEALTH & SAFETY COMMITTEE MINUTES – 3 NOVEMBER 2015

RECEIVED: The minutes were presented by CJK

NOTED:

- a) College will be undertaking further audit work in relation to Health & Safety.
 - i. CJK and MM will be meeting a College representative to establish the base level expectation that the audit will be assessed against.
- b) Health & Safety Committee is still developing it's remit and bedding in.
- c) Club Officer Training has Health & Safety as part of the programme.
- d) The Health & Safety action plan needs to be revisited in the near future.

6. MONTH THREE AND FOUR MANAGEMENT ACCOUNTS

RECEIVED: Month 3 accounts were presented and a verbal update on Month 4 were given by MM

NOTED:

- a) The first quarter had a slow start but the Union is overall in a position of good financial health.
- b) The following points on month 3:
 - i. Staff vacancies are impacting on temporary staff costs but the Union continues its commitment to employ student staff to cover vacancies where possible.
 - ii. Welcome Week for HBar was not as successful as anticipated however trade remains steady.
 - iii. Catering continues to be a success story and is forecast to make a surplus at the close of the year.
 - iv. Student DJ's are being utilised which is helping with the Ents budget.
 - v. Beit Venues has faced a staffing challenge with 2 of the permanent staff leaving within a short time of each other.
 - vi. Marketing had a successful October and Careers Fair hit budget due to the hard work and effort of the team.
 - vii. The extra expenditure approved by Board will start to show in the accounts from now.
 - viii. Debtors have not been an area of focus due to resourcing challenges.
 - ix. CJK is reiterating to CSP's that errors where SGI has been spent instead of grant can be rectified and reminding them that to check if expenditure is grant or SGI.
- c) The first quarter has been positive overall.

RESOLVED:

- 1) To recommend that the Board of Trustees pass the Management Accounts.**

7. EVENT BUDGET APPROVAL

RECEIVED: The Report was presented by CJK

NOTED:

- a) The committee were asked what they saw the purpose of the report to be; should it be a reassurance document or have further data included such as reputation risk.
- b) CJK stated that he uses the reporting to Finance and Risk Committee as a reason when CSP's complain about bureaucratic processes.
- c) The report reassured that the events were following the correct approval processes.
- d) CSP Finance group, composed of staff and office trustees meet monthly so the committee should take reassurance that there is robust scrutiny before the report is presented to the committee.

8. FORECAST (3+9)

RECEIVED: The forecast was presented by MM

NOTED:

- a) There are currently 17 budget holders and the devolution of responsibility has been a very successful move.
- b) The forecasting process was robust in its collation and reporting from each budget holder with a continuation of pessimism from holders which was featured as part of the process last year.
- c) Forecasting normally took the 5+7 approach however it was brought forward to the 3+9 format to include the additions to expenditure approved by Board.
- d) Due to the restructuring of Union divisions, some information does not have comparisons due to the information not being available.
- e) Minibus maintenance costs are at best, a 'decent guess' due to the unpredictability of them.
- f) Credit card charges were an oversight when compiling the budget.
 - i. Electronic transactions are increasing which reduces the risk of cash handling errors.
- g) The Board needs to consider how much loss it is prepared to absorb in regards to Reynolds Bar.
- h) The Management Accounts will have a 'forecast' column from now.
- i) The Committee noted forecast document.

9. RISK REGISTER

RECEIVED: The register was presented by MM

NOTED:

- a) The committee were reminded that they have a requirement to regularly review and assess the risks to safeguard the charity.
- b) The Delegation of Authority delineates Board, Finance and Risk Committee and staff responsibility for Health & Safety.
- c) The Board needs to decide what its tolerance and appetite are for risks.
- d) The register has review dates so items can be brought if the review date has passed or is close.
- e) The Committee were asked to look at what omissions they can see from a strategic perspective.
- f) The Committee noted the register.

10. CSP GRANT ALLOCATION

RECEIVED: The paper was presented by BH

NOTED:

- a) Overall the paper is recommending extra investment for CSP development.
- b) The situation currently is that CSP budgeting does not align with the Union's budgeting timetable.
 - i. This year it is exacerbated by the Block Grant not yet confirmed by College.
- c) Until the funding is known, it was suggested that a range be given.
 - i. It would be difficult for CSP's to budget within a range as they would be essentially having to produce 2 budgets; one with a minimum and maximum funding level.
- d) Board would need to understand why an increase in funding was required by CSP's and how this would support their activity.
- e) The committee agreed to the amounts suggested however requested that the decision be taken to Board with an amended paper outlining how the funding would impact and support CSP activity.
- f) It was reminded that the Union has invested in CSP support resources rather than direct funding.

RESOLVED:

1. To endorse the proposed funding amount to Board on the proviso that the further justification for the amount be provided.

ACTION:

1. BH to redraft the paper before submitting to Board

11. ANY OTHER BUSINESS

NOTED:

1. Immense thanks were given to CK and JW for their input and leadership during their terms on the Finance and Risk Committee.

Meeting closed 16.00