

**STUDENTS' UNION AT BOURNEMOUTH UNIVERSITY**  
**AUDIT AND RISK COMMITTEE MEETING**  
**MONDAY 16<sup>TH</sup> MARCH 2018 | 11.30AM -12:30PM**  
**SC504 | SUBU BUILDING**  
**CONFIRMED MINUTES**



**PRESENT**

Graham Briscoe (GB) *External Trustee* – Chair  
Mark Smith (MS) *Student Trustee*  
Libby Howe (LH) *Student Trustee*  
Robert Garza (RG) *Student Trustee*  
Martin James (MJ) *External Trustee*

**IN ATTENDANCE**

Alan James (AJ) *General Manager, Non-Trustee*  
Sarah Newland (SN) *Finance Manager, Non-Trustee*  
Debbie D' Silva (DD) *Minute Taker, Non-Trustee*

**1. WELCOME/APOLOGIES**

Apologies received from:

Karen Churchill

Devon Biddle apologies received 12.03.18 SN

Catriona Cannon apologies received 13.03.18 SN

Daniel Asaya

Sophie Nott

Jenni Winter

The meeting was declared as Quorate.

**2. CONFLICTS OF INTERESTS**

No conflicts of interests were declared.

**3. PREVIOUS MINUTES: 4<sup>TH</sup> DECEMBER 2017**

The minutes were reviewed and everyone agreed that they were a true and accurate record.

**4. MATTERS ARISING/ACTION LOG OF OUTSTANDING ITEMS**

Current chair's last meeting so MJ has offered to take over as chair.

1. Internal payroll review completed.

2. Internal audit activities are planned over six years with one review per year. Every two years members review the next areas to prioritise. Suggestions for review will be submitted for the next meeting in October.

**Action: SN bring Internal Review rota to October meeting.**

3. DBS checks, AJ conferred with Alexis regarding the term of "vulnerable adults" continues as a work in progress.

**Action: AJ carried forward.**

4. Risk register completed

No further action.

5. Elections to be brought forward to the next trustee board  
No further action

6. Fraud Policy Review  
No further action

7. Travel and Subsistence Policy reviewed; now need to go the next trustee board meeting.  
**Action: SN Policy to be submitted to next Trustee board to be approved.**

8. Management Letter, Audited Accounts, completed. Letter of representation action to be signed.  
At this point the documents have not been received yet waiting on documentation from Auditors.  
**Action: SN to finalise and return Audit Pack to the Auditors**

9. Code of conduct for Trustees, updated and copies to be signed by Trustees -completed.  
No further actions.

#### 5.1 OUTSTANDING ACTIONS FROM INTERNAL REVIEWS SPREADSHEET

SN reported on outstanding recommendations from the Internal Review.

The 2015/16 Management Letter recommendations have all been completed apart from the recommendation regarding the accounts managers role which is now in 2016/17. Resolve to be moved as a completed item, closing the actions for 2015/16.

Management letter actions completed. This year's management letter commented for the senior accountant to complete a list of roles within her role, this had been completed.

Testing of controls, suggested a system of peer reviews, and apprised the auditor that we do this within departments to encourage best practice.

#### 5.2 FULL INTERNAL REVIEW OF PAYROLL

Payroll review report noted.

Hourly rate is not currently recorded in the employees' record. We are moving towards a new online system for recording all details. The new crewsite is an ongoing process and further development will be carried out during the summer.

**Action: SN Bring to November meeting for review**

Discussion about having a backstop in place to ensure that all Internal Review recommendations are completed. Recommendation that the external audit be extended to act as a final check.

**Action: SN to arrange with the auditors to extend their review to include this after 6 months**

Best practice discussed regarding employee resignation and producing P45's.

**Action: SN to carry forward until it is completed.**

Manager's review for Sage reports, SN clarified the processes in place and is confident that the current procedure is satisfactory, with the checks in place.

**Action: AJ/SN to convey this to the senior managers at the manager's meeting and advise comments in next ARC meeting.**

Other completed actions include the Merging of the two current crew sites noted as no further actions.

Work in progress actions detailed passwords on crew site need to be regularly reset and missing staff contracts to be brought forward to next meeting.

**Action: AJ/SN to mention these issues at the senior management meeting**

### 5.3 REVIEW OF FINANCIAL MANAGER CHALLENGES

SN reviews, no major changes.

KC suggested preparation of budgets and projections to be added to the list of roles.

In summary, monthly payroll, PAYE could be covered by current staff; however Year End payroll, consolidated management accounts, and Year End accounts may require an external experienced third party. Quarterly VAT returns would require an another finance or VAT specialist to be appointed due to document the nuances.

GB Proposed that a living document would allow changes suggested to ensure continued responsibility to reassure members that processes are in place.

**Action: SN to look for an external specialist to help document VAT issues**

**SN to add the Challenges document to the Audit Agenda rota for annual review.**

### 6. AUDIT PERFORMANCE REVIEW SN

As part of the audit tender last year we reappointed Filer Knapper but with a new partner to provide fresh eyes.

**Action: Audit performance review document should be part of the audit committee annual report for ARC. SN to add to rota.**

### 7. HMRC FUNDRAISING CHALLENGE

Tribunal attended in January, as yet there has been no further progress, but it is unlikely to hear anything for another 6/7 months.

A member submitted a question about the increase in figures set aside in the accounts.

**Action: SN to circulate a breakdown of the figures to members**

### 8. CHARITY ACCOUNTS SUBMISSION

The audited accounts and figures need to be submitted, just waiting for PDF from Auditors to complete.

**Action: SN once received, PDF to be submitted and to mark action as completed.**

## 9. POLICY REVIEWS

### 9.1 Review of policy Tracker

The policy tracker is in place to highlight what needs attention, there is a commitment to give more time to this project once elections are over.

**Action: AJ to review the constitution October 2017, and in addition, BU's code of conduct defining BU's relationship with the Union.**

**Action: SN Terms of reference is reviewed annually, schedule for the October meeting to finalise in November meeting.**

**Action: DD Health and safety policy, date on the tracker needs updating.**

### 9.2 CODE OF GOVERNANCE FOR LARGER CHARITIES

GB There is movement within NUS to amend the code to make it a Student Union Governance code, to highlighting the addition of democracy and representation. The document and checklist has been provided to show compliance and any relevant action required. A task and finish group can use this to highlight main objectives and shows compliance and formulate good practice. Recommended take it to trustee board to set up a task and finish group to review.

**Action: DD to schedule this as an agenda item for the trustee board.**

### 9.3 Code of Governance Checklist

MS suggested we prepare a list of statutory regulations we conform to with an executive summary. Currently following the Charities SORP for Accounts and other standards such as diversity and quality and IIP (Investors in People). Suggestion that maybe a summarised version is forwarded to Trustees.

**Action: Addition to agenda MS/SN to summarise and present at next Trustee board meeting.**

## 10. RISK REGISTER ACTION PLAN

AJ summarises that reserves are being built up to cover the VAT tribunal potential outcome. Summer Ball income may be reduced this year. A candidate in the election speculated that living wages would be applied as part of their manifesto, has been advised of the implications. BU funding and our relationship continue to be strong. Vulnerable person definition is still a work in progress. Elections summarised.

Recommendation for Loss of key staff should be included in the next major review.

**Action: AJ to amend risk register to include loss of key staff**

## 11. AUDIT AND RISK AGENDA SCHEDULE

The agenda was reviewed.

**12 ANY OTHER BUSINESS**

AJ formally thanked GB for his participation, reflected by all present.

Update on election, this has been running smoothly and the results are not out at this point, however it was noted that it appears better than last year.

**Action: AJ/SN Meeting time for next meeting to be doodled.**

**14 REGISTERS & MINUTES FOR SIGNING**

**FRAUD AND HOSPITALITY**

**MINUTES FOR PREVIOUS MEETING**

**15 EXPENSES FORMS**

**16 NEXT MEETING DATES**

**TRUSTEE BOARD MEETINGS**

**20th April 2018 10am**

**06<sup>th</sup> June 2018 time TBC**

**2<sup>nd</sup> November 2018 time TBC**

**AUDIT AND RISK COMMITTEE (ARC) MEETINGS**

**5<sup>th</sup> October 2018 11:30am**

**23<sup>rd</sup> November 2018 11:30am**

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_