

**Minutes of Management Accounts Review Group Meeting
held on Monday 8 March 2010 at 3pm**

Present: Mr J Wilkinson (Chair)
Mrs S Arayan (Principal)
Mr K Willcox

In Attendance: Ms J Barber (Finance Director)
Mr P Hodgson (Corporate Director)
Mr J Holland (Clerk)

1. Apologies for absence

None, all members present.

2. Minutes of meeting held on 25 January 2010 for approval

The meeting unanimously agreed to approve the Minutes.

3. Matters arising

SA MA1101 - Free Childcare Funding

SA had checked and the College was already achieving this.

PH MA1102 - Framework for Excellence Grading Due to Reduced Train to Gain Allowance - PH has still not been able to get a definite answer and is being pursued at National level. The College is trying to make sure that a reduced grade on meeting targets does not impact on future funding assumptions. (Post meeting note - LSC have advised that a grade for this will not be calculated for 2009/2010).

PH MA1103 - Apprentices Funding

PH clarified that this was a 16-18 apprenticeship funding stream. A lot of this funding stream has been allocated to private providers but would be funded within our 16-18 allocation if we have not reached that target. Any excess would need to be negotiated with the LSC.

JB MA1104 - Difference in Salary Figures on Reports - JB had corrected the figures before they went to Corporation.

Other Matters Arising

SA confirmed that Bath Spa University has not totally withdrawn from Foundation Degrees and the College was waiting to hear what will be funded next year.

Upon query, JB informed the meeting that the Bank had not raised any queries on non positive cash from operations on the Financial Statements that had been sent.

It was noted that the Corporation meeting had found the notes on student numbers very useful.

4. **Management Accounts for January 2010 for information**

JB took the meeting through her report. She highlighted the following main points:

- Train to Gain funding has been reprofiled by £105k from 2009/2010 to 2010/2011. This will allow the College to maximize its funding over the two years as it was likely that on the original figures we would have had a shortfall in 2009/2010 and lost some funding. the £105k transfer will also allow us to offer new starts in the August 2010 to March 2011 period.
- School links income is as previously reported but Frome College is rejoining the scheme in 2010/2011.
- The Management Accounts now assume the £40k additional income target will not be met but this is offset by £69k saving on the pay award with the contingency figure now showing at £54.5k.
- The dispute with the LSC on E2E funding has now been resolved and the original allocation reinstated.
- The cash position remains satisfactory and JB took the meeting through the variance between £605k, the cash budget and £797k, actual cash.

The meeting thought there could be more clarity explaining the interaction of the sterling and euro accounts.

Action: JB MA3101

The payment for Young Apprenticeships will come through when the paperwork is completed.

The meeting noted the Debtor, Capital and Balance Sheets and that the College remains in a solvent position. With regard to the remaining balance on Capital, College Management were asked to look at the possibility of spending some of this on IT equipment.

Action: SA MA3102

5. **Approve changes to Financial Regulations and forwarding to Corporation**

JB explained that policies and procedures were now only available via the staff intranet to ensure that staff were accessing the latest version.

The meeting noted the changes. The following points were made:

- Could appropriate reference be made to YPLA/LEA in the regulations?
Action: JB MA3103
- Should staff be made to sign the code of ethical conduct?
- JB clarified that the petty cash limit was currently £30.

The meeting unanimously agreed to forward the Financial Regulations to the Corporation subject to any changes resulting from the comments above.

6. **Letter re Financial Health from LSC**

The meeting noted the letter confirmed the Framework Health grade as good which agreed with the College's Self Assessment grade.

7. **Any other business**

There being no further business, the meeting closed at 4pm.