

SportsAid

Financial and Personnel Committee Meeting

Date: 12th January 2017

Location: 21 Bloomsbury Street, London, WC1B 3HF

Agenda:

1. Apologies for absence
2. Declarations of interest
3. Approval of the minutes of the meeting on 5th September 2016
4. Outstanding actions
5. Online nomination system and website
6. Audit for the year ended 31st July 2016
7. Management accounts
8. Risk registers
9. Matters arising and any other business

Attendees:

Present

Mr. Mark Lillie

Mr. Chris Baillieu MBE

Mr. Bob Gullett

Mr. Tim Lawler (to the end of item 6)

Ms. Alison Nuttycombe

Ms. Alison Odell CBE (from item 4)

Trustee (Chair)

Trustee

Independent member

CEO

Finance Manager

Trustee

With

Mr. Adam Fullerton (to the end of item 6)

Mrs. Anjali Kothari (to the end of item 6)

Audit Manager, Kingston Smith

Audit Partner, Kingston Smith

Apologies

None

Minutes:

1. Apologies for absence

Ms. Alison Odell had sent apologies in advance that she would be joining the meeting late and Mr. Tim Lawler confirmed that he needed to leave the meeting early.

2. Declarations of interest

No new declarations of interest were received.

3. Approval of minutes of the meeting on 5th September 2016

These were agreed as a true and accurate record of the meeting and were signed by the Chair.

Ms. Alison Odell joined the meeting.

4. Outstanding actions

The CEO and Finance Manager updated the Committee on the outstanding actions from the last meeting.

5. Online nomination system and website

The CEO's update was discussed by the Committee.

6. Audit for the year ended 31st July 2016

Mrs. Anjali Kothari took the Committee through the financial statements for the year ended 31st July 2016 for the Sports Aid Trust and SAF Promotions Limited as well as the management letter from Kingston Smith.

The policies and procedures circulated in advance of the meeting were discussed and approved subject to minor presentational amendments. The Board Code of Conduct is to be revised and reviewed at the next Board meeting.

Mr. Tim Lawler, Mrs. Anjali Kothari and Mr. Adam Fullerton left the meeting.

7. Management accounts

The management accounts previously circulated were reviewed and discussed by the Committee. .



8. Risk registers

The risk registers were reviewed and discussed by the Committee. Those risks highlighted in red were discussed individually.

9. Matters arising and any other business

Three matters arising were raised by Committee members and discussed with actions identified for completion.