

CHARITABLE FUNDS COMMITTEE

20 September 2011

12.30 – 14.00 AD65

MINUTES

Attendees:	Yvette Robbins	YR	Chair
	Majid Bhatti	MB	Head of Financial Accounts
	Lorraine Clegg	LC	Deputy Chief Financial Officer
	Edward Cooke	EC	Non Executive Director
	Oma Lal	OL	Charitable Funds Accountant
	John Power	JP	Non Executive Director
	Fionnula Robinson	FR	Director of Communications
	Vikki Carruth	JT	Deputy Chief Nurse
	Monica Palmer	MP	Note taking
Apologies:	Paul Simpson	PS	Chief Financial Officer
	Jo Thomas	JT	Chief Nurse

	Log of Actions Arising	Who	Due
2	<p><u>Minutes of Last Meeting, 19th July 2011</u></p> <p><u>Ref Item 4 – Changes to Action wording:</u> The action “Accounts to be produced to reflect the above proposals” to be changed to read “Accounts to be managed and presented to reflect above proposals”.</p> <p><u>Ref Item 5 – Returned donation of £1,657:</u> Donor now contacted and donor will reissue donation.</p> <p>With the amendment to item 4 above, the minutes were approved as a true and accurate record of the meeting held on 19th July 11.</p>		
3	<p><u>Outstanding Issues from Previous Meeting</u></p> <p><u>SLA</u> The format and completion of the SLA table was welcomed by the Committee.</p> <p>LC confirmed that the table of “SASH staff time” included on costs but excluded overheads. LC further informed the committee that the forecasted costings (£20,120) reflected reality and were within the budgeted cost of £21,878.</p> <p>EC suggested that consideration be given to the use of volunteers to reducing staff costs. A general discussion was had around the opportunities and limitations of using volunteers in carrying out certain roles.</p> <p><u>Action: MB to liaise with Maris Codling to ascertain the</u></p>		

	<p>10 to £31k in 2010-11;</p> <ul style="list-style-type: none"> • To agree governance costs to the supporting note 7. • Ref Page 16, Liabilities: <ul style="list-style-type: none"> - To provide an explanatory note on the movement on trade creditors; - To explain the use of SASH in making purchases on behalf of the Charity. <p>MB informed the committee that due to low levels of income the auditors would only be required to carry out an independent examination of the financial statements which focuses primarily on income. The reduced number of days for this audit was reflected in the reduced audit fee. The audited accounts should be finalised in October and prior to the next committee meeting.</p> <p>The committee agreed to the chair to sign off revised annual report.</p> <p><i>Action: MB to make and track all changes to the annual report and to submit a revised annual report to the chair for approval.</i></p> <p>EC questioned whether an AGM was required to be held by the Charity.</p> <p><i>Action: MB to confirm whether an AGM is necessary.</i></p>	<p>MB</p> <p>MB</p>	<p>Oct 11</p> <p>Nov 11</p>
5	<p><u>Financial Overview – August Management Accounts</u></p> <p>MB presented a brief overview of the financials. YR requested that the year to date comparator for income and expenditure account be used.</p> <p><i>Action: OL to change the comparator within the accounts.</i></p> <p>The committee expressed concern over the display of donor names within the management accounts, particularly as the accounts would be posted to the intranet. VC also indicated that this may be a breach of Caldicott guidance on the disclosure of personal information.</p> <p>YR suggested that finance use a key to indicate the source of the donation in place of donor names to differentiate between individual, legacy, corporate and other types of donation.</p> <p><i>Action: OL to use a key in place of donors names to identify source of donations.</i></p> <p>YR approved inclusion of the expenditure activity table and requested that this remain as a standing note within the monthly accounts.</p> <p>In response to a general discussion on improving the income position by encouraging donations and communicating with donors, LC informed the committee that donation envelopes would be</p>	<p>OL</p> <p>OL</p>	<p>Nov 11</p> <p>Nov 11</p>

	<p>ordered which include Gift Aid declaration. Additionally, OL informed the committee that donors are made aware of gift aid as a tax beneficial way of making donations.</p> <p>The Committee questioned whether some expenditure incurred should be paid by the Trust instead of from the Charity.</p> <p>VC informed the Committee that she also sits on the Bursary Panel and that in her experience course fees, for example, should be paid from the Trust and that Charitable Funds only be used as a last resort.</p> <p>Chair asked that application process for charitable funds be reviewed next time to ensure other available funds were exhausted before charitable funds used.</p> <p><i>Action: VC to review Bursary process in meeting training expenditure.</i></p> <p><i>Action: MB to refer to internal audit on the use of charitable funds to fund expenditure requirements.</i></p> <p>The Committee was of the opinion that the volume of financial detail posted onto the intranet was unnecessarily high and provided little value to fund holders. Instead, going forwards, only the list of funds should be posted to the intranet as this information would be most useful to fundholders. The detailed monthly accounts would still be prepared and be used for presentation and discussion by the Committee.</p> <p>MB advised the Committee that posting the detailed accounts onto the intranet provided greater transparency to the financial transactions and also contributed to improving awareness of the charitable funds. MB suggested that he would seek advice from internal audit in order to conclude this point.</p> <p><i>Action: MB to take advice from auditors to ascertain whether a full set of monthly accounts need to be posted to the intranet or Sash web site</i></p>	<p>VC</p> <p>Nov 11</p> <p>MB</p> <p>Nov 11</p> <p>MB</p> <p>Nov 11</p>	
6	<p><u>Update on Action Plan to Improve Operational Effectiveness.</u></p> <p>LC presented a paper to inform the Committee of the progress made against the action plan and also for the Committee to approve matters arising from the actions. Matters discussed are as follows:</p> <p>Confirmation of Fundholders and Signatories</p> <p>LC informed the Committee that following the reorganisation of funds within Medicine some fundholders are not content with it. As a solution to this Angela Stevenson will meet with fundholders to agree new signatories to ensure representation from all areas within the division.</p>		

	<p><u>Action: LC to update progress at next committee.</u></p> <p>Procedures and Documentation LC informed the Committee that over half of the 17 procedures had been written up and that this action will be completed by end of October.</p> <p><u>Action: OL to complete write up of all procedures</u></p>	LC	Nov 11
	<p>Financial Reporting CSS are moving to the next stage in preparing expenditure plans for their funds, given the age and significant size of the balances. Awareness of charitable funds is created through divisional meetings. OL will also attend these meetings to resolve any accounting issues which may arise but also to promote greater awareness of charitable funds.</p> <p>Reorganising of Funds - A matter has arisen concerning the funding arrangements of The Patients Council fund. The Patients Council was set to receive £10k every year from the general fund. Over the past two years no such transfer has been made.</p> <p>YR questioned as to why any funding should be provided to the Patients Council at all. VC suggested that the committee needed more clarity on expenditure incurred by the Patients Council before any decision be made as to their funding arrangements.</p> <p><u>Action: VC to meet with chair of Patients Council to establish their expenditure requirements and to inform the Committee at the next meeting.</u></p> <p>LC outlined a proposal to merge two General Funds within the Corporate Division.</p> <p>The Committee agreed with LC's proposal and approved merger of the two General Funds.</p> <p>LC outlined a proposal to transfer the balance of the Harrowlands Fund equally between two Community Trusts, one based in Surrey and one based in Sussex. This follows on from receiving confirmation that both NHS Community Trusts each have community neuro-rehab teams.</p> <p>The Committee agreed with LC's proposal and approved the recipients of the Harrowlands Funds as being Surrey Community Trust and also Sussex Community Trust.</p> <p><u>Action: LC to update committee with progress against plan at next meeting.</u></p> <p><u>Action: YR to notify Board of the transfer</u></p>	OL	Nov 11
		VC	Nov 11
		LC	Nov 11
		YR	29 /9
8	<p><u>Marketing / Fundraising / Communications to Donors</u></p> <p>VC confirmed that the proposal to set up a fundraising team had not been discussed at the Executive meeting. However, this will be</p>	VC/JT	Nov 11

	<p>raised at the next meeting.</p> <p><i>Action: VC / JT to raise fundraising team requirement at next Executive meeting.</i></p>		
	<p>FR confirmed that she would be able to develop the Trust website, within this financial year, to include a Charitable Funds page to increase awareness and also to encourage charitable donations. EC suggested that a collections agency such as Just Giving could be used to overcome problems of online donations.</p> <p><i>Action: OL to investigate payment options and to make a recommendation of the best value option to the Committee.</i></p> <p><i>Action: FR to design web page</i></p>	<p>OL</p> <p>FR</p>	<p>Nov 11</p> <p>Nov 11</p>
	<p>In order to assist staff, particularly ward staff, to ensure correct procedure is carried out when receiving charitable donations LC volunteered to produce a one page tip sheet of things to do on receipt of donations. This would include requesting contact details of donors advising donors of Gift Aid availability and also ensuring that donors receive a thank you letter. Whilst this would ensure improvements in controls and also ensuring that correct protocol is followed it would also ensure that charitable giving is maximised.</p> <p><i>Action: LC to produce one page tip list of top 5 things to do when receiving a charitable donation.</i></p>	LC	Nov 11
9	<p><u>Approved Funding Requests Over £2000</u></p> <p>The Committee were informed of two funding requests above £2k which had been approved since the last meeting.</p> <p>Chair asked that application process for charitable funds be reviewed next time to ensure other available funds were exhausted before charitable funds used.</p> <p><i>Action: Add "Governance review of Requests and Approval of funds" to November agenda</i></p>	MB	Nov 11
	<p><u>AOB</u></p> <p>The Committee workplan had been updated and this was circulated and reviewed briefly for matters due to arise at subsequent meetings.</p>		
	<p><u>DATE OF NEXT MEETING</u></p> <p>15 November 2011. 1pm in Room AD77.</p> <p><i>This follows on from Audit and assurance Committee.</i></p>		