

Rotherham Allotments Alliance

Finance Committee Meeting No.2

On Meeting Date: Monday 13th December 2021

Meeting Location: Online: Zoom

Chair: John Palmer

(Minutes Donna Bushby)

Present: Directors: John Palmer (JP), Dave Sheppard (DS), Mohammed Suleman (MS) and Allotment Support Assistant – Donna Bushby (DB).

F010/12/21 (1) Apologies: N/A

F011/12/21 (2) Auditing End of Year Accounts

- a) DB contacted VAR and NAS as suggested in previous meeting. NAS do not offer any provision of auditors. VAR have a community accountant service which has a £525.00 charge. It was suggested that DB contact John Kirk who audited the accounts last year to see if they were available to do them again. Also advertise on FB/website to see if tenants have any contacts who can assist with this. It was discussed whether the accounts can be audited electronically or if a paper copy needs to be compiled. There will be some missing receipts as these were transactions done by the past treasurer who passed away. The accounts will need to be completed before the AGM in March.
- b) Question was asked regarding a back-up of the accounts. DB advised that everything is web-based and directors have passwords / access to this. A paper version could be done but this would be duplicating work.
- c) It was also suggested about the balance sheet including an asset register for equipment etc. DB will look into Quickbooks to see if this is possible, if not, will create a manual version. It will need to take into consideration depreciation.

F012/12/21 (3) Budgets – 2022/2023/2024

- a) DB prepared budget projections for the next 3 years and circulated to directors prior to the meeting. All directors agreed these were satisfactory and could be put into the Business Plan.

F013/12/21 (4) Financial Regulations – Internet Banking

- a) These have not yet been completed due to the Treasurer giving notice of their resignation. JP has started to go through the policies for review so will draft something for inclusion in the Financial Regulations. DB briefly explained that the current protocol is that she sets up payments in the online banking system for one of the other directors to approve. DB then sends a copy of the invoice to the approving director to check against. The only payments DB does not set up are expense payments to herself and directors. These should be set up/approved by directors only.

F014/12/21 (5) Agenda Items for next meeting

- Risk Register
- Business Plan / Policy Review
- Treasurer vacancy

F015/12/21 (6) Date of Next Meeting

- a) It was discussed that a meeting needed to be set up sooner than the scheduled meeting on 14th February due to the accounts needing to be completed soon after the new year. The date of 24th January was confirmed at 2.00pm. The accounts can then be presented and discussed at the next board meeting which is the week after.

The meeting was closed at 2.35pm and JP thanked everyone for their attendance.



Signed (Chair)