

DONCASTER LINK – FINANCE GROUP – MEETING SUMMARY

Date:
6th July 2010

Time:
16.00pm

Venue:
Doncaster Business Innovation Centre

Attendees:
Sheila Barnes, John Burke and Donna Cibor (Host)

Apologies:
None

The following is purely to give the essence of the meeting.

Opening:
The finance group has been formed to allow the Doncaster LINK to take control of its allocated budget and to enable greater transparency in how money allocated to the LINK is spent.

Sheila Barnes welcomed John Burke onto the group.

Item 1: The live spreadsheet containing the monthly tracking of LINK's expenditure was presented by the Host. The spreadsheet consists of the new nominal codes that have been put together by the Carers Federation on behalf of the LINK and shows an accurate monthly spend. All members of the group agreed the document would be a valuable tool going forward.

Action: **The Host to keep the spreadsheet up to date and present at all finance meetings.**

Item 2: The Host informed all a meeting with John Leask was due to take place at the end of July 2010 at which time a forecast of LINK expenditure until March 31st 2011 would have to be presented. The Host stated that in April 2010 a forecast was given by the ICE group of £27,339. This left a remaining budget of £22,676. The group discussed in detail where they felt the remaining monies would be allocated. The group agreed on the following:

■	ICON Events	£ 800
■	LBUTV	£ 4,700
■	Promotional Items	£ 3,000
■	Interpreter Changes	£ 1,000
■	Postage	£ 2,000

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■	DJS Research	£ 3,000
■	Printing	£ 3,000
■	LINK's Training	£ 3,000
■	Enter and View	£ 1,000
■	Lobbying	£ 1,176
	TOTAL	£22,676

Action: The Host to put together the forecast to present to John Leask at the meeting taking place in July 2010.

It was agreed the forecast would be kept simple and the above forecasting would be presented simply, split into the three cost centres as below:

- **Development and Outreach**
- **Marketing and Publicity**
- **Training and Support**

The next meeting will be held on Tuesday 3rd August from 10am at the Doncaster Business Innovation Centre.

Minutes submitted by:
Donna Cibor

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