

# **DONCASTER LINK – FINANCE GROUP – MEETING SUMMARY**

**Date:**  
7 September 2010

**Time:**  
12.30am

**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.

**Item 1:**  
The group looked at the revised spreadsheet and all agreed the additional page which tracks the current under spend was clear and understandable. The Host explained that due to I.T. issues the August spreadsheet was not fully up to date and some further entries needed to be recorded. Copies of the purchase orders and invoices that still needed to be added were produced by the Host and the group were happy with what was still to be added.

**Action: - Host to update August spends and current under spend and send updated version of the spreadsheets to the group as soon as possible**

**Item 2:**  
John Burke explained he would not be able to attend the meeting scheduled on the 5<sup>th</sup> October, the meeting was rearranged for a later date in October.

**Next Meeting:**  
The next meeting will take place on Monday 11<sup>th</sup> October from 10.00am at the Doncaster Business Innovation Centre.

**Minutes submitted by:**  
Donna Cibor

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