

DONCASTER LINK – FINANCE GROUP – MEETING SUMMARY

Date:
9th June 2010

Time:
1.30pm

Venue:
Doncaster Business Innovation Centre

Attendees:
Sheila Barnes and Donna Cibor(Host)

Apologies:

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

Opening:

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

Item 1: New cost codes were presented by Donna to Sheila. Sheila has a clear understanding how any spending is now allocated.

Action: Donna will incorporate the new cost codes into the financial spreadsheet that is been produced for the Finance group.

Item 2: Donna presented an ongoing spreadsheet that gives a month by month forecast on any allocated spending the LINK has agreed on. The spreadsheet also includes an actual monthly spend based on end of month figures and processed invoices. Sheila and Donna went through the full years current allocations and all areas were agreed with a view to monitoring closely on a monthly basis to make sure correct amounts are been allocated to the correct areas and where necessary re profiling is executed.

Action: Donnas to finalise and format the spreadsheet for the next meeting.

Item 3: Sheila agreed to present 2009/10 financial overview in view of John Plant resigning from the LINK.

Action: Sheila to inform the Executive Board of John Plans resignation and request a new member to join the Finance team.

Item 4: The expenses policy has been amended.

Action: The Host to update the policy.

Next meeting Tuesday 6th July 2pm

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Minutes submitted and prepared by: Donna Cibor

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