

MINUTES OF MEETING HELD ON 12TH MARCH

Recorded zoom meeting started at 5.45pm

Present

Co chair Lyn Anthony-Higgins (LA)

Co-chair John Mullaney (JM)

Treasurer Helen Savidge (HS)

Committee Brain Cairns (BC), Rob Halpin (RH), Jamie Harcourt (JH), David Moro (DM)

Co-opted non-voting member Gill Vooght, (GV)

Accountant from Howards Ltd Nick Archer. (NA)

(When referencing the above, abbreviation as above will be used)

1. **WELCOME AND INTRODUCTIONS**

1.1 Welcome by LA as Chair for the meeting

2. **TREASURERS: CURRENT POSITION**

2.1 Noted.

3. **HOWARDS LTD CHARTERED CERTIFIED ACCOUNTANTS: PRESENTATION AND REPORT ON THE DRF ANNUAL ACCOUNTS AND STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2020 AND REVIEW OF TRANSACTIONS FROM 1ST JANUARY TO 28TH FEBRUARY 2021**

3.1 NA started his presentation by giving the background as to why they do the DRF accounts, namely that Howards had been recommended to DM by one of their clients. The point of this meeting was to give DRF clarity on what the accountants provide and enable structured feed-back and ready to answer any questions regarding the reports and what services Howards provides.

DM Asked how the method of accounting had changed owing to the difference between recording the contribution that were believed to be enforceable, but subsequently clarified by Clifton Ingram Solicitors to be voluntary.

BC Asked that before taking specific questions NA should outline his findings, The Chair agreed to this.

NA This touches on the first item which is the issue DM mentioned. Because it was assumed that the contributions were enforceable the amount unpaid was included in the accounts as a debt to the DRF. But when they prepared the 2019 accounts and the contribution was deemed to be voluntary, only the amounts received were included in the accounts, so the deficit that we had was written off against the contributions in for that year. This is a major change from previous years as the contributions are only recognised from now on when they come into the DRF account. So the amount for the 2020 account is the physical amount that has been received between the January and December of that year. NA then explained that he went through the expenditure items, such road sweeping and jetting as one of the main costs for the year, as per the report. The road re-surfacing invoice was in line with the quotes and all accounted for.

The Pinch Point expenditure is broken down as per the presented accounts and the labour undertaken by DM and JH was a cost effective solution for the road.

Insurance presented some complications as some of the expenditure in 2020 relates also to 2021.

NA then went through other items on the accounts including where DM temporarily provided the funds to the DRF, there is adequate documentation regarding this being in order. There was a small oversight regarding the timing of when DM's reclaiming of a payment occurred. This will have to be repaid by DM to DRF.

Another point is the DRF Community account overdraft of 19th Oct 2020 which when alerted to by Barclays Bank was rectified by DM. The Community account does not have an overdraft facility.

There were questions around the invoicing when 20% was taken off invoices then replaced at the end of the invoice, so that DM was just recovering what he had paid. DM is not VAT registered, there is no loss to HMRC or to DRF.

Finally, NA explained the difference between an audit and an examination. This record is the latter. The former would incur much closer examination, visits and incur significant costs for which assurance would be given and the accountants would accept liability after undertaking regulated tests. This is not necessary as the systems, as explained to him by DM, plus the examination are considered to be sufficient. We take the information given and check it with the bank statements and that this information is in line with these. With an examination, without personal visits ie obtain 3rd party verification for a sample of income and expenditure, I cannot give an assurance that the information given is in line with the accounts, but believes the systems in place are suitable for the DRF.

LA asked Committee members for questions.

BC asked about the projected amounts of the contributions

NA What is recorded is what has physically come in.

BC asked what the road re-surfacing expenditure related to

DM this related to the gate entrance resurfacing and repairs round one of the manholes.

BC have the documents been passed on to HS?

NA confirmed that he has received the documents and USB stick which he will send to HS

HS asked how the VAT relates to the labour costs.

NA confirmed that this was a presentation issue with the spreadsheet used and nothing onerous.

Meeting presentation ended 6.30pm