Finance and Risk – Actions Tracker

| Meeting(s) | Minute | Action  | Lead Responsibility | Progress  | Due date  |
| --- | --- | --- | --- | --- | --- |
| **Matters Arising**  |  |
| 30th January 2019 | 5.2 | **Events Budgets** Systems team to report on 3D secure online shop  | Head of Finance & Resources  | MM to submit a summary paper to Board about the progress being made with implementing the new secure online system | Paper to next Board Meet 30th October. Update to next F&R meet. |
| 21st March 2019 | 10.1 | **CSP Finance**DPFS to follow up regarding VAT exempt events as we must be able to track the exemptions made and it must be clear that there is no clear surplus in the activity | DPFS |  | Update to the next F&R meeting |
| 21st March 2019 | 20.820.9 | **EPOS review**MM to provide detailed figures on the current spend and service received by OrbisTech and what the short/long term investment needed to achieve the service level required by the system . MM to liaise with Julita Mattingley to update on investment required. | Head of Finance & Resources  |  | Paper to Board Meet 30th October. Update to next F&R Meet |
| 19th June 2019 | 7.15 | **Accounts Summary**NG to reformat accounts summary as requested by the committee | Finance Manager |  | Update to the next meeting |
| 19th June 2019 | 12.12 | **19/20 budget (Commercial Strategy )**To prepare a summary report / scoping paper to Board on where ICU is in terms of its commercial strategy (including progress on health and safety processes such as policy etc.) and to update on progress on these objectives | Head of Finance & Resources / Finance Manager / Managing Director |  | Paper to Board ; update to next F&R meet. |
| 16th October | 14.16 | **Audit Report and Trustees Report**Committee to formalise recommendation of reports for ratification by board, due to 16th October committee being inquorate. | Chair |  | Next F&R meet. |
| 19th June 2019 | 12.12 | **Strategic Risk Register (White City Campus Readiness)**DPFS to liaise with JOH to ensure working group meets before next F&R. | DPFS/ MD | White City Working Group has not sat yet.(note report due from JOH on non-SK working group to next Board) | Next F&R Meet  |
| 16th October | 11.3 | **Rep training**DPFS to liaise with Activities to provide information to next F&R meet | DPFS | Data available but held by Activities. | Next F&R Meet |