



## CSP FINANCE MEETING

Meeting Room 6

20 June 2018

Present:	Paul Buckley (PB) Tom Bacarese-Hamilton (TBH) Matt Blackett (MB) Edmond Burke (EB) Iain Pullar (TP) John Demello	Head of Student Experience Deputy President (Clubs and Societies) Deputy President (Finance and Services) Finance Manager Student Activities Manager (SAM) Finance Administrator
Apologies:	Kristie Thacker	

### Actions Tracker

	Owner	Action	Created	Due date	Update (Completed)
1	EB	Confirmed 3D to be implemented by Systems team in October	16 May	20 June	20 June Complete
2	MB	Punjabi society £20k recovered. Outstanding VAT invoice to be recovered c £8k. TBH MB in contact	16 May	20 June	Pending full resolution
3	TBH	Tamil society income into personal bank Acc, issue resolved and transferred to ICU Acc	16 May	20 June	20 June Complete
4	EB	Sailing – Harlington Fund JD to recode debt	16 May	20 June	20 June complete
5	EB	Pakistan- miscoded money. JD to recode. To complete 20 June	16 May	20 June	20 June pending
6	PB	Gliding insurance and what college insurance actually covers. PB MM met with Lesley Bravery 3 May to discuss. Awaiting written guidelines back from LB.	16 May	20 June	Complete documentation circulated to DPCS, Activities
7	MB KT	High Expense & High Risk events/activity: MB to circulate draft guidelines for consideration and feedback. KT to consider updated/ enhanced training and possibly a signed agreement on financial responsibilities. For discussion and feedback at next CSP	16 May	20 June	Action outstanding

Item	Action
<p>Action points</p> <p><b>1- Areas of concern</b></p> <p>Chargebacks from fraudulent cards, people using cards at sapphire ball events. 3D secure on online shop, to be extended to Clubs by October</p> <p><b>2. Club debt</b></p> <ul style="list-style-type: none"> <li>a. Indian Soc positive progress on reduction of debt. EB to investigate status of VAT exempt events</li> <li>b. Chem Eng – TBH to investigate status of income</li> <li>c. Badminton debt TBH to investigate</li> <li>d. Gazette debt TBH to investigate</li> <li>e. Judo debt MB to investigate</li> </ul> <p><b>Sports Clubs using Harlington</b></p> <ul style="list-style-type: none"> <li>a. IP noted procedures for invoicing and payment of club Ethos bookings exposes clubs to risk of overspend on budget. Activities to update procedures and training to mitigate risk for next year in particular.</li> </ul> <p><b>Insurance</b></p> <p>IP to investigate charges for Sailing Insurance and report back at next meeting</p> <p><b>High Expense &amp; High Risk events/activity:</b></p> <p>MB to circulate draft guidelines for consideration and feedback.</p>	<p><b>EB partial completed</b></p> <p><b>TBH EB</b></p> <p><b>TBH</b></p> <p><b>IP</b></p> <p><b>IP</b></p> <p><b>MB</b></p>

Next Meeting 16 July