

Dundee and District Table Tennis Association

(Registered charity no. SC045977)

Minutes of the Finance Sub Committee held at 7:00pm in Ward Road Gym on 9 June 2016

Present: Trustees: Elaine Forbes, Chair; David Sim, Vice Chair; Graeme Elrick, Secretary; Dave Beveridge, Treasurer; Paul McCabe, Coaching Convenor; Sandy Elrick.

1 Welcome and apologies

Elaine welcomed everyone to the meeting.

2 Online banking

It was agreed that Dave B be authorised to set up on-line banking and David S, Graeme and Elaine signed the relevant forms. Regardless of the access provided, Dave B indicated that this would be used for the sole purpose of viewing bank statements.

3 Bank balance

The current bank balance is £13,341, Dave B reckoned that the balance by the end of the current calendar and financial year would be around £15,000.

4 Annual outturn

Dave B said that he had also estimated the current annual deficit, based on current levels of activity, to be about £2,500. He understood that this was similar to Krzystof's assessment.

5 Gift aid on affiliation fees

HMRC have confirmed in writing that gift aid will not be allowed on affiliation fees. To qualify for gift aid, members must not receive any goods or services in return for their fees (with limited exceptions). HMRC were of the view that the free use of tables and venues for league matches disqualifies our claim, even though it had been made clear that the charity does not itself own tables or provide the venues for league matches.

Dave B said that gift aid could most easily (and validly) be obtained through trustees claiming their expenses for attending meetings and donating these back to the charity. An expenses form has been designed for this purpose.

6 SportDundee grant

SportDundee have agreed to pay out the £150 grant requested to assist with the establishment of the Baldragon school club even though we were late in providing them with the final details to release the payment.

7 Ward Road takings

Ward Road practice and coaching sessions are running at a loss of about £100 since 1 January. However, when Paul's coaching fees are discounted the door takings are more than enough to cover the cost of the lets.

Dave B said that he would present both positions at future meetings.

8 Reserves policy

Dave B said that his advice to the Association would be to carry reserves of around six months' expenditure (c£6000). Any more than that might impede our ability to attract grant funding. Sandy expressed concerns at the fall in reserves over the last couple of years and although Dave, understandably, could not provide a full explanation of the reasons it was noted that we now paying for more coaching activities at Ward Road and in school clubs, which is not recovered by the charges levied.

After some deliberation the sub-committee agreed to recommend to the Management Committee that our reserves policy be based on 12 months' expenditure (around £12,000 at current levels of spend). This would cover the possibility of having to replace tables at Ward Road and allow future, as yet unidentified, opportunities to be exploited.

9 Advertising income

It was agreed that any outstanding invoices from the 2014 handbook should be written off as there seemed to be no certainty about whether payment had been made or not. However, good progress has already been made with collecting the 2015 outstanding amounts and it was anticipated that these would be recovered in full.

It was agreed that, with the exception of Glenn's chip shop, all advertisers would in future be issued promptly with invoices by the Treasurer and that all payments would be made only to the Treasurer.

10 50:50

Dave B explained why it had arisen that the 50:50 venture was paying out more in prize money than seemed justified by the number of contributors. As a result of the low level of support, steps had already been taken to wind up the venture. Dave said that when he was sure that the remaining contributors had stopped their payments, and the residual balance had been transferred to the main account, he would ask Graeme and Stuart Farquharson to formally close the account.

11 Coaching agreement

Dave circulated a draft agreement for Paul's coaching services which we are required to have under the constitutional changes that OSCR had requested. It was agreed that after Dave had received some input from Miriam Rennet this should be presented to the Management Committee for their approval, for subsequent signing by Paul.

12 Independent Examiner

Dave has had a dialogue with Stewart Clark about the signing of the 2016 independent examiner's report. Recognising that only one individual should sign the report, Stewart had agreed that this would be better to be Gregor Murray, as he has fewer connections with DDTTA and is more independent. Stewart to discuss with Gregor.

13 Press article and sponsorship

The Sporting Post section of the Evening Telegraph had recently run a significant article about the Association which concluded with a request for local businesses to get in touch about potential financial assistance or sponsorship.

It was also agreed that Dave B would issue letters seeking sponsorship to a number of local businesses.

14 Financial procedures

Dave B circulated draft financial procedures that he felt should be discussed and subsequently adopted by the charity. In practice, these mostly impose requirements on the Treasurer to apply the type of procedures expected of charities.

The sub group members agreed to feed back comments to Dave before these are taken to a future Management Committee.

15 Duties of Trustees

Dave B also circulated a draft note about the responsibilities of charity trustees. It was agreed that this would be a useful paper to take to the full committee as, among other things, there was some misunderstanding about the potential financial liability of charity trustees.

Limited liability is only available to SCIOs (Scottish Charitable Incorporated Organisations) but it wasn't clear if this option had been explored when the Association decided to apply for charitable status. Dave B was asked to look into whether becoming a SCIO would be appropriate for DDTTA.

16 Grassroots development plan

Paul had prepared a plan proposing a number of developments around the extension of school clubs and an adult day-time session at Ward Road. Paul's interest in the developments was noted although by this stage he had had to leave the meeting.

After a lively discussion, it was agreed that Elaine, Dave B and David S should meet with Paul to clarify a number of issues. The intention would be to take a revised plan to the next full Management Committee meeting.

17 AOCB

It was agreed that the charity should register with the EasyFundraising website so that members could donate a small % of their online purchases to the Association. Dave B to organise.

18 Next meeting

It was agreed to convene future sub-committee meetings on a needs basis.