

**CONFIRMED**

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING  
HELD ON TUESDAY 26 APRIL 2022  
VIA MICROSOFT TEAMS**

**Present:**

Vivienne Harpwood	PTHB Chair (Committee Chair)
Rhobert Lewis	Independent Member (Committee Vice Chair)
Frances Gerrard	Independent Member (University)
Andrew Gough	Deputy Director of Finance

**In Attendance:**

Abe Sampson	Charity Manager
Paula Walters	Associate Director of Corporate Business
Sarah Pritchard	Head of Financial Services
Shania Jones	Charity Administrative Support Officer
Alice Rushby	Audit Wales
Mike Jones	Audit Wales

**Apologies**

Claire Madsen	Director of Therapies and Health Science
Pete Hopgood	Director of Finance and IT

CF/22/01	<p><b>WELCOME &amp; APOLOGIES FOR ABSENCE</b></p> <p>The Chair welcomed members to the Committee. Apologies for absence were noted as recorded above.</p> <p>It was noted that the Director of Finance and IT had nominated the Deputy Director of Finance to attend and support the Committee's business on his behalf.</p>
<b>ITEMS FOR APPROVAL, RATIFICATION OR DECISION</b>	
CF/22/02	<p><b>Audited Charitable funds annual report and accounts for year ended 31st March 2021 &amp; Audit Plan 2020/21</b></p> <p>The Head of Financial Services presented the report to the Committee which was previously presented to the Audit, Risk and Assurance Committee on 26 April 2022.</p>

The paper outlines the approach taken to date and the audit conducted by Audit Wales. The audit raised a number of issues which have been taken under advisement and addressed or are due to be addressed in preparation for the next annual report and audit.

There were three key recommendations for areas of improvement, these were:

- The accounting systems used for the Charity finance; The previous system is outdated, and work has been undertaken to implement the Oracle system which is used by PTHB for all other finance transactions and accounting.
- There was a delay in the audit programme due to four donated properties which were not correctly reported on the Balance Sheet. This was required to be re-evaluated and recorded appropriately. This has now been completed and signed off by the Audit Wales team.
- Disclosures that had to be amended and adjustments that were required on the accounts for classifying expenditure across different financial years.

It was noted that the scope and expenditure of the Charity had grown significantly in the past two years, and the Finance team has now adjusted accordingly to ensure that the Charity have adequate support required. A new team member joined in February 2022 to help support the financial accounting processes for the Charity.

*It was understood that due to the higher level expenditure than previous years there has been a higher level of scrutiny conducted.*

*Will the full report, including the full narrative of Charity operations be discussed again at future meetings and/or at Board?*

The Chair reassured committee members that there will be opportunities to discuss the progress of the Charity at future meetings of the Committee and the Board.

Alice Rushby, Audit Wales clarified for the Committee that this meeting was to consider and agree that the annual report is consistent with the financial statement. The scope

	<p>of the audit report was only focused on the financial statement.</p> <p><i>Could it be clarified that the Board members are trustees for the Charity?</i></p> <p>The Board Secretary confirmed that the Board is the corporate trustee.</p> <p>The Charitable Funds Committee CONSIDERED the Charitable Funds Annual Report and Accounts for the period to 31 March 2021 &amp; Audit Plan 2020/21 and APPROVED.</p> <p>Following approval by the Charitable Funds Committee, the item will be presented to the Board on 28 April 2022.</p>
<b>OTHER MATTERS</b>	
CF/22/03	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p>No other urgent business was declared.</p>
CF/22/04	<p><b>DATE OF NEXT MEETING</b></p> <p>14<sup>th</sup> June, 10:00, Via Microsoft Teams</p>