

**International Audit Committee:  
Minutes of meeting held on 6 October 2016  
GS1, London and by teleconference**



Members                      David Pugh (DP) – Honorary Treasurer and Chair (by phone)  
                                 Paul Brooks (PB) – President  
                                 Stephen Rinsler (SR) – Honorary Secretary  
                                 Graham Harrison (GH) – Committee member (by phone)  
                                 Mike Pestereff (MP) – Committee member (by phone)  
                                 Rupert Nichols (RN) – Honorary Solicitor

In attendance:              Keith Newton (KN) – Secretary-General  
                                 Duncan Snook (DS) – outgoing Finance Director (by phone)  
                                 Andrew Weatherill (AW) – incoming Finance Director (by phone)

1.     **Welcome and apologies:**

DP welcomed AW to his first meeting. There were no apologies.

2.     **Minutes of meeting of 9 February 2016:**

The minutes of the meeting held on 24 November 2015 were agreed as an accurate record and approved for signature.

**Matters arising not on the agenda**

DS reported that the statutory accounts had been recirculated in May prior to the AGM and fully signed off by the trustees and auditors. The submission to charity commission had also been completed.

3.     **Management accounts to 31 August 2016 and Forecast**

KN reported on the management accounts to 31 August 2016. There were some smaller annual fees still to collect but these had been chased and the majority promised. The reduction of the current deficit of £67k was dependant on the collection and remittance to UK of over £100,000 of cash scheduled for completion between now and the year end. Costs were under control – though there is still some reconciliation work to carry out between Jon Harris and Neil Villiers regarding UK licence fee. The forecast currently stood at £17k deficit. KN, AW and DS were meeting soon to identify the key things to achieve between now and the year end.

**ACTION: KN/DS/AW**

KN commented that the situation that continues in respect of having dual administration is a distraction and we need to look at the fundamental question of how Education is administered along the lines of the recommendations made by DS last year. It was suggested that this is discussed in advance of the next IAC by COT and then looked into again.

**ACTION: KN/AW**

The committee then raised the issue of remittance versus accruals accounting in respect of Education fees. DP stated that the annual results can be materially affected by non collection or non remittance of one significant sum. KN and AW were asked to consider the ramifications and potential timing of a change in accounting policy in advance of the next IAC meeting in December.

**ACTION: AW/KN**

4. **Budget 2017**

KN outlined his timetable for the preparation and approval of the 2017 Budget. He would initiate the work with a view to completion and initial scrutiny by the IMC on 22 November. The target was to get a final draft to IAC and COT on 8 December. DP commented that the sooner IAC had sight of the draft the better it would be for time for any amendments.

**ACTION: KN**

5 **Investment – Report and Valuations to 30 September 2016**

The Investec report had been circulated in advance of the meeting. MP noted that despite difficulties with gilts (which had been experienced by every investment manager) the performance was good. The portfolio value has increased to £815k at the end of September from £769k in June. The report was noted.

6. **Education Update**

There was no formal Education report. KN reported that the structure of a price increase and potential discounting was being worked on in time for implementation in April 2017.

7. **Use of Endowment Fund**

KN commented that a number of projects and programmes were in the pipeline that could be applied to the endowment fund. The purpose of the funds were revisited and the purpose of the fund was clarified by DS as “advance of education in logistics and transport” with very few boundaries on its use since it was consolidated a number of years ago. IAC were mindful that capital should be preserved, but also supported the use of the fund for appropriate projects. DS reminded the committee that the Endowment Fund was already used to support Aspire with a limit of £15k per annum.

8. **Any other business**

There were no other items of business

9. **Date of next meeting**

It was proposed that the next IAC take place before CoT on 8 December.