



Minutes International Audit Committee

Thursday May 16th, 2019; 12:00 BST
Teleconference / Waterloo

Present

Present:	Name	Position	Initials
Network Rail	David Pugh	Honorary Treasurer	DP
	Rupert Nichols	Honorary Solicitor	RN
	Keith Newton	Secretary General	KN
Teleconference	Andrew Weatherill	Director of Finance	AW
Apologies	Mike Pestereff	Committee Member	MP
	Sir Peter Hendy	President	PH
	Stephen Rinsler	Honorary Secretary	SR

No.	Item	Action
1.0	Welcome DP welcomed members to the meeting. DP announced that Graham Harrison had resigned from the committee with immediate effect having made the decision it was time to stand down from his CILT commitments. DP registered the IAC thanks for Graham's contribution over many years.	
2.0	Minutes of Meeting on 13th December 2018 & 18th January meeting The minutes of the meetings were approved as being an accurate reflection of the meeting.	
2.1	Matters Arising Item 5.0: DP advised that the review of contractors was underway with the help of Ashleigh Lopia from Network Rail who had project managed the exercise within that organisation.	
3.0	Forecast 2018 - 19 DP advised that KN & he had carried out a detailed review of the Forecast as presented. Some modifications had been made to create the version submitted to the meeting. These were some changes to costs but overall the deficit was £49k before the accounting policy changes, which gave a surplus of £52k. DP / KN advised that the Kazakhstan project costs and income had been modified in the forecast to take account of the currency rate, the tax on monies coming as income into the UK and the residual income being invoiced to CILT Kazakhstan. AW asked what the main changes in costs were. KN stated that the planned recruitment of the business development person would not go ahead and the monies had been taken out. In addition, the additional costs in the Secretary General Fees held for extra support had been reduced. AW raised his concern that the business was being run at a deficit & there followed a discussion on that.	AW/DP /KN

KN asked AW for the status on the UTR for the Kazakhstan project to reduce the tax level from 20% to 15%. AW has been pursuing this for several months & will continue to request from HMRC every 2 weeks until we have the code. It has been made more complicated by our status, as we are not an incorporated charity. AW / DP proposed that we invoice CILT Kazakhstan the sum now due in two parts to see firstly the tax applied to the first part.

4.0	April Accounts The April accounts were shown against the latest forecast. Education income had recovered in April & in early May to leave income ahead of forecast. KN advised that as the next 3 months typically were low-income months due to lower student registration, the forecast was achievable but the surplus to forecast would reduce.	
5.0	Unrestricted Funds DP requested the meeting approval for £12k of funds for supporting 8 young professionals to attend the Manchester Convention. This was a request from the Trustees to support out of the endowment funds. 8 candidates have been nominated to receive £1.5k each dependant on their ability to arrange travel & visas. It was noted also that £7.5k had been allocated to Aspire and paid across to CILT UK in March. DP / AW stated that £20k had been taken from cash in endowment funds to meet cash required for invoice payments in April. The funding taken would meet the £12k outlined above and £7.5k for Aspire payments. AW stated that a cash flow exercise was underway and would be a continuing process to review each month. DP advised that although that cash flow forecast showed a deficit in some future months this should be managed month by month and recommended at present no additional funds should be drawn down. The meeting accepted the recommendation.	KN/AL
6.0	Investments AW led the group through the Investec reports circulated	
6.0	Any Other Business No other business was raised.	
7.0	Date of Next Meeting Wednesday 18 th September at 1200hrs BST at Network Rail Offices, Waterloo, London	