



## Minutes International Audit Committee

Wednesday December 11th, 2019; 1330hrs GMT  
Teleconference / Waterloo

### Present

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

No.	Item	Action
1.0	<b>Welcome</b> DP welcomed members to the meeting. The meeting was held during the Council of Trustees meeting to enable PH to attend an external meeting. Apologies were given & accepted from PH & RN.	
2.0	<b>Minutes of Meeting on 7<sup>th</sup> October 2019</b>	
2.1	<b>Matters Arising</b> DP questioned item 3.0 and the education income surplus, which KN explained. DP questioned the status of the fees in item 3.2. KN explained that Nigeria's balance at year-end of £7030 had been settled in December but that the Tanzania payments due for previous years of £2151 would not be paid due to their suspension. The minutes of the October meeting were approved.	
3.0	<b>September Year End Management Accounts</b>	
3.1	AW reported that the draft accounts had been audited and that points had been sent back for comment. The audit meeting was due to be held on January 15 <sup>th</sup> 2020. AW reported a net surplus after removing the VAT provision of £36k. KN to lead the completion of the Presidents & Trustees Report for return to AW by 18/12. DP requested AW add into the notes for the accounts that "the Trustees do not receive any remuneration". AW reported two areas raised by the auditors – the recoverability of the year-end education income debt at £113k and the endowment fund payments exceeding the excess revenue in the year. On debt, KN reported that the income for August and September was in excess of £80k and that the Kazakhstan debt of £32k was within the £113k. The provision of £5k for debt over 6 months old should be sufficient and there were no factors in the debt profile at the end of September to suggest any further provision.	AW

	<p>The endowment fund analysis had been carried out by AW over the last 14 years and AW was asked to provide further detail on this.</p> <p>These items to be picked up in the auditors meeting in January.</p>	AW
<b>4.0</b>	<p><b>November Accounts</b></p> <p>The draft set had been issued by Anna and were being reviewed. KN stated there should be a note of caution on education income as October income at been at the highest monthly level ever. This was encouraging but September / October were the months when student registration was at its highest. Monthly patterns over the year differed in 2018 from 2019, which did not help forecasting accurately month by month.</p>	
<b>5.0</b>	<p><b>Investments</b></p> <p>AW reported there remained a volatile environment on investments due to the political situation. The investment report circulated though showed minimal change at a total value level between September and November month ends. AW stated that we do not have a property exposure, which currently was a risk area in the markets. DP &amp; MP requested a detailed report in January for the next meeting with the Investment manager invited.</p>	AW
<b>6.0</b>	<p><b>Any Other Business</b></p> <p>AW reported that a new appointment as an employee was being considered for Jon Harris. Because of the VAT charging rules a PAYE scheme would need to be set up for International. DP commented that this was straightforward and would not involve very much additional work in finance. AW stated that this would need to be separated in the pay roll system and some software changes made.</p> <p>DP gave a note of thanks to SR for his contribution over many years in the IAC. SR is stepping down as a Trustee from the year-end. All the IAC members supported these thanks. RN will continue as a Trustee for a year whilst a replacement is being sought. DP requested that we look for a suitable IAC replacement for SR as we now had the vacancy.</p>	DP/AW /KN
<b>7.0</b>	<p><b>Date of Next Meeting</b></p> <p>Thursday 27<sup>th</sup> February starting at 1100hrs GMT at Network Rail Offices, Waterloo, London</p>	