



**British Skydiving**  
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## Finance

### Minutes of the virtual meeting by Microsoft Teams

**Wednesday 25 August 2021 at 18.00**

#### Present on Teams:

Tash Higman - Treasurer  
Jack Davies - Volunteer (until 18.01)  
Gavin High - Volunteer  
Craig Poxon - Chair of Council

#### In attendance on Teams:

Tony Butler - COO  
Lise Moore - Finance Manager (Secretary)

#### Apologies for Absence:

Joanne Shaw - INED

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Item	Minute
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17/21	<b><u>Declarations of Interest</u></b> To be taken at the appropriate item.
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18/21	<b><u>Management Accounts and cash flow</u></b>
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The Treasurer spoke to the latest Management Accounts.

The Treasurer asked the Finance Manager for a comparison in the income column against budgeted income and a pro-rated column to recognise that how far we are away from the budgeted turnover. The Finance Manager pointed out that this could be done, but it would make the comparative to prior year very difficult. The Treasurer said they would meet with the Finance Manager to see how more useful comparatives to budget could be produced.

Cash Flow shows availability of circa £400k as opposed to circa £800-900k in a normal year. The Finance Manager said they would produce a high-level cash flow projected to the end of the year to help ascertain when or if another tranche of disinvestment would be needed.

**Action: Finance Manager**

A question was raised as to whether we should be keeping the insurance money received from members in a separate bank account to avoid being criticised for spending money which is collected on behalf of the insurers. The Treasurer responded stating that we do have the funds available in reserves to cover the insurance amount and that for cash flow purposes it makes more sense to use the available cash than to unwind our investments.

19/21

### **Expenses Policy**

The Treasurer spoke to the draft Expenses policy circulated prior to the meeting.

Responses from the circulation of the draft policy included:

- Adding in a reference to British Skydiving being committed to environmental sustainability.
- A Scope statement detailing what is and is not covered in the policy.
- Details relating to cancellation requirements which has been a necessity since the COVID Pandemic but whether British Skydiving needs to keep this on an ongoing basis.
- Confirmation of the length of time claims can be submitted for, to prevent claims which go back over several months.
- Clarification of first-class tickets
- Motorcycles and bikes to the extent which they are covered.

The COO clarified that expenses for staff were slightly different to those of volunteers. For staff members only, the mileage re-imbusement rate is £0.09 higher than the Government rate to consider the added devaluation of private vehicles due to the high number of miles driven in a normal year. The Finance Manager confirmed that the additional £0.09ppm was declared on the employees P11d every year.

For subsistence, staff book accommodation and meals at the best rate available.

This would be updated in the staff handbook and the scope of the draft expenses policy relate only to council members and volunteers.

For international travel, the ISC limits have been used for maximum travel amounts when traveling between countries in the same continent and when travelling between countries in a differing continent. However, it was suggested that 3 months before the event, British Skydiving will provide guidance as to how much will be re-imbursed for flight costs.

For subsistence when travelling outside the UK, Council members and volunteers can reclaim the actual costs they incur. If no receipts are available, other evidence such as a photo of the menu will be sufficient.

The Treasurer suggested that if additional costs are incurred in order to be able to travel, these need to be agreed with the Finance Manager beforehand.

The Treasurer agreed to update the draft expenses policy prior to submission at the next meeting

***Action: Treasurer***

**20/21**      **Subscriptions 2022 - 2023**

The Treasurer suggested that as the same reasons apply this year as last, they would not recommend to Council and the membership at the AGM, an increase in the membership element of the annual subscription rate. However, the Association would get slightly more money as there would not be any discounted subscription rates. The Treasurer agreed to put a board paper together for consideration by Council.

**Action: Treasurer**

**21/21**      **Report from ITSG**

Jack Davies spoke to his paper circulated prior to the meeting.

PIMS is still the focus of ITSG. Eudonet have finally set a test environment to test updates prior to general release and this has enabled the outstanding sprint to be released with no identified issues.

ITSG are now looking at the remaining outstanding tickets and for any further enhancements to be made. British Skydiving may be looking at having the system Penetration Tested as the weakness was not revealed during the previous test.

IT policy documents are still in the process of being developed by the committee.

**22/21**      **AOB**

Debtors

LPS have now agreed a payment plan to pay back his outstanding debt.

Paragon have paid an amount on account

Skydive Isle of Wight – Only work on the occasional weekend and have a very old balance still owing. Purchasing online credits to be stopped.

Skydive Jersey – Only purchased 30 student member credits since skydive operations began in July. The Treasurer agreed to contact Skydive Jersey to provide an update on their operations prior to any loan statement being sent out.

**Action: Treasurer**

Robson Parachute Centre – Tried to make payment by credit card, but this was declined.

**23/21**      **Date of next meetings**

6 September – Phone meeting with Auditors to discuss draft accounts

2 November 2021

There being no further business, the meeting closed at 19.10 hrs (1 hours, 10 mins)