

Volleyball England Finance Strategy & Risk Sub Group Meeting

Date: 12th December 2019

Attendees: CF, AH, SS, SJ, KF

Discussion areas:

Kevin Fletcher has joined the organisation on a short-term basis to support the various transitions taking place.

With support from KF, SS and SJ opted to implement Xero and with further support from a 3rd party have organised for the export of all data from Great Plains to be completed in the coming days. All data from 2019/20 financial year to date will be uploaded into Xero. The Great Plains system and support from M-Hance will cease at the end of December 2019 therefore this is being expedited as a matter of urgency.

Duncan and Toplis are confirmed as 3rd party support for payroll and other identified matters.

Other critical matters arising include the filing of statutory accounts due by 31st December 2019. Getting back on track with Sport England claims as receipt of funds is overdue.

Re-energising the unresolved VAT matters discovered earlier in 2019 with Duncan & Toplis. With 2018/19 resolved, investigations into 2017/18 and 2016/17 need to be addressed.

Actions:

KF to reach out to Sport England to progress outstanding claims

KF to work with Duncan & Toplis to ensure statutory accounts are filed ahead of the deadline.

SS to coordinate AW attending to sign statutory accounts – aiming for next 7-10 days

KF to work with Duncan and Toplis to provide the relevant information to complete the prior year VAT investigation.