

## Volleyball England Finance Strategy & Risk Sub Group Meeting

Date: 9<sup>th</sup> January 2020

Attendees: AW, SS, SJ, CF, AH, KF

### Discussion areas:

An update was provided on the progress made with the implementation of Xero, extraction of the historical data and upload to Xero. This process is being led by KF and supported by Xero account implementation manager from Duncan & Toplis. Overdue management accounts would be produced once the data import is complete.

The contract with M-Hance will be cancelled and no further payments will be made. As of mid-December 2019 no further data has been uploaded on to Great Plains so the extract contains all current data and any new data is now being entered on Xero.

Outstanding claims from Sport England are due to be received in the coming weeks following confirmation of documentation required to complete outstanding claims.

Discussed and agreed that Xero requires less support from a high-level finance officer and would be sufficient to have a full time assistant post with a number of days support from a financial consultant/controller.

Some time was spent looking ahead at the 2020/21 budget approval process

### Actions:

KF/SS to cancel contract with M-Hance

KF to complete information due to Sport England and ensure process is in place to make future claims.

SS to produce and options paper on the level of staffing required to sustain the new financial processes.

SJ/KF/SS to bring the draft budget to the next meeting