

NORTH WEST SOCIETY

ANNUAL GENERAL MEETING 2021

26 March 2021

www.cipfa.org/uk/regions/nw

The Chartered Institute of Public Finance Accountancy Registered with the Charity Commissioners of England and Wales Number 231060

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To all Members of the Society:

ANNUAL GENERAL MEETING AND PRESIDENTIAL ADDRESS

You are invited to attend the Annual General Meeting of the Society and Presidential Address.

The meeting will take place virtually on Friday 26 March 2021 from 14:30. The theme of the event is "Beyond Covid – Delivering Sustainable Recovery".

AGM AGENDA

1. Welcome – Stephanie Donaldson
2. Minutes of the Annual General Meeting held virtually on Friday 1 May 2020
3. Annual Report 2020
4. Accounts for 2020
5. Constitution
6. Election of Officers and Members of the Society 2021
7. Presidential Address – Andrew Buck

GUEST SPEAKERS

8. Andrew Hardy – Reflections from CIPFA President
9. Andy Tong and Richard Moore – Levelling Up
10. Event Close – Andrew Buck

AGENDA ITEM 2

MINUTES OF THE ANNUAL GENERAL MEETING OF THE NORTH WEST SOCIETY OF CIPFA

Virtual - Friday 1 May 2020

1. Attendance

There were 29 members present. Apologies were received from CIPFA members unable to attend the event.

2. Welcome

The current Chair and President of the Society, Stephanie Donaldson, welcomed attendees to the event.

3. Minutes of the Annual General Meeting held at Chetham's Library, Manchester on Friday 29 March 2019

The minutes were approved without amendment.

4. Annual Report 2019

The Annual Report was received. Stephanie paid tribute to the hard work of the Society Officers and volunteers in the groups and sections. Stephanie reflected on a successful year.

5. Accounts for 2019

The Annual Accounts were discussed and approved.

6. Election of Officers and Members of the Society 2018

The President informed the meeting that the following officers were appointed in 2019 for two years, and as such will continue through to 2021:

President	Stephanie Donaldson, Government Internal Audit Agency
Vice President	Andrew Buck, Liverpool City Council
Junior Vice President	Carol McDonnell, St Helens Council

The President informed the meeting that one nomination had been received for the role of Honorary Secretary, during the meeting a second nomination was received. Following a vote the following officer was elected to serve on the Council for 2020-21:

Honorary Secretary	Kat Serefoglou, Government Internal Audit Agency
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The President informed the meeting that following the recent nominations and there being no other nominations the following officers were elected to serve on the Council for 2020-21:

Honorary Treasurer	Jennifer Bevan, Bury MBC
Honorary Auditor	Steve Kenyon CPFA

Having been properly nominated in 2019 as Corporate Members for a two-year term, two members will continue on Council for the coming year:

Shaer Halewood
Rebecca Davis
Ian Coleman
Jayne Owen
Ian Kirby

Di Ormandi resigned as a corporate member.

By way of the constitution up to 12 members can be elected as Corporate Members of the Society. Having been properly nominated it was recommended the following members serve on Council for two years from 2020:

Naomi Jackson
Jeremy Valentine
Mat Tanner
Graham Fenton
Sophie Darlington
Danielle Gallagher

7. Presidential Address – Stephanie Donaldson

The Chair and President of the Society addressed attendees.

Stephanie reflected on the changes faced by the profession since taking over the presidency role, particularly in light of the issues faced due to the Covid-19 pandemic, but also the wider impact Covid-19 on the public sector and also every day lives. Stephanie stressed the importance of maintaining our professional network, and how we can support each other, and look at innovative ways to move forward.

This concluded the formal business for the AGM.

AGENDA ITEM 3

ANNUAL REPORT 2020

President's and Chairman's Report – Stephanie Donaldson

Introduction

Given the tumultuous events of the last twelve months there is no doubt that this is not the Annual Report that I would have wished to write as my two year term as CIPFA NW President comes to an end. However, what remains unchanged is how honoured I am to have been chosen to fulfil this role and to have the opportunity to serve our members and professional colleagues in the North West (NW) Region and how impressed I have been by the resilience and commitment of our Members and regional volunteers during these unprecedented times.

In my first Presidential address I committed the CIPFA NW Region to engaging better with employers, providing better support for our members and students, better recognising success, developing a stronger professional network across sectors and Institutes, and delivering more CPD. At the close of my first year in the role, I was pleased to outline the progress we had started to make with this, though it will come as no surprise that we have been unable to continue with this to the extent that we had hoped in the last year.

I recall presenting my Annual Report from my dining room table at our online AGM during National Lockdown in May 2020. As I write this now (February 2021) we are again in National Lockdown and I need not outline to anyone the scale and magnitude of the impact that Covid-19 has had in the twelve months in between or the challenges that are ahead of us in the months and years to come.

CIPFA NW Events Programme 2020

During the year our usual events programme of CPD events was significantly compromised. This was not just due to the uncertainty of Government guidance around events, catering and travel but also due to the capacity of our volunteers who themselves were facing significant challenges, both in the work place and in their personal lives.

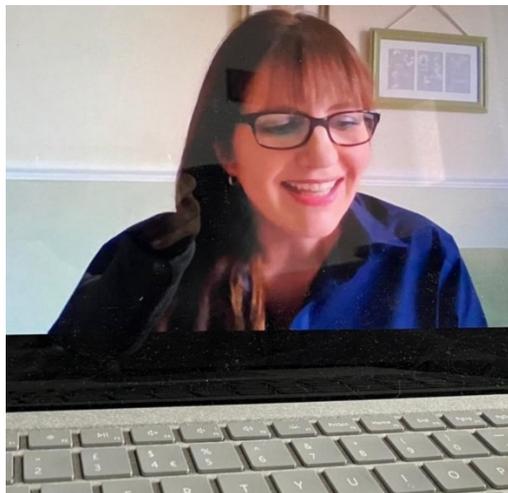
Despite this I am pleased that, in addition to our "Virtual AGM", we were able to host two Webinars during the year. This was a new experience for us and wasn't without its tech teething problems, but we got there in the end and the number of delegates who joined us and engaged in online discuss was really encouraging.

Firstly, in January 2021, we held our Diversity & Inclusion Webinar. For this we were joined by Paul Skinnider (Senior Audit Manager at Taylor Wimpey and Member of the Institute of Internal Auditors, Scotland) who was discussing the IIA's recent report "Beyond Diversity & Inclusion: Social equity and corporate social responsibility". Paul also shared some of his personal experiences and challenges and his insightful and thought-provoking presentation showed us how we can all do more to make "words count". Yvonne Smyth, Group Head of Diversity and Inclusion from Hays shared insights from Hays' recent review and report: "Equality, Diversity & Inclusion in 2020 and Beyond: A spotlight on flexible working" and generated some really interesting discussion around whether some of the remote working practices and flexibility that Covid-19 has enforced upon us could be captured and built upon to encourage more diversity and equality in the "new normal" workplace.

In mid-February we hosted our second webinar – an update on the Financial Management Code. We were joined by Carol Culley (City Treasurer and Deputy Chief Executive, Manchester City Council) and Joanne Pitt, Local Government Policy Manager from CIPFA exploring the framework of principals and standards as set out in the Code and their practical application and discussing key themes and lessons learned.

Supporting CIPFA Nationally

Despite the challenges, we have continued to maintain effective relationships with CIPFA nationally and with other regions. I am pleased to have continued my membership of the CIPFA Diversity and Inclusion Working Group, led former CIPFA President, Andy Burns. I was also delighted to have been asked to Chair a Diversity & Inclusion session at the CIPFA “Public Finance Live” in October, where John Amaechi OBE and Hashi Mohamed discussed how addressing diversity and inclusion in the workplace can drive improved performance in public services.



Stephanie Donaldson, CIPFA NW President chairs a session at CIPFA Public Finance Live in October 2020.

Sub-Group reports

(a) AUDIT, RISK & GOVERNANCE GROUP – Chair, Lesley Bilborough

Introduction

Mat’s report from last year opened with the sentence “In a year that has seen lots of wider uncertainty and change...”. Well, I think this year has taken that to new limits.

Due to COVID 19 pandemic, our activities have been limited this year but I would like to thank the group members for hanging in there, keeping in touch via email/virtual meetings and not blaming me for a disastrous first year in charge.

I’d like to thank Janet, in particular in her work as Secretary and keeping things ticking over and for agreeing to continue for another year so we can get back to some normality before Kevin takes over the reins.

Group Membership & Strategy

The membership of the group has remained the same this year, with the exception of Ruth Barker leaving the group due to work commitments in her new role. We thank Ruth for her contribution to the group during her membership.

The group membership retains its effective mix of individuals, skills and organisations.

Activities & Events

The Annual Training and Development Event was held 28th February to 1st March at the Doubletree by Hilton, Chester. So pleased that we got this in before the pandemic hit. 42 delegates attended from 20 organisations so numbers were down from the previous year (50). The sessions were a good mix of personal skills and audit skills/knowledge. The personal skills included sessions from Diane Ingham-Cook and Hollamby. Both gave excellent advice and tips on analysing and coping with issues to improve your personal resilience.

Useful sessions were held on auditing projects, social value, GDPR and business rates, providing a lot to take back to the office. There was also a session from Tony Crawley Head of PSIAA which provided an update on the External Audit side. The workshop session on the Saturday afternoon, run by Tom Powell, had us considering the skills of the Excellent Internal Auditor and prioritising them to build an audit Mr Potato Head.

Feedback was very positive and reflected the continued value for money of the event. I'd like to thank the weekend event subgroup for the work they do in securing speakers, organising the venues, tasting meals, and making sure the weekend runs without a hitch.

Other events (workshops and Autumn Seminar) have been unable to go ahead. Webinars have been considered but not pursued at this stage. It was raised at the North West Chief Internal Auditors if there were any specific training requirements at this time and no response was received. During the pandemic response, many audit staff have been redeployed and for others, there have been greater demands at work so training has not been a priority.

CIPFA Regional and National Events

The group has continued to work with the NW region to provide support, with members attending the virtual AGM in May, the virtual meetings in May, October and January and the ethics webinar in January.

As well as the chair attending the regional meetings, Mat Tanner is now a member of the regional group.

Conclusion

I had no specific aims as Chair other than to continue the good work of previous chairs and the group as a whole. Fingers crossed, I get to do that more next year.

Lesley Bilsborough

(b) NORTHERN SECTION - Chair, Ian Cosh

2020 was a year like no other with the challenges presented by the Covid 19 pandemic. This meant that the Northern section's activity was seriously curtailed. However, we continued to meet and organise events via a virtual group and in many ways this presented no real issues as this was our method of operating pre pandemic.

The group wanted to ensure we still delivered at least one CPD event during the challenges posed in 2020 to the wider CIPFA membership and we therefore arranged a virtual event entitled COVID-19 The Journey So Far, held on the 26th November. This event was attended by 37 people who heard Deputy Chief Constable Terry Woods of

Lancashire Police and Chair of the Local Resilience Forum (LRF) and Gary Hall, Chief Executive of Chorley and South Ribble Borough Council and the LRF Deputy Chair, give an insight of their roles in leading Lancashire's response to the pandemic. The feedback from the attendees was very positive.

We spent the remainder of the year planning two events for 2021; one to be held virtually in June 2020 and one, subject to the relaxing of lock down restrictions to be held physically in October 2021.

I must pay particular thanks to the small group of working volunteers who make sure that the section succeeds. In particular, I would like to single out Jill Leaver, who is not a CIPFA member but in her day job supporting me has taken on the role of secretary and made an invaluable contribution.

I look forward to 2021 being a more promising year and one where we can get back to some semblance of normality and delivering high quality CPD.

Ian Cosh

(c) SOUTHERN SECTON – Chair, Shaer Halewood

The Southern Section has not hosted any events during 2020/21 as a result of difficulties associated with the pandemic. The Executive have met once during the year and confirmed our ambition to continue with the section during 2021/22. During the year preceding the pandemic, the section had joined forces with CIPFA Cymru Wales and hosted a number of events with the North Wales branch. The Southern Section of the Society holds a border with North Wales and members have told us that joint events are beneficial to both regions. We will continue to progress with this in 2021/22 and plan to hold a virtual and, when able a face to face event. We recognise that networking and social interaction in person is important and we hope, as soon as we are permitted to hold a small networking event to ensure our members can re-engage with each other and re-build past relationships. We are always keen to welcome new volunteers, which provides excellent personal and career opportunities, so if you are interested in coming on board, please do get in touch.

Shaer Halewood

(d) NORTH WEST CIPFA STUDENT NETWORK – Victoria Horrocks

Starting off the year with our first ever virtual meeting we would have never predicted that we would still be continuing to only meet online a year later. However, despite these unprecedented circumstances, the NW CSN were keen to continue to maintain our profile through providing online events and utilising our social media channels in 2020/21.

In May 2020, we were quick to act and adapt to our new circumstances as we were eager to provide as much support for students as possible in one of the most difficult revision and exam periods that students were facing as a result of the pandemic. With Strategic Level Revision days some of the most successful events in the past few years, we decided to host our first ever online revision day. As there were no other student groups offering a revision event, we decided to go international and offered the revision day to all strategic level CIPFA students. The day was a great success, with students from around the world sharing ideas and real world knowledge ahead of their exam. Following on from the day, we were able to share our experiences of hosting an online event with the other regional student networks. This then led us to collaborate on facilitating strategic level events on a national scale for the December exam period. Again these events were extremely well received and the increased flexibility of dates and times to suit students by hosting three events proved popular with students.

Collaborating and sharing best practice is something we wish to keep doing going forward.

We continue to utilise our social media channels to engage with students and provide interesting content for example posting tips on how to look after your mental health. This year we contributed to Spreadsheet Magazine and we also began contributing to the newly created National CSN newsletter in order to promote events and volunteering with the network. We continue to support students by raising concerns where problems have been identified.

Despite the current circumstances, we gained three new volunteers this year and Members have attended events regularly throughout the year including the CIPFA Public Live conference, quarterly Council and student meetings and monthly national student network meetings.

I would like to thank the North West Society Council for its continued support of the NW CSN in our activities. I would also like to say a huge thank to you to all the students who give up their time to volunteer with the NW CSN, balancing working full time with studying for a demanding qualification, as well as everything else that covid-19 has thrown at us this year, they continue to give up their free time to ensure other students can access support to develop their skills and networks.

I would like to wish the new executive the best of luck and I am pleased to be handing over the student presidency to Thorviolet Harman, who I know will do a great job in the coming year.

Victoria Horrocks

(e) RETIRED MEMBERS GROUP – Chair, David Johnston

The Retired Members Group has not hosted any events during 2020 due to the ongoing pandemic. It is hoped that members will be able to meet again in July once restrictions have been lifted and look forward to arranging future events.

David Johnston

(f) SENIOR MANAGERS GROUP – Chair, Andrew Buck

The CIPFA North West Senior Managers Group was established during 2020 and held its first virtual meeting in July 2020. The membership is drawn from representative employer organisations, across both the public and private sector, established to communicate with and support the Council to provide the highest possible quality of support to CIPFA members and students in the region.

The Terms of Reference for the group have been agreed; the primary objectives of the group include:

- To support CIPFA NW Council to help develop practical solutions to address issues of underrepresentation and low participation;
- To contribute to a high quality CIPFA NW member and student CPD annual events programme; including the identification of emerging and topical areas to cover in the programme and in the identification of subject matter experts to support delivery; and
- Where practicable, provide 'local' leadership to CIPFA NW members and students through the promotion of volunteering, providing coaching and mentoring opportunities and supporting the CIPFA Student Network in the North West.

Andrew Buck

(g) DIVERSITY AND INCLUSION – Chair, Tazeem Abbas

At the time of writing, the Diversity & Inclusion group has had one meeting. The first task for the Group is to agree on the terms of reference.

The aims and objectives of the Group include supporting members across the region and promoting the NW Region group. The Group then plans to understand matters at the individual level that act as barriers to inclusion and possibly progression within the profession. Once the Group is fully operation, it will provide regular reports to the NW Regional Committee and hopes to a fuller report for the next AGM.

Tazeem Abbas

Given my personal interest in equality, diversity and inclusion, I am particularly pleased that, during the year, we established a CIPFA NW Region Diversity and Equality Sub-Group, chaired by one of our new Members, Tazeem Abbas. This Group will lead on the delivery of equality, diversity and inclusion (EDI) initiatives and development for CIPFA Members and Students across the Northwest and support, deliver and communicate CIPFA national EDI objectives across our region, with Tazeem taking over as our regional "D&I Champion".

In my Annual Report last year I noted that the regional sub-groups continued to go from strength to strength, so I know it has been difficult for our volunteers to have been unable to deliver our normally highly successful events programme in the last twelve months. I can't thank everyone who volunteers and supports the region enough, for all of their efforts, commitment, time and energy and their resilience, despite everything that the year has thrown at us. I look forward to (hopefully!) seeing things start to return to a more usual programme of events in the coming year, and especially to having the opportunity to see each other properly again!

I also reported last year that we had begun to re-form the Senior Managers Group. Huge thanks to Andrew Buck for leading on this and I am pleased that we have been able to come together as a group – albeit also virtually – during the year.

It was particularly disappointing that we were unable to progress with plans for the Region to host the "Sixth Form Business Games" in the Summer, in conjunction with UCLAN. Despite this being deferred due to the pandemic, we are committed to picking this up again just as soon as we can and really excited to host our first games as soon as we are able to; as I write this we are exploring the possibility of an online solution, so watch this space!

The last two years have been, I think it is fair to say, quite an experience! I need to say a huge thankyou to everyone who has supported me and the region during the last two years – especially to Andrew Buck, Vice President, as I hand over the role of Regional President to him and we begin to build back from the pandemic. Finally, I must specifically also thank our Secretary (and Junior Vice President) Carol McDonnell and Treasurer, Jennifer Bevan for their substantial contributions to the Region in my term as President. I wish you all much success in your roles in the year ahead.

Stephanie Donaldson **Society President and Chair**

AGENDA ITEM 4

ANNUAL STATEMENT OF ACCOUNTS

Honorary Treasurer's Report

This past year has been one like no other. As a result, the way we have conducted work, social life and many other day to day activities has had to change dramatically and quickly almost overnight. This meant that a number of our events in the calendar had to be postponed or cancelled earlier in the financial year and so financial activity quickly dropped off. After the first quarter the financial activity across the main Council and all of its subgroups has remained extremely low; this is because the usual things that the region pays out for was suddenly no longer an option; room bookings, speaker expenses, travel expenses, providing food for delegates etc. all came to a stop. However, this doesn't mean the region hasn't risen to the challenge and provided events. Through online technology the region has provided a number of high value events at little to no cost to the region or the delegates, this AGM included. While I think we all look forward to being able to attend face to face events once again and they definitely have a huge role to play in our activities, I do think it has taught us that our budgets can stretch further than we ever thought possible as the ability to attend events online has meant that we have been able to offer valuable CPD events without the need for delegates to travel and for us to provide a physical space for those events to take place. While the number of events we are able to offer is obviously still limited to the number of volunteer hours required to plan an event that are available by our fantastic and dedicated volunteers, I think it will shape our budgets and take away some of the financial limitations that we may face in the future particularly in the years ahead as the country tries to recover from the financial impact of Covid-19.

In the past couple of year's I am pleased with the achievements made while I have been treasurer; in particular the recovery of a number of outstanding debts. We have also reviewed a number of our financial policies including the financial regulations, expenses policy and sponsorship policy. I believe this has helped achieve robust financial governance and put the region in a high standard in these areas.

The 2021 budget has been set as a balanced budget and was approved at the Council meeting in October 2020.

This is my last set of accounts as treasurer for the North West region and I wish my successor the best of luck in the role, it has been a great opportunity for myself and I hope someone else can now take advantage of that same opportunity for personal and professional development. I wish to thank the other members of the executive team; Stephanie, Andrew and Carol for all of their help, hard work and support. I also want to thank Steve Kenyon for his years of volunteer work as our branch auditor; as accountants having independent assurance on our work is invaluable, and Steve has provided that assurance for myself and previous treasurers over his years as regional auditor and to the region as a whole so that members can be assured in the financial stewardship of their subvention moneys. While the nature of audit means that the work is carried out in the background, we cannot underestimate its value to the region and the role will provide an excellent opportunity for Steve's successor to whom I also wish the best of luck.

Jen Bevan CPFA
Honorary Treasurer

The draft financial statements are included at Appendix A

OFFICERS AND MEMBERS OF THE SOCIETY IN 2020

Officers of the Society Council

Past President

Michael Thomas

President

Stephanie Donaldson
Executive Director of Business Resources
National Museums Liverpool
127 Dale Street
Liverpool, L2 2JH

Vice President

Andrew Buck
Head of Finance – Children’s, Adult Social Care & Health
Liverpool City Council
4th Floor Cunard Building
Liverpool, L3 1DS

Junior Vice President and Honorary Secretary

Carol McDonnell
Audit Manager
St Helens Borough Council
Victoria Square
St Helens, WA10 1HP

Honorary Treasurer

Jen Bevan
Finance Manager
Bury Council
Town Hall, Knowsley Street
Bury, BL9 0SW

Auditor

Steve Kenyon CPFA

AGENDA ITEM 5

CONSTITUTION

Please see the Constitution issued as a separate document.

Members of the Society Council 2020

Corporate Members

Shaer Halewood (2019)
Rebecca Davis (2019)
Ian Coleman (2019)
Jayne Owen (2019)
Ian Kirby (2019)
Naomi Jackson (2020)
Jeremy Valentine (2020)
Mat Tanner (2020)
Sophie Darlington (2020)
Graham Fenton (2020)
Danielle Gallagher (2020)

Co-opted Members

Carol Culley (2019)
Andrew Fethers (2019)
Grenville Page (2019)
Tazeem Abbas (2019)
Hassan Khan (2019)

Chairmen and Secretaries of the Sections and Groups 2020

CHAIR

Southern Section

Shaer Halewood
Director of Resources, Wirral Council

Northern Section

Ian Cosh
Director of Resources, Lancashire Constabulary

Audit, Risk & Governance Group

Lesley Bilsborough
Audit Manager, Wigan Council

CIPFA Student Network

Victoria Horrocks

Retired Members Group

David Johnston
Retired Member

Senior Managers Group

Andrew Buck
Head of Finance – Children’s, Adult Social Care
& Health

Diversity & Inclusion Group

Tazeem Abbas

SECRETARY

Nicholas Atlay
Financial Analysis Manager, Regulator of Social
Housing

Katie Formstone
Staff Officer, Lancashire Constabulary

Janet Findlay
Retired Member

Naomi Jackson

Sheila Don
Retired Member

AGENDA ITEM 6

ELECTION OF OFFICERS AND MEMBERS OF THE COUNCIL 2021

(a) Election of Chair and Society President

Having been properly nominated and there being no other nominations it is recommended that **Andrew Buck**, Liverpool City Council, be elected as Chair and President of CIPFA North West Society for the period covering 2021 and 2022.

(b) Election of Vice President

Having been properly nominated and there being no other nominations it is recommended that **Carol McDonnell**, St Helens Borough Council, be elected as Vice President of the CIPFA North West Society for the period covering 2021 and 2022.

(c) Election of Junior Vice President

Having been properly nominated and there being no other nominations it is recommended that **Jen Bevan**, Bury Council be elected as Junior Vice President of the CIPFA North West Society for the period covering 2021 and 2022.

(d) Officers of the Society

Having been properly nominated and there being no other nominations it is recommended that the following officers serve on the Council for 2021:

Honorary Secretary **Naomi Jackson**, Campus Living Villages UK Ltd

Honorary Treasurer **Danielle Gallagher**, Liverpool City Council

(e) Corporate Members of the Society

Having been properly nominated in 2020 as Corporate Members for a two year term, six members will continue on Council for the coming year: Naomi Jackson, Jeremy Valentine, Mat Tanner, Sophie Darlington, Graham Fenton and Danielle Gallagher.

By way of the constitution up to 12 members can be elected as Corporate Members of the Society. Having been properly nominated it is recommended the following members serve on Council for two years from 2021:

Rebecca Davis
Ian Coleman
Ian Kirby
Hassan Khan

(f) Honorary Auditor to the Society

The Honorary Auditor to the Society for 2021 and until further notice will be:

Nicola Colquitt, St Helens Council

North West & North Wales Region Past Chairman

1975/76	W O Jolliffe	Lancashire
1976/77	J M Curley	Greater Manchester
1977/78	D F G Burton	Chester
1978/79	C T Fletcher	Cheshire
1979/80	J Hetherington	Manchester
1980/81	G K Woodhall	Preston Polytechnic
1981/82	I Wood	Wirral
1982/83	J R Ford	Cumbria
1983/84	D Merchant	Merseyside PTE
1984/85	C M Reddington	Liverpool
1985/86	D Morgan	Lancashire
1986/87	M C Morris	Colwyn
1987/88	D A Poppleton	Crewe & Nantwich
1988/89	B Collinge	Bolton
1989/90	J M Marriott	PDFM Ltd
1991/93	S Arnfield	Bolton
1993/95	B Aldred	Lancashire
1995/97	J M Marriott	PDFM Ltd
1997/99	R Alker	Lancashire
1999/01	L Sutton	Phillips & Drew
2001/03	I Coleman	Wirral
2003/05	C Tidswell	PWC
2005/07	S Curran	Bolton
2007/08	K Finch	Conwy
2008/09	B Parsonage	Wyre
2009/10	M Kenyon	Wigan

North West Society Past Chairman and President

2010/11	C Pyke	MMU
2011/13	L Yale Helms	PWC
2013/15	G Kilpatrick	Lancashire
2015/17	S Halewood	Warrington / Oldham
2017/19	M Thomas	Grant Thornton
2019/21	S Donaldson	National Museums Liverpool

AGENDA ITEM 8

Presidential Address – Andrew Buck

AGENDA ITEM 9

Speaker – Andrew Hardy

AGENDA ITEM 10

Speaker – Andy Tong and Richard Moore

AGENDA ITEM 11

Close of Event – Andrew Buck



Region: North West

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2020

HONORARY TREASURER'S REPORT

This past year has been one like no other. As a result, the way we have conducted work, social life and many other day to day activities has had to change dramatically and quickly almost overnight. This meant that a number of our events in the calendar had to be postponed or cancelled earlier in the financial year and so financial activity quickly dropped off. After the first quarter the financial activity across the main Council and all of its subgroups has remained extremely low; this is because the usual things that the region pays out for was suddenly no longer an option; room bookings, speaker expenses, travel expenses, providing food for delegates etc. all came to a stop. However, this doesn't mean the region hasn't risen to the challenge and provided events. Through online technology the region has provided a number of high value events at little to no cost to the region or the delegates, this AGM included. While I think we all look forward to being able to attend face to face events once again and they definitely have a huge role to play in our activities, I do think it has taught us that our budgets can stretch further than we ever thought possible as the ability to attend events online has meant that we have been able to offer valuable CPD events without the need for delegates to travel and for us to provide a physical space for those events to take place. While the number of events we are able to offer is obviously still limited to the number of volunteer hours required to plan an event that are available by our fantastic and dedicated volunteers, I think it will shape our budgets and take away some of the financial limitations that we may face in the future particularly in the years ahead as the country tries to recover from the financial impact of Covid-19.

In the past couple of year's I am pleased with the achievements made while I have been treasurer; in particular the recovery of a number of outstanding debts. We have also reviewed a number of our financial policies including the financial regulations, expenses policy and sponsorship policy. I believe this has helped achieve robust financial governance and put the region in a high standard in these areas.

The 2021 budget has been set as a balanced budget and was approved at the Council meeting in October 2020.

This is my last set of accounts as treasurer for the North West region and I wish my successor the best of luck in the role, it has been a great opportunity for myself and I hope someone else can now take advantage of that same opportunity for personal and professional development. I wish to thank the other members of the executive team; Stephanie, Andrew and Carol for all of their help, hard work and support. I also want to thank Steve Kenyon for his years of volunteer work as our branch auditor; as accountants having independent assurance on our work is invaluable, and Steve has provided that assurance for myself and previous treasurers over his years as regional auditor and to the region as a whole so that members can be assured in the financial stewardship of their subvention moneys. While the nature of audit means that the work is carried out in the background, we cannot underestimate its value to the region and the role will provide an excellent opportunity for Steve's successor to whom I also wish the best of luck.



**Jen Bevan CPFA
Honorary Treasurer
18 March 2021**

**FIVE YEAR SUMMARY
FOR THE YEAR ENDED 31 DECEMBER 2020**

	2016	2017	2018	2019	2020
Income	41,541	46,805	36,433	34,865	15,252
Expenditure	(43,212)	(44,159)	(28,793)	(27,890)	(15,386)
Net Incoming/(Outgoing) Resources	(1,671)	2,646	7,640	6,975	(134)

REPORT OF THE AUDITORS

I have completed the Audit of the Region's 2020 Financial Statements.

Work Undertaken

- Arithmetic Check of Statements
- Checked Statements to supporting working papers
- Arithmetic Check of supporting working papers
- Checked working papers to supporting documentation - invoices etc
- Verified Opening & Closing Bank Balances (except Southern Section)

Conclusions

I conclude that the statements represent a true and fair view of the Region's finances. Activity has been curtailed during 2020 due to Coronavirus and this is reflected in reduced income and expenditure. Despite these challenges, the Region has managed to maintain virtually a "break even" position.

The Southern Section Bank Account has been frozen due to this low level of activity, however steps are in place to address this.

Recommendations

The governance and accounting arrangements appear complex (Northern, Southern, Audit, etc.) and consideration should be given to consolidating funds and adopting a single simplified approach for the Region's activity.

Finally, I have undertaken the Audit for a number of years. It is healthy to rotate External Auditors (as in the workplace); I therefore recommend a change in Auditors for 2021.

Signed (Honorary Auditor)



Stephen Kenyon CPFA
08 March 2021

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020**

Note	2020 £	2020 £	2019 £	2019 £
Income				
<i>Incoming resources from charitable activities:</i>				
Advancing public finance and promoting best practice	7,233		21,825	
Educating and training students	0		0	
		7,233		21,825
<i>Incoming resources from generated funds</i>				
Donations	0		0	
Investment income	19		44	
		19		44
<i>Other incoming resources:</i>				
Subvention		8,000		13,000
Total Income		<u>15,252</u>		<u>34,869</u>
Expenditure				
<i>Charitable activities:</i>				
Advancing public finance and promoting best practice	(14,486)		(26,500)	
Educating and training students	(30)		(889)	
Regulating and supporting members	(850)		(360)	
		(15,366)		(27,749)
<i>Governance:</i>				
Regional Council and audit		(20)		(145)
3 Total Expenditure		<u>(15,386)</u>		<u>(27,894)</u>
Net Incoming/(Outgoing) Resources		<u>(134)</u>		<u>6,975</u>
<i>Gains/(losses) on investment assets:</i>				
Net Movement in Funds		<u>(134)</u>		<u>6,975</u>
Funds Balances Brought Forward at 1 January		<u>81,846</u>		<u>74,511</u>
Funds Balances Carried Forward at 31 December		<u>81,352</u>		<u>81,486</u>

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2020**

	2020 £	2020 £	2019 £	2019 £
Net Cash Inflow (Outflow) from Operating Activities	(154)		6,931	
Returns on Investment and Servicing of Finance				
Investment Income	19		44	
Interest Paid	<u>0</u>		<u>0</u>	
Capital Expenditure and Financial Investments				
Purchase of tangible assets	0		0	
Proceeds from Sale of Investments	0		0	
Purchase of Investments	<u>0</u>		<u>0</u>	
Net Cash Inflow (Outflow)		<u>(135)</u>		<u>6,975</u>

Notes to cash flow statement

1 Net cash inflow/ (outflow) from operating activities	2020	2019	
	£	£	
Changes in resources before revaluations	0	0	
Investment income	0	0	
Depreciation charges	0	0	
(Increase) Decrease in Debtors	(10,631)	(6,934)	
(Increase) Decrease in Stocks	0	0	
Increase (Decrease) in Creditors	<u>3,711</u>	<u>(3,117)</u>	
	<u>(6,920)</u>	<u>(10,051)</u>	
2 Reconciliation of net cash flow to movement in net debt	2020	2019	
	£	£	
Increase/ (Decrease) in cash in the period	6,785	(3,076)	
Change in net debt			
Net debt at 1 January			
Net debt at 31 December	<u>6,785</u>	<u>(3,076)</u>	
3 Analysis of changes in net debt	At 1 Jan 2020	Cashflows	At 31 Dec 2020
	£	£	£
Cash in hand	66,442	6,785	73,227
Debt falling due after 1 year			
Total	<u>66,442</u>	<u>6,785</u>	<u>73,227</u>

NOTES TO THE FINANCIAL STATEMENTS

1 ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – effective 1 January 2015. The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. The departure has arisen because charities are now required to prepare their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005, which has since been withdrawn. The particular accounting policies adopted are described below:

(a) **Investments**

Investments held as fixed assets are stated at cost less provision for permanent diminution in value. Those held as current assets are stated at the lower of cost and net realisable value.

(b) **Stocks**

Stocks are stated at the lower of cost and net realisable value.

2 EMPLOYEES

	2020	2019
	£	£
Salaries and Wages (including temporary staff)		
National Insurance		
Superannuation		
Other Staff Costs		
	<u>0</u>	<u>0</u>

The average number of employees was (2020:____)

3 SUPPORT COSTS

	Directly	Apport-	Apport-	Total	Total
	Attrib-	ioned	ioned	2020	2019
	utable	Support	Staff	£	£
	Costs	Costs	Costs		
	£	£	£		
Advancing public finance and promoting best practice					
Educating and training students					
Regulating and supporting members					
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Basis of apportionment					

NOTES TO THE FINANCIAL STATEMENTS

4 FIXED ASSETS: INVESTMENTS

2020	2019
£	£
<u>0</u>	<u>0</u>

5 DEBTORS AND PREPAYMENTS

	2020	2019
	£	£
Trade Debtors	3,060	5,244
Amounts owed by CIPFA excluding VAT	900	546
VAT repayment owed by CIPFA	1,315	5,955
Amounts owed by CIPFA Regions and Student Societies	0	0
Owed by CIPFA Business Ltd	1,810	5,970
Other tax and social security	0	0
Other debtors	48	48
Prepayments and Accrued Income	0	0
	<u>7,133</u>	<u>17,763</u>

6 CURRENT ASSETS: INVESTMENTS

2020	2019
£	£
<u> </u>	<u> </u>
<u> </u>	<u> </u>

7 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade Creditors	(992)	552
Owed to CIPFA excluding VAT	0	0
VAT owed to CIPFA	0	2,105
Amounts owed to CIPFA Regions and Student Societies	0	0
Owed to CIPFA Business Ltd	0	0
Other Tax, Social Security	0	0
Other Creditors	0	62
Receipts in Advance	0	0
	<u>(992)</u>	<u>2,719</u>

NOTES TO THE FINANCIAL STATEMENTS

8 RESTRICTED FUNDS

John Marriott Fund – Bequeathed for the purposes of educating & training students. Balanced Restated as previously shown as Designated fund but is more appropriate as restricted.	2020 £	2019 £
Balance at 1 January	20,329	20,285
For the Year	<u>19</u>	<u>44</u>
Balance at 31 December	<u>20,348</u>	<u>20,329</u>

9 DESIGNATED FUNDS

The Income Funds of the Institute include the following Designated Funds that have been set aside out of unrestricted funds by the Executive Committee for Specific Purposes.

Regional Development fund awarded 2019, earmarked for activities in development plan intended for 2019 but to be carried out in 2020. However due to the pandemic most events had to be cancelled and therefore carried over to 2021	2020 £	2019 £
	<u>8,263</u>	<u>4,000</u>
	8,263	4,000

10 OTHER CHARITABLE FUNDS

	2020 £	2019 £
As at 1 January	57,158	54,227
Surplus/(Deficit) for the Year (Excluding Movements on Designated & Restricted Funds)	(4,417)	2,931
As at 31 December	<u>52,741</u>	<u>57,158</u>

11 CAPITAL COMMITMENTS

	2020 £	2019 £
Authorised and Contracted		
Authorised but not Contracted		

12 FINANCIAL COMMITMENTS

	Land and Buildings 2020 £	Other 2020 £	Land and Buildings 2019 £	Other 2019 £
Leases which expire:				
– within one year				
– within two to five years				
– in over five years				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

NOTES TO THE FINANCIAL STATEMENTS

13 COST OF AUDIT AND OTHER FINANCIAL SERVICES

	2020	2019
	£	£
Audit Fees		
Taxation Advice		
	<u>0</u>	<u>0</u>

14 TRANSACTIONS WITH TRUSTEES AND RELATED PERSONS

	2020	2019
	£	£
Remuneration and honoraria		
Professional services rendered for a fee		
Travel and subsistence expenses reimbursed for costs necessarily incurred on CIPFA business	22	760
	<u>22</u>	<u>760</u>