

# UHI | INVERNESS

## **MINUTES of the JOINT AUDIT & FGP COMMITTEE held via Microsoft Teams on Tuesday 10 September 2024.**

**PRESENT:** Janette Campbell, Jane Davidson, Rojan Kumar Subramani, Pauline Tuthill, Gillian Galloway

**CHAIR:** Janette Campbell

**APOLOGIES:** Innis Montgomery, Amy Goodbrand, Wendy Grindle, Donald MacKenzie, Russell Edwards

**IN ATTENDANCE:** Principal

Vice Principal – Curriculum, Student Experience and Quality

Vice Principal – Curriculum, Operations and External Relations

Director of Finance and Estates

Claire Robertson, BDO

Phil Mason, Deloitte

Information Systems Manager

Operations and Commercial Manager

Governance Officer

The Chair of Audit Committee has agreed to chair the Joint Audit & FGP Committee meeting.

The Chair welcomed everyone to the meeting and introductions were made.

When asked if any declarations of interests, statements of connections or transparency statements were to be noted Jane Davidson stated that she has worked with Anderson & Strathern in personal capacity.

**1. AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023**

The Director of Finance and Estates spoke to his report which provided the Committee with the audited financial statement for year ended 31 July 2023 for review and to recommend that the Board of Management approves them for signing. The report summarised the income and expenditure accounts, balance sheets, year-end cash balances and net current assets but also provided a student support funding summary.

The Committee members were provided with a clarification as to the order of approval meetings and found it helpful.

The Committee raised the issue of incorrect Board members' details in the report and the Director of Finance and Estates confirmed that all minor changes to the narrative will be raised with Deloitte and amended before the final sign off of the accounts. The Director of Finance and Estates also confirmed that the report will be updated to indicate the sale of the Longman site in December 2023.

**Decision:** The Committee **APPROVED** the Audited Financial Statements for the year ended 31 July 2023, subject to minor adjustments to the narrative.

**2. DRAFT EXTERNAL AUDITORS REPORT – 31 JULY 2023**

Phil Mason, Deloitte spoke to his report which provided the Committee with the annual report on the audit of the financial statements for the year-ended 31 July 2023. Key sections of the report had been highlighted, for example annual report and accounts, wider scope audit, sector developments and detailed appendices.

*The Principal joined the meeting.*

Phil Mason, Deloitte provided a summary of all significant risks highlighted within the report and a short discussion took place in regard to control deficiencies and areas for management focus, followed by details of wider scope areas, like financial management and stability, vision, leadership and governance and use of resources to improve outcomes.

The Chair thanked Phil Mason for his detailed report.

The Committee sought clarification in regard to the aspect of going concern raised in the report and agreed that the Members would benefit from more information being shared by Deloitte about it.

The Committee asked to what extent reliance is being placed on internal audit and Deloitte clarified that it is standard sector practice not to rely on internal audit reports due to different areas and angles of audit work carried out.

**Decision:** The Committee **APPROVED** the Draft External Auditors Report – 31 July 2023.

### 3. **LETTER OF REPRESENTATIONS**

The Director of Finance and Estates asked the members of the Joint Audit and Finance & General Purposes Committees to approve the representations made to the external auditors in the letter provided. The letter will be presented to the Board and once approved it will be signed by the Chair of the Board.

**Decision:** The Committee **APPROVED** the Letter of Representations.

### 4. **SFC ANNUAL ACCOUNTS RETURN FOR THE YEAR ENDED 31 JULY 2023**

The Director of Finance and Estates spoke to his report which provided the Committee with the final SFC annual accounts return for 2022/23, which is based on the financial statements for the year-ended 31 July 2023. The Director of Finance and Estates clarified that once approved by the Committee, the report will be signed by the Principal before being sent to SFC.

**Decision:** The Committee **APPROVED** the SFC Annual Accounts Return for the year Ended 31 July 2023.

### 5. **AOCB**

Nothing has been raised.

**6. DATE OF NEXT MEETING**

The next meeting of the Joint Audit & FGP will take place on Monday 09 December 2024.

**Signed by the Chair:**

A handwritten signature in black ink, appearing to read "David McKelvey", is written over a light blue grid background.

**Date: 09/12/2024**