

**CYFARFOD BWRDD IECHYD PRIFYSGOLN
ANEURIN BEVAN**

**MINUTES OF ANEURIN BEVAN UNIVERSITY
HEALTH BOARD CHARITABLE FUNDS COMMITTEE**

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| DATE OF MEETING | Monday 13th January 2025 at 13:00-14:00 |
| VENUE | Microsoft Teams |

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| PRESENT | Paul Deneen, Independent Member (Chair) Neil Patrick, Independent Member (Vice Chair) Richard Clark, Independent Member Nicola Prygodzicz, Chief Executive Robert Holcombe, Director of Finance and Procurement |
| IN ATTENDANCE | Gareth Lewis, Head of Financial Services & Accounting Alison Griffiths, Charitable Funds Manager Susan Gauntlett, Assistant Head of Financial Accounting Mark Ross, Assistant Finance Director Julie Rees, Audit Wales (Item 2.4) Cai Hale, Audit Wales (Item 2.4) Rani Dash, Director of Corporate Governance Fern Cook, Governance Support Officer |
| OBSVERING | None |
| APOLOGIES | None |

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| CFC/1301/01 | Welcome and Introductions Paul Deneen (PD), Chair, welcomed everyone to the meeting. |
| CFC/1301/02 | Apologies for Absence Paul Deneen (PD), Chair, noted the apologies for absence. |
| CFC/1301/03 | Declarations of Interest There were no declarations of interest to record. |
| CFC/1301/04 | Draft Minutes of the meeting held on 7th November 2024 The minutes of the previous meeting held on 7 th November 2024 were agreed as a true and accurate record. |



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| | <p>The Committee APPROVED the minutes from the previous meeting.</p> |
| <p>CFC/1301/05</p> | <p>Committee Action Log</p> <p>The Committee received the action log and was content with progress made on the completed actions.</p> <p>The Committee NOTED the report for information.</p> |
| <p>CFC/1301/06</p> | <p>Final Accounts & Annual Report 2023/24</p> <p>Gareth Lewis (GL), Head of Financial Services & Accounting, provided the Committee with an overview of the final annual accounts and annual report for the year ending 31 March 2024 for the Health Board Charitable Fund and other related charities.</p> <p>The Committee was advised that there had been a few changes to the accounts from the draft to the final, as follows:</p> <ul style="list-style-type: none"> • Donations, legacies and grants was now at £507k (£437k in the draft accounts). The increase had come from income transactions which were identified as deferred income and had now been reclassified. • Change in the gain of investment assets to now reporting at £5.4M due to a reporting error of £28K from CCLA that was identified by Audit Wales during the review. <p>GL advised the Committee that CCLA had informed the Health Board that the error was due to valuation difference and discrepancies on their system and assurance was provided that this would not happen again. GL assured the Committee that measures had been put in place to ensure a reporting error would not occur again with a full report being sent alongside the valuation going forward.</p> <p>Julie Rees (JR), Audit Wales, advised the Committee that the audit found no areas of concerns during the audit and the team had been very quick and robust at looking at the errors raised when reviewing the accounts.</p> <p>The Committee was advised that the annual report had been subject to audit, by Audit Wales, in conjunction with the Annual Accounts. There were some small amendments</p> |



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| | <p>as a result of the audit to the income of donations, legacies and grants and the CCLA investments.</p> <p>Paul Deneen (PD), Chair, asked if there was a need for the Committee to have a report from the fraud team included within the forward work plan for 2025/26. Rani Dash (RD), Director of Corporate Governance, advised that the Committee would report on exception if something was to be raised.</p> <p>The Committee was advised that the next steps would be for the annual accounts and annual report be presented to the Board for approval on 29th January 2025 and then submit to the Charity Commission by 31st January 2025.</p> <p>Robert Holcombe (RH), Director of Finance and Procurement, thanked the finance team and Audit Wales for completing the audit within the deadlines set by the Charity Commission.</p> <p>The Committee APPROVED the final accounts and annual report for submission to the Board for sign off in readiness for submission to the Charity Commission by 31st January 2025.</p> |
| <p>CFC/1301/07</p> | <p>Letter of Representation 2023/24</p> <p>Gareth Lewis (GL), Head of Financial Services & Accounting, provided the Committee with an overview of the Letter of Representation, advising that, as part of their annual audit process, Audit Wales had requested the Health Board to submit a Letter of Representation, as evidence that trustees of the charity acknowledge and accept responsibility for the financial statements.</p> <p>The Committee was advised that the letter would provide assurance of the accuracy of the financial information and that management accepts its responsibility for the accuracy and completeness of the financial statements.</p> <p>GL advised the Committee that the letter would be presented to the Board on 29th January alongside the final accounts and annual report for approval.</p> <p>The Committee APPROVED to recommend the Letter of representation for approval by the Board.</p> |
| <p>CFC/1301/08</p> | <p>Charitable Funds ISA 260 report</p> |



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| | <p>Julie Rees (JR), Audit Wales, provided the Committee with an overview of the Charitable Funds ISA 260 report, advising that the report provides a summary of the findings from the audit.</p> <p>Cai Hale (CH), Audit Wales, advised the Committee of the adjustments required that had been identified in the audit highlighting that the £70k of deferred income that had now been reclassified due to the conditions being met within the standard operating procedure (SOP) and few small changes inconsistencies within the annual report.</p> <p>CH advised the Committee of the audit recommendations around the treatment of grant incomes, assuring the Committee that the Health Board had put measures in place for the reviewing new and expired grants against the SOP.</p> <p>Mark Ross (MR), Assistant Finance Director, advised the Committee that the audit process was now working very well with the audit being completed by the end of December 2024.</p> <p>Paul Deneen (PD), Chair, thanked Audit Wales, finance and the governance team for their work to support the completion of the audit.</p> <p>The Committee NOTED the ISA 260 report.</p> |
| CFC/1301/09 | <p>Review of Committee Programme of Business</p> <p>The review of Committee Programme of Business was provided to the Committee for information.</p> |
| CFC/1301/10 | <p>Items to be Brought to the Attention of the Board and Other Committees</p> <p>Items to be brought to the attention of the Board were to note the following for approval on 29th January 2025:-</p> <ul style="list-style-type: none"> • Final accounts 2023/24 • Annual report 2023/24 • Representation letter 2023/24 • Charitable Funds ISA 260 report. |
| CFC/1301/11 | <p>Any Other Urgent Business</p> <p>There was no other urgent business raised for discussion.</p> |
| CFC/0711/12 | <p>Date of Next Meeting</p> |



