



LEARNING TRUST

Date/Time	19 th October 10.00am – 11.00am
Attendees	Kirstie Martin UHY, Colin Wright UHY, Jodie Croft, Jonathan Rhoden, Ruby Sethna
Apologies	
Agenda	<ol style="list-style-type: none">1. Supplied by UHY2. AOB
Minutes/Record of meeting	<p>Action</p> <ol style="list-style-type: none">1. Ruby/JC to update accruals record - done2. Ruby to send Trial Balance to UHY - done3. JC to send draft accounting report to UHY - done4. Jonathan Rhoden to complete asset register and send to UHY5. JC to amend and re-send Assets and Disposal policy – done6. JC to check date of completion for FMGS - done7. JC to update members on Companies House - done8. UHY to check procedure for amending members9. JC to send Didcot 16/17 budget to UHY10. JC to appoint internal auditor for TPA/ to discuss further with Jonathan Rhoden11. UHY to send RO programme to JC12. JC to confirm time of meeting with finance committee pencilled in for 1pm 24/11/15 - done13. JC to check trustees report – correct use of accounts direction <p>AOB</p> <p>None.</p>

