

ALCOHOL PROBLEMS ADVISORY SERVICE and APAS TRADING Ltd.

Minutes of meetings of the directors held simultaneously at King Charles House, 7 Standard Hill, NOTTINGHAM NG1 6FX on Thursday June 3rd 2010.

Present: Nick Tegerdine
David Harding-Price (in the Chair)
Andrea Spence

Apologies: Michelle Trueman

In attendance: Gill Strickland, Higson and Co., Chartered Accountants

10.18 Accounts

Mr Tegerdine introduced Mrs Strickland.

Mrs Strickland produced correspondence for signature, and Mr Tegerdine and Mr Harding-Price signed on behalf of the organisation.

The accounts for apas trading already having been dealt with, the audited accounts for apas were considered.

The reasons for the delay in completing the accounts were discussed in detail and plans formulated to remedy the situation going forward. The difficulties that had been encountered both by Higsos and apas staff discussed in depth.

After due deliberation the accounts were approved.

Mr Tegerdine asked for a summarised version to be produced for distribution to the membership. This was agreed.

Action: Mr Tegerdine undertook to send a copy to the Charity Commission, whilst Higson and Co would file with Companies House.

Mr Tegerdine said that he had not been able to discuss the situation with Harwood and Ball since they had been experiencing some difficulties and had been unavailable for meetings or a discussion.

In view of this, it was then proposed by Mr Tegerdine, seconded by Ms Spence, that Higson and Co be appointed as auditors going forward until the next General Meeting of the organisations. This was unanimously agreed.

Mrs Strickland raised the matter of the last Corporation Tax return for apas Trading.

Action: Mr Tegerdine said that this would be with Harwood and Ball and that he would request a copy from them.

Mrs Strickland then discussed matters arising from their audit work. In particular, she advised that the Sage accounting system was not set up optimally, highlighting the profit and

Loss account as an example. Mr Tegerdine said that he had several times been assured that this system was correct and so, going forward, the advice received from Higson and Co would be integrated with the plans for whoever and however the accounts work would be done.

Mr Harding-Price thanked Mrs Strickland for all her hard work in what had been very trying and testing circumstances, and also her colleagues for the excellent job done.

Mrs Strickland left the meeting.

10.19 Minutes of previous meetings.

These were agreed. There were no matters arising not elsewhere on the agenda.

10.20 Report of the Executive Director

Mr Tegerdine provided a verbal report on recent developments, including new agreements with HMP Lowdham Grange and the Nottingham and Nottinghamshire Fire and Rescue Service.

10.21 Financial report

The income and expenditure was considered and it was seen that statutory bodies were again late paying. Mr Tegerdine explained the situation of chasing payments and what obstacles were being presented.

Due to the reserves prudently established cash flow was not currently an issue. The Board considered the risks and concluded that the organisation was a going concern.

Mr Tegerdine presented Purchase orders for IT upgrades and these were signed in accordance with the Standing Financial instructions (SFI's).

Mr Tegerdine explained the changes to the SFI's whereby previous signatories had been removed and new ones added. Arrangements for processing payments by BACs rather than cheques were considered and approved. These changes will be integrated with the SFI's.

The changes to the SFI's to date were unanimously approved.

Mr Harding-Price declared this section of the meeting closed and the Board moved into confidential session.