

FINANCE COMMITTEE

MINUTES (UNRESERVED)

2.00pm on Monday, 9 May 2022

Glover Room

Present (Reserved): Ms Loretta Minghella (Chair); Mr David Ball (Bursar); Professor David Chambers; Professor Jonathan Goodman; Professor Neil Greenham; Professor Heike Laman; Professor Jacqueline Tasioulas (Senior Tutor); and Dr Julia Wolf.

Present (Unreserved Finance): Ms Sara Sharif (UCS representative); and Mr Vithusan Kuganathan (UCS President).

1. **Apologies**

Professor Phil Allmendinger; and Professor Hendrik van Veen.

2. **Declarations of Interest**

None.

3. **UNRESERVED MATTERS**

(i) **Minutes of 7 March 2022**

Approved.

(ii) **Matters Arising**

- a. Item 3(iii), Living Wage Accreditation At the meeting of the Finance Committee on 7 March 2022 the Bursar agreed to investigate the cost of implementing the Living Wage for casuals and student workers including any indirect costs. The Finance Committee reviewed whether or not to apply for accreditation following that investigation. The Finance Committee agreed that the College was committed to paying the real living wage to its staff. However, the Finance Committee agreed not to apply for accreditation from the Living

(iii) **Welcome to UCS representative**

The Finance Committee formally welcomed the new UCS representative, Sara Sharif, and thanked the outgoing UCS representative, Abdu Rawat, for their hard work.

(iv) **Management Accounts for Q3**

The Deputy Financial Bursar circulated the Management Accounts for the year to 31 March 2022. The Management Accounts have been prepared on a consistent basis with the statutory RCCA Financial Statements for the year to 31 March 2022 and summarise the Income and Expenditure across college departments.

The Management Accounts show that the College reported an increase in income of £266,918 (3.01%) in the year to 31 March 2022 when compared to the budget for the same period. This was attributable to a strong Endowment performance in 2020-21 returning a higher drawdown than expected of £120,981 in the year to 31 March 2022. Other variances are due to timing differences and are not expected to be material by the end of the financial year. Expenditure for the year to 31 March 2022 was £696,033 (6.57%) lower when compared to the budget for the same period. This was mostly attributable to the Housekeeping and Catering departments where there have been several staff vacancies throughout the year. Despite food inflation, food costs are below budget by £406,760 because the College has hosted minimal conference activity in the year to 31 March 2022. Academic, Fellowship and Stewardship expenditure is also below budget by £187,771 due to COVID-19 continuing to impact activity.

The deficit of £2,126,577 in the 9 months to 31 March 2022 was £681,485 (47.16%) higher than compared to the same 9 months to 31 March 2021. The College was still facing considerable COVID-19 measures in the 9 months to 31 March 2021 impacting almost every comparative figure either for activity or timing reasons. The key differences are however visible in the 12 month Forecast to 30 June 2022 contained within the draft budget for the year ended 30 June 2023.

The College is forecasting an overall deficit of £1,824,093 in the 12 months to 30 June 2022. This is £1,378,105 (43.04%) lower than the budget for the year ended 30 June 2022 which showed a £3,202,198 deficit for the following reasons:

Income (forecast increase of £221,971)

- x The per Capita Graduate College Fee increased by 9.97% and there were higher admissions from overseas students than expected despite Brexit causing increases in fees for EU students (£149,030); and
- x The Endowment performance in 2020-21 returned a higher drawdown which is expected to be £135,231 for the year.

increased as a result of depreciation, the Old Court project and the addition of St Regis. Staffing for Housekeeping is under review. There had also been a significant increase in the cost of insurance which had increased by 25% both last year and this year.

The Finance Committee will review the Budget at its next meeting on 20 June.

(vi) **Clare College Limited and Clare College Conferences Limited**

The Finance Committee noted that the Deputy Financial Bursar was to be appointed as a Director.

(vii) **Bribery and Corruption Annual Report**

The Finance Committee noted that Heads of Department and Administrators; and those involved at any level in procurement; or in seeking donations or research funding; or those involved in international activities have undertaken the annual training. There have been no incidents reported.

(viii) **Minutes of other Committees**

- a. OCIG: 21 March 2022 (DRAFT); and 21 FeCdc -0.002 Tw 11.01d902

Distribution (Reserved Finance): Ms Loretta Minghella (Chair); Mr David Ball (Bursar); Professor David Chambers; Professor Jonathan Goodman; Professor Neil Greenham; Professor Heike Laman; Professor Jacqueline Tasioulas (Senior Tutor); Professor Hendrik van Veen; Dr Julia Wolf; and the Governing Body.

Distribution (Unreserved Finance): Ms Sara Sharif (UCS representative); and Mr Patrick Taylor (MCR representative).

In Attendance: Miss Emma Easterbrook (Secretary); and Mrs Rebecca Willatt (Deputy Financial Bursar).

For information: Mr Vithusan Kuganathan (UCS President); and Ms Samantha Mason (MCR President).

Emma Easterbrook

16 May 2022