

Finance Application Special Interest Group - (FASIG)

ATTENDEES

Alan Binge
Anne Shrubshall
Karen Wilbraham
Steve Popham
C.James
Gill Pearn
Paula Frost
Joanna Lunnon
M.Harvey
Angela Daveney
Laura Hames
Helen Pisarska
Alison Husband
Jan Evans
Lana Cummings
Karen Pope
Denise Watts
Sandra Hammond
Nela Kapelan
Carol Pratt
Diana McNeill
Dawn Teed
Vicky Hemmingway
Avril Smith
Chris Austin
Karen Swanston
Sally Phillips
Sam Phillips
Pat Curgenven
Jean Wyatt

MINUTES

1. Apologies for absence

Apologies were received from L Bridger, P Kennedy, H Clarke, M Wills, B Hughes, J Pyne, P Jackson, T Elsey, E Stewart and A George.

2. Minutes from Last Meeting.

These were agreed and approved.

3. Year End Procedures

A discussion was held, in which Anne Shrubshall talked through the draft procedure. No issues were raised regarding the procedures but concerns were raised about the implementation of the procedures. Anne will be issuing formally agreed procedures in early July with any updates being issued as and when necessary.

ACTION – ALL: E-mail Anne Shrubshall with any questions regarding the Year End Procedures.

4. Update on the Way Forward for Coding (if time).

Anne Shrubshall confirmed that progress has been made and guidance will be available on the APTOS Homepage shortly. Anne will bring further progress to the next meeting.

Anne also confirmed that a successful meeting had been held with SHiPSS.

5. Agree Topic of Discussion for Next Meeting

The following topics highlighted at last month's meeting were agreed to be suitable topics of discussion at the next meeting:

- a. Fixed Assets & Management of Assets.
- b. Budgets, Virements and the Planning Cycle.

6. AOB

None

**THE NEXT FASIG MEETING WILL BE IN THE SENATE CHAMBER ON
2 NOVEMBER 2005, FROM 2:00 PM TO 4:00 PM
(Amended to 14 November 2005, From 10:00am to 12:00pm)**