

**MINUTES OF THE CHS ALLIANCE BOARD
APPROVAL OF 2018 ACCOUNTS
28 March 2019**

PRESENT:

John Beverley (JB, treasurer), Matthew Carter (MC), Nick Guttman (NG), Jacqueline Koster (JK), Marina Skuric Prodanovic (MSP), Robert Tickner (RT, Chair), Allan Calma (AC), Anne de Riedmatten (AdR)

IN ATTENDANCE:

Tanya Wood (TW, Executive Director/ED), H  l  ne Maillet (HM, minutes only)

APOLOGIES:

Anne Cathrine Seland (ACS), Martha Nemera Woyessa (MN), Shama Mall (SM Vice Chair), Robert Sweatman (RS), Thea Hilhorst (TH), Samah Bassas (SB), Makena Mwobobia (MM)

ABSENCE:

Osama Ezzo (OE), Rezaul Chowdhury (RC)

INVITEES:

Patrick Hartmann (PH, Head of Finance and Administration)

1. APOLOGIES, WELCOME

Meeting quorate.

Purpose of the meeting is to approve the 2018 accounts.

2. ACCOUNTS APPROVAL

Chair of the FRAC made a short introduction on the audit process, noted that it was a very satisfactory audit (all parts of the audit were greenlighted – the identified risks of misstatement were minimal).

On the risks specifically, the Chair of the FRAC also mentioned – looking forward – that we should ask the auditors for a significant review of IT controls next year.

He also mentioned that there is a risk with UK tax liability: since we have an office in London, we are submitted to UK taxes for services provided, however up to now no taxes have been paid but they have been provisioned for every year accordingly. Therefore, the FRAC is not concerned about it and the situation will continued to be followed upon.

A couple of risks identified though that will be brought to the Board:

- Intermittent members (i.e. members not paying every second year but whose membership is renewed)
- The extent to which we review our members' finances (that's actually a resources' issue for the Alliance).

Following this presentation, the Chair of the FRAC recommended the Board to approve the audit report of the financial statements and notes for 2018, noting that the report is unqualified.

The FRAC also requested the Board to vote on the following motions.

- ◆ **1st motion:** the Board is requested to agree on merging the merger result with the general reserve.
- ◆ **2nd motion:** the Board is requested to raise the capitalisation threshold for fixed assets from 500CHF to 2500CHF.

A couple of questions were raised including on the risk of funds not being used according to objectives. FRAC Chair responded that this was linked to timesheets and specifically the risk that the donor calls for the funds to be reimbursed if time is not traced per specific activity. Timesheets should enable us to report worktime in a proper manner. TW clarified that so far we are reporting time on a weekly basis against our 3 objectives as we don't have earmarked funds at the time.

JB explained that up to now this situation was not faced by the Alliance (a donor calling for reimbursement) but the risk - though minimal – exists.

It was suggested to ask somebody to come and look at this, get advice to ensure that our time-reporting system does not become too cumbersome.

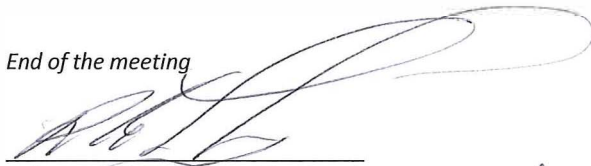
The other question was about capitalisation and it was clarified that raising capitalisation will enable us to track fewer assets and to write them off in the year of acquisition and avoid depreciation over several years. This is a process we may do as we are in good financial state.

Both motions were adopted by the Board by consensus.

The 2018 audited accounts of the CHS Alliance were approved by the Board by consensus.

The Board congratulated the FRAC and the Alliance finance team for their work.

End of the meeting



Robert E. Tickner, Chair of the Board



Hélène Maillet, minutes' taker



Matthew Carter, member of the Board