

**DEPARTMENT MEETING MINUTES
WEDNESDAY 18 APRIL 2018
1PM BOARDROOM**

PRESENT: MDCR, ZD, AH, LB, SB, EC, JC, NH, KG, SAW, MD, PJS, SH, ALO

NOTETAKER: CLT

I.T.

- Central has been updated and only a couple of bugs have been found so far
- One of the bugs relates to bills – an error message appears when attempting to preview a bill so please click on the on the PDF button instead

UHY ADMIN

- Twinfields is progressing
- Twinfields training is complete
- Julie and Emma will potentially be putting the opening balances on in the coming week

ADMIN

- Money laundering, anti-bribery and a new section for GDPR training will be rolled out soon
- Kathryn is in the process of finalising the IT Manual and is also updating the Money Laundering Manual
- Statement of Independence and Reflection and CPD log 2017 have now been rolled out to staff so please complete them and hand back to Kathryn as soon as possible

FINANCIAL PLANNING

- Andrew Lloyd-Owen will be joining the Pareto arm at the UHY offices on 14 May working alongside Mike Smith

VAT

- Department busy – work still coming in from other UHY offices
- Shelley's VAT blog was sent out internationally
- Liz and Shelley to draft something to be taken to the Barcelona conference with regard to our in-house specialisms like VAT and Company Secretarial Services

CORPORATE FINANCE

- The search for Richard's replacement goes on
- Department has a few small projects on going

MARKETING

- Liz will be sending emails out to clients and contacts with regard to opting in for UHY subscriptions to comply with GDPR
- Stephen Grayson will be speaking about GDPR at the next Manchester Property Group
- Cloud10 sub-brand is still a work in progress
- Liz and Hannah will be working on a new campaign that will be R & D focussed
- We will not be renewing the telemarketing contract after the trial
- The North West Insider awards take place on 19 April.
- Rachael is nominated for the Young Accountant of the Year Award and the Cloud team are nominated for the Young Professional Team of the Year
- A press release has gone out in relation to the awards
- Liz has been working with Andrew from Pareto in relation to the website content
- There has been hugely positive feedback from the event at the Great John Street Hotel
- Various staff members will be visiting The York office and this will take place in June

CLOUD DEPARTMENT

- The department is very busy
- We have an increasing QuickBooks presence and we now have gold status
- Max Whiteley is now working with the Cloud team working on management accounts
- The department is still getting work from other offices and York office want Stuart to pitch to one of their clients

AUDIT

- Kay and Kim have completed interviewing AAT and ACA trainee candidates for our September intake
- Jack Pullen who originally joined us last year for work experience will be joining the department in June as an ACA trainee
- The department is preparing for the ICAEW visit on 30 April
- The department continues to be very busy

TAX

- Rebecca Martin finished earlier than expected for maternity leave
- Rebecca Lowe joined the department also earlier than expected
- P11D letters are going out and tax return letters are to follow
- Khadijah and Emily have taken on Alpha Tax training for the department

COMPANY SECRETARIAL

- Sarah and Liz have had meetings with regard to the marketing of the department
- Sarah and Liz to research how other firms roll out their Company Secretarial offering
- Liz to speak to the London team about their offering
- Still chasing a few engagement letters but this has proved to be successful exercise
- Talisa is still helping in the department

PAYROLL

- The new payroll system Star is up and running
- There have been a few teething problems with the portal but all in all the switch appears to be going well so far

T & R

- Waiting for the compliance report to come back in

A.O.B

- Billing is now finished and £6.3 million has been billed which is a 6% increase on last year's billing
- No update on the office move yet – to be finalised in May
- Please still carry on clearing and sorting your work areas
- Steve Lawson has now reduced his working days to two days per week - his definite office day is a Tuesday with his other day being as and when
- David Symonds has now reduced his working week to 4 days – his day off is Friday
- Mark is to attend the managing partners conference next week
- The European UHY conference will take place in Barcelona in May – Mark and Clive will be attending the whole event - Sheila, Darren and Stuart will be attending on various days
- Xero Con will take place again in November dates to be confirmed – Mark hopes to get more staff and partners to attend this year's event
- The UK UHY Partners and Managers conference will take place in November also

Next meeting is scheduled for 14 June in the boardroom at 1pm