

AGENDA PLAN FOR BRANCHING OUT BOARD MEETINGS 2020

| DATE | AGENDA ITEMS |
|-----------------|---|
| 03-02-20 | <ul style="list-style-type: none"> • Safeguarding Report* • Review of Annual • Management and Governance Policies Review** • Risk Register Review- • Annual Declaration of Interest • Annual H&S audit • Review and signing of Bank Statements |
| 06-04-20 | <ul style="list-style-type: none"> • Review of Budget for previous year • Proposed budget for current year • Trustee report for AGM • Risk Register • Management & Governance Policies Review • Review and signing of Bank Statements |
| 01-06-20 | <ul style="list-style-type: none"> • Review of agenda for AGM • Plans for AGM (agenda/date/rehearsal) • Branching Out Retail Strategic Plan review/progress* • Risk Register • Review of Replacement Fund • Review and signing of Bank Statements |
| 07-09-20 | <ul style="list-style-type: none"> • Briefing from accountants & Management letter • Audit Representation Letter • Journal adjustments • Signing off Branching Out accounts* • Distribution of AGM Agenda to all present** and Auditor quote for 2021 • Agenda plan/dates for 2021 • Review and signing of Bank Statements |
| 05-10-20 AGM | <ul style="list-style-type: none"> • Standard AGM agenda as agreed on 07-06-19 |
| 23-11-20 | <ul style="list-style-type: none"> • Branching Out Retail Strategic Plan review/progress* • Review of Service User Provision Report** • Risk Register • Budget Review • Living Wage Review • Review and signing of Bank Statements |