

**Finance Committee 2003/2004**  
**Meeting to be held in the Board Room**  
**On Wednesday, 3 December 2003, at 2.30p.m**

**A G E N D A**

**Apologies**

**Section A**

- |             |   |   |
|-------------|---|---|
| <b>A1.</b>  | <b>Minutes of meeting of 5 November 2003</b>  | Enclosure   |
| <b>A2.</b>  | <b>Matters arising from the Minutes</b>   |   |
| <b>A3.</b>  | <b>Estimates of Recurrent Income and Expenditure – 2004</b><br>(Minute 2004/27 of 05.11.03)<br>HEA correspondence<br>Memoranda from Provost dated 21.11.2003<br>Draft Board minute of meeting of 26.11.2003   | To follow<br>Enclosure<br>To follow   |
| <b>A4.</b>  | <b>Quarterly Accounts 30 September 2003</b><br>Capital Projects funded by HEA Capital Grants<br>Capital Projects not funded by HEA Capital Grants<br>Faculty and Departmental Budgets<br>Administrative and other Non-Pay Budgets<br>Service Departments<br>Subsidiary Activities<br>New Research Accounts<br>Research Account Balances<br>Research Accounts – Overdrawn Balances | Enclosure<br>Enclosure<br>Enclosure<br>Enclosure<br>Enclosure<br>Enclosure<br>Enclosure<br>Enclosure<br>Enclosure |
| <b>A5.</b>  | <b>Financial Procedures – Control Exception Report</b><br>(Minute 2004/22 of 05.11.2003 refers)<br>Memorandum from Procurement & Payments Manager dated 21.11.2003  | Enclosure   |
| <b>A6.</b>  | <b>Financial Rules and Regulations Manual</b><br>The Procurement and Payments Manager will attend for this item.<br>Memorandum from Mr. M. Ryan dated 21.11.2003  | Enclosure   |
| <b>A7.</b>  | <b>Taxation – Employer Provided Benefits (BIK)</b><br>(Minute 2004/7 of 1.10.2003 refers)<br>Mr. M. Ryan and Mr. M. Kiely will attend for this item.<br>Memorandum from Mr. M. Ryan and Mr. M. Kiely dated 24.11.2003   | Enclosure   |
| <b>A8.</b>  | <b>Financial Systems Infrastructure Review</b><br>(Minutes 2004/2 and 2004/22 of 01.10.2003 and 05.11.2003 refer)<br>Mr T. Dunne will attend for this item.<br>Memorandum from Project Review Group dated 24.11.2003  | Enclosure   |
| <b>A9.</b>  | <b>Research – Framework Programmes &amp; Arrangements</b><br>The Research Accounting Manager and Director of Innovation Services will attend for this item.<br>Memorandum from Research Accounting and Director of Innovation Services dated 21.11.2003   | Enclosure   |
| <b>A10.</b> | <b>Any Other Business</b>   |   |

## Section B

Committee Members are requested to inform the Treasurer by 5.00 p.m. on the day prior the meeting if they wish discussion on any of the following. If not, the Chairperson will propose that they be noted and, where appropriate, that action proposed or reported be approved as presented.

- |   |           |
|---|-----------|
| <b>B1. Annual Reports to 30 September 2003</b>  |           |
| Investment Committee  | Enclosure |
| Catering Management Committee   | Enclosure |
| Financial Assistance Committee  | Enclosure |
| Capitation Committee (incl. Trinity Week Events)  | Enclosure |
| <br>  |           |
| Business & Industry Committee-not available until next meeting due to lack of resources |           |
| Conference Committee-no meeting scheduled in 2003                                       |           |
| <br>  |           |
| <b>B2. Information Systems Annual Report</b>  | Enclosure |
| <br>  |           |
| <b>B3. Procurement Annual Report</b>  |           |
| Memorandum from Procurement Officer dated 21.11.03                                      | Enclosure |
| <br>  |           |
| <b>B4. Targeted Funding for Special Initiatives and related issues</b>                  |           |
| (Minute 2003/117 of 25.06.2003 refers)  |           |
| Memorandum from Senior Lecturer's Area dated 12.11.2003                                 | Enclosure |
| HEA correspondence dated 12.11.2003   | Enclosure |
| <br>  |           |
| <b>B5. House Purchase Loan</b>  |           |
| Mr K. Fletcher, Senior Technician, Physiology Department                                | Enclosure |

## COMMITTEE MEMBERSHIP

### *Members*

Provost, (*Chair*)  
Bursar, *Convenor*  
Registrar  
Dean of Health Sciences (2003/2004)  
Dean of Arts (Letters) (2004/2005)  
Treasurer, *Secretary*  
Prof. D.C. Williams. (2005/2006)  
Dr L. Doyle (2004/2005)  
Mr P. McCabe (2004/2005)  
Dr A. Ní Chasaide (2004/2005)

Deputy Treasurer, *in attendance*

### *Observers*

Vice Provost, (*Vice-Chair*)  
Senior Lecturer  
Secretary  
Prof. E. McCabe (2003/2004)  
Prof. M. Marsh (2003/2004)  
Dr M. O'Moore (2003/2004)  
Ms A. Gatling (2003/04)  
Mr M. Dowling (2003/2004)