

**Finance Committee 2004/2005**  
**Meeting to be held in the Board Room**  
**On 25th May 2005, at 2.00 p.m**

**A G E N D A**

**Apologies**

**Minutes of meeting of 16 February 2005**

Enclosure

**Matters arising from the Minutes**

- |      |  |                                   |
|------|--|-----------------------------------|
| (i)  | Recurrent Income and Expenditure Estimates - 2005<br>Fixed Term Workers Act: Action Points 48.1 and 48.2 | Secretary to Report               |
| (ii) | Procurement – Travel Agency Services<br>Review of Proposed System : Action Point 52.1                    | Dr Doyle &<br>Treasurer to report |

**Section A – Policy/Implementation**

**No Items**

**Section B – Implementation Decisions/Review**

- |            |  |  |
|------------|--|--|
| <b>B1.</b> | <b>Governance</b><br>Residences Management Committee – Terms of Reference<br>Residences Management Committee – Membership<br>Campus Residence Council – Terms of Reference<br>Trinity Hall Residence Council – Terms of Reference  | Enclosure<br>Enclosure<br>Enclosure<br>Enclosure   |
| <b>B2.</b> | <b>Recurrent Income and Expenditure Estimates – 2005</b><br>(Minute FN/04-05/48 of 16.02.2005 refers)<br>HEA Budget Meeting of 12th April 2005   | Treasurer to<br>Report   |
| <b>B3.</b> | <b>Quarterly Accounts to 31 December 2004</b><br>New Research Accounts<br>Research Account Balances<br>Research Account Overdrawn Balances   | Enclosure<br>Enclosure<br>Enclosure  |
| <b>B4.</b> | <b>Quarterly Accounts to 31 March 2005</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 Areas Non-Pay Budgets<br>Service Departments<br>Subsidiary Activities<br>New Research Accounts<br>Research Account Balances<br>Research Accounts – Overdrawn Balances<br>Control Exception Report | Enclosure<br>Enclosure<br>Enclosure<br>Enclosure<br>Enclosure<br>Enclosure<br>Enclosure<br>Enclosure<br>Enclosure<br>Enclosure |
| <b>B5.</b> | <b>Residential Charges</b><br>Memorandum dated 14 April 2005 from Secretary of Residences Management Committee   | Enclosure  |
| <b>B6.</b> | <b>Miscellaneous Charges – 2005/2006</b><br>Memorandum from Accommodation Officer dated 25th April 2005  | Enclosure  |

- B7. Student Service Charge**  
Memorandum from Deputy Treasurer dated 18th May 2005 Enclosure
- B8. DMMC**  
Financial Statements for year ended 30 September 2004 Enclosure  
Annual Report for year ended 31 December 2004 Enclosure
- B9. Houghton Institute**  
Financial Statements for year ended 31 December 2004 Enclosure

## Section C – Items for Noting

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.

- C1. Residences Management Committee**  
Minutes of Meeting of 29.11.2004 Enclosure  
Minutes of Meeting of 22.02.2005 Enclosure  
Minutes of Meeting of 12.04.2005 Enclosure
- C2. Recurrent Income and Expenditure Estimates - 2005**  
(Minute FN/04-05/48 of 16.02.2005 refers)  
Section 37 letter to HEA dated 24.02.2005 Enclosure
- C3. HEA Funding Model**  
HEA Presentation to CHIU on 4 April 2005 Enclosure
- C4. HEA Strategic Initiatives 2005**  
Correspondence from HEA dated 15th April 2005 Enclosure
- C5. Pension Fund**  
Financial Statements and Annual Report for the year ended 30th September 2004 Enclosure
- C6. Non-Pay/Pay Baselines**  
Memorandum from Deputy Treasurer dated 17th May 2005 Enclosure
- C7. Related Entity Reporting**  
(a) HEAnet Limited Directors' Report and Financial Statements to 31.12.2003 Enclosure  
(b) Campus Companies Venture Capital Fund Limited Partnership Fund  
Financial Statements to 31 December 2004 Enclosure
- C8. Self-Financing Course**  
PG Diploma/M.Sc. in Mental Health  
Memorandum from Mr A. Malone dated 13 May 2005 Enclosure
- C9. House Purchase Loans**  
Ms Helen McLeod, Senior Tutor's Office Enclosure  
Ms Karen Smith, BESS Faculty Office Enclosure  
Mr Neil Reilly, IS Services Enclosure

## Any Other Business

### COMMITTEE MEMBERSHIP

#### Members

Provost, (Chair)

Treasurer, Secretary

Bursar

Registrar

Prof. D. Weaire

Dr L. Doyle

President Students Union

Dean of Arts (Letters) (2004/2005)

Senior Lecturer

Secretary or nominee

Deputy Treasurer, *in attendance*

