



**The Minutes of the Finance Committee Meeting of 22 September 2010**

**PRESENT:** Provost (in the Chair), Registrar, Bursar, Professor M. Marsh, Professor D. Singleton, Chief Operating Officer, Ms. Helen Keelan, Mr. Nikolai Trigoub-Rotnem, Treasurer – Secretary of the Committee

**IN**

**ATTENDANCE:** Research Accounting Manager

**APOLOGIES:** Vice-Provost/Chief Academic Officer

The Minutes of the Meeting of 10 May 2010 were approved and signed.

The Provost welcomed the Bursar; the Chief Operating Officer; the President of the Student Union and Ms. Helen Keelan (External Member) as new members of the Finance Committee. He also thanked Ms. Peggy Murphy for her valuable contribution to the Committee since her appointment in 2008.

**Section A**

No Items

**Section B**

**FN/10 – 11/1 Finance Committee Evaluation/Self-Assessment**  
(Minute FN/09-10/78 of 25.05.2010 refers)

In relation to the Finance Committee Evaluation/Self-Assessment exercise in May 2010, the Committee noted that many of the comments received have been addressed in the Committee's revised Terms of Reference. The Committee agreed with the comments received through the evaluation exercise that its members should be actively encouraged to continue ongoing financial education. In that regard, the Treasurer was requested to source, in the first instance, a financial programme tailored for members with a non-financial background.

**Action:**

- 1.1** The Treasurer to source a financial programme tailored for members with a non-financial background and report back to the Committee in due course.

**FN/10 – 11/2 Revised Finance Committee Terms of Reference**

The Committee noted the circulated memorandum from the Treasurer dated 15.09.2010 setting out the revised Finance Committee Terms of Reference (as approved by Board at its meeting in June 2010) along with a tabled document, "Briefing Note for Principal Committees" from the College Secretary dated 14.09.2010. In response to a query, the Committee requested the Treasurer to review certain functions of the Finance Committee with the College Secretary and the Internal Auditor in order to ensure no overlap with another principal committee of Board.

**Action:**

- 2.1** The Treasurer agreed to review certain functions of the Finance Committee with the College Secretary and the Internal Auditor in order to ensure no overlap with another principal committee of Board.

**FN/10 – 11/3 Financial Overview**

The Treasurer presented an overview to the Committee in relation to the College's performance from a financial perspective. He summarised the expected financial position for the year ending 2009/10 in terms of recurrent and capital activity and made reference to the level of College's dependence on exchequer funding; the lack of multi-annual funding; and the objective to set aside a minimum of 3%-5% of total revenues for financial resilience and renewal. The challenges posed by the HEA's RGAM and the College's lack of discretion in relation to the setting of undergraduate fee levels were also noted.

In terms of financial planning for 2011-2015, the Treasurer outlined the future financial challenges for College, noting that at present, a significant reduction (in the order of circa 10%) is expected for the education vote in the 2011 Budget. He advised the Committee that actions approved by Board in June 2010 are expected to deliver a break-even outturn in 2010/11, however such levels of expenditure reductions will be difficult to sustain in the context of national pay agreements and in the absence of future investment. The Treasurer also outlined the current financial strategy, which includes the promotion and motivation of non-exchequer income generation/diversification and strategic cost management along with investment in management information systems.

**FN/10 – 11/4 Draft Trust Funds (Benefactions) Financial Statements to 30.06.2010**

The Committee had been circulated with a copy of the draft Financial Statements of the Trust Funds (Benefactions) for the year ended 30.06.2010. The Committee, noting that it was the intention of the Auditors (KPMG) to issue an unqualified audit opinion, recommended the approval of the Financial Statements to Board in the context of its revised Terms of Reference.

**Action:**

- 4.1 The Committee approved the draft Trust Funds Financial Statements for consideration by the Board at its meeting in November 2010.

**Section C**

**FN/10 – 11/5 Quarterly Accounts to 30 June 2010**

The Committee noted and approved the memorandum with accompanying Quarterly Account schedules for the period to 30.06.2010 from the Financial Resources Manager and Research Accounting Manager dated 15.09.2010 as circulated. The Treasurer advised the Committee that, going forward, the Quarterly Reporting would change to reflect a Financial Executive Summary format.

**Action:**

- 5.1 The Treasurer to develop and bring forward a new Quarterly Executive Summary.

**FN/10 – 11/6 Student Fees and Other Charges 2010/11**

The Committee considered the circulated memorandum from the Financial Planning Manager dated 15.09.2010, which outlined that (as communicated by the HEA in their letter of 28.05.2010) no increase was applied to either student fees at undergraduate level or to the student registration charge for 2010/11. The Committee noted and approved the fees under the headings of "Undergraduate Degree Courses", "Postgraduate Degree Courses" and "Other Miscellaneous Fees".

The Committee also approved no increase to the income limits and concessions for Financial Assistance for 2010/11 in accordance with the practice approved by the Finance Committee of linking such limits and concessions to the undergraduate fee increase.

**FN/10 – 11/7      Review of Controls**

The Committee noted the memorandum from the Finance Operations Manager dated 01.09.2010 which outlined the scope of a review of controls recently conducted in the area of taxation. The Committee noted that, in the opinion of the College Taxation Officer, good practices and procedures were in place and further review by the College's Taxation Officer was required in certain areas.

**Action:**

**7.1**      The College's Taxation Officer to address areas requiring further review prior to Trinity Term.

**FN/10 – 11/8      Campus Companies Venture Capital Fund Limited Partnership**

The Committee noted the audited Financial Statements of the Campus Company Venture Capital Fund Limited Partnership and in particular the emphasis of matter relating to the valuation of private equity investments contained in the Auditors Report for the Year Ended 31 December 2009.

**Action:**

**8.1**      The Financial Statements of the Campus Company Venture Capital Fund Limited Partnership for the Year Ended 31 December 2009 to be forwarded to Board.

**FN/10 – 11/9      2009/2010 Enterprise Ireland OIP Allocation**

The Committee considered and noted the circulated memorandum and associated documentation from the Research Accounting Manager dated 15.09.2010.

**FN/10 – 11/10      Related Entity Financial Reporting**

The Committee, noting that the documents would be forwarded to Board, approved the circulated 2009 reports in respect of:

- a)      Molecular Medicine Ireland (MMI, formerly DMMC)
- b)      National Institute for Bioprocessing Research and Training Limited (NIBRT)
- c)      IRIS Document Delivery Services Limited (IRIS)

The Committee noted in particular the emphasis of matter in the Auditors Report relating to the uncertainty over the ability of the MMI to continue as a going concern.

**Action:**

**10.1**      The Annual Reports, Director's Reports and Financial Statements of MMI, NIBRT and IRIS for 2009 to be forwarded to Board.

**FN/10 – 11/11      HEA Correspondence**

The Committee, having considered the circulated correspondence dated 28.05.2010 regarding budgetary matters, noted that the HEA were not in a position to provide accurate indications of likely grant levels for 2011 at that time. The Committee also noted the advice of the HEA that:

- overall recurrent funding will be reduced in 2011 and that this is likely to require further reductions in pay and non-pay expenditure across the sector.
- all Institutions need to take whatever action is needed to prepare for 2011 and 2012 in that context.

**FN/10 – 11/12 Minutes of Sub-Committees**

The Committee noted and approved the minutes of the FECP meeting of 30.06.2010, as circulated.

**FN/10 – 11/13 Amendment to Finance Committee Meeting Schedule 2010/2011**

The Committee noted the amended schedule of Finance Committee meetings for 2010/2011 as circulated.

The next meeting of the Finance Committee has been arranged for 3 November 2010 at 2.30p.m. in the Board Room.

PROVOST.....

DATE.....