



**Minutes of the Finance Committee Meeting of 2 November 2011**

**PRESENT:** Provost (in the Chair), Chief Operating Officer, Bursar, Professor M. Marsh, Mr. Ryan Bartlett, Ms. Helen Keelan, Mr. Fred Cowzer, Treasurer – Secretary of the Committee.

**IN ATTENDANCE:** Research Accounting Manager

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

The minutes of the Finance Committee meeting of 21 September 2011 were approved and signed subject to the inclusion of a minor amendment.

The Committee noted the circulated Finance Committee Action List as at October 2011 and the comprehensive report on the status of open actions provided by the Treasurer. Updated action points are minuted separately below (minutes FN/11-12/11 to FN/11-12/17 refer).

**Section A**

**No Items**

**Section B**

**FN/11 - 12/11 Medical School Loan**  
(Minute FN/07-08/40 of 7.02.2007 refers)

Noting the status of the Medical School Loan, the Committee requested the Treasurer to engage with the Head of School to agree a repayment schedule, updating the Committee in Hilary Term 2012.

**Action:**

**11.1** The Treasurer to engage with the Head of School to agree a repayment schedule, updating the Committee in Hilary Term 2012.

**FN/11 - 12/12 Capital Projects**  
(Minute FN/09-10/7 of 4.11.2009 refers)

Having considered the arrangements associated with the long outstanding capital funding for Nursing facilities, the Committee noted that the Dean of Health Sciences is following up directly with the Department of Health and Children/HSE and requested an update when available.

**Action:**

**12.1** The Dean of Health Sciences to follow up the outstanding capital funding for Nursing facilities with the Department of Health and Children/HSE and provide an update to the Committee when available.

**FN/11 - 12/13 Campus Company Venture Capital Fund Limited**  
(Minute FN/09-10/51 of 24.02.2010 refers)

The Committee considered the background to the Campus Company Venture Capital Fund and the current status of its dissolution as outlined by the Treasurer, noting that further updates will be provided as they arise.

**Action:**

**13.1** The Treasurer to provide an update on the status of the dissolution of the Campus Company Venture Capital Fund Limited as it arises.

**FN/11 - 12/14 Associated Colleges – Report of the Working Group on the Partnership between Trinity College and the Associated Colleges of Education**  
(Minute FN/09-10/69 of 10.05.2010 refers)

The Committee requested that the RPM treatment of the income received from the Associated Colleges in 2010/11 be considered by the Planning Group and, furthermore, that consideration be given to providing resources to areas associated with the generation of the income.

**Action:**

**14.1** The RPM treatment of income received from the Associated Colleges in 2010/11 to be considered by the Planning Group and, furthermore, consideration to be given to resourcing the areas associated with the generation of the income.

**FN/11 - 12/15 TCIN**  
(Minute FN/10-11/28 of 3.11.2010 refers)

The Committee noted that the issue in relation to contractual commitments with research sponsors was resolved satisfactorily.

**FN/11 - 12/16 Approval Process – Provost's Expenses**  
(Minute FN/10-11/80 of 14.06.2011 refers)

Following a detailed discussion of the reporting required under the previously approved policy, the Committee agreed that the format of the six-monthly report in relation to the Provost's expenses should include a summary of expenditure incurred (by category) with exceptional items being noted separately.

**Action:**

**16.1** The format of the six-monthly report in relation to the Provost's expenses to include a summary of expenditure incurred (by category) with exceptional items being noted separately.

**FN/11 - 12/17 Trinity Long Room Hub**  
(Minute FN/10-11/85 of 14.06.2011 refers)

The Treasurer and Dean of Arts, Humanities and Social Sciences were requested to engage with the relevant Schools in relation to the shortfall in funding of PhD fees and revert to the Committee in due course.

**Action:**

**17.1** The Treasurer and Dean of Arts, Humanities and Social Sciences to engage with the relevant Schools in relation to the shortfall in funding of PhD fees and revert to the Committee in due course.

**FN/11 - 12/18 Consolidated Financial Statements for year ended 30.09.2010**  
(Minute FN/11-12/1 of 21.09.2011 refers)

The Committee noted that a query had arisen at a late stage in finalising the Consolidated Financial Statements requiring additional analysis work to be undertaken. Following receipt of audit clearance from KPMG and the C&AG, the Treasurer advised that the Financial Statements will be presented to the Committee.

**Action:**

**18.1** Following receipt of audit clearance from KPMG and the C&AG, the Consolidated Financial Statements for the year ended 30.09.2010 will be presented to the Committee.

**FN/11 - 12/19 Status of IP Policy and Campus Company Formation**  
(Minute FN/09-10/1 of 4.11.2009 refers)

Dr. Margaret Woods, Technology Transfer Manager, attended for this item.

The Committee, having been circulated with a memorandum from the Associate Director, Trinity Research and Innovation dated 17.10.2011, considered the document in detail and noted the success of the revised procedure for campus company formation (under derogation from College IP Policy) in the two years since the pilot project had been established. Furthermore, the Committee acknowledged the need to review the potential impacts of external developments in relation to technology transfer and IP commercialisation, particularly in the context of the College's Strategic Plan, along with an alignment of any changes to the Policy with current College practices. Noting that the Research Committee has already considered and approved the request, the Committee agreed a one-year extension to the IP Policy derogation as it applies to campus company formation. Further to this extension and the completion of the above review, the Committee requested that any formalised proposal to change the IP policy on a permanent basis should be presented to the Committee for further consideration and approval. The Committee requested that applications to form campus companies would in future require the oversight of and sign-off by the Dean of Research.

**Action:**

- 19.1** Further to the one-year extension to the IP Policy derogation and on completion of a general review of IP Policy and related issues any formalised proposal to change the IP policy on a permanent basis should be presented to the Committee for further consideration and approval.
- 19.2** All applications to form a campus company will in future require the oversight of and the sign-off by the Dean of Research.

**FN/11 - 12/20 Finance Committee Self Evaluation**  
(Minute FN/10-11/91.1 of 14.06.2011 refers)

The Committee considered the circulated documentation in relation to the Finance Committee Self-Evaluation, previously deferred, which included a memorandum from the Treasurer dated 13.09.2011 accompanied by:

- a) A summary schedule of key outcomes
- b) A detailed report from the College Secretary (including individual responses received) dated 2.06.2011.

Noting the 70% participation rate in the self-evaluation process, and having considered the individual issues raised and comments received, the Committee agreed the responses set out by the Treasurer and also requested:

- the Provost and Treasurer to explore options regarding a further external member of the Committee
- video and teleconferencing options to be utilised to facilitate remote attendance by Committee members when required;
- the provision of executive "dashboard" type information, e.g. progress of actual vs. target, to be investigated as an interim measure given the limitations of the current FIS and Chart of Accounts;

- the Planning Group to develop key indicators, with regular review by the Committee in future;
- that consideration be given to the development of measurable “tolerance” levels for overdrawn accounts across all budgets in College to support existing quarterly reporting;
- the Treasurer to engage with the Dean of Research to identify the structure of information that he may require relevant to his role.

**Action:**

- 20.1** The Provost and Treasurer to explore options regarding a further external member of the Committee
- 20.2** Video and teleconferencing options to be utilised to facilitate remote attendance by Committee members when required.
- 20.3** The provision of executive “dashboard” type information, e.g. progress of actual vs. target, to be investigated as an interim measure in the context of the limitations of the current FIS and Chart of Accounts.
- 20.4** Key indicators to be developed by Planning Group, with regular review by Finance Committee in future.
- 20.5** Consideration to be given to the development of measurable “tolerance” levels for overdrawn accounts across all budgets in College, to support existing Quarterly reporting.
- 20.6** The Treasurer to engage with the Dean of Research to identify the structure of information that he may require relevant to his role.

**FN/11 - 12/21 Treasurer’s Office Risk Assessment**

The Committee considered the circulated memorandum from the Treasurer and the Financial Planning Manager dated 21.10.2011, which outlined a review of the financial risks associated with College, in accordance with the College’s Risk Management Policy, and noted in particular the following high risks:

- Challenging State funding environment and economic outlook
- Continued reduction in research funding and the related impact of reduced indirect cost recovery
- Inadequacy of the financial information systems
- Biosciences Institute operational and capital costs staying within the revised budget

The Committee, noting the medium risks as circulated and that details of low risks were available in the Treasurer’s Office, requested that future reports include an estimated monetary value, where possible, for each of the risks along with an explanatory note should the status of any risk change between formal assessments. The Committee approved the risk assessment as circulated for onward submission to the Chief Operating Officer for inclusion in the overall College risk process, subject to the inclusion of a clarification in relation to the medium risk associated with indirect research costs.

**Action:**

- 21.1** Future risk reports to include a monetary value against each of the risks set out along with an explanatory note should the status of any risk change.
- 21.2** The Treasurer’s Office Risk Assessment to be forwarded to the Chief Operating Officer for inclusion in the overall College risk process subject to the inclusion of a clarification on the medium risk associated with indirect costs.

## Section C

### **FN/11 – 12/22 Related Entity Financial Reporting**

The Committee considered the circulated 2010 director's reports and financial statements in respect of:

- i) NIBRT Limited
- ii) IRIS Electronic Information Limited
- iii) The Haughton Institute Limited

Having received clarification in relation to the level of Director's Remuneration and the true and fair override in relation to capital grants received from a State Agency as set out in the NIBRT financial statements, the Committee agreed that all documents be forwarded to Board for noting.

**Action:**

**22.1** The 2010 Director's Reports and Financial Statements in respect of NIBRT Limited, Iris Electronic Information Services Limited and the Haughton Institute Limited to be forwarded to the board for noting.

### **FN/11 - 12/23 PRTL Cycle V – Industry Collaborative Space** (Minute FN/10-11/50 of 16.03.2011 refers)

The Committee noted the circulated documentation, from the Financial Planning Manager, dated 24.10.2011, in respect of the European Investment Bank (EIB) loan which outlined key financial information including:

- EIB loan balances, interest rates and maturity dates
- Key financial covenants
- HEA Borrowing Framework and Loan Guarantees
- Loan drawdown as at 31.08.2011
- Key figures and detailed calculations based on Consolidated Financial Statements

In considering the financial impact of the conditions associated with PRTL V funding, the Committee agreed to discuss the matter further at a future meeting.

**Action:**

**22.1** The financial impact arising from the conditions associated with PRTL V funding to be discussed at a future meeting.

### **FN/11 - 12/24 Full Economic Cost Project (FECP) – Status Report** (Minute FN/10-11/88 of 14.06.2011 refers)

The Committee noted and approved the proposed change to the membership of the FECP Steering Group, as set out in the circulated memorandum from the Bursar/Director of Strategic Initiatives dated 26.10.2011, and to reflect the requirement for greater academic involvement in the annual collection and review of FECP data prior to submission to the HEA (and other external funding agencies) as the project enters its next stage.

### **FN/11 - 12/25 Trust Funds (Benefactions) Financial Statements to 30.06.2011**

A letter from KPMG dated 4.10.2011 indicating that no internal control matters had arisen during the course of the audit was noted as circulated.

**FN/11 - 12/26 eStrategy – GeneSIS Quarterly Update**

The Committee considered the circulated report from the GeneSIS Project Manager and Project sponsor, dated 26.10.2011, which set out the status of the project under the following headings:

1. Budget
2. Project team
3. Quality Assurance
4. Project Stages and Progression to-date
5. Next Steps
6. Project Concerns

Following consideration of the delay in finalising the project initiation, the COO confirmed that this issue had been escalated to the external supplier via the Project Sponsor and Steering Group. In addition, she confirmed that, whilst the project concerns as circulated should have been identified earlier, these concerns were now under active review by the Project Board and Project Sponsor.

The Committee, noting the financial update of this project as set out, requested that future reports would be amended to include variance figures for actual versus budget in addition to forecast versus budget variances, as currently reported.

**Action:**

- 26.1** Future reports would be amended to include variance figures for actual versus budget in addition to forecast versus budget variances, as currently reported.

**FN/10 - 12/27 Residential Rent Review**  
(Minute FN/10-11/87.1 of 14.06.2011 refers)

The Committee noted the updated position in relation to occupancy levels in Trinity Hall for 2010/11 along with levels for 2011/12 as set out in the circulated memorandum from the Director of Accommodation and Catering dated 20.10.2011.

**FN/10 - 12/28 Finance Committee Self-Evaluation - “Essentials of Finance” Course**  
(Minute FN/10-11/1.1 of 22.09.2010 refers)

Noting the circulated report from the course facilitator dated 20.10.2011 in respect of a recent training course for Finance Committee and Board members (based on summary of evaluation forms by course participants), the Committee acknowledged the quality and relevance of the course delivered and the potential for similar courses in the future.

The next meeting of the Finance Committee will take place on 30 November 2011 at 10.00am in the Provost’s Library.

PROVOST.....

DATE.....