

UNIVERSITY OF DUBLIN
TRINITY COLLEGE
MINUTES OF THE CAPITATION COMMITTEE
26th November 2015
at 10am, Elizabethan Room, House 6

PRESENT: Prof. Brian McGing (Chair/Senior Dean), Bernadette Banahan (Committee Secretary), Elaine Sharkey (Financial Services Division), Prof. Kevin O’Kelly (Dean of Students), Andrew Burrows (CSC), Jamie Buckley (CSC), Fionn McGorry (CSC), Cyril Smyth (DUCAC), Brian O Ruairc (DUCAC), , Kacper Coulter (DUCAC), Katie Crowther (GSU), Patrick Stodt (GSU), Lynn Ruane (SU), Conor Clancy (SU), Oisín Coulter (Trinity Publications).

APOLOGIES: Ronan Hodson (CSC), Christina Connaughton (DUCAC), Molly Kenny (SU).

IN ATTENDANCE: Joseph O’Gorman (CSC), Aidan Kavanagh (DUCAC), Simon Evans (SU), Dylan Joyce-Ahearne (Trinity Publications).

Bernadette Banahan, Committee Secretary circulated the attendance sheet for members’ signature.

Professor Brian McGing as Chair of the Capitation Committee opened the meeting. As there are new members on the Committee, Professor McGing asked each member for a brief introduction.

Item 1. ‘Review of Minutes of the last meeting 4th June 2015’:

The draft minutes were previously circulated to members, for their review. There were no comments received and therefore Minutes were agreed by all. **Action:** Senior Dean to sign-off the Minutes and Bernadette Banahan to circulate copy of signed Minutes to members.

Item 2. ‘Matters Arising from Minutes of the last meeting 4th June 2015’:

- **Refer to Item 3, ‘Review of the meeting between representatives of the Capitation Committee and FSD (Deirdre Savage and Keith Creedon) concerning future funding of the Capitated Bodies:**
 - The Senior Dean confirmed he wrote to FSD on behalf of the Capitation Committee to confirm the Committee’s agreement with the ‘new capitation funding model’ (as per document submitted to Planning Committee, 10th June 2015). The Senior Dean thanked the Capitation Committee members for their hard work in the negotiation of this new model and for providing examples that support ‘the argument that non-EU students require greater resources than EU students’. The new model is now in place from 2015/16. The Senior Dean also clarified to members that it is important to make the student body aware that this ‘capitation’ is not an extra fee on students, but it is a way of capturing a sum of money from the existing registration fee and allocating it to the capitated bodies.
Action: B. Banahan to copy Lynn Ruane (SU) with the relevant documents submitted by the Senior Dean to the Planning Committee (as mentioned above) .
 - Prof. Kevin O’Kelly, Dean of Students queried if the new model is index-linked. The Senior Dean clarified that the agreed model is not index-linked, as the new model is based on the numbers of students registered multiplied by the relevant rate (€64 per EU student and €70 per non-EU). It was agreed that perhaps ‘index-linked’ should be considered for this model, when it is reviewed in 3 years’ time.

Item 3. 'Presentation of Accounts':

Elaine Sharkey (FSD) thanked the Treasurers/members for recently meeting her to review their audited accounts and annual reports. Elaine confirmed there was nothing major to report and that all the best practice requirements have been met. However Elaine indicated to members the importance of a smooth hand-over of duties and responsibilities, when new officers are appointed. **Action:** Elaine will contact the relevant Committee members to organise a 'workshop' to be held in January to cover topics such as 'Treasurer's responsibilities when reporting to the Capitation Committee'.

DUCAC

John Lumsden has resigned as Honorary Treasurer of DUCAC and his replacement is Brian O Ruairc. Cyril Smyth presented the audited accounts at the meeting today. Cyril confirmed that the Pavilion Bar is performing well, with the new General Manager in place and a replacement Chef. There was a substantial increase in 'food income' and hopefully 'drinks income' will follow this year. Cyril confirmed that during 2014/15, DUCAC paid the first tranche in the amount of €125,000 of the €250,000 planned capital investment in 'state-of-the-art' outdoor sports facilities. Cyril mentioned that the increase in Professional and Legal expenses during 2015 was due to a professional accountancy firm providing temporary accountancy services following the departure of one administrator and the recruitment of a replacement. Cyril also explained that 'Sports Scholarships' will no longer be managed by DUCAC, as this responsibility is now with the Department of Sport from 2015/16. Cyril clarified that two students hadn't claimed the final tranche of their scholarship from the previous year and this expense fell into the 2014/15 accounting period. Cyril confirmed that staff are working hard to collect any monies owed and had actually collected 85% of debtors' sum by year end.

CSC

Jamie Buckley, Treasurer (CSC), presented the audited accounts. Andrew commented as follows: 'It should be noted that CSC expenditure can often fluctuate due to the unpredictability of the amount which societies claim back in expenses throughout the year'. During '4th Week Event', CSC reduced expenditure (grant). Capital and maintenance costs were minimal during 2014/15, but CSC expects this cost to increase in 2015/16 as office equipment will require maintenance and/or replacement. A member queried what is the term 're-valuation reserve' as mentioned on Page 7 of the accounts? It was explained that this term was previously agreed with the CSC's Accountant and FSD as to the most appropriate method of presenting 'income'.

GSU

Patrick Stodt is the new Treasurer for the Graduate Students' Union (GSU). Patrick presented the audited accounts. Patrick commented as follows: During 2014/15 there was expenditure of approximately €75K – this was due to the increasing numbers of post-grad students, increased number of events held and the upgrading of office equipment. The Balance Sheet shows an increase in 'accruals' to €31K – these were mainly due to outstanding invoices from the Accommodation Office. These invoices have been received and paid. GSU is working on a 'Strategic Plan' to agree a vision for the next 5 years. Katie Crowther, President (GSU) confirmed that GSU has funding for the two existing officers, but would like a third officer to meet with planned growth of post-graduate students.

TRINITY PUBLICATIONS

Oisín Coulter, Treasurer of Trinity Publications, presented the audited accounts. Nothing major to report. Oisín commented as follows: There is a general decline in the marketplace with regard to print media. Therefore Trinity Publications is increasingly focussing on the online presence of its publications. Oisín also indicated that they are working hard to keep expenditure down, for example by reduced printing costs (i.e. reduce the number of issues or number of pages in each issue). This should also help to compensate the decline in advertising income.

SU

Simon Evans, Administrative Officer (SU) presented the audited accounts. Simon commented as follows: Nothing major to report. Just to note that 'margins' are difficult to make in small retail shops, but the SU Shop is doing ok due to 'Leapcards'. The Café performed well during the year. A member raised a query regarding 'Publications Expenditure' as mentioned in the SU accounts – Simon confirmed that this is expenditure for the 'University Times', which must be included in the SU accounts.

CAPITATION COMMITTEE DRAFT ACCOUNTS 2014/15

Elaine Sharkey (FSD) circulated the draft Accounts of the Capitation Committee for 2014/15 at the meeting. Elaine noted the following: Under Income - 'General Income' refers to the Trinity Ball surplus. The 'Societies Club' refers to the membership of the Buttery Bar Club – this is the cost per student of membership of the club and it is included in the student registration fee. Under Expenditure – the €30K from GRS to the GSU is included. Also under 'General Account' costs of invoices for PPI, IMRO are included. No other queries were received from members. Therefore the 'Draft Accounts 2014/15 of the Capitation Committee' will be included in the Committee's Annual Financial Report, which the Senior Dean will be submitting to the Finance Committee for their December meeting.

Item 4. 'Presentation of Annual Reports':

- (a) The hard copies of the Annual Reports of each capitated body were circulated to members in advance of the meeting. No comments were received and these were taken 'as read'.
- (b) Summary Annual Report of the Capitation Committee: **Action:** The Senior Dean asked that **each capitated body** provide a one page 'Executive Summary/Highlights' document (preferably MS Word document) and forward it to Bernadette Banahan (Secretary) by end of this week (w/e 27 November 2015). This information will be used in the preparation of the Committee's Annual Report, which needs to be submitted to the Student Life Committee for their meeting next week (as advised by Prof Kevin O'Kelly, Dean of Students).

Item 5. 'Allocations for 2015/16':

Elaine Sharkey (FSD) circulated and presented the draft Allocations for 2015/16 at the meeting. Elaine commented that the 'new capitation funding model' is in place from 2015/16 and that at least with this new model, the projected capitation increase is 1.42%, which is an improvement on last year's figure of minus 5%. Elaine explained that the draft allocation amounts, which she has presented today, are based on 'forecast only', as the number of registered students for this year is not yet available. **Action:** Elaine will obtain the student numbers and advise the Capitation Committee accordingly. Members were advised that this data may not be available until January.

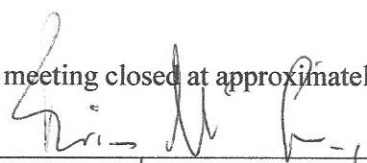
Katie Crowther, President (GSU) asked whether there is an 'historic' allocation amount for each capitated body? **Action:** Katie to discuss this issue separately with Elaine Sharkey (FSD). Katie also indicated that the number of post-graduate students has increased for this year, but as far as she is aware, more students are awaiting registration – so the post-graduate student numbers are incomplete at this time.

Item 6. 'Any Other Business':

There being no other business for discussion, the Chair called the meeting closed at approximately 11 am.

Signed

Date


8 March 2016