

## Overview

The aim of this briefing is to inform relevant staff of commonly occurring issues, updates and potential process improvements in adhering to the financial policies and procedures of the Institute.

The content has been provided by staff within our office whose responsibility it is to process documents, and ensure good governance and financial business practice is in place.

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## 5 things everyone should know about CIT's Financial Policies

1. They are about doing things properly and ensuring that we, as a publicly funded body, are accountable to our funding authorities and the State.
2. They are reviewed and approved by the Governing Body. The Institutes procedures implement these policies.
3. They are available on the finance office website at: <http://finance.cit.ie/>
4. They apply to all of us, irrespective of Grade, Role or Department.
5. They apply to ALL Institute activities irrespective of the source of funding. Specific external funding such as research grants are still subject to our Financial Policies because the funds are awarded to the Institute and not to an individual member of staff.

## Staff Introductions

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## Purchasing Procedures & Common Issues

### Purchasing Procedures

Procurement	EUR
One written quotation required to be attached to requisition.	Up to €2,000
Three written quotations required to be attached to requisition.	€2,000 to €10,000
Five written quotations required to be attached to requisition.	€10,000 to €25,000
Tender document advertised on <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> and Pro Forma Business Case prepared.	Over €25,000
European Journal (OJEU) Advertisement.	Over €209,000

Where there is a sole supplier for specific goods or services, a “Sole Supplier Declaration” form should be completed and attached to the requisition.

“Sole Supplier Declaration” forms cannot be used to limit the supply of generic goods or services to a particular, supplier, brand or product. Communication from the company stating they are a sole supplier should not be taken at face value as alternative products or brands may be available.

## Advice

1. When not to write a requisition, (an email was sent to CIT on 20/08/15 in regards to this):
  - Membership/Licence/Subscription
  - Buses
  - Taxis
  - Labour Costs e.g. Air Conditioning Maintenance
  - Miscellaneous – Once Off Payments
  - Utilities
  - Tourism Department
  - Project Transfers
  - Club Travel
  - Hospitality (not including hotel reservations for guests)
  - Inter Company – Subsidiaries (Services provided by Blackrock Castle or The Rubicon Centre)
  - Courier Services (DHL, Fedex, UPS)
  - Photocopier – Meter Reading
  - Tickets/Conference Costs
2. Invoices coming in prior to requisitions being requested.
3. If you have sought a quote, please attach the quote to your requisition, if received over the phone, please write the name of the person and the date you received the quote.
4. Substitute approvers should be set up for all sub accounts.
5. Do not give requisition numbers to suppliers as order number.
6. All requisitions are normally processed within 48 hours unless we are waiting on quotes or new supplier details, please allow for a delay here as we have no control over this.
7. Check the lead time of your order, if you do not receive it within that time, contact us and we can help follow up on the order.
8. Print name of the requisitioner on the requisition as this is the point of contact used by Goods Inwards to advise delivery has been received. If it is for a student project, then it should be the student's name and contact number or the Project Supervisor.
9. If a requisition is being split between different departments/budgets, then it needs to be signed by each budget holder.
10. If you have a once off order to be made to a supplier for goods that is not currently a CIT Supplier, then no need for a requisition, please forward an invoice and bank account details to Accounts Payable and they will pay it as once-off/MISC.
11. Course Fee Invoices that involve a Travel & Subsistence Payment should be sent to the Expenses Office, no requisition is required.
12. Stationery Orders should be from the Office Depot Catalogue (Contract has been awarded by the Office of Government Procurement). If you cannot find the item on the Catalogue then you can refer to the Forrest Catalogue.
13. Please refer to your budget report on Agresso to make sure there is sufficient budget there before sending a requisition, normally the budget problem refers to no capital budget.
14. All Invoice/Payment queries should be directed to the Accounts Payable Office.

## Prompt Payment Interest Overview

CIT is obliged to pay Prompt Payment on all invoices paid after 30 days under the Prompt Payment of Accounts Act 1997. The purpose of this is to have reasonable payment terms with our suppliers.

Prompt Payment is made up of:

1. Interest – A percentage of the invoice is calculated using the daily rate of 0.022%
2. Compensation Charge – A fix penalty fee is applied to payments made outside the 30 day credit terms as per invoice value:

Under €1,000	€40.00
Between €1,000 and €10,000	€70.00
Exceeding €10,000	€100.00

Common pitfalls:

- Routine Login would be encouraged on a daily basis for approval of invoices. Also emails and reminders, are sent out as follows:

Purchase Order Invoice	9.15am
Purchase Order Invoice reminder	9.20am 3 days later
Direct Invoice	9.25am
Direct Invoice reminder	9.30am 3 days later

- Annual Leave – Substitutes should be organised prior to annual leave.
  1. Self-service substitute under options on agresso online.
  2. Email [accountspayable@cit.ie](mailto:accountspayable@cit.ie) with your dates and alternative approver's name.
- 30 days is calculated from the date stamp on the invoice images.
- Anything exceeding the 30 day limit due to external issues requires an email sent to [accountspayable@cit.ie](mailto:accountspayable@cit.ie) in order to avoid prompt payment being applied.
- Requisition stage – please ensure that the correct subaccounts are given at requisition stage. Changes to subaccounts after receipt of invoice cause delays and possible prompt payment.
- Club Travel invoices can be paid in advance of the trip.
- Where you are unsure about approving an invoice for a reason e.g. you've seen it before, or are getting error messages, give us a call as opposed to leaving or rejecting the invoice so it can be resolved quickly.
- Monthly reports will have a separate line for prompt payment in future for all Departments to monitor.
- Quarterly prompt payment reports are given to the finance committee of governing body.

Below is prompt payment details for 2015:

2015	No. of invoices with PP	PP paid	% of total payment	Total payment amount
January - March	278	€13,743.45	0.30%	€4,542,293.87
April - June	335	€15,650.74	0.28%	€5,620,639.69
July - September	186	€9,070.64	0.16%	€5,791,279.50
October - December	259	€12,027.70	0.21%	€5,809,176.07
		<b>€50,492.53</b>		<b>€21,763,389.13</b>

## Check List for Entertainment/Hospitality Expenditure

Hospitality is a normal business expense, however public sector hospitality costs can be viewed as an excessive cost or a waste of tax payer money. As result it is subject to specific regulation and audit.

The following checklist has been prepared as a guide to check compliance with the Institutes Travel & Expenses Policy, Travel Procedures and Regulations and relevant Circular letter with regard to hospitality and entertainment expenditure. It covers any purchase order, invoice or receipt relating to hospitality. The purpose is to ensure that the Institute is complaint, but also sufficient information is available and control checks in place can be demonstrated.

### Participants

Have the names and roles of participants been provided?

Is there an external person to the Institute present?

Is the ratio of internal : external persons reasonable ?

Have all/majority of staff in a particular Department/Centre/Unit attended?

### Cost

Has a detailed receipt been provided?

Has the average cost per person been calculated?

Is the average cost within the guidelines?

If the cost has exceeded €500 has prior IEB approval been attached?

### Alcohol

Is this bill/receipt for alcohol only?

Is there alcohol on the bill?

Calculate the percentage of the bill comprising of alcoholic drinks?

Has this been approved by the Finance Manager or VP Finance & Admin?

### Event

Is hospitality provided for an event, such as exhibition launch, conference?

If so has prior IEB approval been provided?

Is there an attendance register or some other evidence of those attending?

Are the significant majority (in excess of 50% - 70%) external to the Institute?

## Procedures for the Collection of Student Fees

With effect from 2015/16 students with outstanding Fees are no longer permitted to enrol for the next year of their course until all fees are paid in full or an agreed instalment plan is implemented. We would ask Heads of Department to direct students in such cases to the fees office.

Withdrawn, Deferred or Students who never attended continue to be an issue in relation to outstanding fees. The fees are applied to a student's account when they enrol for a course. If they leave or defer without formally notifying the admissions office, the fees will remain as an outstanding debt on their account.

To assist us in this area the following measures have been put in place:

- We have implemented text messaging to send reminders to students.
- We are also looking at Students who are still enrolled but their Semester 1 exam results indicated they did not attend or deferred all their exams.
- A summary report of outstanding fees was circulated to the IEB in November and detailed report will be issued at the start of March.
- The online acceptance fee has been increased for the majority of courses. For short courses the acceptance fee should be the set at the full course fee.  
Where students can apply for a grant the acceptance fee should be a minimum of 10% of the total course fee.  
For semesterised courses the acceptance fee should be set at the average total amount for Semester 1.
- The option to pay in instalments is no longer available for part-time students.

We have also recommended that an online withdrawal form should be made available to students and a revision of the current format of the class lists issued to departments.

Where a student has informed a Lecturer, Course Co-ordinator, Head of Department or student services e.g. the careers office that they wish to withdraw or defer their place we would ask you to please remind them to complete the formal process through the admissions office.

### Deferrals – Full Time Students

If a student has attended classes after the 31<sup>st</sup> October (Semester 1) or 28<sup>th</sup> February (Semester 2) and they wish to defer their place, they will be billed as a repeat student when they resume their studies. They can however apply to the registrar for a waiver of the fees. Waivers are only granted on medical grounds or extenuating circumstances which prevent a student from completing their initial year.

Applications must be made in writing to the registrar outlining the reasons for the deferral and supported with relevant documentation such as medical certs.

### Staff Development

Where a member of staff wishes to undertake a course to be funded by the college they must submit an application for funding under staff development to the registrar's office. The form is available on the CIT Website, it must be approved by the head of Department and submitted to Jean Gleeson.

## Exams Only Students

Students who wish to repeat an exam without attending any classes must complete a registration form and have it approved by their Head of Department. Please ensure that the exams only box is ticked on the form. Students should not web register for exams only as they will be charged the full repeat and attending fee.

## Postgraduate Students

Postgraduate Students must enrol for each academic year of their studies. If their fees are funded under a research project please ensure that this section is completed on the registration form.

## The Importance of having accurate information on Banner

Banner is the central database for recording all information in relation to our students and our aim is to have this information as accurate as possible.

The information from Banner forms the basis of all our claims for funding from the HEA, SUSI, Springboard and various third parties. It also provides confirmation of a student's enrolment for Immigrant/Visa and insurance purposes and benefits such as the Back to Education allowance, children's allowance, medical cards and maintenance grants.

The information from banner is also critical to resource allocation and the provision of central services to all our students, e.g. Class/Lecturer/room and lab timetabling, exam scheduling, IT facilities, graduations etc.

It is therefore essential that we establish and maintain communication between the academic and administrative departments.

The following are the relevant dates for full time students in relation to the Tuition fees claimed from the HEA.

Student Withdraws before 31 <sup>st</sup> October	0% Tuition Claimed
Student Withdraws after 31 <sup>st</sup> October and before 31 <sup>st</sup> January	50% Tuition Claimed
Student Withdraws after 31 <sup>st</sup> January	100% Tuition Claimed
Student Defers before 31 <sup>st</sup> January	0% Tuition Claimed
Student Defers after 31 <sup>st</sup> January	100% Claimed

## Revision of Course Fees

Any changes to a course fee must be approved by the governing body. The appropriate form must be completed and submitted to the fees office well in advance to allow for sufficient notification to prospective students and inclusion in any CIT publications.



## Guidance Regarding the Payment of Service Providers

A report on Service Providers was finalised in Nov 2015 and presented to Governing Body in December 2015.

The purpose of the report was to ensure that all service providers are identified, have a valid contract and are monitored and maintained on a regular basis.

Included in the report are the various payment options that we need to understand in advance of engaging such a Service Provider so as to provide accurate information to the Service Provider regarding the relevant taxes being applied in advance of them agreeing to our terms.

FAQ to date:

*Q – What happens where an individual wins a tender?*

A – VAT Registered - they are paid through the payments office subject to PSWT/RCT, where applicable.

Non VAT Registered – A contract of engagement is completed as part of the award process to enable them to be set up on CORE. Payment will be made through payroll on receipt of the “Payment request” form. Relevant taxes incl PAYE, PRSI, USC etc. will apply.

*Q – How can we engage a once off Guest Speaker/workshop provider/research external examiner/panel review etc. (less than 3 hours, under €500)?*

A – The person can be sourced by the Head of Department/Function and paid a max of €500 p. a. through CORE expenses upon completion of “Once Off Payment” requisition and claim form, without tax deduction.

*Q – 1. Where a guest speaker/workshop provider/research external examiner/panel review etc. is required for a longer term and at a cost over €500 what is the procedure?*

*or*

*2. Where a specialised individual is required to carry out a function that cannot be carried out by existing staff e.g. disability support, production director, specialised lecturer etc. what is the procedure?*

A – Initial prior approval is required for such a Service Provider from the Financial Accountants Office. Once approval is granted a contract of engagement is completed by the Head of Department/Function and the Service Provider in advance of the work commencing. This enables the Service Provider to be set up on CORE. Once the work is completed or at regular intervals payment will be made through payroll on receipt of the Payment request form. Relevant taxes incl PAYE, PRSI, USC etc. will apply.

(Where the individual is VAT registered they are paid through the payments office subject to PSWT/RCT, where applicable).

*Q – Where an individual is required, by assignment only, for services such as photography, video production etc., how are they paid?*

A – The Service Provider can be paid by the payments office by submitting an invoice, PSWT will apply where relevant. The terms and amounts will be limited and decided on a case by case basis.

*Q – How are our Sports Coaches/ Instructors paid?*

A - A verbal agreement with Revenue allows payment to be made through the Payments office with 20 % PSWT deducted.

*Q – What are the changes regarding External Examiners since Jan 2016?*

A – Where the External Examiner is not an employee of another Public Sector Body there is no change other than the form to be completed has been re-named (External Examiner/Interview panel requisition & claim form).

Following the introduction of circular 15 from DPER, where a member of CIT staff works as an external examiner for another public sector body their expenses will now be paid by CIT's expenses office. This cost will be re-invoiced to the relevant public body on a monthly basis. An approval form (IOT format) from the other Higher Education Institution is required.

In relation to staff that CIT use from other public sector bodies, we should now receive an invoice rather than expense claims and this will be processed via Accounts Payable rather than the Expenses Office.

## Summary

The Non-Staff Requisition & Claim form has been replaced by:

1. External Examiner/Interview panel requisition & Claim form.
2. Once off Payment requisition & claim form – for all once off payments for less than 3 hours and €500.
3. Contract of Engagement – for everything else (needs prior approval).

An approval form (IOT format) is required from the other HEI for CIT staff engaged as external examiners in that HEI.

# Guidelines for Engaging Students for Paid Work

DRAFT for Discussion

## Introduction

The primary focus of the Institute's students should be to fully engage with their programme and complete it within the expected timeframe. There are opportunities, however for student to undertake part-time work, as part of, or outside of their programme of study within the Institute. These guidelines are provided to make both students and staff aware of the limits and restrictions that apply to ensure that student are dealt with fairly and their ability to complete their programme on time is not impacted.

## Nature of relationship

It is important to recognise that where student are engaged to undertake paid work, that this is paid via the Institute's systems and is subject to statutory taxes and levies. Student whilst paid via the payroll are defacto employees for tax purposes, however they are not considered staff of the Institute and will not be issued with staff email address or access to staff facilities. Employment is conditional being a fully registered student and maintaining that registration. When a student graduates or leaves the Institute any associated employment in co-terminus and ant re-engagements is subject to normal external recruitment criteria.

## Engagement

Students may be engaged in more than one type of work and may report to different managers. However students should be issued with a Letter of Engagement by the HR office for each engagements, which will include the limits and restrictions that apply, the end date and objective grounds.

## Reduction or removal of hours

All hours are allocated on a timesheet only payment basis. Hours are allocated at the discretion of the relevant Head of Department, Centre or Manager and are subject to available budget and the overall limits and restrictions outlined in this document. Hours can be removed or reduced if in the opinion of the engaging staff members, they are not satisfied with the work carried out or in the opinion of the academic supervisor (for research post graduates students) it is adversely impacting on their ability to successfully complete their programme of study.

## Claims for payment

Claims for payment must be made on one of two official forms. One relates to tutor and teaching hours and the other for all other hourly paid work. These are usually supplied to the student by the staff member engaging them. Tutor and Teaching hours must be returned on a monthly basis. All other form should be returned on a weekly basis. Claims not submitted on time can cause problems as specific budgets are time restricted and funds may not available if submitted late.

### Type of engagement

The type of engagement is dependent on the level of students (i.e. undergraduate or post graduate). An indicative list of types of engagement is included in the table below, including the eligibility for same:

Type of Engagement	Eligibility
Tutor Hours	Registered full-time Postgraduate Student, holding a minimum of a relevant Honours Degree
Casual Part-time Lecturing Hours	Registered full-time Postgraduate Student, holding a minimum of a relevant Honours Degree
Casual Part-time Developer	Registered full-time Postgraduate Student, holding a minimum of a relevant Honours Degree
Student IT Support	Registered full-time undergraduate or postgraduate student.
Student Leaders, covering broad range of support functions including Registration, Orientation, Event support, etc.	Registered full-time undergraduate or postgraduate student.
Exam Invigilating	Registered full-time Postgraduate Student
Scribes	Registered full-time Postgraduate Student

### Overall limits and restrictions

Whilst student may undertake more than one type of engagement within an academic year, overall limits will apply. For example the overall limit of tutor and casual part-time lecturing is 4 hours per week (estimated workload 12 hours per week including preparation). It would not be possible to combine this any other type of engagements other than Exam Invigilating or Scribing during semester 1 and 2. Similarly students engaged as student leader, or IT support etc. are subject to an overall limit of 12 hours per week during Semester 1 and 2.

### Risam scholarship student restrictions

Students in receipt of Risam Scholarships are required to provide three hours or tutoring or lecturing as part of their scholarship during the academic year equivalent to 78 hours per annum. They are not eligible for any further type of engagement other than Invigilating and Scribing.

## Specific limits and restrictions

To ensure that the student is not compromised in completing their academic programme, a number of limits and restrictions are in place.

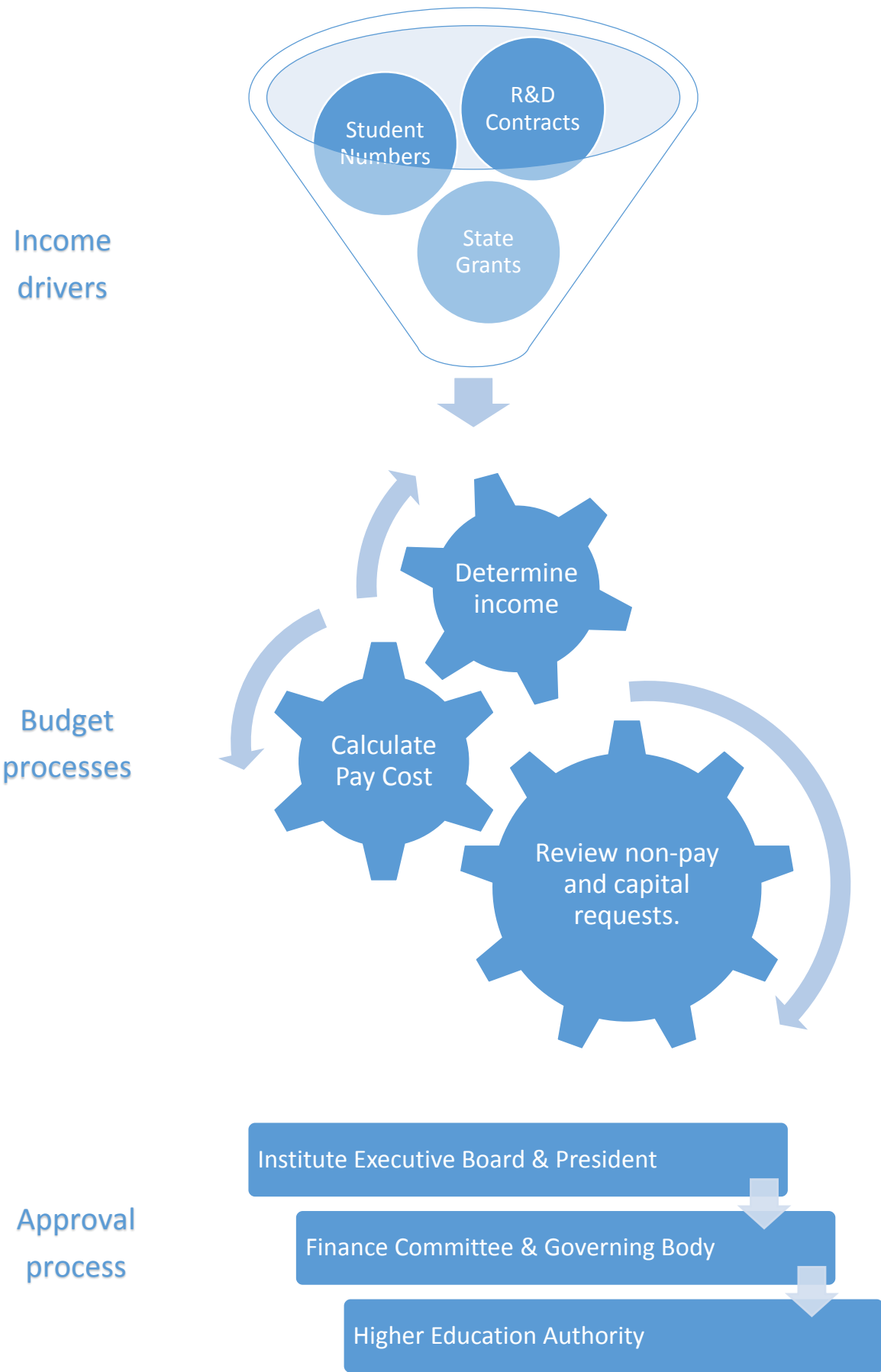
Type of Engagement	Limit	Approved by
Tutor Hours (incl. Lab Support for Practical's)	Subject to an overall limit on teaching hours of 6 hours per week for each teaching week (26 weeks per annum)	Head of Department and Academic Supervisor (for research degrees students)
Casual Part-time Lecturing Hours	Subject to an overall limit on teaching hours of 4 hours per week for each teaching week (26 weeks per annum)	Head of Department and Academic Supervisor (for research degrees students)
Student IT Support	Subject to an overall limit on non-teaching hours for 12 hours per week during each semester (35 weeks)	IT Manager and Academic Supervisor (for research degrees students)
Student Leaders, covering broad range of support functions including Registration, Orientation, Event support etc.	Subject to an overall limit on non-teaching hours for 12 hours per week during each semester (35 weeks) This can be increased to a maximum of 37 hours per week for short periods outside of semester 1 and 2	Head of Function and Academic Supervisor (for research degrees students)
Casual Part-time Developer (This rate is only available to CIT registered students)	Subject to an overall limit of 12 hours per week. This work should be job specific and ad hoc. The limit can be increase for short periods of no more than three weeks in any academic year.	Centre Manager and Academic Supervisor (for research degrees students)
Exam Invigilating & Scribing	Subject to an overall limit of 12 hours per week during exam weeks only.	Examinations Office and Academic Supervisor (for research degrees students)

## Students in receipt of scholarships

Students in receipt of full-time instruction on undergraduate or post graduate programmes in receipt of a scholarship stipend, can avail of an income tax exemption on the stipend subject to certain conditions by submitting and signing a declaration to the Institute. The exemption does not preclude the student undertaking part-time work, provided it is subject to normal income taxes and levies, however where a full-time student is engaged in a significant level of paid work by the Institute, this could result in no longer meeting the criteria and could result in (a) losing the income tax exemption on the scholarship and (b) depending on funding source no longer being eligible for the scholarship.

To ensure that this does not occur the institute is of the view that adherence to the limits and restriction in these guidelines will come within the terms of the scholarship tax exemption. Where these guidelines are breached, this will result in a review of the student's activity including, progression though their programme of study and all hours worked and payments made to the student on a case by case basis to determine the appropriate tax treatment of the scholarship and continued eligibility for same.

# Overview of Budget Process



## Timing of Budgetary Cycle

Timeline	Key Tasks		Key Outputs
	VP for Finance	Other Executive Units	
OCT		Academic Planning process for prediction of student numbers, research income and other income/activity	
NOV			
DEC	New Programme Feasibility Study review to IEB		
JAN	HoS Consult re staffing needs, planned intake and resourcing needs	IEB Considers forecast num & approves new programmes	
	Revise NP budget allocations for CY based on actual intake		
FEB	IEB Review draft P&B incl budget assumptions and agree planned student num and targets		
	Incorporate IEB changes and update for FC		
MAR	First Draft P&B sent to FC	FC reviews P&B	
	Incorporate FC changes	GB approves P&B	Final P&B Document submitted to HEA
APR	HEA Budget meeting		
	Post HEA Meeting adjustments to P&B		
MAY	Academic & non-academic NP Budget prep	NP budget submissions	
		IEB considers NP recommended allocations	Proposed NP Budget
JUN	Update Budgeted I&E for CY		
		President approves Nonpay Budget	Faculty/Dep Budgets issued for next academic year
JUL			

### Glossary of terms

CY	Current Year
FC	Finance Committee of the Governing Body
HoS	Head of School
IEB	Institute Executive Board
NP	Nonpay
P&B	Programmes and Budgets Document