

Document Information

1. Document Details

Title:	Financial Procedures Manual Update
Author(s):	Management Accountant's Office
Version No:	2
Status:	Final

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

2. Revision History

Version	Revision Date	Summary of Changes	Changes tracked?
1	July 2014	Creation of the Financial Procedure Manual Update Process	-
2	27 May 2015	Amendment to Point 8 to document how changes are notified	Yes
3			
4			
5			

3. Relevant Existing/Related Documents

None

4. Consultation History

This document has been prepared in consultation with the following bodies:

None

5. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
VP Finance	Jul 2014	Review & Approval by VP Finance & Administration
VP Finance	Sept 2015	Review & Approval by VP Finance & Administration

Procedures Manual Update

1. Purpose and Applicability

The purpose of the section is to identify the types of document included in the Financial Procedures Manual and the process for updating each document, approvals required and notification of changes to relevant persons.

2. Type of Documents

The Financial Procedures Manual contains four type of document as follows:

- Policy Documents
- Procedures Documents
- Process Document
- Reference Document

3. Policy Documents

Policy documents are high level documents which codify the Institute's operating parameters. These documents are typically reviewed, though not always updated, on a periodic basis. Policy documents require the approval of the Governing Body and the date of approval is noted on the document.

4. Procedures Documents

Procedures documents are more detailed and are used to implement the Policy document where applicable. These documents are reviewed on a periodic basis and the approval of the Vice President for Finance and Administration is required. The document includes his signature and date of approval.

5. Process Documents

Process documents outline the lower level processes used to effectively implement procedures. There may be a number of process documents relating to a single procedure. In some instances where no policy or procedure exists, a process document is used to ensure that the process is documented. Process documents are reviewed on an ad-hoc basis as required. Process documents require the signature of the Finance Manager and the document includes her signature and date.

6. Reference Documents

Reference documents, such as schedules of rates, sample forms, templates or backup documents included in the procedures manual are updated on an ad hoc basis as required and generally do not require specific approval.

7. Location

The Institute is moving from paper based to an electronic manual. The paper based manual is located in the Management Accountant's office in the Administration Centre. The Electronic version is published on the Finance Office website at <http://finance.cit.ie>

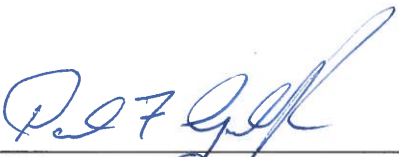
8. Notification

The Management Accountant is responsible for updating the Institute's Financial Procedures Manual and notifying the relevant staff and publishing the update on the website. The date of last update will be included on each section and each document, where applicable.

The relevant staff are notified of changes via email or updates are added as 'News' items on the Finance Office website at <http://finance.cit.ie>

9. Approval

This Financial Procedures Manual Update Process has been approved by the Vice President for Finance & Administration on the date noted below.



Mr Paul Gallagher
Vice President for Finance & Administration

14 Sept 2015

Date