A Meeting of the Finance Committee will be held on Thursday 6 February 2014 at 2pm in the Huntersdale Boardroom

AGENDA

1 MEMBERSHIP

There have been no changes to the Membership

2 MINUTES

TO CONFIRM the minutes of the meeting held on 25 October 2013.

3 MATTERS ARISING

TO NOTE that the Board of Directors APPROVED AND SIGNED the Financial Statements of Royal Holloway Enterprise Limited.

TO NOTE that Council APPROVED and SIGNED the Consolidated Financial Statements of Royal Holloway, University of London.

TO NOTE an analysis of the trends in Staff:Student Ratios (arises from a query at the last Council meeting)

TO CONSIDER any other matters arising from the Minutes not covered elsewhere in the Agenda.

4 DECISIONS AGREED BY CHAIR’S ACTIONS AND BY CIRCULATION SINCE THE LAST MEETING

Fees for the following programmes were agreed by Chair’s Action

Section III

Postgraduate research:

• HEU One band only: £3,996
  http://www.rcuk.ac.uk/researchcareers/postgrad/Pages/home.aspx
• The fees for PhD by prior publication only (for RHUL staff only) are 50% of the HEU fee. An additional application fee of £250 applies.

Postgraduate taught table

<table>
<thead>
<tr>
<th>MSc Computational Finance</th>
<th>C</th>
<th>7,700</th>
<th>C</th>
<th>15,100</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA Contemporary and Practice</td>
<td>A</td>
<td>5,200</td>
<td>B</td>
<td>13,600</td>
</tr>
</tbody>
</table>
MA Philosophy (all strands) | B | 6,200 | B | 13,600

Section IV

2.3 Employer structure (CPD) programmes

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc top up to PGDip Cognitive Behavioural Psychotherapies - IATP programme</td>
<td>£1,330</td>
</tr>
<tr>
<td>PGDip Applied Petroleum Geoscience</td>
<td>£8,515</td>
</tr>
<tr>
<td>MSc in Applied Petroleum Exploration Geoscience</td>
<td>£11,350 (validation pending)</td>
</tr>
<tr>
<td>PGDip in Applied Petroleum Exploration Geoscience</td>
<td>£8,515 (validation pending)</td>
</tr>
</tbody>
</table>

3.5 Year Abroad Students – outgoing and Year in Industry

3.5.4 PGT students on a Year in Industry are charged 20% of the programme fee. PGT students on a Year in Industry in Computer Science programmes are charged 20% of the HEU programme fee

Members are invited to identify starred items they wish to ‘unstar’ for discussion.

MAJOR ITEMS FOR DISCUSSION AND DECISION:

5 FINANCIAL MONITORING

5.1 TO CONSIDER the College’s Management Accounts for the period to 31 December 2013. FC/14/02

5.2 TO CONSIDER a report on the Key Financial Risks. FC/14/03

6 CAPITAL PROGRAMME AND FINANCIAL FORECAST

6.1 TO CONSIDER the capital programme funding requirements and the Financial Forecast. FC/14/04

6.2 TO CONSIDER a report on Major Capital Projects. FC/14/05 Paper to follow

7 REPORTS

7.1 TO CONSIDER a report on Treasury Management. FC/14/06

7.2 TO RECEIVE a report on the new Finance System. FC/14/07
7.3 TO RECEIVE an Annual Report from the Enterprise Sub-Committee from the Vice Principal (Research and Enterprise) FC/14/08

7.4 TO RECEIVE an Annual Report on procurement from the Assistant Director, Procurement. FC/14/09

8 STUDENT FEES

8.1 TO APPROVE the recommended Student Residence Fees for 2014-15. FC/14/10

8.2 TO APPROVE the writing off of student debts over £5k FC/14/11 No paper

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STARRED ITEMS FOR REPORT AND FORMAL APPROVAL

*9 STUDENTS’ UNION ACCOUNTS

*9.1 TO RECEIVE a report on the Students’ Union Accounts to 31 December 2013. FC/14/12

*10 INVESTMENT SUB-COMMITTEE

*10.1 TO RECEIVE the Minutes from the Investment Sub-Committee of 25 October 2013. FC/14/13

*11 DEBT COLLECTION AND IRRECOVERABLE DEBT UNDER £5,000

TO RECEIVE reports on:

*11.1 The General Debtors Position FC/14/14

TO NOTE that no general debts have been written off since 25 October 2013.

*11.2 The Student Debtors Position FC/14/15

*12 BENEFACIONS AND DONATIONS

TO NOTE that there have been no benefactions, donations or funds received from fundraising since 25 October 2013.

*13 FINANCIAL REGULATIONS

TO NOTE there have been three cases where, for good reason, the normal process for obtaining competitive tenders has not been followed. FC/14/16
*14 FOUNDER’S ENDOWMENT FUND

TO NOTE the value of the Founder’s Endowment Fund on 22 January 2014 was £34,759k (£33,756k reported on 25 October 2013), compared with the protected value of £36,396k.

15 PUBLICATION

TO AGREE that none of the agenda items require broad dissemination around the College.

TO CONFIRM the designation of papers as exempt from the Freedom of Information Act requirements.

16 DATE OF NEXT MEETING

TO CONFIRM the date of the next meeting of the Finance Committee as Thursday 8 May 2014 in the Huntersdale Boardroom, time to be confirmed.

J Febry
Deputy Director of Finance
30 January 2014