

# UCD Finance Office

## Overview and Contacts

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UCD Finance Office

Oifig an Sparánaí UCD

# Outline

- Financial Context for UCD
- Budgetary Model
- Campus Development Plans
- What we do
- Key Staff Services:
  - Payroll
  - Expenses
  - Research Finance
- Further Information & Contacts



# Financial Context for UCD

- Ireland's Largest University
- Total Annual Income c. €500 million
- Public Institution - public policies & oversight apply
- State funding reduced as Student Numbers increased
- Funding per student significantly reduced
- Necessity to replace lost Exchequer funding from other sources
- Core staff numbers down and limited by ECF
- Pay reductions; now pay increases but not necessarily matched in funding



# Overview – UCD Income

- Total Income approx. €465m pa
- Main elements of Income

		€m
<b>CORE</b>	Core & Earmarked Grant	<b>72</b>
	Fee Income - State	<b>50</b>
	Gross Fee Income - Student	<b>188</b>
	Funded Research	<b>84</b>
	Other Income	<b>10</b>
	Overhead	<b>14</b>
<b>Other</b>	Conf, Comm'l, Residences	<b>33</b>
	Ancillaries (NVRL, MBRS etc.)	<b>25</b>
	Non-Residential Cos. (PropCo, CSL, UCD Nova Ltd.)	<b>93</b>



Approx. amounts, rounded.

# Budgetary Model

- Budget Model
  - Budgets generally constant, with adjustment for core funded pay rate increases
  - Principal adjustment is that Schools & Colleges retain 50% of Net Fee Income
  - Remaining 50% used for various purposes – including targeted initiatives in Schools & Colleges, non-Core funded pay rate increases in Support Units
- Central Pool Academic Appointments
  - Plan to address Staff / Student ratio (-> 16:1)
  - 3 streams of recruitment (Ad Astra Fellows, Reactive mode, Strategic mode)
  - Funded from Vacancy Savings, English Language Academy, Regular Giving.



# Campus Development

- Very Ambitious Plans

- Student residences
- Future Campus incl. Centre for Future Creativity
- Science Phase III
- Newman & Library
- Sport & Student amenity



- Order of Magnitude of €1bn
- Funding from various sources including State capital grants, philanthropy, income generation, loans. Expecting c. 25% growth in student numbers over 10 years.



# What does the Finance Office do?

- Financial Planning and Budgeting
- Financial Reporting
- Payroll
- Staff Expenses
- Payments to Suppliers
- Procurement
- Research Award Finances



- All University payments made via Finance Office
- Finance Managers/Directors of Finance provide local support & assistance to Schools and Colleges, to Support Areas
- UCD's financial statements independently audited & published:



Office Of The Comptroller  
& Auditor General





# Bursar's Office Location

- Based in Tierney Building – First Floor  
(Temporarily Roebuck Courtyard Offices)
- College Finance Managers
  - based in Colleges/Support Areas



# Payroll

- Monthly payday - last banking day
- Payslips available on Web:
  - <http://www.ucd.ie/hr/ess/>
- Payroll on Web:
  - <http://www.ucd.ie/bursar/bursarsoffice/payrolloffice/>



# Expenses

Travel Policy &  
Bursar Memo to all  
Staff re Expenses

Conference allowance  
applicable to certain  
staff

Asst. Prof. and above  
A02 and above

Pro-rata

Mileage, Subsistence  
Claim within 12  
months

Forms from Bursar's Office  
website or Finance Office

T1,2,3 & 4

Expense claims must be  
authorised by Head of  
School/Unit



**\*ALL SECTIONS AT TOP OF FORM MUST BE COMPLETED. PLEASE READ INFORMATION ON REVERSE SIDE.**

Cumulative Kms claimed this year to date (1 Oct - 30 Sept) incl. this claim. Please tick (✓)

**FORM T1 (NOT TO BE USED FOR NON STAFF CLAIMS)**

**UNIVERSITY COLLEGE DUBLIN: CLAIM FOR TRAVEL/SUBSISTENCE EXPENSES WITHIN IRELAND**

0 - 6437	kms	
6438 & Over	kms	

NAME: \_\_\_\_\_ UCD STAFF No: **P** [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] UCD EMAIL ADDRESS: \_\_\_\_\_

(FROM PAYROLL SUP)

GRADE: \_\_\_\_\_ UCD ADDRESS: \_\_\_\_\_ CAR REG. No: \_\_\_\_\_

PERIOD OF CLAIM: FROM [ ] [ ] [ ] [ ] [ ] [ ] TO [ ] [ ] [ ] [ ] [ ] [ ]  
D D M M Y Y D D M M Y Y

MAKE AND MODEL OF CAR: \_\_\_\_\_

ENGINE CAPACITY OF CAR (C.C.) \_\_\_\_\_ P.T.O. for rates

SEE OVERLEAF FOR GUIDANCE ON T1 COMPLETION

IF SUBSISTENCE IS CLAIMED TIMES OF DEPARTURE & RETURN MUST BE GIVEN

Departure Date/Time	Return Date/Time	DEPARTURE AND DESTINATION POINTS	PURPOSE OF JOURNEY	MODE OF TRANSPORT	No. OF kms	KMS CLAIMED		SUBSISTENCE CLAIMED		SUBSISTENCE CALCULATION	RECEIPTED EXPENSES		TOTAL	
						€	cent	€	cent		€	cent	€	cent
Time [ ] [ ] [ ] [ ]	Time [ ] [ ] [ ] [ ]													
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Time [ ] [ ] [ ] [ ]	Time [ ] [ ] [ ] [ ]													
Total Kms														

OVERALL TOTAL	€	
LESS ADVANCE PAID	€	
CLAIMED	€	

I acknowledge that the authority given to me to use my own motor vehicle on official business is subject to any relevant regulations or conditions in force from time to time and, in particular, to the condition that it is adequately insured\* for such business use and will continue to be insured by me for the purpose of the Road Traffic Act 1961. It is at present insured with the \_\_\_\_\_ and I undertake to notify the Bursar's Office of any change. I am aware that the University will accept no liability for any loss or damage resulting from the use of my motor vehicle on official University Business.

I certify that the expenses claimed on this form have been incurred by me on University business and are not payable by any other agency.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORISED:** \_\_\_\_\_

**BLOCK CAPITALS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **CHECKED:** \_\_\_\_\_

- COST CENTRE BUDGET
- D ACCOUNT
- RESEARCH GRANT NUMBER
- CONFERENCE ALLOWANCE: tick box only

**TICK RELEVANT CATEGORY AND COMPLETE CODES**

**COST CENTRE. EXPENSE CODE**

[ ] [ ] [ ] [ ]	8	[ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ]	9	[ ] [ ] [ ] [ ] D [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ]	9	[ ] [ ] [ ] [ ] R [ ] [ ] [ ] [ ]
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# Research Finance Unit

- **UCD Research** - sets up research accounts
- **Research Finance Unit**
  - Monitors research accounts
  - Overall financial control
  - Helps with financial enquiries
  - On-line reports – account transactions/ current status
- **Researchers**
  - Responsible for own accounts
  - Be aware of and comply with T&Cs of award



# Further Information & Contacts

General enquiries	Payroll: 4971 / 4973 accounts.queries@ucd.ie
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<http://www.ucd.ie/bursar/bursarsoffice/payrolloffice/>  
<http://www.ucd.ie/bursar/bursarsoffice/researchfinanceoffice/>  
<http://www.ucd.ie/bursar/bursarsoffice/staffexpenses/>

or

[www.ucd.ie/bursar](http://www.ucd.ie/bursar) (and follow links)



# Further Information & Contacts - Local

<b>Business</b>	<b>Mark Traynor</b>
<b>Health &amp; Ag Sciences</b>	<b>Grainne Keane, Rob Greene, Michael Graham</b>
<b>Science</b>	<b>Tom Hogan</b>
<b>Engineering &amp; Architecture</b>	<b>Ann McGinley</b>
<b>Social Sciences &amp; Law</b>	<b>Sarah O'Flaherty, Padraig Kenny</b>
<b>Arts &amp; Humanities</b>	<b>Niall McLernon</b>
<b>Academic Support</b>	<b>Robert Reid, Peter Gallogly</b>
<b>Research</b>	<b>Sarah O'Flaherty, Valerie Cotter</b>
<b>Global Eng, Dir of HR</b>	<b>Paula McBride (Dan Morris)</b>
<b>President, Finance</b>	<b>Sarah O'Flaherty, Peter Gallogly</b>



# Further Information & Contacts - Central

<b>Bursar</b>	<b>David Kelly</b>
<b>Head of Financial Management</b>	<b>Donal Doolan</b>
<b>Dir of Financial Planning</b>	<b>Eamonn O'Neill</b>
<b>Head of Financial Planning</b>	<b>Richael Leahy</b>
<b>Operations Accountant</b>	<b>John Kenny</b>
<b>Payroll Manager</b>	<b>Gillian Cody</b>
<b>Post-Award Research</b>	<b>Stephen Manuel</b>
<b>Payments</b>	<b>Dympna O'Donoghue</b>
<b>Finance Systems</b>	<b>Siobhan Dunne</b>





Questions

