



Checklist of key annual and recurring compliance/reporting requirements for Údarás na hOllscoile

Timeline/ Frequency	Compliance/reporting action	Sub-Committee (where relevant)	UMT Member/ Area Responsible
At least quarterly	Oversight of implementation of Strategic Plan	Standing & Strategic Planning Committee	President, Director of Strategy Implementation, all UMT members
All meetings	Monitoring of ongoing budgetary position , monthly reports on income and expenditure and expenditure on major capital projects	Finance & Resource Committee	Bursar
Quarter 2 (usually)	Annual effectiveness review of Údarás na hOllscoile	n/a	Secretary for Governance & Academic Affairs
All meetings	Report from President and UMT , including strategic risks	n/a	President & UMT
All meetings	Reports from Údarás Sub-Committees	All Sub-Committees	n/a
Every 5 years	Approval of HEA Performance Compact for Chairperson's signature	n/a	Secretary for Governance & Academic Affairs
February (may move to December)	Governing Authority Annual Review of the Effectiveness of the System of Internal Control in the University for the previous financial year.	n/a	All UMT members, Internal Audit and Annual Report of ARC for input. Collated and submitted for approval by the Office of the Secretary for Governance & Academic Affairs
February	Review of update on Intellectual Property (IP) and Conflict of Interest	n/a	Vice-President for Research and Innovation, Director of Technology, Transfer and Innovation
February	Review of report on the breakdown of Expenditure on External Consultancy	n/a	COO, Head of Compliance
March	Approval and signature by the Chair and President of the Oversight Agreement with the HEA for submission to the HEA	n/a	Secretary for Governance & Academic Affairs
March	Approval and Submission of approved Annual Governance Statement (AGS) , including the Statement on the System of Internal Control (SIC) to the Higher Education Authority.	Audit & Risk Committee	Collated and submitted for approval by Secretary for Governance & Academic Affairs & Director of Governance. All UMT Members responsible for specific input in relevant areas.
March (from 2023 onwards)	Approval of the consolidated financial statements of the University , including the Statement on the System of Internal Control	Audit & Risk Committee	Bursar Secretary for Governance & Academic Affairs
June	Approval of Annual Work Plan for the upcoming academic year	n/a	Secretary for Governance & Academic Affairs
June	Approval of Budget for upcoming academic year	Finance & Resource Committee	Bursar
June	Approval of fees for upcoming academic year+1	Finance & Resource Committee	Bursar
December	Confirm draft consolidated GAAP financial statements ready for audit	Finance & Resource Committee	Bursar
December	Receipt of the Annual Report of the Audit & Risk Committee	Audit & Risk Committee	n/a