



# Treasury Management Policy

GOVERNANCE

### Revision History:

Date of this revision: 19.02.2024	Date of next review: 2027
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Version Number/ Revision Number:	Revision Date:	Summary of Changes:	Changes marked:
1.0		New Policy	

### Consultation History:

Version Number/ Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
1.0		VP Finance and Corporate Governance Project Accountant – Governance and Compliance	Initial Treasury Management Policy
	28.02.2024	Presented to CSS board meeting	

### Development and Approval Log:

<b>Responsible for:</b>	<b>Title</b>
Policy Developer:	Project Accountant – Governance & Compliance
Policy Owner:	Vice President of Finance & Corporate Governance
Recommended by:	Finance & Physical Development Committee
Approving Authority:	TUS Governing Body Subsidiary Companies Board of Directors
Reference Documents:	N/a

### Approval:

Version	Approved By:	Date
1.0	TUS Governing Body	19.02.2024

Date Approved:	Date Policy to take effect:	Date Policy to be reviewed:
19.02.2024	19.02.2024	2027

### Document Location:

Website – Policies & Procedures	✓
Website – Staff Hub	✓
Website – Student Hub	
Other – Internal Use Only	

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## 1. Policy Introduction

This document sets out the treasury management principles, objectives and strategies of Technological University of the Shannon: Midlands Midwest (“TUS” or the “University”) and its subsidiaries. TUS defines treasury management as the management of the University’s banking, cash flow and investments.

TUS is committed to ensuring effective management of all funding from all sources and the investment of surplus cash balances of the University.

## 2. Purpose of Policy

The purpose of this policy is to ensure that TUS’s cash-flow is managed as efficiently as possible, has sufficient cash for recurrent and capital expenditure and invests surplus cash in banks or financial institutions regulated by the Central Bank.

## 3. Scope

*Subsidiary Companies:* In assessing the overall surplus cash position for potential investment, TUS will include any surplus cash holding of its wholly owned subsidiary companies.

The return on investment earned in a period will be allocated by TUS to each company, pro-rata based upon the amount of the subsidiary investment and the proportionate return earned.

## 4. Roles and Responsibilities

Responsible Person/Group	Role
Governing Body	<ul style="list-style-type: none"><li>• Approves Treasury Management Policy;</li><li>• Approves the operation of new bank accounts;</li><li>• Approves bank mandates;</li><li>• Approves bank authorised signatories.</li></ul>
Finance & Physical Development Committee (FPDC)	<ul style="list-style-type: none"><li>• Reviews and recommends the Treasury Management Policy (<i>and on a periodic basis</i>) for approval to Governing Body;</li><li>• Receives and reviews a Treasury Management Report on a tri-annual basis;</li><li>• Recommends proposals for any new or changes to existing bank relationships and report to Governing Body;</li><li>• Recommends new bank accounts and new bank mandates for approval to Governing Body.</li></ul>
The Policy Unit	<ul style="list-style-type: none"><li>• Reviews, monitors and distributes the Treasury Management Policy;</li></ul>
The Finance Unit ( <i>VP Finance &amp; Corporate Governance, Finance Manager &amp; Staff Officer</i> )	<ul style="list-style-type: none"><li>• Considers and stays informed about market trends for optimum returns while protecting the capital value of investments;</li><li>• Monitors current levels of short-term and long-term interest rates;</li></ul>

	<ul style="list-style-type: none"> <li>• Manages the bank and treasury function;</li> <li>• Ensures sufficient controls are in place to ensure segregation of duties and correct levels of approval;</li> <li>• Transfers surplus cash to term deposit accounts and/or National Treasury Management Agency (NTMA) Treasury Notes;</li> <li>• Prepares and submits a Treasury Management Report on a tri-annual basis to FPDC;</li> <li>• Maintains effective banking relationships.</li> </ul>
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## 5. Policy Statement

### 5.1 Principles

The Treasury Management Principles undertaken by the University will have regard to the following:

- Treasury management activities will be undertaken with openness, transparency, honestly, integrity and accountability;
- Approval for the opening of bank accounts is a reserved function of the Governing Body of the University and therefore no staff member has the authority to open a bank account for any TUS activity without Governing Body approval;
- New bank mandates or amendments to existing bank mandates must be approved by Governing body;
- Bank accounts not in use should be closed to minimise the number of bank accounts held, aiding in tight controls and monitoring;
- All payments (*supplier payments, payroll payments, banking transfers etc.*) are approved in line with the bank mandate for the relevant account;
- The finance department will review bank balances of TUS and Subsidiary Companies and transfer surplus funds into term deposit accounts and/or NTMA Treasury Notes; on a timely basis.

### 5.2 Key Objectives

The Treasury Management Key Objectives are:

- Safeguarding the monetary assets of TUS;
- Ensuring sufficient liquidity to meet TUS's forecast outgoings (*recurrent and capital*) both in the short and long term;
- Monitoring of all bank account balances to ensure any surplus funds available are invested appropriately in term deposit accounts and/or NTMA Treasury Notes;
- Protecting the capital value of funds invested at all times through term deposit accounts and/or NTMA Treasury Notes;
- Monitoring current levels of short term and long-term interest rates;
- Overseeing and maintaining effective banking arrangements, including banking relationships.

### 5.3 Strategy

The Treasury Management Strategy undertaken by the University will have regard to the following:

- Treasury Risk Management:
  - TUS as a publicly funded University, only invests in investment instruments that have a 100% capital guarantee;
  - Surplus cash is invested securely into term deposit accounts and/or NMTA Treasury Notes; and permission (*proposal, review and approval*) will be sought from the Governing Body (*via the Finance & Physical Development Committee*) should TUS want to consider other investment instruments.

## 6. Policy Compliance/Monitoring and Review

This policy will be monitored and reviewed periodically, and at least every three years to ensure it maintains relevance, effectiveness and compliance, and to ensure any changes to TUS's governance structure and business practices are reflected in the policy.

## 7. Consultation and Communication Plan Overview

### IDENTIFIED NEED:

Treasury Management Policy required.

### STAKEHOLDERS:

All TUS Staff

### PROPOSED TIMELINE FOR CONSULTATION:

January 2024

### CONSULTATION GROUP COMPOSITION (REVIEW GROUP) (IF NECESSARY)

VP Finance & Corporate Governance  
Project Accountant – Governance & Compliance

### PROPOSED TIMELINE FROM DRAFT TO IMPLEMENTATION:

Drafted and implementation first quarter 2024

### BEST PRACTICE REFERENCES:

n/a

### LEGISLATIVE REQUIREMENTS / REFERENCES:

n/a

**APPROVING COMMITTEE/S:**

FPDC to recommend to GB for Approval and Subsidiary Companies Board of Directors

**PUBLICATION AND INFORMATION PLAN:**

TUS Website

**MONITOR AND REVIEW PROPOSAL:**

Monitor annually, review every three years