

Report on Minutes of Education Finance Board
13th June, 2007

Date	Topic	Decision
13.6.07	Minutes of Meeting on 2.5.07	Approved
	<p>Matters arising from Minutes Board informed that matters referred to DES, such as employers' liability for staff and expenses issues were still in process. Report given to Board on clarification of eligibility for National Council for Guidance in Education (NCGE) services. Residents are eligible by definition to be clients of the NCGE but eligibility of relatives is subject to the normal NCGE guidelines. Annual Report has been translated into Irish and will appear on EFB website: www.educationfinanceboard.com</p>	
	<p>Correspondence Notification received from Institute of Public Administration re undated information for IPA Administration Yearbook and Diary.</p>	Noted
	<p>Approvals, Appeals and Queries 93 approvals in respect of 85 applicants. The Board agreed that in future appeals, queries and reasonable expectation applicants would be dealt with by the sub-group who sign the approvals for the Board. The clear-cut cases will be processed by the office directly after the meeting. Those appeals, queries and reasonable expectations that are refused, or there is an element of doubt, would be held over for the next Board meeting. A policy was agreed with regard to inconsistent or changed receipts/invoices. Appeals, Queries and Reasonable Expectations were discussed and processed.</p>	Approved Agreed.
	<p>Finance: NTMA Report – Total fund on 31.5.07 to be drawn down for CDVEC CDVEC Financial Statement of EFB to 31st May, 2007. Service Agreement: The Service Agreement between CDVEC and the EFB changing the onus of responsibility from CDVEC to the EFB for making payments on behalf of the Fund was presented. Thanks expressed to CDVEC staff for their help and assistance. EFB Procedures: This document, which outlines the built-in control procedures ensuring the protection of the Fund, was presented to the Board. Comptroller and Auditor General: 2006 accounts prepared by Crowleys DFK Accountants. A breakdown of work under the terms of the National Qualifications Authority of Ireland (NQAI) was given. It was agreed that the Board needs to buy in limited services on a quarterly basis as well as end of year accounts. It was hoped that this could be included as an element in the tender renewal process for such services to be undertaken by NQAI. The invoice and accountancy services provided in respect of the preparation for the Audit of the 2006 accounts were accepted.</p>	Noted Approved Approved. Approved.
	<p>IT and Communication Requirements It was reported that EFB website development and design was in its final stages. Staff to be given relevant training.</p>	Noted
	<p>Staffing A report was given on interview process and contract awarded re administrative staff. A letter has been written to DES seeking an additional administrative assistant and additional temporary staff on a contract basis for short-term peaks.</p>	Noted and agreed. It was agreed to set up a competition within CDVEC specifically for the EFB.

	<p>AOB A template for possible reports of the Minutes of the Board to be available to the general public was discussed and agreed. It was reported that the current backlog was six weeks in arrears due to new auditing procedures and the large number of applications during May after publicity on the Gerry Ryan Show.</p>	Noted.
	Next meeting scheduled for 24th July, 2007	