



Code	QA314
Title	Provision of non-audit services by the external auditor
Policy Owner	Bursar
Date	25 September 2023
Approved by	Audit and Risk Committee

1. Purpose

The purpose of this document is to set out the procedures the University has in place to ensure that the provision of non-audit services does not compromise the external auditor's independence and objectivity or negatively impact their ability to perform the external audit function.:

Overall, the aim of this policy is to ensure that the contractor has no direct or indirect financial or business relationship with the University which would cause an objective, reasonable and informed third party to conclude that the external audit firm's independence has been compromised.

2. Description

Audit and Audit Relates Services, which the external auditor may be engaged to provide are defined as;

- Audits of financial statements as contracted for by the University, including those of the University's subsidiaries,
- Advice to management on technical accounting issues, accounting treatment under certain standards, interpretation of standards and impact of proposing new rules by regulatory or standard setting bodies;
- The provision of assurances, opinions, or confirmations to third parties based on the financial audits of the financial statements;
- General taxation advice;
- Work which is reasonably related to the performance of an audit or review and is a logical extension of the audit or review scope, is of a compliance nature and is work that the external auditor is best placed to undertake; and
- Meet with the Bursar, Director Financial Accounts and Audit and Risk Committee to appropriately plan the audit and to report on any findings.

Prohibited Services which the external auditor must not be engaged to provide are defined as:

- Bookkeeping services related to the accounting records;
- Accounting services related to the preparation of the financial statements for which the audit has or will be contracted;
- Design or implementation of systems related to the financial systems and financial reporting;
- Internal audit services;
- Secondment of staff to management positions or undertaking activities normally performed by management;



- Acting as an advocacy role for the University;
- Legal services and strategic planning and structuring;
- Any transactions that lead to contingent fees or commission being earned.
- Any work which might be perceived, by a reasonable third party to impinge on their independence in fact or appearance.

Non-Audit Services means any services which are not Audit, Audit Related Services or Prohibited Services. It refers to a range of professional services provided by the external auditor to the University that are not directly related to the financial function. Prior to engaging the external auditor for Non-Audit Services the procuring manager must complete the Appendix 1 and submit it for appropriate approval. Approval limits are outlined in Appendix 1.

The total fee for Non-Audit Services by the external auditor, in any one financial year must not exceed 100% of the Audit fee unless the engagement above this level is approved by the Audit and Risk Committee.

Within three months of the end of each financial year, the Director Financial Accounts will report to the Audit and Risk Committee, a list of Non-Audit Services provided by the external auditor including details of the contracting manager, unit, fee paid (exclusive of VAT) and the nature of the service provided.

3. Responsibilities

Role	Responsibility
Contracting Manager	To ensure that proper procedures are followed and that the process undertaken complies with this policy.
Relevant UMT official	Approval of contractor and submission of appendix A for review.
Audit and Risk Committee	Make a recommendation as appropriate to the Governing Authority on the appointment of the external auditor.
Bursar	Retain the external auditor to perform audit and audit related services.
Director Financial Accounts	Within three months of the end of each financial year, report to the Audit and Risk Committee, a list of Non-Audit Services provided by the external auditor including details of the procuring manager / unit, fee paid and the nature of the service provided.

4. Related documentation

- QA100 Procurement
- Public procurement guidelines and regulations



Appendix 1 Provision of non-audit services by the external auditor

Request approval to appoint the external auditor to provide Non-Audit Services

(note this approval must be in place prior to any engagement of the External Auditor)

A description of the precise nature of the work		
Maximum expected fee in Euro exclusive of VAT		
Explain why the external auditor is being considered for these Non-Audit Services		
Confirmation from the external auditor that this engagement is consistent with the rules on auditor independence		
Details of Unit and Procurement Manager	Unit	
	Print Name	
	Signature	
	Date	
Formal Decision	Approved or Not Approved ¹	
Less than €5,000² Director Financial Planning	Print Name	
	Signature	
	Date	
Between €5,000 and €15,000 Bursar	Print Name	
	Signature	
	Date	
Above €15,000 Audit and Risk Committee³	Print Name	
	Signature	
	Date	

¹ A copy of this approval must be attached to the online procurement order.

² All limits are exclusive of VAT.

³ ARC approval will be provided by email when required.