

Oifig Choimisinéir na dTeangacha Oifigiúla

FINANCIAL STATEMENTS

for the year ended

31 December 2011

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Comptroller and Auditor General

Report for presentation to the Houses of the Oireachtas

Oifig Choimisinéir na dTeangacha Oifigiúla

I have audited the financial statements of Oifig Choimisinéir na dTeangacha Oifigiúla for the year ended 31 December 2011 under the Official Languages Act 2003. The financial statements, which have been prepared under the accounting policies set out therein, comprise the Statement of Accounting Policies, Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and Generally Accepted Accounting Practice in Ireland.

Responsibilities of the Commissioner

The Commissioner is responsible for the preparation of the financial statements, for ensuring that they give a true and fair view of the state of affairs of Oifig Choimisinéir na dTeangacha Oifigiúla and of its income and expenditure, and for ensuring the regularity of transactions.

Responsibilities of the Comptroller and Auditor General

My responsibility is to audit the financial statements and report on them in accordance with applicable law.

My audit is conducted by reference to the special considerations which attach to State bodies in relation to their management and operation.

My audit is carried out in accordance with the International Standards on Auditing (UK and Ireland). These standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of Audit of the Financial Statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements, sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of

- whether the accounting policies are appropriate to the circumstances of Oifig Choimisinéir na dTeangacha Oifigiúla, and have been consistently applied and adequately disclosed
- the reasonableness of significant accounting estimates made in the preparation of the financial statements, and

- the overall presentation of the financial statements.
- I also seek to obtain evidence about the regularity of financial transactions in the course of audit.

Opinion on the Financial Statements

In my opinion, the financial statements, which have been properly prepared in accordance with Generally Accepted Accounting Practice in Ireland, give a true and fair view of the state affairs of Oifig Choimisinéir na dTeangacha Oifigiúla at 31 December 2011 and of its income and expenditure for the year then ended.

In my opinion, proper books of account have been kept by Oifig Choimisinéir na dTeangacha Oifigiúla. The financial statements are in agreement with the books of account.

Matters on Which I am Required to Report by Exception

I report by exception if

- I have not received all the information and explanations I required for my audit, or
- there was any material instance where moneys have not been applied for the purposes intended or where the transactions did not conform to the authorities governing them, or
- the Statement on Internal Financial Control does not reflect the Commissioner's compliance with the Code of Practice for the Governance of State Bodies, or
- I find there are other material matters relating to the manner in which public business has been conducted.

I have nothing to report in regard to those matters upon which reporting is by exception.

Andrew Harkness

**For and on behalf of the
Comptroller and Auditor General**

June 2012

Oifig Choimisinéir na dTeangacha Oifigiúla

Statement on Internal Financial Controls

Responsibility for the System of Internal Financial Controls

Oifig Choimisinéir na dTeangacha Oifigiúla is a small office in one unit. A staff complement of nine is sanctioned for the Office including An Coimisinéir Teanga and eight civil servants. There were two staff vacancies at the end of 2011. The responsibility for ensuring that an effective system of internal controls is maintained and operated falls to myself, as An Coimisinéir Teanga.

The system can only provide reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected in a timely period.

The staff of this Office and I have taken steps to ensure that an effective system is in place, by implementing a system of internal control based on information being supplied to management, administrative procedures including segregation of duties, and a system of delegation and responsibility.

This includes:

- Annual and quarterly estimates which specify the supply needed for the coming period.
 - Regular reporting to the Department of Arts, Heritage & the Gaeltacht including reports on expenditure to date when a drawdown to our current account in the bank is required.
- Comparisons are made at this time between estimated and actual expenditure.

Internal audit services are provided on a contract basis by a chartered accountant. An internal audit took place during 2011. This Office has also put in place an Audit Committee, consisting of the Office Director and two external members.

I confirm that I reviewed the Office's system of internal financial controls during the year 2011.

Seán Ó Cuirreáin
An Coimisinéir Teanga

Oifig Choimisinéir na dTeangacha Oifigiúla

Statement of Responsibilities of An Coimisinéir Teanga

Oifig Choimisinéir na dTeangacha Oifigiúla was established under the Official Languages Act 2003.

Under paragraph 8(1) of the Second Schedule of the Official Languages Act 2003, An Coimisinéir Teanga is obliged to keep, in such form as may be approved of by the Minister for Arts, Heritage and the Gaeltacht, all proper and usual accounts of all moneys received or expended by him or her and all such special accounts (if any) as the Minister may direct.

In preparing those financial statements, An Coimisinéir Teanga is required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to do so;
- Disclose and explain any material departures from applicable accounting standards.

An Coimisinéir Teanga is responsible for the keeping of proper books of account which disclose with reasonable accuracy the financial position of the Office. An Coimisinéir Teanga is also responsible for safeguarding its assets and for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Seán Ó Cuirreáin
An Coimisinéir Teanga

Date

Oifig Choimisinéir na dTeangacha Oifigiúla

Statement of Accounting Policies

1. Accounting Period

Oifig Choimisinéir na dTeangacha Oifigiúla was established under the Official Languages Act 2003. An Coimisinéir Teanga was appointed by the President on 23 February 2004 and was reappointed for a second term on 23 February 2010. These accounts cover the period from 1 January 2011 to 31 December 2011.

2. Basis of Accounting

These financial statements are prepared on an accruals basis, except as stated below, and in accordance with generally accepted accounting principles under the historical cost convention. Financial Reporting Standards as recommended by the recognised accountancy bodies are adopted, as they become operative.

3. Oireachtas Grants

These are accounted for on a cash receipts basis.

Oireachtas Grants comprise funds provided to Oifig Choimisinéir na dTeangacha Oifigiúla through the Vote of the Department of Community, Equality and Gaeltacht Affairs and subsequently the Department of Arts, Heritage and the Gaeltacht as follows:

- A grant from which An Coimisinéir Teanga discharges any liabilities, and
- Through the direct payment by the Department of certain salary and administrative costs.

4. Pensions

A defined benefit scheme was established in 2009 for An Coimisinéir Teanga in accordance with the Official Languages Act 2003. Pension contributions deducted from the salary of An Coimisinéir Teanga are retained by the Department of Arts, Heritage and the Gaeltacht. Liabilities under the scheme fall to be paid by the Department.

The staff of the Office of An Coimisinéir Teanga are civil servants who are members of the civil service superannuation scheme which is administered separately. Pension deductions, under the Financial Measures (Miscellaneous Provisions) Act 2009 are retained by the Department and paid to the Exchequer.

5. Fixed Assets and Depreciation

Fixed assets are stated at their historical cost less accumulated depreciation. Depreciation is calculated on the straight line basis, at the following rates:-

Furniture, Fixtures and Fittings	10%
Computers and Office Equipment	20%

6. Capital Account

The Capital Account represents the unamortised amount of income used to purchase fixed assets.

Oifig Choimisinéir na dTeangacha Oifigiúla

Income and Expenditure Account for the year ended 31 December 2011

	Note	2011 €	2010 €
Income			
Oireachtas Grant	1	629,285	709,990
Co-funding of Schools Project	6	25,000	0
Transfer from / (to) Capital Account	3	<u>24,942</u>	<u>17,903</u>
		679,227	727,893
Expenditure			
Salaries and Allowances	4	456,868	528,029
Travel Expenses		11,418	21,095
Depreciation	2	25,952	27,273
Stationery		3,155	2,833
Postage & Phone		9,799	11,240
Heat, Light & Rent	5	92,019	90,245
Legal & Professional		1,664	7,067
Audit		4,797	4,567
Advertising		1,594	4,454
Publications, Publicity & Events		62,490	38,366
Miscellaneous		<u>6,308</u>	<u>6,281</u>
		676,064	741,450
Surplus / (Deficit) for the year ended 31 December		<u>3,163</u>	<u>(13,557)</u>
Balance at 1 January		15,056	28,613
Balance at 31 December		18,219	15,056

There are no recognised gains or losses other than those dealt with in the Income and Expenditure Account.

The Statement of Accounting Policies and notes 1 – 6 form part of these Financial Statements.

An Coimisinéir Teanga:

Date:

Oifig Choimisinéir na dTeangacha Oifigiúla

Balance Sheet as at 31 December 2011

	Note	2011 €	2010 €
FIXED ASSETS			
Tangible Fixed Assets	2	58,552	83,494
CURRENT ASSETS			
Bank		7,529	5,626
Prepayments		<u>18,949</u>	<u>18,205</u>
		26,478	23,831
CURRENT LIABILITIES			
Accruals		(7,677)	(8,471)
Creditors		<u>(582)</u>	<u>(304)</u>
		(8,259)	(8,775)
Net Current Assets		18,219	15,056
TOTAL ASSETS		<u>76,771</u>	<u>98,550</u>
Represented by:			
Capital Account	3	58,552	83,494
Income and Expenditure Account		<u>18,219</u>	<u>15,056</u>
		<u>76,771</u>	<u>98,550</u>

The Statement of Accounting Policies and Notes 1 – 6 form part of these Financial Statements.

An Coimisinéir Teanga:

Date:

Oifig Choimisinéir na dTeangacha Oifigiúla

Notes to the Financial Statements

1. Oireachtas Grant

The Department of Community, Equality and Gaeltacht Affairs and subsequently the Department of Arts, Heritage and the Gaeltacht made the following funds available to Oifig Choimisinéir na dTeangacha Oifigiúla in the period

	2011	2010
	€	€
Grant to Oifig Choimisinéir na dTeangacha Oifigiúla	161,000	161,000
Payments made on behalf of Oifig Choimisinéir na dTeangacha Oifigiúla	<u>468,285</u>	<u>548,990</u>
	629,285	709,990

2. Fixed Assets

	Fixtures & Fittings €	Computer & Office Equipment €	Total €
Cost			
Opening Balance 1 January 2011	158,560	128,762	287,322
Additions in 2011	0	1,010	1,010
Disposals in 2011	<u>0</u>	<u>(5,020)</u>	<u>(5,020)</u>
Closing Balance 31 December 2011	158,560	124,752	283,312
Depreciation			
Opening Balance 1 January 2011	96,235	107,593	203,828
Charge 2011	15,856	10,096	25,952
Disposals 2011	<u>0</u>	<u>(5,020)</u>	<u>(5,020)</u>
Closing Balance 31 December 2011	112,091	112,669	224,760
Net Book Value			
Net book value 31 December 2011	<u>46,469</u>	<u>12,083</u>	<u>58,552</u>
Net book value 31 December 2010	<u>62,325</u>	<u>21,169</u>	<u>83,494</u>

3. Capital Account

	2011	2010
	€	€
Transfer to Income and Expenditure Account		
Funds applied for the purchase of Fixed Assets	1,010	9,370
Amortisation in line with asset depreciation	<u>(25,952)</u>	<u>(27,273)</u>
	(24,942)	(17,903)
Opening balance at 1 January	83,494	101,397
Closing balance at 31 December	58,552	83,494

4. Salaries and Allowances

Payroll costs are made up of

	2011	2010
	€	€
Salary of An Coimisinéir	127,150	130,838
Staff salaries	303,338	365,989
Employer's PRSI	<u>26,380</u>	<u>31,202</u>
	456,868	528,029

As noted in the pensions accounting policy, a defined benefit pension scheme has been established in respect of An Coimisinéir Teanga. The entitlements of An Coimisinéir Teanga do not extend beyond the standard entitlements in the model public sector defined benefit superannuation scheme.

An amount of €32,514 was deducted from staff by way of the pension levy and paid to the Exchequer.

5. Heat, Light and Rent

Oifig an Choimisinéara Teanga is located in An Spidéal in a premises provided by the Office of Public Works at an annual rental cost of €55,407.

6. Co-funding of Schools Project

During the current year, Oifig an Choimisinéara Teanga developed an educational resource pack on language rights for the Junior Certificate course in Civil, Social and Political Education (CSPE). This multi-media educational resource was developed in collaboration with An Chomhairle um Oideachas Gaeltachta agus Gaelscolaíochta (COGG), the Department of Education and Skills' advisory council on Gaeltacht and gaelscoil education. The multi-media educational resource involves a series of bilingual lessons and projects and includes a teacher's manual, posters, task cards, a CD Rom and a DVD of video clips as well as online resources. Two copies of the resource pack were distributed to every second level school in Ireland.

Expenditure on the project comprised of:

	€
Production and printing	29,395
DVD production	11,880
Distribution	4,200
Other	<u>3,135</u>
Total Project Expenditure	48,610

The project was funded by a financial contribution from COGG of €25,000 with the balance being funded by Oifig an Choimisinéara Teanga.