

Oifig Choimisinéir na dTeangacha Oifigiúla

FINANCIAL STATEMENTS

for the year ended

31 December 2013

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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 2013 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.

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 2013 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 Board'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.

Patricia Sheehan

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

August 2014

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 2013. 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 Office relies on the payroll system of the Department of Justice and Equality, whose control systems apply to the Office payroll.

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 2013. This Office has also put in place an Audit Committee, consisting of the Office Director and two external members.

I confirm that the Office's system of internal financial controls were reviewed during the year 2013.

Rónán Ó Domhnaill
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.

Rónán Ó Domhnaill
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. On December 12 2013, Seán Ó Cuirreáin, the first Coimisinéir Teanga, announced that he was resigning from his position with effect from 23 February 2014. Rónán Ó Domhnaill was appointed as Coimisinéir Teanga on 12 March 2014. These accounts cover the period from 1 January 2013 to 31 December 2013.

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 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 2013

	Note	2013 €	2012 €
Income			
Oireachtas Grant	1	595,925	606,784
Transfer from / (to) Capital Account	3	<u>19,801</u>	<u>18,135</u>
		615,726	624,919
Expenditure			
Salaries and Allowances	4	434,346	448,653
Travel Expenses		15,503	12,280
Depreciation	2	20,944	22,574
Stationery		4,582	2,160
Postage & Phone		7,682	10,207
Heat, Light & Rent	5	95,235	91,489
Legal & Professional		352	7,801
Audit		4,512	4,735
Advertising		2,222	3,005
Publications, Publicity & Events		22,203	16,230
Miscellaneous		<u>2,408</u>	<u>8,704</u>
		609,989	627,838
Surplus / (Deficit) for the year ended 31 December		<u>5,737</u>	<u>(2,919)</u>
Balance at 1 January		15,300	18,219
Balance at 31 December		21,037	15,300

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 ó 7 form part of these Financial Statements.

An Coimisinéir Teanga:

Rónán Ó Domhnaill

Date:

Oifig Choimisinéir na dTeangacha Oifigiúla

Balance Sheet as at 31 December 2013

	Note	2013 €	2012 €
FIXED ASSETS			
Tangible Fixed Assets	2	20,616	40,417
CURRENT ASSETS			
Bank		10,079	5,831
Prepayments		<u>17,144</u>	<u>17,528</u>
		27,223	23,359
CURRENT LIABILITIES			
Accruals		(5,574)	(7,477)
Creditors		<u>(612)</u>	<u>(582)</u>
		(6,186)	(8,059)
Net Current Assets		21,037	15,300
TOTAL ASSETS		<u>41,653</u>	<u>55,717</u>
Represented by:			
Capital Account	3	20,616	40,417
Income and Expenditure Account		<u>21,037</u>	<u>15,300</u>
		<u>41,653</u>	<u>55,717</u>

The Statement of Accounting Policies and Notes 1 ó 7 form part of these Financial Statements.

An Coimisinéir Teanga:

Rónán Ó Domhnaill

Date:

Oifig Choimisinéir na dTeangacha Oifigiúla

Notes to the Financial Statements

1. Oireachtas Grant

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

	2013	2012
	p	p
Grant to Oifig Choimisinéir na dTeangacha Oifigiúla	146,000	146,000
Payments made on behalf of Oifig Choimisinéir na dTeangacha Oifigiúla	<u>449,925</u>	<u>460,784</u>
	595,925	606,784

2. Fixed Assets

	Fixtures & Fittings €	Computer & Office Equipment €	Total €
Cost			
Opening Balance 1 January 2013	158,560	119,045	277,605
Additions in 2013	0	1,143	1,143
Disposals in 2013	<u>0</u>	<u>(1,075)</u>	<u>(1,075)</u>
Closing Balance 31 December 2013	158,560	119,113	277,673
Depreciation			
Opening Balance 1 January 2013	127,947	109,241	237,188
Charge 2013	15,856	5,088	20,944
Disposals 2013	<u>0</u>	<u>(1,075)</u>	<u>(1,075)</u>
Closing Balance 31 December 2013	143,803	113,254	257,057
Net Book Value			
Net book value 31 December 2013	<u>14,757</u>	<u>5,859</u>	<u>20,616</u>
Net book value 31 December 2012	<u>30,613</u>	<u>9,804</u>	<u>40,417</u>

3. Capital Account

	2013	2012
	þ	þ
Transfer to Income and Expenditure Account		
Funds applied for the purchase of Fixed Assets	1,143	4,439
Amortisation in line with asset depreciation	<u>(20,944)</u>	<u>(22,574)</u>
	(19,801)	(18,135)
Opening balance at 1 January	40,417	58,552
Closing balance at 31 December	20,616	40,417

4. Salaries and Allowances

Payroll costs are made up of

	2013	2012
	þ	þ
Salary of An Coimisinéir	123,283	127,148
Staff salaries	283,927	293,376
Employer's PRSI	<u>27,136</u>	<u>28,129</u>
	434,346	448,653

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 þ29,447 (2012 - þ31,019) 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 þ56,556.

6. Public Service Reform Plan

In April 2014 the Government announced that it no longer intended to proceed with the proposed amalgamation of the Office with the Office of the Ombudsman.

7. Contingent Liabilities

The findings arising from an investigation by An Coimisinéir Teanga have been appealed by a public body to the High Court on a point of law under Section 28 of the Act. The case is being defended by An Coimisinéir Teanga.

Any potential costs arising from the case cannot be quantified with any certainty at this time.