

Oifig Choimisinéir na dTeangacha Oifigiúla

FINANCIAL STATEMENTS

for the year ended

31 December 2016

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Oifig Choimisinéir na dTeangacha Oifigiúla

Rinne mé iniúchadh ar ráitis airgeadais Oifig Choimisinéir na dTeangacha Oifigiúla don bhliain dar chríoch 31 Nollaig 2016, faoi Acht na dTeangacha Oifigiúla 2003. Tá na ráitis airgeadais comhdhéanta de ráiteas ioncam agus caiteachais agus cúlchistí ioncaim coinnithe, ráiteas ar staid airgeadais, ráiteas ar shreabhadh airgid agus na nótaí gaolmhara. Ullmhaíodh na ráitis airgeadais ar an mbealach a fhorordaítear faoin Dara Sceideal den Acht agus de réir phrionsabail chuntasaíochta a nglactar leo go ginearálta.

Freagrachtaí an Choimisinéara.

Tá an Coimisinéir Teanga freagrach as na ráitis airgeadais a ullmhú, as a chinntiú go dtugann siad léargas fíor agus cothrom agus as rialtacht na n-idirbheart a chinntiú.

Freagrachtaí an Ard-Reachtair Cuntas agus Ciste

Is é mo fhreagrachta ná na ráitis airgeadais a iniúchadh agus tuairiscí a dhéanamh orthu de réir dlí infheidhme.

Tugadh faoi m'iniúchadh de réir breithnithe speisialta a bhaineann le comhlachtaí Stáit i ndáil lena mbainistiú agus lena bhfeidhmiú.

Déanaim m'iniúchadh de réir na gCaighdeán Idirnáisiúnta maidir le hIniúchadh (An Ríocht Aontaithe agus Éire) agus ag cloí le Caighdeán Eiticiúla d'Iniúcháirí de chuid an Bhoird Chleachtais Iniúchta ag an am céanna.

Scóp Iniúchta na ráiteas airgeadais

I rith iniúchta, ní mór fianaise a fháil faoi na méideanna agus na nochtaí sna ráitis airgeadais, fianaise leordhóthanach a thabharfadh deimhniú réasúnta go bhfuil na ráitis airgeadais saor ó mhírátis ábhartha, cibé ar calaois nó earráid is cúis leo. Áirítear air sin measúnú a dhéanamh ar:

- cibé an bhfuil na beartais chuntasaíochta ábhartha d'imthosca Oifig Choimisinéir na dTeangacha Oifigiúla, ar cuireadh i bhfeidhm go leanúnach iad agus ar nochtadh go leordhóthanach iad;
- réasúntacht na meastachán cuntasaíochta suntasach a dhéantar agus na ráitis airgeadais á n-ullmhú, agus
- cur i láthair ginearálta na ráiteas airgeadas.

Lorgaim fianaise chomh maith faoi rialtacht na n-idirbheart airgeadais le linn an iniúchta.

Tuairim ar na ráitis airgeadais

Is é mo thuairim maidir leis na ráitis airgeadais:

- go dtugann siad léargas fíor agus cothrom ar shócmhainní, dliteanais agus staid airgeadais Oifig Choimisinéir na dTeangacha Oifigiúla amhail an 31 Nollaig 2016 agus ar a ioncam agus ar a chaiteachas do 2016; agus
- gur ullmhaíodh go cuí iad de réir phrionsabail chuntasaíochta a nglactar leo go ginearálta.

Is é mo thuairim go raibh taifid chuntasaíochta Oifig Choimisinéir na dTeangacha Oifigiúla leordhóthanach chun iniúchadh ceart a dhéanamh go héasca ar na ráitis airgeadais. Tá na ráitis airgeadais ag teacht leis na taifid chuntasaíochta.

Ábhair lena dtuairiscím trí éisceacht

Tuairiscím trí éisceacht mura bhfaighim an fhaisnéis agus na mínithe go léir a theastaigh uaim chun m'iniúchadh a dhéanamh, nó

- má thug m'iniúchadh aon chás ábhartha nár feidhmíodh suimeanna airgid chun na gcríoch a bhí beartaithe ar aird, nó sa chás nach mbíonn na hidirbhearta ag cloí leis na húdaráis a dhéanann rialú orthu, nó
- nuair nach léiríonn an ráiteas um rialú inmheánach airgeadais géilliúlacht Oifig Choimisinéir na dTeangacha Oifigiúla don Chód Cleachtais um Rialú Comhlachtaí Stáit, nó
- má tá nithe ábhartha eile ann a bhaineann leis an tsli ar cuireadh gnó poiblí i gcrích.

Níl aon ní le tuairiscíú agam maidir leis na cúrsaí sin a dhéantar a tuairiscíú trí éisceacht.

Seamus Mac Cárthaigh

Seamus Mac Cárthaigh
Ard-Reachtair Cuntas agus Ciste
14 Nollaig 2017

Oifig Choimisinéir na dTeangacha Oifigiúla

Statement on Internal Controls

Responsibility for the System of Internal Controls

Oifig Choimisinéir na dTeangacha Oifigiúla is a small office in one unit. Oifig Choimisinéir na dTeangacha Oifigiúla has sanction for eight staff – An Coimisinéir Teanga and seven civil servants. As An Coimisinéir Teanga I have responsibility for ensuring that an effective system of internal financial control is maintained and operated.

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's salaries are administered by the Payroll Shared Service Centre (PSSC) and I rely on a letter of assurance from the Accounting Officer of the Vote for Shared Services that the appropriate controls are exercised in the provision of shared services to this Office.

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 Culture, Heritage and the Gaeltacht including reports on expenditure when a drawdown of funds to our current account is required. Comparisons are made at this time between estimated and actual expenditure.

Internal audit services are provided on a contract basis by a qualified accountant. An internal audit took place during 2016. This Office has also put in place an Audit Committee, consisting of a member of staff and two external members.

I confirm that the Office's system of internal financial controls were reviewed during the year 2016.

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 Culture, 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 adequate accounting records 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 INCOME AND EXPENDITURE AND RETAINED REVENUE RESERVES

For the year ended 31 December 2016

	Note	2016	2015
		€	€
Income			
Oireachtas grant	2	638,784	669,048
Other income	7	14,931	33,826
Transfer from/(to) the Capital account	4	<u>(6,531)</u>	<u>(1,036)</u>
		647,184	701,838
Expenditure			
Salaries and allowances	5	441,061	480,072
Travel expenses		21,548	27,653
Depreciation	3	9,840	9,782
Stationery		11,020	5,683
Postage & phone		7,455	7,864
Rent, computer & office maintenance	6	85,237	88,202
Legal & professional fees		3,260	12,779
Audit fee		4,000	2,500
Accounting fees		3,525	4,529
Advertising		3,281	4,532
Publications, publicity & events		56,778	16,846
Miscellaneous		<u>9,907</u>	<u>16,295</u>
		656,912	676,737
Surplus / (Deficit) for the year		(9,728)	25,101
Balance Brought Forward at 1 January		48,234	23,133
Balance Carried Forward at 31 December		<u>38,506</u>	<u>48,234</u>

All income and expenditure for the year relates to continuing activities at 31 December 2016. The Statement of Income and Expenditure and Retained Revenue Reserves includes all gains and losses recognised in the year.

The Statement of Cash Flows and Notes 1 to 7 form part of these financial statements.

An Coimisinéir Teanga:

Rónán Ó Domhnaill

Date:

Oifig Choimisinéir na dTeangacha Oifigiúla

STATEMENT OF FINANCIAL POSITION

For the year ended 31 December 2016

	Note	2016	2015
		€	€
Fixed Assets			
Property, plant & equipment	3	26,817	20,286
Current Assets			
Cash and cash equivalents		10,527	10,468
Debtors		33,826	33,826
Prepayments		<u>7,003</u>	<u>16,041</u>
		51,356	60,335
Current Liabilities (amounts falling due within one year)			
Accruals		(12,530)	(8,976)
Deferred income		0	(2,000)
Payables		<u>(320)</u>	<u>(1,125)</u>
		(12,850)	(12,101)
Net Current Assets		38,506	48,234
Total Net Assets		<u>65,323</u>	<u>68,520</u>
Representing			
Capital account	4	26,817	20,286
Retained revenue reserves		<u>38,506</u>	<u>48,234</u>
		<u>65,323</u>	<u>68,520</u>

The Statement of Cash Flows and Notes 1 to 7 form part of these financial statements.

An Coimisinéir Teanga:

Rónán Ó Domhnaill

Date:

Oifig Choimisinéir na dTeangacha Oifigiúla

STATEMENT OF CASH FLOWS

For the year ended 31 December 2016

	2016	2015
	€	€
Cash Flows from Operating Activities		
Excess Income over expenditure	(9,728)	25,101
Transfer from / (to) the Capital account	6,531	1,036
Depreciation	9,840	9,782
(Increase) / decrease in prepayments	9,038	6,935
(Increase) / decrease in debtors	0	(33,826)
Increase / (decrease) in payables	(805)	(2,970)
Increase / (decrease) in deferred income	(2,000)	2,000
Increase / (decrease) in accruals	3,554	4,597
Net Cash Inflow from Operating Activities	<u>16,430</u>	<u>12,655</u>
Cash Flows from Investing Activities		
Payments to acquire property, plant & equipment	<u>(16,371)</u>	<u>(10,817)</u>
Net Cash Flows from Investing Activities	<u>(16,371)</u>	<u>(10,817)</u>
Net Increase/(Decrease) in Cash and Cash Equivalents	<u>59</u>	<u>1,838</u>
Cash and cash equivalents at 1 January	<u>10,468</u>	<u>8,630</u>
Cash and cash equivalents at 31 December	<u>10,527</u>	<u>10,468</u>

Oifig Choimisinéir na dTeangacha Oifigiúla

Notes to the Financial Statements

1. Accounting Policies

The basis of accounting and significant accounting policies adopted by Oifig Choimisinéir na dTeangacha Oifigiúla are set out below. They have all been applied consistently throughout the year and for the preceding year.

a) General Information

Oifig Choimisinéir na dTeangacha Oifigiúla was established under the Official Languages Act 2003 with a head office at An Spidéal, Gaillimh. Rónán Ó Domhnaill was appointed as the second Coimisinéir Teanga on 12 March 2014 succeeding Seán Ó Cuirreáin who stepped down from the position on 23 February 2014.

The functions of An Coimisinéir Teanga are set out in Section 21 of the Act and include

- monitoring compliance with the Act
- carrying out investigations into any failure by a public body to comply with the provisions of the Act
- providing advice to the public regarding their rights under the Act
- providing advice to public bodies regarding their obligations under the Act
- carrying out investigations to ascertain whether any provision of any other enactment relating to the status or use of an official language was not complied with

b) Statement of Compliance

The financial statements of Oifig Choimisinéir na dTeangacha Oifigiúla for the year ended 31 December 2016 have been prepared in accordance with FRS 102, the financial reporting standard applicable in the UK and Ireland issued by the Financial Reporting Council (FRC), as promulgated by Chartered Accountants Ireland.

c) Basis of Preparation

The financial statements have been prepared under the historical cost convention. The following accounting policies have been applied consistently in dealing with items which are considered material in relation to Oifig Choimisinéir na dTeangacha Oifigiúla's financial statements.

d) Revenue

Oireachtas Grants

Revenue is generally recognised on an accruals basis; one exception to this is in the case of Oireachtas Grants which are recognised on a cash receipts basis.

Other Revenue

Other revenue is recognised on an accruals basis.

e) Receivables

Receivables are recognised at fair value, less a provision for doubtful debts. The provision for doubtful debts is a specific provision, and is established when there is objective evidence that Oifig Choimisinéir na dTeangacha Oifigiúla will not be able to collect all amounts owed to it. All movements in the provision for doubtful debts are recognised in the Statement of Income and Expenditure and Retained Revenue Reserves.

f) Payables

Payables are classified as current if payable within one year or less. If not, they are presented as non current liabilities.

g) Operating Leases

Rental expenditure under operating leases is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves over the life of the lease. Expenditure is recognised on a straight-line basis over the lease period, except where there are rental increases linked to the expected rate of inflation, in which case these increases are recognised when incurred. Any lease incentives received are recognised over the life of the lease.

h) Property, Plant and Equipment

Property, plant and equipment are stated at cost less accumulated depreciation, adjusted for any provision for impairment. Depreciation is provided on all property, plant and equipment rates, estimated to write off the cost less the estimated residual value of each asset on a straight line basis over their estimated useful lives, as follows:

- (i) Furniture, Fixtures and Fittings 10% per annum
- (ii) Computers and Office Equipment 20% per annum

Residual value represents the estimated amount which would currently be obtained from disposal of an asset, after deducting estimated costs of disposal, if the asset were already of an age and in the condition expected at the end of its useful life.

If there is objective evidence of impairment of the value of an asset, an impairment loss is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves in the year.

i) Pensions

The current Coimisinéir Teanga is a member of the Single Public Service Pension Scheme. The relevant pension contributions are remitted to the Department of Public Expenditure and Reform. The staff of the Office of An Coimisinéir Teanga are civil servants. Their payroll is administered by the Department and liability in relation to their pensions rests with the Department.

A defined benefit scheme was established in 2009 for the first Coimisinéir Teanga in accordance with the Official Languages Act 2003. Liabilities under the scheme fall to be paid by the Department.

j) Critical Accounting Judgements and Estimates

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the statement of financial position date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The following judgements have had the most significant effect on amounts recognised in the financial statements.

Depreciation and Residual Values

The asset lives and associated residual values of all fixed asset classes, and in particular, the useful economic life and residual values of fixtures and fittings have been reviewed, and it has been concluded that asset lives and residual values are appropriate.

Provisions

Oifig Choimisinéir na dTeangacha Oifigiúla makes provisions for legal and constructive obligations, which it knows to be outstanding at the period end date. These provisions are generally made based on historical or other pertinent information, adjusted for recent trends where relevant. However, they are estimates of the financial costs of events that may not occur for some years. As a result of this and the level of uncertainty attaching to the final outcomes, the actual out-turn may differ significantly from that estimated.

2. Oireachtas Grant

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

	2016	2015
	€	€
Grant to Oifig Choimisinéir na dTeangacha Oifigiúla	178,000	166,500
Payments made on behalf of Oifig Choimisinéir na dTeangacha Oifigiúla	<u>460,784</u>	<u>502,548</u>
	638,784	669,048

3. Fixed Assets

2016	Fixtures & Fittings	Computer & Office Equipment	Total
	€	€	€
Cost			
Opening Balance 1 January 2016	158,560	113,681	272,241
Additions in 2016	0	16,371	16,371
Disposals in 2016	<u>0</u>	<u>(24,453)</u>	<u>(24,453)</u>
Closing Balance 31 December 2016	158,560	105,599	264,159
Depreciation			
Opening Balance 1 January 2016	153,818	98,137	251,955
Charge 2016	4,452	5,388	9,840
Disposals 2016	<u>0</u>	<u>(24,453)</u>	<u>(24,453)</u>
Closing Balance 31 December 2016	158,270	79,072	237,342
Net Book Value			
Net book value 31 December 2016	<u>290</u>	<u>26,527</u>	<u>26,817</u>
Net book value 31 December 2015	<u>4,742</u>	<u>15,544</u>	<u>20,286</u>

2015	Computer Fixtures & Fittings €	& Office Equipment €	Total €
Cost			
Opening Balance 1 January 2015	158,560	115,333	273,893
Additions in 2015	0	10,818	10,818
Disposals in 2015	<u>0</u>	<u>(12,470)</u>	<u>(12,470)</u>
Closing Balance 31 December 2015	158,560	113,681	272,241
Depreciation			
Opening Balance 1 January 2015	149,366	105,277	254,643
Charge 2015	4,452	5,330	9,782
Disposals 2015	<u>0</u>	<u>(12,470)</u>	<u>(12,470)</u>
Closing Balance 31 December 2015	153,818	98,137	251,955
Net Book Value			
Net book value 31 December 2015	<u>4,742</u>	<u>15,544</u>	<u>20,286</u>
Net book value 31 December 2014	<u>9,194</u>	<u>10,056</u>	<u>19,250</u>

4. Capital Account

	2016 €	2015 €
Transfer to Income and Expenditure Account		
Funds applied for the purchase of Fixed Assets	16,371	10,818
Amortisation in line with asset depreciation	<u>(9,840)</u>	<u>(9,782)</u>
	6,531	1,036
Opening balance at 1 January	20,286	19,250
Closing balance at 31 December	26,817	20,286

5. Salaries and Allowances

Payroll costs are made up of

	2016 €	2015 €
Salary of An Coimisinéir	115,177	119,607
Staff salaries	293,459	322,743
Employer's PRSI	30,781	33,941
Holiday pay charge	<u>1,644</u>	<u>3,781</u>
	441,061	480,072

A defined benefit scheme was established in respect of the previous Coimisinéir Teanga. The entitlements did not extend beyond the standard entitlements in the public sector defined benefit superannuation scheme. The current Coimisinéir Teanga is a member of the new Single Public Service Pension Scheme. The Department has confirmed pension liability in respect of the Coimisinéir will be met by funds provided from the Oireachtas. No provision has been made in these financial statements for such liability as any liability arising is not considered material. The liability will be included from 2017 onwards.

An amount of €25,043 (2015 - €31,553) was deducted from staff by way of the pension levy and paid to the Exchequer.

(b) Employee benefits breakdown

Range of total employee benefits		Number of Employees	
From	To	2016	2015
€60,000	- €69,999	-	1
€70,000	- €79,999	1	1
€80,000	- €89,999	1	1
€90,000	- €99,999	-	-
€100,000	- €109,999	-	-
€110,000	- €119,999	1	1

6. Rent, computer and office maintenance

Lease Commitments

Oifig Choimisinéir na dTeangacha Oifigiúla is located in An Spidéal in a premises provided by the Department of Culture, Heritage and the Gaeltacht at an annual rental cost of €48,019. During the year Oifig Choimisinéir na dTeangacha Oifigiúla paid a sum of €28,428 to the Office of Public Works in relation to outstanding rent undercharge amounts that had accrued on the initial lease between the landlord and the Office of Public Works.

A new lease was agreed between the landlord and the Department for the period 2 June 2014 to 1 March 2024. These premises have been made available to Oifig Choimisinéir na dTeangacha Oifigiúla at the full rental cost.

At 31 December 2016 Oifig Choimisinéir na dTeangacha Oifigiúla has the following commitments in respect of this lease:

	€
Payable within one year	48,019
Payable within two to five years	192,076
Payable after five years	104,041
	<u>344,136</u>

7. Other Income

In March 2016, Oifig Choimisinéir na dTeangacha Oifigiúla organised an international conference on language rights which was attended by Language Commissioners from various countries. The conference received recognition as part of An Teanga Bheo, Centenary Commemorative Programme, 1916-2016. The Department of Culture, Heritage and the Gaeltacht provided funding of €9,000 towards the conference. Conference fees totalling €5,931 were paid by members of the International Association of Language Commissioners.