

## PROPERTY REGISTRATION AUTHORITY

Account of the sum expended, in the year ended 31 December 2007, compared with the sum granted, for the salaries and expenses of the Property Registration Authority.

- for deferred Surrender of unspent appropriations for capital supply services under Section 91 of the Finance Act 2004.

Service		Estimate Provision	Outturn	Closing Accruals
	€000	€000	€000	€000
<b>ADMINISTRATION</b>				
A.1. SALARIES, WAGES AND ALLOWANCES		30,443	30,363	-
A.2. TRAVEL AND SUBSISTENCE		173	197	13
A.3. INCIDENTAL EXPENSES		4,628	4,281	(35)
A.4. POSTAL AND TELECOMMUNICATIONS SERVICES		1,533	1,326	(31)
A.5. OFFICE MACHINERY AND OTHER OFFICE SUPPLIES AND RELATED SERVICES				
<i>Current Year Provision</i>	6,469			
<i>Deferred Surrender</i>	<u>500</u>	6,969	4,546	(144)
A.6. OFFICE PREMISES EXPENSES		827	734	36
A.7. CONSULTANCY SERVICES		<u>121</u>	<u>58</u>	<u>2</u>
<b>Total</b>				
<i>Current Year Provision</i>	44,194			
<i>Deferred Surrender</i>	<u>500</u>	<u>44,694</u>	<u>41,505</u>	<u>(159)</u>
<b>SURPLUS FOR THE YEAR</b>			<b>€3,189,213</b>	
<b>DEFERRED SURRENDER under Section 91 of the Finance Act 2004</b>			<b>€500,000</b>	
<b>SURPLUS TO BE SURRENDERED</b>			<b>€2,689,213</b>	

The Statement of Accounting Policies and Principles and Notes 1 to 14 form part of this Account.

## NOTES

## 1 EXCEPTION TO GENERAL ACCOUNTING POLICIES

## Statement of Capital Assets - Depreciation

Capital Assets are depreciated on a straight line basis over their estimated useful life starting in the month placed in service.

## 2 OPERATING COST STATEMENT FOR 2007

	€000	€000	€000
<b>Net Outturn</b>			41,505
<b>Changes in Capital Assets</b>			
Purchases Cash	(4,022)		
Depreciation	<u>2,640</u>	(1,382)	
<b>Changes in Net Current Assets</b>			
Decrease in Closing Accruals		(98)	
Increase in Stock		<u>(72)</u>	<u>(1,552)</u>
<b>Direct Expenditure</b>			39,953
<b>Expenditure Borne Elsewhere</b>			
Net Allied Services Expenditure			4,905
Notional Rents			<u>4,056</u>
<b>Operating Cost</b>			<u>48,914</u>

## 3 STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2007

	€000	€000	€000
<b>Capital Assets (Note 4)</b>			8,860
<b>Current Assets</b>			
Stocks (Note 12)		266	
Prepayments		411	
Accrued Income		36	
Other Debit Balances:			
Suspense	294		
Advances to OPW	10		
Imprests	<u>3</u>	307	
PMG Balance and Cash	2,170		
Orders Outstanding	<u>(375)</u>	<u>1,795</u>	
<b>Total Current Assets</b>		<u>2,815</u>	
<b>Less Current Liabilities</b>			
Accrued Expenses		288	
Other Credit Balances:			
Due to the State (Note 13)	690		
Payroll Deductions	<u>222</u>	912	
Net Liability to the Exchequer (Note 5)		<u>1,190</u>	
<b>Total Current Liabilities</b>		<u>2,390</u>	
<b>Net Current Assets</b>			<u>425</u>
<b>Net Assets</b>			<u>9,285</u>

## 4 STATEMENT OF CAPITAL ASSETS AS AT 31 DECEMBER 2007

	Office Equipment €000	Furniture and Fittings €000	Totals €000
Cost or Valuation at 1 January 2007	25,238	4,052	29,290
Additions	3,717	186	3,903
Disposals	<u>(471)</u>	=	<u>(471)</u>
Gross Assets at 31 December 2007	<u>28,484</u>	<u>4,238</u>	<u>32,722</u>
<b>Accumulated Depreciation:</b>			
Opening Balance at 1 January 2007	18,496	3,197	21,693
Depreciation for the year	2,365	275	2,640
Depreciation on Disposals	<u>(471)</u>	=	<u>(471)</u>
Cumulative Depreciation at 31 December 2007	<u>20,390</u>	<u>3,472</u>	<u>23,862</u>
<b>Net Assets at 31 December 2007</b>	<u>8,094</u>	<u>766</u>	<u>8,860</u>

## 5 NET LIABILITY TO THE EXCHEQUER

### Reconciliation of Surplus to be Surrendered at year end to Debtor and Creditor Balances held at 31 December 2007

	€000	€000
<b>Surplus for the Year</b>		
Surplus to be Surrendered	2,689	
Deferred Surrender	<u>500</u>	3,189
Exchequer Grant Undrawn		<u>(1,999)</u>
Net Liability to the Exchequer		<u>1,190</u>
<b>Represented by:</b>		
<b>Debtors</b>		
Net PMG Position and Cash	1,795	
Debit Balances: Suspense	<u>307</u>	2,102
<b>Creditors</b>		
Due to the State (Note 13)	(690)	
Credit Balances: Suspense	<u>(222)</u>	<u>(912)</u>
		<u>1,190</u>

## 6 EXTRA RECEIPTS PAYABLE TO THE EXCHEQUER

	Estimated €	Realised €
Land Registry Fees	76,027,000	75,389,931
Registry of Deeds Fees	4,372,000	4,168,885
Ground Rent Fees	<u>112,000</u>	<u>140,840</u>
	<u>80,511,000</u>	<u>79,699,656</u>

## 7 EXPLANATION OF THE CAUSES OF VARIATION BETWEEN OUTTURN AND ESTIMATE PROVISION

Sub-head	Less/(More) Than Provided €000	Explanation
A.2.	(24)	Expenditure on travel has increased as a result of the establishment of the newly decentralised office in Roscommon.
A.3.	347	Savings have arisen due to OSI copyright expenditure being lower than anticipated. In addition, due to the significant level of training conducted in-house, expenditure on external training providers was lower than expected.
A.4.	207	Savings have been achieved as a result of introducing new postal arrangements.
A.5.	2,423	Savings have arisen as elements of IT Capital projects due for implementation in 2007 were deferred, due to constraints on staff resources.
A.6.	93	With the exception of the fit-out of the temporary office accommodation in Roscommon, no major Office Premises project was undertaken in 2007.
A.7.	63	Expenditure relating to external consultants is maintained at a minimum level.

## 8 COMMITMENTS

### (A) Global Commitments

Contracted Commitments at 31 December 2007 amount to €544,655.

### (B) Multi-Annual Capital Commitments

Project	Expenditure to 1 Jan 2007 €000	Expenditure in 2007 €000	Subsequent Years €000
Digital Mapping and related projects	8,867	4,480	14,327

## 9 MATURED LIABILITIES

The estimate of matured liabilities not discharged at year end was €10,897.

## 10 DETAILS OF EXTRA REMUNERATION

	Amount Paid €	Number of Recipients	Recipients of €6,350 or more	Max. Individual Payment of €6,350 or more €
Higher, special or additional duties	18,360	37	-	-
Overtime and extra attendance	1,442,311	407	75	24,143
Shift and roster allowances	27,259	6	2	7,921
Miscellaneous	<u>66,253</u>	54	-	-
Total extra remuneration	<u>1,554,183</u>			

**Note:** Certain individuals received extra remuneration in more than one category.

## 11 MISCELLANEOUS ITEMS

Sums amounting to €60,670 were paid to 3 retired Civil Servants in receipt of a Civil Service pension, who were re-employed during 2007.

Registry of Deeds fees paid by means of Revenue Stamps in lieu of cash etc. in 2007 were €308,198.

Awards totalling €20,711 were made to 94 individuals and one group in recognition of exceptional performance.

27 officers, including some retired officers, were paid a total of €80,915 under the terms of a 1% PCW restructuring agreement. The payment related to arrears accruing from 1999 to 2006.

## 12 STOCKS

Stocks at 31 December 2007 comprised:	<b>€000</b>
Stationery	88
Miscellaneous Supplies	7
IT Consumables	<u>171</u>
	<u>266</u>

**13 DUE TO THE STATE**

The amount Due to the State at 31 December 2007 consisted of:	<b>€000</b>
Income Tax	376
Retention Tax	19
Pay Related Social Insurance	216
Valued Added Tax	<u>79</u>
	<u>690</u>

**14 ENHANCING INTERNAL CONTROLS**

A Statement on Internal Financial Controls in the standard format for the year ended 31 December 2007 has been submitted with this account to the Comptroller and Auditor General. The following actions have been taken or are planned to enhance the system of internal control as regards staff training, risk management, security of information and communications technology and ongoing review of the effectiveness of administrative and financial controls.

**Staff Training**

The Property Registration Authority operates the Performance Management and Development System (PMDS) which assists in identifying staff training needs. There is a high level of commitment to improving the quality of service delivered to customers through the organisation's investment in training and development of staff in order to provide a competent and knowledgeable workforce.

**Risk Management**

The Property Registration Authority maintains a risk register which facilitates the identification and active management of the risks facing the organisation.

**Information Communication Technology (ICT)**

The Property Registration Authority is strongly committed to the security of its ICT systems and data. The Authority has up-to-date computer desktop hardware and software, with modern networks, servers and systems and this infrastructure is managed and secured to current best practice, with regard to intrusion detection and virus protection facilities.

**Audit Committee**

An Audit Committee, consisting of a number of members external to the Property Registration Authority was established in 2007. The Audit Committee reviews and assesses the work of the Internal Audit Unit. The Committee also reviews the Authority's approach to Risk Management.

**C TREACY**  
Accounting Officer  
PROPERTY REGISTRATION AUTHORITY  
31 March 2008

**Certificate of the Comptroller and Auditor General**

I have audited the Appropriation Account of the Vote for the Property Registration Authority for 2007 under Section 3 of the Comptroller and Auditor General (Amendment) Act, 1993. The Appropriation Account has been prepared in accordance with the Statement of Accounting Policies and Principles on pages v-viii. The responsibilities of the Accounting Officer and the Comptroller and Auditor General, and the basis of the audit opinion are set out on pages iii-v.

I have obtained all the information and explanations I considered necessary for the purposes of my audit. In my opinion, proper books of account have been kept by the Property Registration Authority. The Appropriation Account is in agreement with the books of account.

In my opinion the Appropriation Account properly presents the receipts and expenditure of the Vote for the year ended 31 December 2007.



**JOHN BUCKLEY**  
Comptroller and Auditor General  
19 September 2008