



## **Appropriation Account 2014**

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### **Vote 17**

### **Public Appointments Service**

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## Introduction

As Accounting Officer for Vote 17, I am required each year to prepare the appropriation account for the Vote, and to submit the account to the Comptroller and Auditor General for audit.

In accordance with this requirement, I have prepared the attached account of the amount expended in the year ended 31 December 2014 for the salaries and expenses of the Public Appointments Service.

The expenditure outturn is compared with the sums granted by Dáil Éireann under the Appropriation Act 2014, including the amount that could be used as appropriations-in-aid of expenditure for the year.

A surplus of €154,866 is liable for surrender to the Exchequer.

The Statement of Accounting Policies and Principles and notes 1 to 5 form part of the account.

## Statement of Accounting Policies and Principles

The standard accounting policies and principles for the production of appropriation accounts have been applied in the preparation of the account.

## Statement on Internal Financial Control

### *Responsibility for system of internal financial control*

As Accounting Officer, I acknowledge my responsibility for ensuring that an effective system of internal financial control is maintained and operated by the Public Appointments Service.

This responsibility is exercised in the context of the resources available to me and my other obligations as Head of the Office. Also, any system of internal financial control can provide only 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 manner. Maintaining the system of internal financial controls is a continuous process and the system and its effectiveness are kept under ongoing review.

### *Financial control environment*

I confirm that a control environment containing the following elements is in place

- financial responsibilities have been assigned at management level with corresponding accountability
- reporting arrangements have been established at all levels where responsibility for financial management has been assigned
- formal procedures have been established for reporting significant control failures and ensuring appropriate corrective action
- there is an Audit Committee to advise me in discharging my responsibilities for the internal financial control system.

***Administrative controls and management reporting***

I confirm that a framework of administrative procedures and regular management reporting is in place including segregation of duties and a system of delegation and accountability and, in particular, that

- there is an appropriate budgeting system with an annual budget which is kept under review by senior management
- there are regular reviews by senior management of periodic and annual financial reports which indicate financial performance against forecasts
- a risk management system operates within the Public Appointments Service
- there are systems aimed at ensuring the security of the ICT systems
- there are appropriate capital investment control guidelines and formal project management disciplines
- the Public Appointments Service ensures that there is an appropriate focus on good practice in purchasing and that procedures are in place to ensure compliance with all relevant guidelines.

***Internal Audit***

I confirm that the Public Appointments Service has an internal audit function with appropriately trained personnel, which operates in accordance with a written charter which I have approved. Its work is informed by analysis of the financial risks to which the Public Appointments Service is exposed and its annual internal audit plans, approved by me, are based on this analysis. These plans aim to cover the key controls on a rolling basis over a reasonable period. The internal audit function is reviewed periodically by me and by the Audit Committee. I have put procedures in place to ensure that the reports of the internal audit function are followed up.

**Fiona Tierney**  
Accounting Officer  
Public Appointments Service

25 March 2015

## **Comptroller and Auditor General**

### **Report for presentation to the Houses of the Oireachtas**

#### **Vote 17 Public Appointments Service**

I have audited the appropriation account for Vote 17 Public Appointments Service for the year ended 31 December 2014 under Section 3 of the Comptroller and Auditor General (Amendment) Act 1993. The account has been prepared in the form prescribed by the Minister for Public Expenditure and Reform, and in accordance with standard accounting policies and principles for appropriation accounts.

##### ***Responsibility of the Accounting Officer***

In accordance with Section 22 of the Exchequer and Audit Departments Act 1866, the Accounting Officer is required to prepare the appropriation account. By law, the account must be submitted to me by 31 March following the end of the year of account.

The Accounting Officer is also responsible for the safeguarding of public funds and property under her control, for the efficiency and economy of administration by the Public Appointments Service and for the regularity and propriety of all transactions in the appropriation account.

##### ***Responsibility of the Comptroller and Auditor General***

I am required under Section 3 of the Comptroller and Auditor General (Amendment) Act 1993 to audit the appropriation accounts of all Votes and to perform such tests as I consider appropriate for the purpose of the audit.

Upon completion of the audit of an appropriation account, I am obliged to provide a certificate stating whether, in my opinion, the account properly presents the receipts and expenditure related to the Vote. I am also required to refer to any material case in which

- a department or office has failed to apply expenditure recorded in the account for the purposes for which the appropriations made by the Oireachtas were intended, or
- transactions recorded in the account do not conform with the authority under which they purport to have been carried out.

Under Section 3 (10) of the Comptroller and Auditor General (Amendment) Act 1993, I am required to prepare each year, a report on any matters that arise from the audits of the appropriation accounts or examinations of accounting controls.

##### ***Scope of audit***

An audit includes examination, on a test basis, of evidence relevant to the amounts and regularity of financial transactions included in the account and an assessment of whether the accounting provisions of the Department of Public Expenditure and Reform's *Public Financial Procedures* have been complied with.

The audit involves obtaining sufficient evidence to give reasonable assurance that the appropriation account is free from material misstatement, whether caused by fraud or other irregularity or error. I also seek to obtain evidence about the regularity of financial transactions in the course of the audit. In forming the audit opinion, the overall adequacy of the presentation of the information in the appropriation account is evaluated.

***Opinion on the appropriation account***

In my opinion, the appropriation account properly presents the receipts and expenditure of Vote 17 Public Appointments Service for the year ended 31 December 2014.

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 Public Appointments Service. The appropriation account is in agreement with the books of account.

**Seamus McCarthy**  
Comptroller and Auditor General

8 May 2015

## Vote 17 Public Appointments Service

### Appropriation Account 2014

|                              |  | 2014               |         | 2013    |
|------------------------------|--|--------------------|---------|---------|
|                              |  | Estimate provision | Outturn | Outturn |
|                              |  | €000               | €000    | €000    |
| <b>Programme expenditure</b> |  |                    |         |         |
| A                            | Civil and Public Service -<br>Redeployment/Recruitment/<br>Selection |                    |         |         |
|                              | <i>Original</i>  | 7,002              |         |         |
|                              | <i>Supplementary</i>   | 230                |         |         |
|                              |  |                    | 7,232   | 6,283   |
|                              | <b>Gross expenditure</b>   |                    | 7,169   |         |
|                              | <i>Original</i>  | 7,002              |         |         |
|                              | <i>Supplementary</i>   | 230                |         |         |
|                              |  |                    | 7,232   | 6,283   |
|                              | <i>Deduct</i>  |                    |         |         |
| B                            | <b>Appropriations-in-aid</b>   |                    | 245     | 269     |
|                              | <b>Net expenditure</b>   |                    |         |         |
|                              | <i>Original</i>  | 6,757              |         |         |
|                              | <i>Supplementary</i>   | 230                |         |         |
|                              |  |                    | 6,987   | 6,014   |

#### Surplus for surrender

The surplus of the amount provided over the net amount applied is liable for surrender to the Exchequer.

|                           | 2014    | 2013    |
|---------------------------|---------|---------|
|                           | €       | €       |
| Surplus to be surrendered | 154,866 | 269,359 |

**Analysis of administration expenditure**

|      |   | <b>2014</b>                   |                | <b>2013</b>    |
|------|---|-------------------------------|----------------|----------------|
|      |   | <b>Estimate<br/>provision</b> | <b>Outturn</b> | <b>Outturn</b> |
|      |   | <b>€000</b>                   | <b>€000</b>    | <b>€000</b>    |
| i    | Salaries, wages and allowances                        | 4,540                         | 4,437          | 4,283          |
| ii   | Travel and subsistence                                | 108                           | 55             | 45             |
| iii  | Training and development and incidental expenses      | 112                           | 174            | 140            |
| iv   | Postal and telecommunications services                | 121                           | 117            | 103            |
| v    | Office equipment and external IT services             | 816                           | 847            | 746            |
| vi   | Office premises expenses                              | 250                           | 215            | 214            |
| vii  | Recruitment costs – research and corporate governance | 45                            | 13             | 24             |
| viii | Recruitment costs – advertising and testing           | 740                           | 761            | 386            |
| ix   | Recruitment costs – interview boards                  | 500                           | 550            | 342            |
|      |   | <b>7,232</b>                  | <b>7,169</b>   | <b>6,283</b>   |

## Notes to the Appropriation Account

### 1 Operating Cost Statement 2014

|  | 2014          | 2013          |
|--|---------------|---------------|
|  | €000          | €000          |
| Pay  | 4,437         | 4,283         |
| Non pay                                    | 2,732         | 2,000         |
| <b>Gross expenditure</b>                   | <b>7,169</b>  | <b>6,283</b>  |
| <i>Deduct</i>                              |               |               |
| <b>Appropriations-in-aid</b>               | <b>337</b>    | <b>269</b>    |
| <b>Net expenditure</b>                     | <b>6,832</b>  | <b>6,014</b>  |
| <b>Changes in capital assets</b>           |               |               |
| Purchases cash                             | (79)          |               |
| Depreciation                               | 470           |               |
|  | 391           | 467           |
| <b>Changes in net current assets</b>       |               |               |
| Increase in closing accruals               | (202)         |               |
| Decrease in stock                          | (2)           |               |
|  | (204)         | 906           |
| <b>Direct expenditure</b>                  | <b>7,019</b>  | <b>7,387</b>  |
| <b>Expenditure borne elsewhere</b>         |               |               |
| Net allied services expenditure (note 1.1) | 3,130         | 3,048         |
| <b>Net programme cost</b>                  | <b>10,149</b> | <b>10,435</b> |

#### 1.1 Net Allied Services Expenditure

The net allied services expenditure amount is made up of the following estimated amounts in relation to Vote 17 borne elsewhere.

|   | 2014         | 2013         |
|---|--------------|--------------|
|   | €000         | €000         |
| Vote 7 Finance                                | e 21         | 27           |
| Vote 18 Shared Services                       | e 5          | —            |
| Vote 9 Office of the Revenue Commissioners    | e 45         | 45           |
| Vote 12 Superannuation and Retired Allowances | e 905        | 918          |
| Vote 13 Office of Public Works                | e 2,154      | 2,058        |
|   | <b>3,130</b> | <b>3,048</b> |

"e" indicates that the number is an estimated value or an apportioned cost.



## 2 Balance Sheet as at 31 December 2014

|                                  | Note | 2014<br>€000 | 2013<br>€000 |
|----------------------------------|------|--------------|--------------|
| <b>Capital assets</b>            | 2.2  | <b>1,482</b> | <b>1,873</b> |
| <b>Current assets</b>            |      |              |              |
| Bank and cash                    | 2.3  | 79           | 126          |
| Stocks                           | 2.4  | 152          | 150          |
| Prepayments                      |      | 358          | 335          |
| Accrued income                   |      | 112          | 63           |
| Other debit balances - suspense  | 2.5  | 116          | 107          |
| <b>Total current assets</b>      |      | <b>817</b>   | <b>781</b>   |
| <b>Less current liabilities</b>  |      |              |              |
| Accrued expenses                 |      | 92           | 222          |
| Other credit balances            | 2.7  | 155          | 156          |
| Net liability to the Exchequer   | 2.6  | 40           | 77           |
| <b>Total current liabilities</b> |      | <b>287</b>   | <b>455</b>   |
| <b>Net current assets</b>        |      | <b>530</b>   | <b>326</b>   |
| <b>Net assets</b>                |      | <b>2,012</b> | <b>2,199</b> |
| <b>Represented by:</b>           |      |              |              |
| <b>State funding account</b>     | 2.1  | <b>2,012</b> | <b>2,199</b> |

| 2.1 State Funding Account            | Note    | 2014<br>€000 | 2013<br>€000 |
|--------------------------------------|---------|--------------|--------------|
| Balance at 1 January                 |         | 2,199        | 3,487        |
| Disbursements from the Vote          |         |              |              |
| Estimate provision                   | Account | 6,987        |              |
| Surplus to be surrendered            | Account | 155          |              |
| Net vote                             |         | 6,832        | 6,014        |
| Expenditure (cash) borne elsewhere   | 1.1     | 976          | 990          |
| Non cash expenditure – notional rent | 1.1     | 2,154        | 2,058        |
| Fixed asset adjustment               |         | —            | 85           |
| Net programme cost                   | 1       | (10,149)     | (10,435)     |
| <b>Balance at 31 December</b>        |         | <b>2,012</b> | <b>2,199</b> |

**2.2 Capital Assets**

|   | Office and<br>IT<br>equipment | Furniture and<br>fittings | Building<br>improvement | Total        |
|---|-------------------------------|---------------------------|-------------------------|--------------|
|   | €000                          | €000                      | €000                    | €000         |
| <b>Gross assets</b>                         |                               |                           |                         |              |
| Cost or valuation at 1 January 2014         | 8,626                         | 663                       | 692                     | 9,981        |
| Additions                                   | 59                            | 20                        | —                       | 79           |
| Disposals                                   | (109)                         | (30)                      | —                       | (139)        |
| Cost or valuation at 31 December 2014       | 8,576                         | 653                       | 692                     | 9,921        |
| <b>Accumulated depreciation</b>             |                               |                           |                         |              |
| Opening balance at 1 January 2014           | 6,807                         | 609                       | 692                     | 8,108        |
| Depreciation for the year                   | 455                           | 15                        | —                       | 470          |
| Depreciation on disposals                   | (109)                         | (30)                      | —                       | (139)        |
| Cumulative depreciation at 31 December 2014 | 7,153                         | 594                       | 692                     | 8,439        |
| <b>Net assets at 31 December 2014</b>       | <b>1,423</b>                  | <b>59</b>                 | <b>—</b>                | <b>1,482</b> |
| <b>Net assets at 31 December 2013</b>       | <b>1,819</b>                  | <b>54</b>                 | <b>—</b>                | <b>1,873</b> |

**2.3 Bank and Cash<sup>a</sup>**

|                                 | 2014 | 2013 |
|---------------------------------|------|------|
| at 31 December                  | €000 | €000 |
| PMG balance                     | 35   | 116  |
| Commercial bank account balance | 43   | 10   |
| Petty Cash                      | 1    | —    |
| PMG Balances and cash           | 79   | 126  |

<sup>a</sup> Commercial bank account balance is presented separately and the comparative has been reclassified.

**2.4 Stocks**

|                           | 2014 | 2013 |
|---------------------------|------|------|
| at 31 December            | €000 | €000 |
| Test materials            | 129  | 127  |
| IT consumables/stationery | 23   | 23   |
|                           | 152  | 150  |

**2.5 Other Debit Balances**

|                                    | 2014 | 2013 |
|------------------------------------|------|------|
| at 31 December                     | €000 | €000 |
| Recoupable salaries                | 92   | 82   |
| Recoupable travel pass scheme      | 23   | 24   |
| Other debit balance suspense items | 1    | 1    |
| PMG Balances and cash              | 116  | 107  |

|   |             |             |
|---|-------------|-------------|
| <b>2.6 Net Liability to the Exchequer</b> | <b>2014</b> | <b>2013</b> |
| at 31 December                            | <b>€000</b> | <b>€000</b> |

|                                |           |           |
|--------------------------------|-----------|-----------|
| Surplus to be surrendered      | 155       | 269       |
| Exchequer grant undrawn        | (115)     | (192)     |
| Net liability to the Exchequer | <u>40</u> | <u>77</u> |

**Represented by:**

**Debtors**

|                           |            |            |
|---------------------------|------------|------------|
| Bank and cash             | 79         | 126        |
| Debit balances - suspense | 116        | 107        |
|                           | <u>195</u> | <u>233</u> |

**Creditors**

|                          |           |           |
|--------------------------|-----------|-----------|
| Due to State             | (154)     | (116)     |
| Credit balances suspense | (1)       | (40)      |
|                          | <u>40</u> | <u>77</u> |

|                                  |             |             |
|----------------------------------|-------------|-------------|
| <b>2.7 Other Credit Balances</b> | <b>2014</b> | <b>2013</b> |
| at 31 December                   | <b>€000</b> | <b>€000</b> |

|                                       |            |            |
|---------------------------------------|------------|------------|
| Amounts due to the State              |            |            |
| Income Tax                            | 92         | 76         |
| Pay Related Social Insurance          | 39         | 33         |
| Local Property Tax                    | 1          | —          |
| Professional Services Withholding Tax | 7          | 2          |
| Value Added Tax                       | 15         | 5          |
|                                       | <u>154</u> | <u>116</u> |
| Credit balances - suspense            | 1          | 40         |
|                                       | <u>155</u> | <u>156</u> |

|                        |             |             |
|------------------------|-------------|-------------|
| <b>2.8 Commitments</b> | <b>2014</b> | <b>2013</b> |
| at 31 December         | <b>€000</b> | <b>€000</b> |

|  |     |    |
|--|-----|----|
| Total of legally enforceable commitments | 103 | 40 |
|--|-----|----|

### 3 Programme Expenditure by Subhead

|          |  | 2014                 |       | 2013    |
|----------|--|----------------------|-------|---------|
|          |  | Estimate provision   |       | Outturn |
|          |  | €000                 | €000  | €000    |
| <b>A</b> | <b>Civil and Public Service-<br/>Redeployment/Recruitment/<br/>Selection</b> |                      |       |         |
| A.1      | Administration - pay   |                      | 4,540 | 4,437   |
| A.2      | Administration - non pay   |                      |       | 4,283   |
|          |  | <i>Original</i>      | 2,462 |         |
|          |  | <i>Supplementary</i> | 230   |         |
|          |  |                      | 2,692 | 2,732   |
|          |  |                      |       | 2,000   |
|          |  |                      | 7,232 | 7,169   |
|          |  |                      |       | 6,283   |

#### Explanation of significant variations

Overall, the expenditure in relation to Programme A was €63,000 lower than provided. This was mainly due to the following:

| Description              | Less/(more)<br>than<br>estimated<br>€000 | Explanation   |
|--------------------------|--|---|
| Administration - pay     | 103                                      | Recruitment campaigns expected to take place in 2014 were deferred until 2015, and as a consequence, planned additions to staff did not take place.   |
| Administration – non pay | (40)                                     | The additional costs arose from the recommencement of large volume campaigns such as for An Garda Síochána. The high level of applications and the consequent cost of online testing led the Public Appointments Service to request a supplementary Estimate. |

### 4 Receipts

#### 4.1 Appropriations-in-aid

|    |   | 2014      |          | 2013     |
|----|---|-----------|----------|----------|
|    |   | Estimated | Realised | Realised |
|    |   | €000      | €000     | €000     |
| 1. | Miscellaneous   | 25        | 89       | 38       |
| 2. | Receipts from pension-related deductions on public service remuneration | 220       | 248      | 231      |
|    |   | 245       | 337      | 269      |

## 5 Employee Numbers and Pay

|  | 2014         | 2013         |
|--|--------------|--------------|
| <b>Number of staff at year end</b> (full time equivalents) | 92           | 86           |
|  | 2014         | 2013         |
|  | €000         | €000         |
| Pay  | 4,031        | 3,945        |
| Higher, special or additional duties allowance             | 69           | 52           |
| Other allowances   | —            | —            |
| Overtime   | 57           | 22           |
| Employer's PRSI  | 280          | 264          |
| <b>Total Pay</b>   | <b>4,437</b> | <b>4,283</b> |

### 5.1 Allowances and Overtime Payments

|                                      | Number<br>of<br>recipients | Recipients<br>of €10,000<br>or more | Maximum<br>individual<br>payment<br>2014<br>€ | Maximum<br>individual<br>payment<br>2013<br>€ |
|--------------------------------------|----------------------------|-------------------------------------|---|---|
| Higher, special or additional duties | 26                         | —                                   | 7,626   | 8,398   |
| Overtime and extra attendance        | 51                         | 1                                   | 10,220  | 10,446  |

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

### 5.2 Other Remuneration Arrangements

A total of €26,291 was paid as fees to four members of the Board of Public Appointments Service in 2014 (2013: €35,055).