

## **Vote 1 President's Establishment**

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## **Introduction**

As Accounting Officer for Vote 1, 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 2011 for the salaries and expenses of the Office of the Secretary General to the President, for certain other expenses of the President's Establishment and for certain grants.

The expenditure outturn is compared with the sums granted by Dáil Éireann under the Appropriation Act 2011, including the amount that could be used as appropriations-in-aid of expenditure for the year.

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**

Along with the Account, I have submitted a statement in the standard format on the system of internal financial controls that operates in the President's Establishment.

The President's Establishment relies upon the Department of Finance for the provision of a payment function and an accounting service.

**Martin Fraser**  
Accounting Officer  
29 March 2012

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

I have audited the Appropriation Account of Vote 1: President's Establishment for 2011 under Section 3 of the Comptroller and Auditor General (Amendment) Act 1993. The Account has been prepared in accordance with the Statement of Accounting Policies and Principles. The duties of the Accounting Officer and of the Comptroller and Auditor General in relation to the Appropriation Accounts, and the basis of the audit opinion, are set out in Part 1 to this volume.

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 Department of Finance in respect of the President's Establishment. 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 2011.

**Seamus McCarthy**  
Comptroller and Auditor General  
7 August 2012

## Vote 1 President's Establishment Appropriation Account 2011

| Service                          | 2011<br>Estimate<br>provision | 2011<br>Outturn | 2010<br>Outturn |
|----------------------------------|-------------------------------|-----------------|-----------------|
|                                  | €000                          | €000            | €000            |
| <b>Programme expenditure</b>     |                               |                 |                 |
| A. President's Establishment     | 2,113                         | 1,973           | 1,888           |
| B. Centenarians' bounty          | 1,040                         | 966             | 875             |
|                                  | <b>3,153</b>                  | <b>2,939</b>    | <b>2,763</b>    |
| <b>Deduct:</b>                   |                               |                 |                 |
| C. Appropriations-in-aid         | 92                            | 84              | 85              |
|                                  | <b>3,061</b>                  | <b>2,855</b>    | <b>2,678</b>    |
| <b>Surplus to be surrendered</b> |                               | <b>€206,369</b> | <b>€492,537</b> |

|   | 2011<br>Estimate<br>provision | 2011<br>Outturn | 2010<br>Outturn |
|---|-------------------------------|-----------------|-----------------|
|   | €000                          | €000            | €000            |
| <b>Administration</b>   |                               |                 |                 |
| (i) Salaries, wages and allowances                                  | 1,587                         | 1,670           | 1,592           |
| (ii) Travel and subsistence   | 125                           | 60              | 83              |
| (iii) Training and development and incidental expenses              | 170                           | 119             | 88              |
| (iv) Postal and telecommunications services                         | 127                           | 93              | 84              |
| (v) Office machinery and other office supplies and related services | 159                           | 79              | 96              |
|   | <b>2,168</b>                  | <b>2,021</b>    | <b>1,943</b>    |

## Notes to the Appropriation Account

### 1 Operating Cost Statement 2011

|                                      | Note | €000 | 2011<br>€000        | 2010<br>€000        |
|--------------------------------------|------|------|---------------------|---------------------|
| Pay                                  |      |      | 1,670               | 1,592               |
| Non pay                              |      |      | 1,269               | 1,171               |
| <b>Gross expenditure</b>             |      |      | <u>2,939</u>        | <u>2,763</u>        |
| Deduct                               |      |      |                     |                     |
| <b>Appropriations-in-aid</b>         |      |      | (84)                | (85)                |
| <b>Net expenditure</b>               |      |      | <u>2,855</u>        | <u>2,678</u>        |
| <b>Changes in capital assets</b>     |      |      |                     |                     |
| Purchases cash                       |      | (9)  |                     |                     |
| Depreciation                         |      | 23   | 14                  | 9                   |
| <b>Changes in net current assets</b> |      |      |                     |                     |
| Increase in closing accruals         |      | 31   |                     |                     |
| Decrease in stock                    |      | 15   |                     |                     |
|                                      |      |      | 46                  | 27                  |
| <b>Direct expenditure</b>            |      |      | <u>2,915</u>        | <u>2,714</u>        |
| Net allied services expenditure      | 1.1  |      | 4,487               | 4,377               |
| <b>Total operating cost</b>          |      |      | <u><u>7,402</u></u> | <u><u>7,091</u></u> |

#### 1.1 Net Allied Services

The net allied services expenditure amount is made up of the following estimated amounts in relation to Vote 1 borne elsewhere.

| Vote |  | 2011<br>€000 | 2010<br>€000 |
|------|--|--------------|--------------|
| 2    | Department of the Taoiseach  | —            | 1            |
| 6    | Finance  | 41           | —            |
| 7    | Superannuation and Retired Allowances  | 470          | 488          |
| 10   | Office of Public Works   | 2,067        | 1,908        |
| 19   | Justice and Equality   | 257          | —            |
| 20   | Garda Síochána   | 213          | 222          |
| 28   | Foreign Affairs and Trade  | 132          | 436          |
| 36   | Defence  | 413          | 411          |
|      | Central Fund (Emoluments and allowances of President, pensions of former Presidents and/or widows of former Presidents). | 894          | 911          |
|      |  | <u>4,487</u> | <u>4,377</u> |

## 2 Balance Sheet as at 31 December 2011

|                                  | Note | 2011<br>€000 | 2010<br>€000 |
|----------------------------------|------|--------------|--------------|
| <b>Capital assets</b>            | 2.1  | 26           | 47           |
| <b>Current assets</b>            |      |              |              |
| Bank and cash                    | 2.2  | 41           | —            |
| Stocks                           | 2.3  | 67           | 82           |
| Prepayments                      |      | 45           | 57           |
| Accrued income                   |      | —            | 9            |
| Net liability from the Exchequer | 2.4  | 7            | 44           |
| <b>Total current assets</b>      |      | <b>160</b>   | <b>192</b>   |
| <b>Less current liabilities</b>  |      |              |              |
| Accrued expenses                 |      | 38           | 32           |
| Other credit balances            | 2.5  | 48           | 44           |
| <b>Total current liabilities</b> |      | <b>86</b>    | <b>76</b>    |
| <b>Net current assets</b>        |      | <b>74</b>    | <b>116</b>   |
| <b>Net assets</b>                |      | <b>100</b>   | <b>163</b>   |
| <b>Represented by:</b>           |      |              |              |
| State funding account            |      | <b>100</b>   | <b>163</b>   |

**2.1 Capital Assets**

|   | IT equipment<br>€000 | Office<br>equipment<br>€000 | Total<br>€000 |
|---|----------------------|-----------------------------|---------------|
| <b>Gross assets</b>                         |                      |                             |               |
| Cost or valuation at 1 January 2011         | 236                  | 93                          | 329           |
| Prior year adjustment <sup>1</sup>          | (4)                  | —                           | (4)           |
| Additions                                   | 5                    | —                           | 5             |
| Cost or valuation at 31 December 2011       | 237                  | 93                          | 330           |
| <b>Accumulated depreciation</b>             |                      |                             |               |
| Opening balance at 1 January 2011           | 196                  | 86                          | 282           |
| Prior year adjustment <sup>1</sup>          | (1)                  | —                           | (1)           |
| Depreciation for the year                   | 20                   | 3                           | 23            |
| Cumulative depreciation at 31 December 2011 | 215                  | 89                          | 304           |
| <b>Net assets at 31 December 2011</b>       | <b>22</b>            | <b>4</b>                    | <b>26</b>     |
| <b>Net assets at 31 December 2010</b>       | <b>40</b>            | <b>7</b>                    | <b>47</b>     |

Land and buildings are recorded on the Asset Register of Vote 10, Office of Public Works.

<sup>1</sup> Following a review of the asset register, a prior year adjustment arose in respect of certain asset values and depreciation.

**2.2 Bank and Cash**

|                       | 2011<br>€000 | 2010<br>€000 |
|-----------------------|--------------|--------------|
| at 31 December        |              |              |
| PMG balances and cash | 91           | 74           |
| Orders outstanding    | (50)         | (74)         |
|                       | 41           | —            |

**2.3 Stocks**

|                | 2011<br>€000 | 2010<br>€000 |
|----------------|--------------|--------------|
| at 31 December |              |              |
| Stationery     | 62           | 73           |
| IT consumables | 5            | 9            |
|                | 67           | 82           |

**2.4 Net Liability from the Exchequer**

at 31 December

| 2011 | 2010 |
|------|------|
| €000 | €000 |

|                                  |            |             |
|----------------------------------|------------|-------------|
| Surplus to be surrendered        | 206        | 493         |
| Exchequer grant undrawn          | (213)      | (537)       |
| Net liability from the Exchequer | <u>(7)</u> | <u>(44)</u> |

**Represented by:****Debtors**

|                           |    |   |
|---------------------------|----|---|
| Net PMG position and cash | 41 | — |
|---------------------------|----|---|

**Creditors**

|                           |             |             |
|---------------------------|-------------|-------------|
| Due to the State          | (42)        | (38)        |
| Credit balances: suspense | (6)         | (6)         |
|                           | <u>(48)</u> | <u>(44)</u> |
|                           | <u>(7)</u>  | <u>(44)</u> |

**2.5 Other Credit Balances**

at 31 December

| 2011 | 2010 |
|------|------|
| €000 | €000 |

**Amounts due to the State**

|                                     |           |           |
|-------------------------------------|-----------|-----------|
| Income Tax                          | 21        | 19        |
| Pay Related Social Insurance        | 6         | 10        |
| Pension Levy                        | 9         | 7         |
| Universal Social Charge             | 6         | —         |
| Income Levy                         | —         | 2         |
|                                     | <u>42</u> | <u>38</u> |
| Payroll deductions held in suspense | 6         | 6         |
|                                     | <u>48</u> | <u>44</u> |

**2.6 Commitments**

as at 31 December

| 2011 | 2010 |
|------|------|
| €000 | €000 |

|  |           |           |
|--|-----------|-----------|
| Total of legally enforceable commitments | <u>44</u> | <u>23</u> |
|--|-----------|-----------|

### 3 Programme Expenditure

|                                    | 2011<br>Estimate<br>provision | 2011<br>Outturn | 2010<br>Outturn |
|------------------------------------|-------------------------------|-----------------|-----------------|
| <b>A President's Establishment</b> |                               |                 |                 |
| A.1. Administration - pay          | 1,547                         | 1,637           | 1,552           |
| A.2. Administration - non-pay      | 566                           | 336             | 336             |
|                                    | <b>2,113</b>                  | <b>1,973</b>    | <b>1,888</b>    |
| <b>B Centenarians' bounty</b>      |                               |                 |                 |
| B.1. Administration - pay          | 40                            | 33              | 40              |
| B.2. Administration - non-pay      | 15                            | 15              | 15              |
| B.3. Centenarians' Bounty          | 985                           | 918             | 820             |
|                                    | <b>1,040</b>                  | <b>966</b>      | <b>875</b>      |

#### Explanation of significant variations

An explanation is provided below in the case of each heading where the outturn varied from the amount provided by more than €100,000, and by more than 5% (25% in the case of administration headings).

| Heading | Less/(more)<br>than provided | Explanation  |
|---------|------------------------------|--|
| A.2     | 230                          | Savings arose as a proposed web development project and updating of the telephone system did not proceed as planned in 2011. In addition, there were some savings in the President's travel programme. Finally, savings were made in staff training and development and in various miscellaneous costs such as purchase of newspapers. |

### 4 Receipts

| 4.1 Appropriations-in-aid   | 2011<br>Estimated<br>€000 | 2011<br>Realised<br>€000 | 2010<br>Realised<br>€000 |
|---|---------------------------|--------------------------|--------------------------|
| Receipts from pension-related deductions on public service remuneration | 92                        | 84                       | 85                       |

## 5 Employee Numbers and Pay

|  | 2011         | 2010         |
|--|--------------|--------------|
| <b>Number of staff at year end</b> (full time equivalents) | 24           | 22           |
|  | <b>2011</b>  | <b>2010</b>  |
|  | <b>€000</b>  | <b>€000</b>  |
| Pay  | 1,540        | 1,458        |
| Higher, special or additional duties allowances            | 59           | 62           |
| Overtime   | 14           | 15           |
| Employer's PRSI  | 57           | 57           |
| <b>Total pay</b>   | <b>1,670</b> | <b>1,592</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>2011<br>€ | Maximum<br>individual<br>payment<br>2010<br>€ |
|--------------------------------------|----------------------------|-------------------------------------|---|---|
| Higher, special or additional duties | 9                          | 3                                   | 19,108  | 19,126  |
| Overtime                             | 11                         | —                                   | 3,506   | 2,486   |

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

### 5.2 Ex Gratia Payment

Sanction was conveyed by the Department of Finance on 22 March 2011 for the payment of an ex gratia payment of €34,585 in full and final settlement of a pension appeal claim.