



Appropriation Account 2012

Vote 1

President's Establishment

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 2012 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 2012, 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

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

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 Office of the President's Establishment.

This responsibility is exercised in the context of the resources available to me and my other obligations as Secretary General of the Department of the Taoiseach. 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 in the Office of the President's Establishment.

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 Office
- 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 Office is compliant with all relevant guidelines regarding procurement and is complying with all circulars relating to the mandatory use of framework agreements and contracts.

Internal Audit and Audit Committee

I confirm that the Office 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 Office 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.

Martin Fraser
Accounting Officer

28 March 2013

Comptroller and Auditor General Report for presentation to Houses of the Oireachtas

Vote 1 President's Establishment

I have audited the appropriation account for Vote 1 President's Establishment for the year ended 31 December 2012 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, 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 his control, for the efficiency and economy of administration in his Office and for the regularity and propriety of all transactions in the appropriation accounts.

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 a report each year on any matters that arise from the audits of the appropriation accounts or examination 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 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 1 President's Establishment for the year ended 31 December 2012.

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 President's Establishment. The appropriation account is in agreement with the books of account.

Seamus McCarthy
Comptroller and Auditor General

5 September 2013

Vote 1 President's Establishment Appropriation Account 2012

	2012		2011
	Estimate provision	Outturn	Outturn
	€000	€000	€000
Programme Expenditure			
A President's Establishment	2,054	2,059	1,973
B Centenarians' bounty	1,040	1,006	966
Gross expenditure	3,094	3,065	2,939
<i>Deduct</i>			
C Appropriations-in-aid	92	104	84
Net expenditure	3,002	2,961	2,855

Surplus for surrender

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

	2012	2011
	€	€
Surplus to be surrendered	41,107	206,369

Analysis of administration expenditure

	2012		2011
	Estimate provision	Outturn	Outturn
	€000	€000	€000
i Salaries, wages and allowances	1,663	1,622	1,670
ii Travel and subsistence	85	128	60
iii Training and development and incidental expenses	151	154	119
iv Postal and telecommunications services	100	86	93
v Office machinery and other supplies and related services	110	121	79
	2,109	2,111	2,021

Notes to the Appropriation Account

1 Operating Cost Statement 2012

	2012	2011
	€000	€000
Programme cost	954	918
Pay	1,622	1,670
Non pay	489	351
Gross expenditure	3,065	2,939
<i>Deduct</i>		
Appropriations-in-aid	(104)	(84)
Net expenditure	2,961	2,855
Changes in capital assets		
Purchases cash	(15)	
Depreciation	16	
	1	14
Changes in net current assets		
Increase in closing accruals	6	
Increase in stock	(7)	
	(1)	46
Direct expenditure	2,961	2,915
Expenditure borne elsewhere		
Net allied services expenditure (note 1.1)	4,448	4,460
Net programme cost	7,409	7,375

1.1 Net Allied Services Expenditure

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

	2012	2011
	€000	€000
Vote 7 Office of the Minister for Finance	30	14
Vote 12 Superannuation and Retired Allowances	490	470
Vote 13 Office of Public Works	2,261	2,067
Vote 20 Garda Síochána	193	257
Vote 24 Justice and Equality	—	213
Vote 28 Foreign Affairs and Trade	272	132
Vote 36 Defence	400	413
Central Fund (Emoluments and allowances of President and pensions of former Presidents and/or widows of former Presidents).	802	894
	<u>4,448</u>	<u>4,460</u>

2 Balance Sheet as at 31 December 2012

	Note	2012 €000	2011 €000
Capital assets	2.3	25	26
Current assets			
Stocks	2.5	74	67
Prepayments		41	45
Accrued income		13	—
Net liability from the Exchequer	2.7	64	7
Total current assets		192	119
Less current liabilities			
Bank and cash	2.4	23	(41)
Accrued expenses		53	38
Other credit balances	2.6	41	48
Total current liabilities		117	45
Net current assets		75	74
Net assets		100	100
Represented by:			
State funding account	2.1	100	100

2.1 State Funding Account	Note	2012 €000	2011 €000
Balance at 1 January		100	163
Funding drawn down	2.2	7,409	7,315
Prior year adjustment		—	(3)
Net programme cost	1	(7,409)	(7,375)
Balance at 31 December		100	100

2.2 Funding drawn down	Note	2012 €000	2011 €000
Disbursements from the Vote			
Estimate provision	Account	3,002	3,061
Surplus to be surrendered	Account	(41)	(206)
		2,961	2,855
Expenditure (cash) borne elsewhere	1	4,448	4,460
Total funding drawn down		7,409	7,315

2.3 Capital Assets

	IT equipment €000	Office equipment €000	Total €000
Gross assets			
Cost or valuation at 1 January 2012	237	93	330
Additions	15	—	15
Disposals	—	—	—
Cost or valuation at 31 December 2012	252	93	345
Accumulated depreciation			
Opening balance at 1 January 2012	215	89	304
Depreciation for the year	13	3	16
Depreciation on disposals	—	—	—
Cumulative depreciation at 31 December 2012	228	92	320
Net assets at 31 December 2012	24	1	25
Net assets at 31 December 2011	22	4	26

2.4 Bank and Cash

	2012 €000	2011 €000
at 31 December		
PMG balances and cash	48	91
Orders outstanding	(71)	(50)
	(23)	41

2.5 Stocks

	2012 €000	2011 €000
at 31 December		
Stationery	70	62
IT consumables	4	5
	74	67

2.6 Other Credit Balances

	2012 €000	2011 €000
at 31 December		
Amounts due to the State		
Income Tax	19	21
Pay Related Social Insurance	6	6
Pension Levy	—	9
Universal Social Charge	6	6
Income Levy	—	—
Pension subscriptions contributions	2	—
	33	42
Payroll deductions held in suspense	8	6
	41	48

2.7 Net Liability from the Exchequer	2012	2011
at 31 December	€000	€000
Surplus to be surrendered	41	206
Exchequer grant undrawn	(105)	(213)
Net liability from the Exchequer	<u>(64)</u>	<u>(7)</u>

Represented by:**Creditors**

Due to State	(33)	(42)
Net PMG position and cash	(23)	41
Credit balances: suspense	(8)	(6)
	<u>(64)</u>	<u>(7)</u>

2.8 Commitments	2012	2011
at 31 December	€000	€000
Total of legally enforceable commitments	29	44

3 Programme Expenditure by Subhead

	2012		2011
	Estimate provision	Outturn	Outturn
	€000	€000	€000
A President's Establishment			
A.1 Administration – pay	1,623	1,585	1,637
A.2 Administration - non pay	431	474	336
	2,054	2,059	1,973
B Centenarians' bounty			
B.1 Administration – pay	40	37	33
B.2 Administration - non pay	15	15	15
B.3 Centenarians' bounty	985	954	918
	1,040	1,006	966

Significant variations

Overall, the expenditure in relation to the Programme B.3 was €31,000 lower than provided. This was mainly due payment of Centenarian's Bounty to fewer centenarians than anticipated.

4 Receipts

4.1 Appropriations-in-aid	2012		2011
	Estimated	Realised	Realised
	€000	€000	€000
1. Receipts from pension-related deductions on public service remuneration	92	89	84
2. Miscellaneous receipts	—	15	—
	92	104	84

Explanation of significant variations

An explanation is provided in the case of each heading where the outturn varied from the amount estimated by more than €100,000, and by more than 5%. However, no outturn on this Vote met these criteria in 2012.

5 Employee Numbers and Pay

	2012	2011
Number of staff at year end (full time equivalents)	25	21
	2012	2011
	€000	€000
Pay	1,483	1,540
Higher, special or additional duties allowance	59	59
Overtime	29	14
Employer's PRSI	51	57
Total Pay	1,622	1,670

5.1 Allowances and Overtime Payments

	Number of recipients	Recipients of €10,000 or more	Maximum individual payment 2012 €	Maximum individual payment 2011 €
Higher, special or additional duties	14	3	19,108	19,108
Overtime	15	—	4,193	3,506

Certain individuals received extra remuneration in more than one category.