



Appropriation Account 2013

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 2013 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 2013, including the amount that could be used as appropriations-in-aid of expenditure for the year.

A surplus of € 79,999 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

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
- an Audit Committee to advise me in discharging my responsibilities for the internal financial control system in the President's Establishment has been established recently.

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 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 and Audit Committee

The Office relies on the internal audit function provided by the Department of the Taoiseach which has appropriately trained personnel and operates under a written charter which I have approved. Its work is informed by analysis of the financial risks to which the Office is exposed and aims to cover the key controls on a rolling basis over a reasonable period. The internal audit function and its programme of work are subject to periodic review by me and the Audit Committee which operates under the auspices of the Department of the Taoiseach. Given the scale and nature of the Office's operations and the assessment of risks, no internal audit work was undertaken in 2013. This will be reviewed in 2014. I have put procedures in place to ensure that the reports of the internal audit function are followed up.

Martin Fraser
Accounting Officer

20 March 2014

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 2013 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 his control, for the efficiency and economy of administration by his Office 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 1 President's Establishment for the year ended 31 December 2013.

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

28 June 2014

Vote 1 President's Establishment Appropriation Account 2013

	2013		2012
	Estimate provision	Outturn	Outturn
	€000	€000	€000
Programme expenditure			
A President's Establishment	2,137	1,987	2,059
B Centenarians' bounty	1,025	1,118	1,006
Gross expenditure	3,162	3,105	3,065
<i>Deduct</i>			
C Appropriations-in-aid	100	123	104
Net expenditure	3,062	2,982	2,961

Surplus for surrender

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

	2013	2012
	€	€
Surplus to be surrendered	79,999	41,107

Analysis of administration expenditure

	2013		2012
	Estimate provision	Outturn	Outturn
	€000	€000	€000
i Salaries, wages and allowances	1,731	1,626	1,622
ii Travel and subsistence	125	102	128
iii Training and development and incidental expenses	125	136	154
iv Postal and telecommunications services	90	83	86
v Office machinery and other supplies and related services	121	94	121
	2,192	2,041	2,111

Notes to the Appropriation Account

1 Operating Cost Statement 2013

	2013	2012
	€000	€000
Programme cost	1,065	954
Pay	1,626	1,622
Non pay	414	489
Gross expenditure	3,105	3,065
<i>Deduct</i>		
Appropriations-in-aid	(123)	(104)
Net expenditure	2,982	2,961
Changes in capital assets		
Purchases cash	(24)	
Gain on disposal	(7)	
Depreciation	18	
	(13)	1
Changes in net current assets		
Increase in closing accruals	61	
Decrease in stock	15	
	76	(1)
Direct expenditure	3,045	2,961
Expenditure borne elsewhere		
Net allied services expenditure (note 1.1)	4,604	4,448
Net programme cost	7,649	7,409

1.1 Net Allied Services Expenditure

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

	2013	2012
	€000	€000
Vote 7 Office of the Minister for Finance	e 69	30
Vote 12 Superannuation and Retired Allowances	e 497	490
Vote 13 Office of Public Works	e 2,182	2,261
Vote 20 Garda Síochána	e 193	193
Vote 28 Foreign Affairs and Trade	e 277	272
Vote 36 Defence	e 389	400
Central Fund (Emoluments and allowances of President and pensions of former Presidents and/or widows of former Presidents).	e 997	802
	<u>4,604</u>	<u>4,448</u>

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

2 Balance Sheet as at 31 December 2013

	Note	2013 €000	2012 €000
Capital assets	2.2	38	25
Current assets			
Bank and cash	2.3	42	(23)
Stocks	2.4	59	74
Prepayments		10	41
Accrued income		2	13
Net Exchequer funding due	2.6	5	64
Total current assets		118	169
Less current liabilities			
Accrued expenses		72	53
Other credit balances	2.5	47	41
Total current liabilities		119	94
Net current liabilities		(1)	75
Net assets		37	100
Represented by:			
State funding account	2.1	37	100

2.1 State Funding Account	Note	2013 €000	2012 €000
Balance at 1 January		100	100
Disbursements from the Vote			
Estimate provision	Account	3,062	
Surplus to be surrendered	Account	(80)	
Net vote		2,982	2,961
Expenditure (cash) borne elsewhere	1.1	4,604	4,448
Net programme cost	1	(7,649)	(7,409)
Balance at 31 December		37	100

2.2 Capital Assets

	IT equipment €000	Office equipment €000	Total €000
Gross assets			
Cost or valuation at 1 January 2013	252	93	345
Additions	24	7	31
Disposals	—	(7)	(7)
Cost or valuation at 31 December 2013	276	93	369
Accumulated depreciation			
Opening balance at 1 January 2013	228	92	320
Depreciation for the year	16	2	18
Depreciation on disposals	—	(7)	(7)
Cumulative depreciation at 31 December 2013	244	87	331
Net assets at 31 December 2013	32	6	38
Net assets at 31 December 2012	24	1	25

2.3 Bank and Cash

	2013 €000	2012 €000
at 31 December		
PMG balances and cash	42	48
Orders outstanding	—	(71)
	42	(23)

2.4 Stocks

	2013 €000	2012 €000
at 31 December		
Stationery	52	70
IT consumables	7	4
	59	74

2.5 Other Credit Balances

	2013 €000	2012 €000
at 31 December		
Amounts due to the State		
Income Tax	21	19
Pay Related Social Insurance	8	6
Pension Levy	—	—
Universal Social Charge	6	6
Income Levy	—	—
Pension contributions	2	2
	37	33
Payroll deductions held in suspense	10	8
	47	41

2.6 Net Exchequer funding due	2013	2012
at 31 December	€000	€000
Surplus to be surrendered	80	41
Exchequer grant undrawn	(85)	(105)
Net Exchequer funding due	<u>(5)</u>	<u>(64)</u>

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

Due to State	(37)	(33)
Net PMG position and cash	42	(23)
Credit balances: suspense	(10)	(8)
	<u>(5)</u>	<u>(64)</u>

2.7 Commitments	2013	2012
at 31 December	€000	€000
Total of legally enforceable commitments	48	29

3 Programme Expenditure by Subhead

	Estimate provision	2013		2012
		Outturn		Outturn
		€000	€000	€000
A President's Establishment				
A.1 Administration – pay	1,691	1,588	1,585	
A.2 Administration - non pay	446	399	474	
	<u>2,137</u>	<u>1,987</u>	<u>2,059</u>	
B Centenarians' bounty				
B.1 Administration – pay	40	38	37	
B.2 Administration - non pay	15	15	15	
B.3 Centenarians' bounty	970	1,065	954	
	<u>1,025</u>	<u>1,118</u>	<u>1,006</u>	

Significant variations

Expenditure was €57,000 less than anticipated. No subhead outturn met the criteria for the explanation of variances.

4 Receipts

4.1 Appropriations-in-aid	2013		2012
	Estimated	Realised	Realised
	€000	€000	€000
1. Receipts from pension-related deductions on public service remuneration	90	88	89
2. Miscellaneous receipts	10	35	15
	<u>100</u>	<u>123</u>	<u>104</u>

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 2013

5 Employee Numbers and Pay

	2013	2012
Number of staff at year end (full time equivalents)	25	25
	2013	2012
	€000	€000
Pay	1,492	1,483
Higher, special or additional duties allowance	59	59
Overtime	17	29
Employer's PRSI	59	51
Total Pay	1,627	1,622

5.1 Allowances and Overtime Payments

	Number of recipients	Recipients of €10,000 or more	Maximum individual payment 2013 €	Maximum individual payment 2012 €
Higher, special or additional duties	11	3	19,108	19,108
Overtime	13	—	3,902	4,193

Certain individuals received extra remuneration in more than one category.