



## **Appropriation Account 2013**

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**Vote 4**

**Central Statistics Office**

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## **Introduction**

As Accounting Officer for Vote 4, 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 Central Statistics Office (CSO).

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 €2.73 million is liable for surrender to the Exchequer.

The Statement of Accounting Policies and Principles and notes 1 to 6 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 except for:

#### ***Depreciation***

Some office equipment assets are being depreciated at 10%.

### **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 Office.

This responsibility is exercised in the context of the resources available to me and my other obligations as Director General. 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 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 relevant guidelines.

***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.

**Pádraig Dalton**  
Accounting Officer  
Central Statistics Office

28 March 2014

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

### **Vote 4 Central Statistics Office**

I have audited the appropriation account for Vote 4 Central Statistics Office 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 4 Central Statistics Office 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 Central Statistics Office. The appropriation account is in agreement with the books of account.

**Seamus McCarthy**  
Comptroller and Auditor General

25 July 2014

## Vote 4 Central Statistics Office Appropriation Account 2013

		2013		2012
		Estimate provision	Outturn	Outturn
		€000	€000	€000
<b>Programme expenditure</b>				
A	Delivery of annual statistical programme	42,595	40,329	41,223
<b>Gross expenditure</b>		<b>42,595</b>	<b>40,329</b>	<b>41,223</b>
<i>Deduct</i>				
B	<b>Appropriations-in-aid</b>	<b>2,837</b>	<b>3,308</b>	<b>3,633</b>
<b>Net expenditure</b>		<b>39,758</b>	<b>37,021</b>	<b>37,590</b>

### 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	2,737,115	5,911,939

### Analysis of administration expenditure

		2013		2012
		Estimate provision	Outturn	Outturn
		€000	€000	€000
i	Salaries, wages and allowances	32,020	31,521	33,963
ii	Travel and subsistence	895	986	941
iii	Training and development and incidental expenses	1,780	1,023	1,087
iv	Postal and telecommunications services	1,240	754	687
v	Office equipment and external IT services	3,129	3,447	2,433
vi	Office premises expenses	1,189	758	1,081
vii	Consultancy services and value for money and policy reviews	136	24	26
viii	Collection of statistics	2,206	1,816	1,005
		<b>42,595</b>	<b>40,329</b>	<b>41,223</b>

## Notes to the Appropriation Account

### 1 Operating Cost Statement 2013

	2013	2012
	€000	€000
Pay	31,521	33,963
Non pay	8,808	7,260
<b>Gross expenditure</b>	<b>40,329</b>	<b>41,223</b>
<i>Deduct</i>		
<b>Appropriations-in-aid</b>	<b>3,308</b>	<b>3,633</b>
<b>Net expenditure</b>	<b>37,021</b>	<b>37,590</b>
<b>Changes in capital assets</b>		
Purchases cash	(459)	
Loss on disposals	6	
Depreciation	3,689	
	3,236	5,011
<b>Changes in assets under development</b>		
Cash payments	(1,441)	(1,299)
<b>Changes in net current assets</b>		
Decrease in closing accruals	(5)	
Decrease in stock	19	
	14	903
<b>Direct expenditure</b>	<b>38,830</b>	<b>42,205</b>
<b>Expenditure borne elsewhere</b>		
Net allied services expenditure (note 1.1)	5,746	6,678
Notional rents	1,345	1,405
<b>Net programme cost</b>	<b>45,921</b>	<b>50,288</b>

#### 1.1 Net Allied Services Expenditure

The net allied services expenditure amount is made up of the following amounts in relation to Vote 4 borne elsewhere.

	2013	2012
	€000	€000
Vote 9 Office of the Revenue Commissioners	e 1,802	2,505
Vote 12 Superannuation and Retired Allowances	e 3,025	3,161
Vote 13 Office of Public Works	e 919	1,012
	<b>5,746</b>	<b>6,678</b>

"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
<b>Capital assets</b>	2.2	12,688	14,895
<b>Capital assets under development</b>	2.3	1,026	487
		<b>13,714</b>	<b>15,382</b>
<b>Current assets</b>			
Stocks	2.5	81	100
Prepayments		904	814
Accrued income		311	674
Other debit balances		264	810
Net liability from the Exchequer	2.7	760	610
<b>Total current assets</b>		<b>2,320</b>	<b>3,008</b>
<b>Less current liabilities</b>			
Bank and cash	2.4	130	345
Accrued expenses		169	197
Deferred income		—	250
Other credit balances	2.6	894	1,075
<b>Total current liabilities</b>		<b>1,193</b>	<b>1,867</b>
<b>Net current assets</b>		<b>1,127</b>	<b>1,141</b>
<b>Net assets</b>		<b>14,841</b>	<b>16,523</b>
<b>Represented by:</b>			
<b>State funding account</b>	2.1	<b>14,841</b>	<b>16,523</b>

2.1 State Funding Account	Note	2013 €000	2012 €000
Balance at 1 January		16,523	21,517
Adjustment	2.3	127	(379)
Disbursements from the Vote			
Estimate provision	Account	39,758	
Surplus to be surrendered	Account	(2,737)	
Net vote		37,021	37,590
Expenditure (cash) borne elsewhere	1	5,746	6,678
Non cash expenditure – notional rent	1	1,345	1,405
Net programme cost	1	(45,921)	(50,288)
<b>Balance at 31 December</b>		<b>14,841</b>	<b>16,523</b>

**2.2 Capital Assets**

	Land and buildings €000	Office equipment €000	Furniture and fittings €000	Total €000
<b>Gross assets</b>				
Cost or valuation at 1 January 2013	34	58,251	3,445	61,730
Additions	—	1,483	5	1,488
Disposals	—	(320)	(5)	(325)
Cost or valuation at 31 December 2013	34	59,414	3,445	62,893
<b>Accumulated depreciation</b>				
Opening balance at 1 January 2013	34	43,759	3,042	46,835
Depreciation for the year	—	3,568	121	3,689
Depreciation on disposals	—	(314)	(5)	(319)
Cumulative depreciation at 31 December 2013	34	47,013	3,158	50,205
<b>Net assets at 31 December 2013</b>	<b>—</b>	<b>12,401</b>	<b>287</b>	<b>12,688</b>
<b>Net assets at 31 December 2012</b>	<b>—</b>	<b>14,492</b>	<b>403</b>	<b>14,895</b>

**2.3 Capital Assets under Development**

	In-house computer applications 2013 €000
at 31 December	
Amounts brought forward at 1 January	487
Adjustment <sup>1</sup>	127
Cash payments for the year	1,441
Transferred to asset register	(1,029)
<b>Balance at 31 December</b>	<b>1,026</b>

<sup>1</sup> All systems under development with a short-term life span for example, one-off survey forms and short duration surveys are no longer transferred to the asset register. An adjustment made in 2012 to remove these projects overstated the value of the adjustment in error.

**2.4 Bank and Cash**

	2013 €000	2012 €000
at 31 December		
PMG balances and cash	(130)	(338)
Orders outstanding	—	(7)
	(130)	(345)

<b>2.5 Stocks</b>	<b>2013</b>	<b>2012</b>
at 31 December	<b>€000</b>	<b>€000</b>
Stationery	52	61
IT consumables	23	33
Publications	6	6
	<u>81</u>	<u>100</u>

<b>2.6 Other Credit Balances</b>	<b>2013</b>	<b>2012</b>
at 31 December	<b>€000</b>	<b>€000</b>
Amounts due to the State		
Income Tax	314	338
Pay Related Social Insurance	202	213
Professional Services Withholding Tax	1	—
Value Added Tax	16	4
Pension contributions	66	89
Universal Social Charge	120	129
	<u>719</u>	<u>773</u>
Payroll deductions held in suspense	172	193
Other credit suspense items	3	109
	<u>894</u>	<u>1,075</u>

<b>2.7 Net Liability from the Exchequer</b>	<b>2013</b>	<b>2012</b>
at 31 December	<b>€000</b>	<b>€000</b>
Surplus to be surrendered	2,737	5,912
Exchequer grant undrawn	(3,497)	(6,522)
Net liability from the Exchequer	<u>(760)</u>	<u>(610)</u>

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

Debit balances: suspense	264	810
	<u>264</u>	<u>810</u>

**Creditors**

Bank and cash	(130)	(345)
Due to State	(719)	(773)
Credit balances: suspense	(175)	(302)
	<u>(1,024)</u>	<u>(1,420)</u>
	<u>(760)</u>	<u>(610)</u>

<b>2.8 Commitments</b>	<b>2013</b>	<b>2012</b>
at 31 December	<b>€000</b>	<b>€000</b>
Total of legally enforceable commitments	5,120	6,761

### 3 Programme Expenditure by Subhead

	2013		2012
	Estimate provision	Outturn	Outturn
	€000	€000	€000
<b>A Delivery of annual statistical programme</b>			
A.1 Administration - pay	32,020	31,521	33,963
A.2 Administration - non pay	10,575	8,808	7,260
	<u>42,595</u>	<u>40,329</u>	<u>41,223</u>

#### Significant variations

Overall, the expenditure in relation to Programme A was €2.27 million lower than provided. This was mainly due to the following:

Description	Less/ (more) than provided €000	Explanation
Training and development and incidental expenses	757	The saving arose because of continued tight control of all expenditure during the year. Much of the Office's training and development needs were met from in-house resources.
Postal and telecommunications services	486	Savings continue to be made on telecommunications costs following the introduction of Voice Over Internet Protocol (VOIP) telephony. All costs associated with postage were minimised during 2013 and fewer reminder letters issued.
Office premises expenses	431	The saving was due to lower than expected office premises costs in all three CSO premises during the year.
Consultancy services and value for money and policy reviews	112	The saving arose because of continued control on all consultancy related expenditure during the year in line with government policy.

## 4 Receipts

4.1 Appropriations-in-aid	2013		2012
	Estimated	Realised	Realised
	€000	€000	€000
1. European Union receipts	130	535	1,565
2. Miscellaneous	1,007	1,016	200
3. Receipts from pension-related deductions on public service remuneration	1,700	1,757	1,868
<b>Total</b>	<b>2,837</b>	<b>3,308</b>	<b>3,633</b>

### Explanation of significant variations

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

Description	Less/(more) than estimated €000	Explanation
European Union Receipts	(405)	Receipts from European Union contracts were higher than expected in 2013 due to the early receipt of a payment in respect of an agriculture contract.

## 5 Employee Numbers and Pay

	2013	2012
<b>Number of staff at year end</b> (full time equivalents)	621	648
	<b>2013</b>	<b>2012</b>
	<b>€000</b>	<b>€000</b>
Pay	29,465	31,601
Higher, special or additional duties allowance	48	126
Other allowances	63	61
Overtime	81	120
Employer's PRSI	1,864	2,055
<b>Total Pay</b>	<b>31,521</b>	<b>33,963</b>

### 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	28	—	4,259	6,671
Overtime and extra attendance	23	2	13,106	13,649
Shift and roster allowances	9	—	8,318	8,318

Certain individuals received extra remuneration in more than one category.

## 6 Miscellaneous

### 6.1 Support for statistical endeavour

The Office awarded prize money of €3,300 in 2013 as part of the third John Hooper Medal for Statistics Competition. This competition was open to senior cycle second level students in Ireland.

### 6.2 Write-off

Sanction was obtained from the Department of Public Expenditure and Reform to write-off €50,984 in respect of a number of statutory deductions that were associated with a salary overpayment to a former member of staff between 2008 and 2012. The overpayment was discovered in 2012 and noted in the appropriation account. All of the amounts overpaid with the exception of these statutory deductions were recovered by the Office during 2012 and 2013. The write-off was granted on the basis that there was no loss to the Exchequer and procedures are now in place to prevent recurrence.

### 6.3 Legal costs

	2013	2012
	€000	€000
Legal costs paid during the year are categorised as follows:		
Legal fees	2	27
Compensation costs	1	50
	3	77
	3	77

Legal fees include medical, engineer and investigator fees.