

Laois and Offaly Education and Training Board

Financial Statements For The Year Ended 31 December 2020

Laois and Offaly Education and Training Board

**Index to the Financial Statements for the Year Ended
31 December 2020**

	Page
Statement of Board Responsibilities	3
Statement on Internal Control	4
Comptroller and Auditor General Audit Report	5
Activities and Pay Costs	6
Operating Statement	7
Statement of Current Assets and Current Liabilities	8
Notes To The Financial Statements	9-26
Appendix 1	27

Laois and Offaly Education and Training Board

Statement of Board Responsibilities

Laois and Offaly Education and Training Board was established on 1 July 2013 under the provisions of the Education and Training Boards Act 2013.

Section 51 of that Act requires the ETB to keep in such form and in respect of such accounting periods as may be approved by the Minister for Education with the consent of the Minister for Finance and the Minister for Public Expenditure and Reform, all proper and usual accounts of the monies by it.

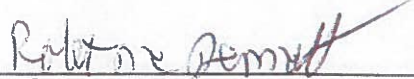
In preparing those accounts, the Board is required to:

- (a) apply the standard accounting policies for the preparation of ETB financial statements
- (b) make judgements and estimates that are reasonable and prudent
- (c) disclose and explain any material departures from the standard accounting policies

The Board is responsible for keeping proper books of account which disclose with reasonable accuracy at any time the financial position of the Board and which enable it to ensure that the Financial Statements comply with section 51 of the Education and Training Boards Act 2013. The Board is also responsible for safeguarding its assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Chairperson

Signature:


Robert McDermott

Date:

6/17/21



Laois and Offaly Education and Training Board (LOETB) came into being on 1 July 2013 under the provisions of the Education and Training Boards Act 2013. On that date LOETB took over the Assets, Liabilities and functions of the former Vocational Education Committees of Counties Laois and Offaly. With effect from January 2014 LOETB took over from SOLAS, the assets, liabilities and the management of the activities of their Training function.

The Code of Governance of ETBs is set out in Circular Letter 002/2019 which issued from the Department of Education to all ETBs in January 2019. The Code of Governance was adopted by LOETB on 28 February 2019.

A new board was constituted for LOETB on 27 August 2019 and at its meeting of 25 November 2019 the board completed the appointment of the new Finance and Audit and Risk Committees.

Responsibility for the System on Internal Control

As provided for under the Education and Training Boards Act 2013, (LOETB) is responsible for reviewing and ensuring the effectiveness of the ETB's internal control.

As Chairperson of LOETB, I acknowledge the responsibility of the Board for ensuring that an efficient, effective and economic system of internal control is maintained and operated. The system can only provide reasonable, and not give absolute assurance, that assets are safeguarded, transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or detected in a timely period.

Purpose of the System of Internal Control

The purpose of the system of internal control is to ensure the highest standards of good governance in LOETB. The system of internal control comprises of an entire system of controls, safe-guarding assets, financial and otherwise, including risk management and corporate governance, which have been established by LOETB to:

- Ensure that LOETB meets its Statutory Functions under Section 10 of the 2013 Act;
- Ensure compliance with relevant legislation and funding obligations;

- Ensure that assets are safeguarded;
- Secure the integrity of transactions; and
- Secure as far as possible the accuracy and reliability of records.
- Establishing procedures for identifying and evaluating risks which could prevent LOETB from achieving its objectives

Key Control Procedures

The Board has taken steps to ensure an appropriate control environment by:

- Clearly defining management and staff responsibilities;
- Establishing procedures for identifying and evaluating all risks, which could prevent LOETB from achieving its objectives;
- Establishing procedures for identifying and reporting significant control failures and ensuring appropriate corrective action.

The system of internal control operated in LOETB is based on:

- Detailed administrative policies and procedures;
- Segregation of duties;
- Specific authorisations;
- Internal check;
- Monthly management review of reports outlining the actual and budgeted results of programmes operated by LOETB
- Review of the systems of internal control carried out by LOETB's Compliance Officer

The Board's Oversight Framework includes:

The Board's monitoring and review of the effectiveness of oversight of the system of internal control is informed by:

- The Chief Executive who has responsibility for the internal control framework
- Recommendations made by the Office of the Comptroller and Auditor General in management letters or other reports; Reports from IAU-ETB.
- Review of our Annual Report 2019
- The work of the Audit and Risk Committee (ARC) and Finance Committees.

Audit and Risk Committee:

The programme of work of the ARC included consideration of:

- Internal Audit Reports
- External Audit Reports and Management Letter of C & AG
- Annual Financial Statements
- Risk Management Framework and Risk Register
- Audit Register
- Compliance Report
- Opinion Report to the Board as to the adequacy and appropriateness of the System of Internal Control
- Review of Minutes of meetings
- Annual Report of ARC

The CE, Director of OSD, Director of FET, Head of HR, Head of Finance and Head of Corporate Services provided reports and met with the ARC in 2020. The ARC met five times in 2020. The ARC reviewed the effectiveness of the system of internal controls for the relevant reporting period on 26 March 2021.

Finance Committee:

The Board's oversight of the system of internal control is informed by the work of the Finance Committee.

The work programme for the Finance Committee included consideration of:

- Annual Financial Statements
- Recommendation to the Board of the AFS 2020
- Review of monthly income and expenditure Accounts
- Annual Report to the Board

The CE, Director of OSD and Head of Finance reported to the Finance Committee in 2020.

The Finance Committee reviewed the 2020 Annual Financial Statements and recommended their adoption by the Board on 26 March 2021. The Finance Committee met five times in 2020.

Internal Audit

An Internal Audit function is provided by the Internal Audit Unit – Education and Training Boards. The overall opinion is based on the findings identified during the audit and the range of opinions is as follows:

Comprehensive: System of Internal Control is adequate and operates effectively

Adequate: System of Internal Control is generally adequate and operates effectively

Inadequate: system of internal control is inadequate and does not operate effectively

The IAU-ETB carried out an audit on Contracted Training in July 2019. The final report issued to LOETB in December, 2020 and confirmed that an adequate system of internal control is in place regarding Contracted Training. There were a total of 12 recommendations, 2 high, 8 medium and 2 low. All recommendations have been implemented.

An ICT internal audit was completed in 2018 and based on the Audit Report issued LOETB did not have an adequate system of internal control pertaining to both the IT Systems and Network Management controls. Management put in place a plan to address the findings and recommendations made in the report. There were a total of 31 recommendations, of which, 14 are implemented, 11 partially implemented and 6 to be implemented. LOETB is continuing to work to have all recommendations in place by the end of 2022.

LOETB has proactively worked on the major recommendations and substantial progress has been made in 2020:

- Business Continuity Policy in respect of COVID-19 crisis
- Implemented a robust secure remote access solution for all staff to work from home for Business Continuity
- Progression on Business Continuity Policy and Disaster Recovery Processes
- LOETB has moved the Admin servers to Azure a cloud based systems and back-ups are occurring every 5 minutes.
- LOETB upgraded all computers in its Administrative offices in Tullamore and Portlaoise to Windows 10.
- New Server installed in Portlaoise.
- A number of ICT policies have been reviewed and updated.

Breaches of system of internal control - Procurement

LOETB is fully committed to complying with EU and national procurement regulations and guidelines. Notwithstanding this LOETB has not met all of its responsibilities in respect of procurement regulations. There are instances where goods and services have been procured locally in line with LOETB's procurement policy but the cumulative value across all sites may exceed the national tendering thresholds.

Based on an analysis of 2020 expenditure in areas where an organisation wide eTenders process is appropriate, expenditure totalling €288,807 has been identified as non-compliant as follows:

- i) Expenditure on the rental of Plant and Machinery in 2020 amounted to €145,096 inclusive of VAT.
LOETB tendered in early 2020 for the rental of Plant and Machinery for Mount Lucas Centre and a new contract is in place with effect from 1 June 2020.
- ii) Expenditure of €30,640 inclusive of VAT for stationery paid by LOETB between January and May 2020. This non-compliance is as a result of the collapse of the OGP framework in June 2020 due to a legal challenge. LOETB completed its own national tender process and this contract is in operation from 1 June 2020 until 31 May 2021. A new framework with OGP is in place and effective from 11 January 2021.
- iii) Expenditure of €113,061 inclusive of VAT paid to several suppliers across a range of goods and services including books, journals and diaries, printing, white goods, metalwork and woodwork class materials etc.

A new framework is in place for school journals and diaries was put in place with effect from 8 March 2021. A framework for metalwork and woodwork class materials was put in place with effect from 6 July 2020 and for printing with effect from 1 March 2020.

LOETB had developed a Corporate Procurement Plan (CPP) for 2020/2021 and we will continue to monitor and review all areas of expenditure to identify opportunities where tendering and the utilisation of existing National Frameworks for goods and services will provide best value for money and meet compliance requirements.

Breaches of the system of internal control - Pension Statements

Circular Letter 11/2014 obliges ETBs to provide benefit statements to members of the Single Public Services Pension Scheme. LOETB did not meet its obligations to provide annual pension statements to all members of the SPSPS in 2020. The executive has advised that LOETB is approximately 11% compliant. LOETB is unable to provide these statements due to the constraints of the current IT systems, manual records, and staffing levels. This is an issue across the ETB sector and wider public service and is being pursued at national level.

There were no Pension write-offs in 2020.

Protected Disclosures

LOETB received no protected disclosures in 2020 under the Protected Disclosures Act 2014.

Fraud Policy

No incidents were reported under the LOETB Fraud Policy in 2020.

Risk Management

LOETB has a Corporate Risk Management plan in place across the organisation. The Risk Register was reviewed at meetings of the ARC in 2020 and the Committee continues to monitor developments of the LOETB Strategic Risk Management Plan.

Issues progressing at Sectoral level

Specialist Training Providers (STPs)

IAU-ETBs published a Sectoral Report in January 2020 following completion of the STP Internal Audits. As is apparent from this report, input from SOLAS and the DoE may be deemed appropriate and beneficial to assist in resolving the following findings:

- Procurement process for the selection of STPs
- Reclaiming of expenditure and allowances by STPs.

Payroll Shared Services

I have fulfilled my responsibilities in relation to the requirements of both the Memorandum of Understanding and also the Service Management Agreement that has been signed and is in place between LOETB and the Department of Education – Education Shared Business Services (ESBS) Centre. These documents provide the framework for the operation of the ESBS-ETB Payroll Shared Services on behalf of the Education and Training Board Sector. I rely on the letter of assurance from the Accounting Officer of the Department of Education that the appropriate controls are exercised in the provision of the payroll shared services by the ESBS to LOETB. A Letter of Assurance was received from the DoE regarding Internal Control and Audit Arrangements for ESBS-ETB Payroll Shared Services (ESBS).

Finance Shared Services

The Education Shared Business Service (ESBS) has been established to deliver shared services in the Education Sector. On the 1 January 2021 LOETB migrated part of its accounting function to a new financial management system which is already in use in other ETBs. LOETB is being supported by ESBS to ensure a smooth transition.

COVID-19

Assessments of the impact of COVID-19 were carried out and the results are as follows:

- An appropriate control environment exists within LOETB. The key message from management to staff was that there was no change to controls or compliance requirements when working remotely because of COVID-19.
- Relevant supports were put in place to assist with remote working including provision of devices and relevant training courses. Daily and weekly reporting mechanisms were also put in place to monitor and maintain employee engagement since the commencement of the COVID-19 pandemic. Wellbeing training sessions were delivered to all staff and staff were reminded of EAP Service.
- Risk Management processes are in place to identify business risks and evaluate their financial implications.
- Business continuity plans were documented for each sector within LOETB to ensure key functions can continue to operate. An assessment of the impact on forecasts, budgets and cash flows were completed and are continuously monitored.
- Appropriate control activities and procedures to address major risks are in place.
- Information and communication systems evolved to meet the remote working needs arising from COVID-19.
- Monitoring and oversight procedures were enhanced to ensure the effectiveness of controls in the remote working environment.

Annual Review of Controls

LOETB is committed to operating an efficient, effective and economic internal control system. I confirm that the Audit and Risk Committee at its meeting on 26 March 2021, conducted a review of the effectiveness of the system of internal financial control for year ended 31 December 2020 in the manner prescribed by the Code of Practice for the Governance of Education & Training Boards.

This included

- The Audit and Risk Committee also received confirmation from the Executive that, on balance, the system of internal control is adequate and appropriate, insofar as is reasonably practicable. The Chief Executive based this statement on information gathered from senior managers across the organisation and the review of Statements of Internal Control questionnaires carried out by the Compliance Officer.

- A review of internal and external audit reports issued in 2020 and to date in 2021, meeting with representatives of C & AG and IAU, along with an examination of minutes of meetings of the Board, Audit and Risk Committee and Finance Committee, to ensure no inconsistencies in these with the assessment of internal control provided to the ARC in internal Audit Reports and Management representations.
- The Audit and Risk Committee presented a report on the review of controls to the Board on 29 March 2021.
- A review of the Governance and Control activities in 2020 including:
 - Engagement between the ARC, Finance Committee, Board and the executive.
 - Risk Management Reports from DOSD
 - The Risk Register is kept up to date and presented to the ARC on a regular basis
 - Recommendations by C & AG and management letters
 - Recommendations by IAU-ETB
 - Reports from CE, Director of OSD, Director of FET and Director of Schools to the Board.

The Board reviewed and approved this statement at its meeting held on 29th March, 2021.

Signed: 

Robert McDermott, Chairperson, LOETB

Date: 6th December, 2021



Ard Reachtaire Cuntas agus Ciste **Comptroller and Auditor General**

Report for presentation to the Houses of the Oireachtas

Laois and Offaly Education and Training Board

Opinion on the financial statements

I have audited the financial statements of Laois and Offaly Education and Training Board for the year ended 31 December 2020 as required under the provisions of the Education and Training Boards Act 2013. The financial statements comprise

- the statement of accounting policies
- the operating statement
- the statement of current assets and current liabilities, and
- the related notes.

In my opinion,

- the financial statements properly present the income and expenditure of the Board for 2020 and the state of affairs of the Board at 31 December 2020, and
- the financial statements are in accordance with the accounting policies laid down by the Minister for Education.

Basis of opinion

I conducted my audit of the financial statements in accordance with the International Standards on Auditing (ISAs) as promulgated by the International Organisation of Supreme Audit Institutions. My responsibilities under those standards are described in the appendix to this report. I am independent of Laois and Offaly Education and Training Board and have fulfilled my other ethical responsibilities in accordance with the standards.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Report on information other than the financial statements, and on other matters

The Board has presented certain other information together with the financial statements. This comprises the statement of Board responsibilities, the statement on the system of internal control and a schedule of activities and pay costs. My responsibilities to report in relation to such information, and on certain other matters upon which I report by exception, are described in the appendix to this report.

I have nothing to report in that regard.

Andrew Harkness
For and on behalf of the
Comptroller and Auditor General

9 December 2021

Appendix to the report

Responsibilities of Board Members

As detailed in the statement of Board responsibilities, the Board members are responsible for

- the preparation of the financial statements in the form prescribed under section 51 of the Education and Training Boards Act 2013
- the keeping of proper books of account which disclose with reasonable accuracy at any time the financial position of the Board
- safeguarding the Board's assets and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Responsibilities of the Comptroller and Auditor General

I am required under the Education and Training Boards Act 2013 to audit the financial statements of Laois and Offaly Education and Training Board and to report thereon to the Houses of the Oireachtas.

My objective in carrying out the audit is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement due to fraud or error. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with the ISAs, I exercise professional judgment and maintain professional scepticism throughout the audit. In doing so,

- I identify and assess the risks of material misstatement of the financial statements whether due to fraud or error; design and perform audit procedures responsive to those risks; and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- I obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal controls.

- I evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures.
- I conclude whether the financial statements properly present the income and expenditure of the Board and whether the statement of balances, as represented by the statement of current assets and current liabilities presents the state of affairs of the Board.
- I evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Information other than the financial statements

My opinion on the financial statements does not cover the other information presented with those statements, and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, I am required under the ISAs to read the other information presented and, in doing so, consider whether the other information is materially inconsistent with the financial statements or with knowledge obtained during the audit, or if it otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

Reporting on other matters

My audit is conducted by reference to the special considerations which attach to State bodies in relation to their management and operation. I report if I identify material matters relating to the manner in which public business has been conducted.

I seek to obtain evidence about the regularity of financial transactions in the course of audit. I report if I identify any material instance where public money has not been applied for the purposes intended or where transactions did not conform to the authorities governing them.

I also report by exception if, in my opinion,

- I have not received all the information and explanations I required for my audit, or
- the accounting records were not sufficient to permit the financial statements to be readily and properly audited, or
- the financial statements are not in agreement with the accounting records.

Laois and Offaly Education and Training Board
Financial Statements - Year Ended 31 December 2020

Activities and Pay Costs

1 Main Activity

Laois and Offaly Education and Training Board provides Education and Training throughout the County Laois and County Offaly as set out below :

Service	Number of Locations*	Number of Participants**	Number of Beneficiaries***
Second Level	9	4,110	
Further Education and Training (FET)****	13		10,007
Part-time / Night Classes****	2		168

* refers to locations owned or leased by the ETB.

** For primary and second level this is based on the academic year enrolment. For FET and part time / night classes this is based on the individual enrolments in the calendar year.

*** Beneficiaries refers to the total number of places taken up in the year. This is calculated by adding enrolments as on 1 January and all subsequent enrolments throughout the year.

**** Participants and Beneficiaries of Training Centres Part- time/ Night Classes are included in Further Education and Training (FET) numbers.

2 Other Services

The Board also acts as an Agent and runs Self - financing Projects.

Agency work involves running a programme on behalf of another organisation or students according to agreed criteria and the Board is reimbursed its cost.

Self - financing Projects are programmes run under the complete control of the Board either for the Board or other organisations.

3 Pay Costs

Pay is the principal cost for the Board and the following table indicates the pay ranges and the number of employees in each range:

Pay range	No. Employees	Cost in 2020*
0-59,999	755	19,424,932
60,000-69,999	125	8,198,524
70,000-79,999	96	7,207,036
80,000-89,999	42	3,494,504
90,000-99,999	12	1,145,331
100,000-109,999	8	825,497
110,000-119,999	8	914,891
120,000-129,999	1	126,647
130,000-139,999	2	265,250
Total:	1,049	41,602,612

*Cost in 2020 includes employers' PRSI


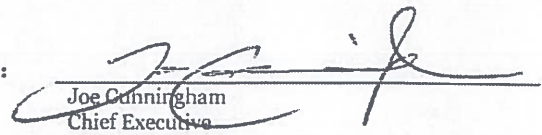
The ETB does not make pension contributions in respect of employees. Since 2013 all new entrants are obliged to join the Single Public Pension Scheme.

From 1 January 2019 onwards, members of public service defined benefit pension schemes pay an additional superannuation contribution (ASC) arising from the Public Service Stability Agreement (2018-2020) and the Public Service Pay and Pensions Act 2017.

ASC is a permanent contribution in respect of pensionable remuneration. The ETB deducted Additional Superannuation Contributions from employees amounting to €1,140,085 which were remitted to the Department of Education.

Laois and Offaly Education and Training Board

Operating Statement For The Year Ended 31 December 2020

	Note	Year ended 31/12/2020	Year ended 31/12/2019
		€	€
RECEIPTS			
Post Primary Schools and Head Office Grants	2	31,977,931	33,180,657
Further Education and Training Grants	3	29,308,562	20,781,761
Youth Services Grants	4	604,162	475,913
Agencies and Self-Financing Projects	5	3,208,579	3,055,394
Capital	6	6,273,049	2,237,401
		<u>71,372,283</u>	<u>59,731,126</u>
PAYMENTS			
Post Primary Schools and Head Office	7	29,867,014	27,929,849
Further Education and Training	8	28,422,575	26,708,891
Youth Services	9	605,814	448,811
Agencies and Self-Financing Projects	5	2,880,024	3,393,249
Capital	6	6,395,111	1,355,854
		<u>68,170,538</u>	<u>59,836,654</u>
Cash Surplus/(Deficit) for Year		3,201,745	(105,528)
Movement in Other Net Current Assets	20	<u>(2,813,960)</u>	164,480
Accrual Revenue Surplus/ (Deficit) for Year		387,785	58,952
Revenue (Deficit)/ Surplus at 1 January		85,004	26,052
Revenue (Deficit)/ Surplus at 31 December	11	<u>472,789</u>	<u>85,004</u>
Signed :		Signed :	
	Robert McDermott Chairperson		Joe Cunningham Chief Executive
Date :	<u>6/12/21</u>	Date :	<u>6/12/21</u>

The notes on pages 9 to 26 form part of these Financial Statements


Laois and Offaly Education and Training Board

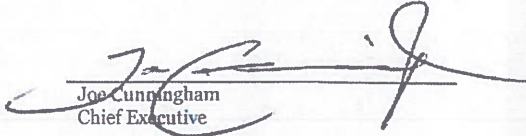
Statement of Current Assets and Current Liabilities as at 31 December 2020

	Note	31/12/2020	31/12/2019
		€	€
Current Assets			
Recurrent State Grants	12	294,760	491,270
Capital State Grants	13	-	83,343
Other Recurrent Income	14	236,358	162,192
Third Party Debtors	15	34,076	34,185
Bank Balance		<u>6,767,751</u>	<u>3,566,006</u>
		<u>7,332,945</u>	<u>4,336,996</u>
Current Liabilities			
Recurrent State Grants	16	2,728,458	954,153
Capital State Grants	17	852,853	1,112,280
Other Recurrent Income	18	784,555	679,139
Pay and Expense Liabilities	19	<u>2,494,290</u>	<u>1,506,420</u>
		<u>6,860,156</u>	<u>4,251,992</u>
Net Current Assets / (Liabilities)		<u>472,789</u>	<u>85,004</u>
Represented By			
Revenue Surplus / (Deficit)	11	<u>472,789</u>	<u>85,004</u>

Analysis of Revenue Surplus/ (Deficit)

Programme	Retained Surplus/ (Deficit) 31/12/2020	Accrual Revenue Surplus/ (Deficit) For 2020	Retained Surplus/ (Deficit) 31/12/2019
	€	€	€
Schools and Head Office	205,186	99,813	105,373
Youth Affairs	(42,114)	-	(42,114)
Agency Programmes	403,702	403,702	-
Self-financing Outdoor Education Centre	(5,164)	(5,164)	-
Self-financing Programmes	<u>(88,821)</u>	<u>(110,566)</u>	<u>21,745</u>
	<u>472,789</u>	<u>387,785</u>	<u>85,004</u>

Signed: 
Robert McDermott
Chairperson

Signed: 
Joe Cunningham
Chief Executive

Date: 6/12/21

Date: 6/12/21

The notes on pages 9 to 26 form part of these Financial Statements

Laois and Offaly Education and Training Board
Notes to The Financial Statements - Year Ended 31 December 2020

1 Accounting Policies

1.1 Establishment of the Education and Training Board

Laois and Offaly Education and Training Board was established on 1 July 2013 and its functions are set out in section 10 of the Education and Training Boards Act 2013.

Community National Schools came under the Patronage of the ETB with the commencement of the 2016/2017 academic year.

1.2 Significant Accounting Policies

(a) Basis of Presentation

The financial statements are presented in the form approved by the Minister for Education with the consent of the Minister for Finance and Public Expenditure and Reform. They consist of an Operating Statement, a Statement of Current Assets and Current Liabilities and notes to the financial statements including Accounting Policies.

Where necessary, the comparative figures for the previous year have been restated on the same basis as those for the current year.

(b) Revenue, Expenditure, Asset and Liabilities Recognition

The Operating Statement presents Receipts and Payments by Programme Grouping and the resultant Cash Surplus / (Deficit) is adjusted for other debtor and creditor movements to determine the overall result for the period on an accrual basis.

The Statement of Current Assets and Current Liabilities is prepared on the accruals basis by determining state grant and other funder balances at amounts that reflect the related receipts received and expenditure incurred and in accordance with the funding rules.

Third Party Debtors are included in Current Assets. Pay and Expense Liabilities are included in Current Liabilities.

(c) Tangible fixed assets

All assets purchased including land and buildings, fixtures and fittings and training equipment are expensed in the year of purchase. State grants to fund the purchase of tangible fixed assets are recognised in the same year.

(d) Stocks

All consumable stocks are expensed as purchased.

(e) Superannuation

The pension entitlements of ETB staff, including those who transferred from SOLAS, are conferred under defined benefit schemes. Staff employed since 2013 are included in the Single Public Service Pension Scheme and monthly payments are made to the Department of Public Expenditure and Reform.

Superannuation deductions made from employees pay in respect of the schemes are retained by the ETB as part of agreed Exchequer funding, or paid over to the Department of Public Expenditure and Reform.

The ETB does not make any contributions towards the schemes.

These unfunded schemes are operated on a pay as you go basis with the annual pension entitlements being paid directly by the National Shared Services Office on behalf of the ETB. ETBs are responsible for the administration of their pensions. Pension funds are provided by the Department of Education.

Provision has not been made in the financial statements for the present cost of the future benefits that have accrued to staff members and existing pensioners under these schemes.

(f) Lease Rentals

All lease rentals are expensed as incurred.

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

	Year ended 31/12/2020 €	Year ended 31/12/2019 €
2 Post Primary Schools and Head Office Receipts		
Department of Education		
-Pay	28,245,381	30,086,990
-Non Pay	1,909,355	1,837,396
-Associated Programmes	1,703,759	1,075,170
Department of Education -sub total	31,858,495	32,999,556
Tuition fees - Students	44,852	89,300
Irish Public Bodies	72,676	85,876
Bank	171	567
Other	1,737	5,358
	31,977,931	33,180,657
3 Further Education and Training Receipts		
SOLAS	29,308,562	20,781,761
	29,308,562	20,781,761
4 Youth Service Receipts		
Department of Children, Equality, Disability, Integration and Youth	454,162	375,913
Department of Education	100,000	100,000
Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media	50,000	-
	604,162	475,913

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

6 CAPITAL

Receipts

Department of Education
SOLAS

Year ended 31/12/2020	Year ended 31/12/2019
€	€
5,553,742	1,237,401
719,307	1,000,000
<u>6,273,049</u>	<u>2,237,401</u>

Payments

New Build

Dunamase College
Other (3 Projects in Total)

New Site

2,976,540	-
7,847	22,486

Refurbishment/Summer Works

Mount Lucas
Tower Hill
Ard Scoil Chiarain Naofa Clara
St Fergal's College
Other (21 Projects in Total)

Warehouse
Refurbishment of building
Extension
Enhanced Minor Works Grant

835,619	332,151
300,917	-
126,819	-
100,966	-
363,020	324,383

Furniture and Equipment

Other (10 Projects in Total)

65,932	48,973
--------	--------

ICT Equipment

SOLAS
Other (4 Projects in Total)

SOLAS ICT

145,000	-
68,492	14,582

Temporary Accomodation

ASCN Clara
Oaklands CC Edenderry
Oaklands CC
Other (5 Projects in Total)

Science Room
Art Room
2017 Works

330,098	790
168,044	1,095
113,209	116,807
234,338	226,066

Other Works

Tullamore College
SOLAS
Other (1 Projects in Total)

Work to be claimed by Bondsman
SOLAS Devolved

315,385	216,659
242,885	-
-	51,862

During the year LOETB acted as a project manager for the following Devolved projects:

None

<u>6,395,111</u>	<u>1,355,854</u>
------------------	------------------

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

7	Post Primary Schools and Head Office Payments	Year Ended 31/12/2020			Year ended
		Pay	Non Pay	Total	31/12/2019
PAY		€	€	€	€
	Instruction	24,136,735		24,136,735	22,355,416
	Administration	2,196,957		2,196,957	2,178,788
	Maintenance	566,781		566,781	591,444
		<u>26,900,473</u>		<u>26,900,473</u>	<u>25,125,648</u>
NON PAY					
	Instruction		480,904	480,904	505,483
	Administration		942,199	942,199	929,886
	Maintenance		411,350	411,350	431,379
			<u>1,834,453</u>	<u>1,834,453</u>	<u>1,866,748</u>
ASSOCIATED PROGRAMMES					
	School Services Support	6,333	255,859	262,192	360,817
	CL46/20 Hand Sanitiser and PPE	-	136,815	136,815	-
	Digital Strategy for Schools	-	134,089	134,089	113,165
	CL46/20 Covid 19 Enhanced Supervision	97,979	-	97,979	-
	Book Grant	-	92,903	92,903	121,784
	DEIS Grant	2,277	81,216	83,493	126,044
	Additional ICT Grant 2019/2020	-	72,461	72,461	-
	Transport Escort	70,850	-	70,850	51,700
	Other Programmes - 17 in number	72,641	108,665	181,306	163,943
		<u>250,080</u>	<u>882,008</u>	<u>1,132,088</u>	<u>937,453</u>
		<u>27,150,553</u>	<u>2,716,461</u>	<u>29,867,014</u>	<u>27,929,849</u>

Post Primary Schools and Head Office Payments

These relate to the provision of second level programmes provided in 9 locations, catering for 4,110 participants as well as night classes in 2 locations, catering for 168 beneficiaries.

Loais and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

8 Further Education and Training Payments

	Year Ended 31/12/2020				Year Ended 31/12/2019
	Pay	Non Pay	Allowances	Total	Total
	€	€	€	€	€
Further Education and Training					
Co-Operation Hours	3,539,838	-	-	3,539,838	3,403,029
FET Payroll	3,311,299	135,675	-	3,446,974	3,029,735
Operating Costs	-	2,754,273	-	2,754,273	1,581,139
VTOS	1,122,531	144,647	1,232,273	2,499,451	2,202,798
Traineeships	-	1,617,658	830,305	2,447,963	3,158,674
Specialist Training Providers (STP)	-	1,495,078	825,390	2,320,468	2,054,974
Youthreach	1,337,777	351,651	536,717	2,226,145	2,029,796
PLC	1,523,229	111,000	-	1,634,229	1,718,420
Back to Education Initiative	1,227,388	183,475	-	1,410,863	915,981
Apprenticeships	-	418,420	935,597	1,354,017	2,579,747
Community Training Centres	-	856,906	462,341	1,319,247	1,229,546
Adult Literacy	628,864	127,615	-	756,479	732,282
Skills to Advance	-	745,199	-	745,199	269,054
Local Training Initiatives	-	321,437	189,470	510,907	780,782
FET Provision Support	183,274	127,891	-	311,165	370,944
MAEDF	-	267,128	-	267,128	-
Bridging Foundation and Skills Training	-	233,428	-	233,428	15,117
Community Education	66,310	97,318	-	163,628	136,678
Adult Refugee Programme	106,858	-	-	106,858	62,035
Youthreach Special Needs Initiative	62,059	31,965	-	94,024	101,903
Secondment	70,364	56	-	70,420	67,707
ESOL	60,015	-	-	60,015	17,655
QQI Locally Devised Assessments	54,281	-	-	54,281	50,646
Intensive Tuition	38,852	-	-	38,852	56,490
Explore Programme (DE)	-	20,080	-	20,080	-
DEIS Family Literacy	18,654	-	-	18,654	12,710
Skills for Work	12,874	-	-	12,874	90,545
Scaffolding Apprenticeship Programme Development	-	5,115	-	5,115	15,700
Other	-	-	-	-	24,804
Total	13,364,467	10,046,015	5,012,093	28,422,575	26,708,891

Further Education and Training Payments

These relate to the provision of Further Education and Training programmes in 13 locations, catering for 10,007 beneficiaries

9 YOUTH SERVICES PAYMENTS

TYFS - Transitional Youth Funding Scheme	-	119,906	-	119,906	142,383
UBU	-	112,943	-	112,943	-
Youth Work Function	99,786	5,477	-	105,263	83,615
Local Creative Youth Partnership (DE)	56,607	28,472	-	85,079	85,644
Youth Club Grant	-	69,150	-	69,150	65,197
Creative Ireland Stimulus Package (DCHG)	-	41,620	-	41,620	28,736
Staff Led Youth Capital Funds	-	27,159	-	27,159	19,666
Youth Employability Initiative	-	23,930	-	23,930	13,570
Youth ICT Investment Grant	-	11,764	-	11,764	-
LGBTI+Youth Initiatives	-	5,000	-	5,000	10,000
Minor Grant Scheme	-	4,000	-	4,000	-
	156,393	449,421	-	605,814	448,811

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

10 ANALYSIS OF RECEIPTS BY FUNDER

Programme

FUNDER	Programme						Year Ended 31/12/2019
	Post Primary Schools and Head Office	Further Education and Training	Youth Services	Agencies and Self- financing	Capital	TOTAL Year Ended 31/12/2020	
€	€	€	€	€	€	€	
State Funding Received							
Department of Education	31,858,495	-	100,000	254,025	5,553,742	37,766,262	34,565,109
SOLAS	-	29,308,562	-	51,500	719,307	30,079,369	21,884,254
Department of Children, Equality, Disability, Integration and Youth	-	-	454,162	-	-	454,162	375,913
Department of Social Protection	-	-	-	379,814	-	379,814	235,810
Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media	-	-	50,000	-	-	50,000	-
TUSLA	-	-	-	129,977	-	129,977	135,976
Léargas	-	-	-	108,367	-	108,367	60,048
ETBI	-	-	-	19,154	-	19,154	-
Blackrock Education Centre	-	-	-	12,900	-	12,900	-
Arts Council	-	-	-	20,000	-	20,000	2,000
Laois County Council	-	-	-	51,349	-	51,349	1,400
Louth and Meath ETB	-	-	-	225	-	225	-
Music Generation DAC	-	-	-	260,000	-	260,000	100,000
State Exams Commission	-	-	-	-	-	-	68,246
NCCE	-	-	-	-	-	-	37,432
	31,858,495	29,308,562	604,162	1,287,311	6,273,049	69,331,579	57,466,188
Non State Funding Applied to State-funded Schemes							
Parents/ Students	44,852	-	-	274,246	-	319,098	223,965
Irish Public Bodies - Dividends/ Capital Reserve, Other	72,676	-	-	6,250	-	78,926	85,876
Bank	171	-	-	-	-	171	567
Other	1,737	-	-	82,382	-	84,119	477,028
	119,436	-	-	362,878	-	482,314	787,436
Other Non State Funding							
Parents/ Students	-	-	-	770,470	-	770,470	1,376,409
Staff	-	-	-	28,937	-	28,937	28,278
Other	-	-	-	758,983	-	758,983	55,297
Irish Public Bodies - Insurance Settlements	-	-	-	-	-	-	17,518
	-	-	-	1,558,390	-	1,558,390	1,477,502
Total	31,977,931	29,308,562	604,162	3,208,579	6,273,049	71,372,283	59,731,126

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

Primary Grantor Department/Office	Project	2020		2020		Cash Expenditure per Operating Statement	Change in Liabilities Debtors	Surplus/ (Deficit) per Operating Statement for 2020 ^d	31/12/2020 Amount due from/ (due to) Grantor
		Grant Issued	Amount due from/ (due to) Grantor	Receipts direct from Grantor ^e	Receipts from other sources				
		€	€	€	€	€	€	€	€
Department of Education Post Primary Schools and Head Office	Pay ^b	28,241,593	132,929	(26,825,931)	(1,419,450)	26,900,473	67,620	-	(1,444,359)
	Non-Pay ^c	1,962,875	-	(1,909,355)	(119,436)	1,834,453	28,610	99,813	-
	Local Funding Surpluses	-	(356,378)	-	-	-	4,394	-	(417,899)
	Associated Programmes	1,703,759	(563,719)	(1,703,759)	-	1,132,088	37,346	-	(1,081,846)
Agency and Self Financing Agency and Self Financing Youth Services	Outdoor Education centre In/Out Payments	5,553,742	(439,727)	(5,553,742)	-	5,171,607	92,432	-	(762,909)
	Agency and Self Financing	207,930	1,277	(207,930)	(50,451)	319,148	250	(5,164)	57,130
	Youth Services	46,095	-	(46,095)	-	45,172	250	-	(923)
Total Department of Education		100,000	(1,899)	(100,000)	-	85,079	6,636	-	(10,164)
Other Funders		37,815,994	(1,227,517)	(36,346,812)	(1,580,337)	(37,936,149)	(17,281)	94,619	(3,360,990)
Department of Further and Higher Education, Research, Innovation and Science	Explore	-	(20,222)	-	-	20,080	-	-	(142)
SOLAS	Further Education and Training	29,308,562	350,055	(29,308,562)	-	28,402,495	768,709	-	225,016
Department of Children, Equality, Disability, Integration and Youth Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media Music Generation DAC/ETB/County Council Higher Education Authority	Capital Youth Services	719,307	(589,210)	(719,307)	-	1,228,504	(4,931)	-	(89,944)
	Youth Services	454,162	(3,649)	(454,162)	-	479,115	(21,539)	-	(235)
	Youth Services	59,000	-	(59,000)	-	41,620	5,254	-	(3,126)
State Examinations Commission Leixias Department of Social Protection Tuala ETBI Bluetrock Education Centre Other	Music Generation	325,100	41,858	(325,100)	(206,486)	489,066	(4,509)	-	(4,847)
	Assistive Technology	-	(780)	-	-	-	-	-	(780)
	Examination Supervision/Exam Apprel	-	2,107	-	-	1,081	6,455	-	10,116
	Agency - Leargas Trips	108,367	(24,094)	(108,367)	-	25,801	-	-	(106,660)
	School Meals Scheme	379,814	104,512	(379,814)	-	371,598	7,758	-	86,621
	Agency	129,977	(60,435)	(129,977)	-	113,733	(2,603)	-	(88,282)
	Secondment	19,154	-	(19,154)	-	45,179	-	-	26,035
	JCSP Initiatives	13,900	-	(13,900)	-	6,504	-	-	(20,242)
	Agency	57,974	(707)	(57,974)	(105,941)	247,938	753	(88,821)	(4,752)
	Total State		34,565,317	(200,265)	(31,565,317)	(312,427)	(31,877,744)	(28,463)	(88,821)
Agency and Self Financing		1,558,390	(571,985)	(1,558,390)	-	1,214,804	(4,656)	381,957	(492,326)
Total State and Non State		70,919,701	(2,008,707)	(67,912,120)	(3,460,154)	(68,170,538)	987,979	387,265	(3,824,248)

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

11 Source and Use of Funds (continued)

Reconciliation of Amount due From/ (Due to) Grantor to Revenue Surplus/(Deficit) per Statement of Current Assets and Liabilities

	31/12/2020 €	31/12/2019 €
Amount due from/ (due to) Grantor at 31 December	(3,834,748)	(2,008,767)
Bank Balance (Page 8)	6,767,751	3,566,006
Third Party Debtors (Note 15)	34,076	34,185
Pay and Expenses Liabilities (Note 19)	(2,494,290)	(1,506,420)
Revenue Surplus/(Deficit) per Statement of Current Assets and Liabilities	472,789	85,004

Notes

a Opening balances

Balances are reported on an accruals basis.

b Pay

Department of Education: Post-Primary Schools and Head Office Pay Grant was expected to be funded by direct receipts from grantor of €26,825,931 and anticipated receipts from Retained Superannuation Contributions of €1,429,139. Actual receipts of Retained Superannuation Contributions were €1,419,450, which is €9,689 less than anticipated. This shortfall of €9,689 will be funded by the Department of Education in the 2021 Pay Grant.

c Non Pay

Department of Education: Post-Primary Schools and Head Office Non Pay Grant was expected to be funded by direct receipts from grantor of €1,909,355, and forecasted locally raised receipts of €40,174. In 2020 actual locally raised receipts were €119,436 (Locally raised receipts includes an IPB Capital Dividend of €72,676 which was not included in original forecast estimate) resulting in a surplus of receipts of €79,262 over the amount forecasted. Surplus receipts are due to the Department of Education and are not considered part of the current year funding.

d Surplus/(Deficit) for 2020

Total grants are set by reference to anticipated expenditure. In the case of Post-Primary Schools and Head Office Non-Pay programmes expenditure limits are set. Expenditure incurred in excess of this limit gives rise to a deficit, whereas savings can be retained and used to fund future deficits. Laois and Offaly ETB had a Revenue Surplus of €439,273 for the year ended 31/12/2020 (Per Operating Statement page 7) and an Accumulated Revenue Deficit as at 31/12/2020 of €354,269 (Per Operating Statement page 7 and Statement of Current Assets and Current Liabilities page 8). This surplus is made up of €99,813 relating to School and Head Office Non Pay and €254,456 relating to Self Financing and Agency Projects.

c Total State funding

The difference between the total amount received from grantors of €67,912,129 above and the total in Note 10 - Funding of €69,331,679 is represented by Retained Superannuation Contributions of €1,419,450.

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

	31/12/2020	31/12/2019
	€	€
12 Current Assets - Recurrent State Grants		
Amount due from Department of Education		
Pay Grant Underfunding	-	132,929
Associated Grants Underfunding	51,614	8,286
Amount due from SOLAS	210,173	350,055
SOLAS - Secondment	30,338	-
SOLAS - Scaffolding Apprenticeship Development Programme	2,635	-
	294,760	491,270
	294,760	491,270
13 Current Assets - Capital State Grants		
Amount due from the Department of Education	-	83,343
	-	83,343
	-	83,343
14 Current Assets - Other Recurrent Income		
Amount due from Department of Social Protection	86,621	104,512
Amount due from ETBI	26,025	-
Amounts due from State Exams Commission	10,116	2,980
Amount due from Other Non-State bodies	56,466	11,565
Amount due Music Generation	-	41,858
Provisions	57,130	1,277
	236,358	162,192
	236,358	162,192
15 Current Assets - Third Party Debtors		
Salary Overpayment	12,990	24,753
Tuition Fees	4,328	3,954
PLC Fees Due	16,758	-
Social Welfare	-	710
Rent	-	3,860
Account Overpayment	-	774
Bank Interest	-	134
	34,076	34,185
	34,076	34,185

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

	31/12/2020	31/12/2019
	€	€
16 Current Liabilities - Recurrent State Grants		
Amount due to the Department of Education		
Pay Grant Unspent	1,144,359	-
Associated Grants Unspent	1,133,460	572,005
Local Receipts / Receivables Excess	417,899	356,378
Local Creative Youth Partnership	10,184	1,899
In/Out Assistive Technology Grant	923	-
Amount due to Department of Further and Higher Education	142	20,222
Amount due to SOLAS MAEDF	18,130	-
Amount due to Department Culture, Heritage and the Gaeltacht	3,126	-
Amount due to Department of Children, Equality, Disability, Integration and Youth	235	3,649
	2,728,458	954,153
17 Current Liabilities - Capital State Grants		
Amount held for Department Of Education	762,909	523,070
Amount due to SOLAS	89,944	589,210
	852,853	1,112,280
18 Current Liabilities - Other Recurrent Income		
Amount held for Tusla	88,282	69,435
Amount held for Leargas	106,660	24,094
Amount held for Junior Cert Schools Programme BEC	20,242	-
Amount held for Higher Education Authority	780	780
Amount held for Others State bodies	4,752	707
Amount held for Music Generation	14,847	-
Amount held for Students	517,616	549,567
Amount held for Others Non-State bodies	31,376	33,983
Amount held for the State Exams Commission	-	573
	784,555	679,139
19 Pay and Expense Liabilities		
Expense Liabilities	2,041,255	1,280,349
Pay Liabilities	453,035	226,071
	2,494,290	1,506,420

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

20 Movement in Other Net Current Assets

	Balance as at 31/12/2020 €	Balance as at 31/12/2019 €	Movement in Period €
Current Assets			
Increase/(Decrease) in Recurrent State Grants Receivable	294,760	491,270	(196,510)
Increase/(Decrease) in Capital State Grants Receivable	-	83,343	(83,343)
Increase/(Decrease) in Other Recurrent Income Receivable	236,358	162,192	74,166
Increase/(Decrease) in Third Party Debtors	34,076	34,185	(109)
	<u>565,194</u>	<u>770,990</u>	<u>(205,796)</u>
Current Liabilities			
(Increase)/Decrease in Recurrent State Grant Liabilities	2,728,458	954,153	(1,774,305)
(Increase)/Decrease in Capital State Grant Liabilities	852,853	1,112,280	259,427
(Increase)/Decrease in Other Recurrent Income Liabilities	784,555	679,139	(105,416)
(Increase)/Decrease in Pay and Expense Liabilities	2,494,290	1,506,420	(987,870)
	<u>6,860,156</u>	<u>4,251,992</u>	<u>(2,608,164)</u>
 Net Movement			 <u><u>(2,813,960)</u></u>

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

21 Remuneration

	2020 €	2019 €
(a) Aggregate Employee Benefits		
Staff Short-term benefits	41,602,612	38,539,369
Termination benefits	-	-
	<u>41,602,612</u>	<u>38,539,369</u>
(b) Staff Short-Term Benefits		
Pay (Comprising Basic Pay/Allowances/ Overtime) plus Employers' PRSI	41,602,612	38,539,369
	<u>41,602,612</u>	<u>38,539,369</u>

The pay ranges and the number of employees in each range are:

Pay range	No. Employees	Cost in 2020*
0-59,999	755	19,424,932
60,000-69,999	125	8,198,524
70,000-79,999	96	7,207,036
80,000-89,999	42	3,494,504
90,000-99,999	12	1,145,331
100,000-109,999	8	825,497
110,000-119,999	8	914,891
120,000-129,999	1	126,647
130,000-139,999	2	265,250
Total:	1,049	41,602,612

*Cost in 2020 includes employers' PRSI

(c) Termination Benefits

There were no termination benefit settlements during the year (2019 €0).

(d) Key Management Personnel

Key management personnel in Laois and Offaly ETB consist of the Chief Executive and the Directors of Schools, Further Education and Training, and Organisation Support and Development. The total value of employee benefits for the key management personnel including employers' PRSI is set out below:

	2020 €	2019 €
Salary	466,397	426,562
Allowances	-	-
Termination Benefits	-	-
	<u>466,397</u>	<u>426,562</u>

(e) Chief Executive Salary and Benefits

The Chief Executive remuneration package including employers' PRSI for the year was:

	2020 €	2019 €
Basic Salary	135,185	115,751
Other	-	-
	<u>135,185</u>	<u>115,751</u>

The Chief Executive is a member of an unfunded defined benefit public sector pension scheme and his entitlements do not extend beyond the standard entitlements available under the scheme.

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

22 Specific Costs	2020	2019
	€	€
(a) Consultancy		
The costs of external services under the following headings:		
Legal (includes general legal advice)	18,179	-
Financial / Actuarial	-	-
Public relations/marketing	-	-
Human Resources	1,338	-
Audit Fee (Annual external audit)*	41,600	39,000
Other	-	2,214
	<u>61,117</u>	<u>41,214</u>
(b) Legal Costs and Settlements		
Legal costs and settlements for the year can be analysed under:		
Legal fees - legal proceedings	-	9,742
Conciliation and arbitration payments	-	-
Settlements	-	-
	<u>-</u>	<u>9,742</u>
Additional legal costs and settlements were paid by Laois and Offaly ETBs insurance body.		
(c) Travel and Subsistence		
Travel and subsistence costs comprise:		
Domestic		
- expenses paid to Board Members	3,695	19,674
- expenses paid for Board Members	-	-
- expenses paid to employees	102,525	241,013
	<u>106,220</u>	<u>260,687</u>
International		
- expenses paid to Board Members	-	-
- expenses paid for Board Members	-	-
- expenses paid to employees	-	623
	<u>-</u>	<u>623</u>
Total	<u>106,220</u>	<u>261,310</u>
(d) Hospitality		
Hospitality costs incurred were:		
Staff Hospitality	-	-
Other	-	-
	<u>-</u>	<u>-</u>

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

23 Board members' expenses

Expenses and fees are paid to Board members for travel to Board-related meetings and other meetings. The aggregate expenses paid to each member in the year ended the 31 December 2020 were:

Board member	Statutory Meetings	Interview Boards	Attendance at Conferences / Seminars	BOM	Other	Total Expenses	Total Fees
	€	€	€	€	€	€	€
Clare Claffey	587	-	-	54	-	641	-
Mary G Cotter****	55	30	-	-	-	85	142
Caroline Dwane Stanley	134	231	-	-	-	365	4,953
Robert McDermott*	125	-	-	-	38	163	-
Neil Feighery**	116	-	-	78	72	266	-
Catherine Fitzgerald	27	84	-	-	-	111	424
David Cullen	276	-	-	-	-	276	-
Eddie Fitzpatrick	80	308	-	-	46	434	5,095
Evclyn Dunne	182	-	-	102	-	284	-
John Carroll	96	180	-	-	-	276	915
John Mollin	-	-	-	-	-	-	-
Mary Sweeney***	125	-	-	-	-	125	-
Molly Buckley	112	33	-	43	-	188	784
Padraig Fleming	303	-	-	18	-	321	-
Willie Aird	-	-	-	-	-	-	-
Frank Smith	30	-	-	-	-	30	849
Niall Tully	-	-	-	-	-	-	-
Frank Moran	-	-	-	-	-	-	-
Shane Flesk	-	-	-	-	-	-	-
Vivienne Keenan	-	-	-	33	-	33	-
John King	58	-	-	-	-	58	-
Pascal McEvoy	13	-	-	-	-	13	-
Maura Brophy	26	-	-	-	-	26	-
Total	2,345	866	-	328	156	3,695	13,162

*Chairperson from September 2020

**Chairperson prior to September 2020

***ETBI Representative

****National Parents' Council for ETB Schools

24 Committee Fees

The following fees were paid to Non- Board Committee members

Audit and Risk Committee (ARC) (No. of Non Board ARC members 2020 x 4, 2019 x 3)

Finance Committee (FC) (No. of Non Board FC members 2020 x 1, 2019 x 1)

	2020	2019
	€	€
Audit and Risk Committee (ARC)	7,918	2,681
Finance Committee (FC)	2,022	1,339
Total	9,940	4,020

25 Chief Executive's Travel Expenses

Domestic Travel

Foreign Travel

	2020	2019
	€	€
Domestic Travel	9,775	13,049
Foreign Travel	-	-
Total	9,775	13,049

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

26 Capital Commitments

At 31 December 2020 Laois and Offaly ETB had capital commitments of €3,599,182 (2019 €2,284,406). All of the above capital expenditure will be Exchequer funded.

27 Lease Commitments

At 31 December 2020 Laois and Offaly ETB had future minimum lease payments under non- cancellable operating leases as follows:

	31/12/2020 €	31/12/2019 €
Leases which expire:		
Within one year	129,683	129,500
Between two and five years	1,055,314	1,030,407
After 5 years	6,454,890	2,922,511
	<u>7,639,887</u>	<u>4,082,418</u>

28 Contingencies

At the date of approval of these financial statements, there were no significant legal proceedings in respect of events that occurred on or before the 31/12/2020.

29 Additional Superannuation Contribution

€1,140,085 was deducted from staff and paid over to the Department of Education.

30 Write - Offs

In 2020 sanction was given by Department of Public Expenditure and Reform to the National Shared Services Office (NSSO) who act as payroll providers for ETB pensioner payments to write off overpayments to the value of €250 for individual deceased pensioners on the Superannuation Scheme/Schemes. In 2020, €0 was written off on behalf of Laois and Offaly ETB.

31 Annual Contribution to Education and Training Boards Ireland

Laois and Offaly ETB made a contribution of €42,700 to ETBI in 2020.

32 Charity Note

Laois and Offaly ETB has charitable status under the Charities Act 2009 and is registered with the Charities Regulator. The Charity Number is CHY 20913.

33 Connected Persons

There were no transactions with connected persons during the year.

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

34	Property	Post Primary Level	Centres	Head Office	Others	Total
	Property in use:					
	Owned (Appendix 1)	8	8	-	1	17
	Not Owned- Leased (Note 34A)	3	11	1	2	17
	Not Owned- Other (Note 34B)	2	5	-	-	7
	Property not in Use (Note 34C)	-	-	-	1	1
	Properties in use by a 3rd Party (Note 34D)	-	-	-	7	7
	Total	13	24	1	11	49

LOETB has 9 Post Primary level schools 5 of which operate from owned properties, 1 which operates from owned property and leased land, 2 operate from owned properties and additional leased properties, and 1 operates from a PPP property.

LOETB has 13 Further Education and Training Centres of which 8 operate from owned properties, 2 operate from leased properties, 1 operates from 2 leased properties, 1 operates from 3 leased properties, 1 operates from 3 leased properties and 1 licenced property, and 1 operates from 4 leased properties and 1 licenced property.

34A	Property not Owned - Leased	Location	Annual Rent per agreement	Expiry Date
	Post Primary Level			
	Clonaslee College (Community Centre)	Clonaslee	€7,300.00	31/12/2022
	Portlaoise College (Land)	Portlaoise	€10.00	500 year lease
	Tower Hill	Portlaoise	€125,000.00	31/08/2033
	Centres			
	Clara FET Centre	Clara	€20,000.00	15/09/2022
	Unit 7 Castle Buildings	Tullamore	€08,400.00	31/08/2024
	Unit 8 Castle Buildings	Tullamore	€85,382.00	31/08/2024
	Unit 0 Castle Buildings	Tullamore	€52,767.00	31/08/2024
	Unit 2 Castle Buildings	Tullamore	€20,933.00	31/08/2024
	Unit 3 Castle Buildings	Tullamore	€122,700.00	31/03/2027
	Midlands Skills Centre, Clean Room	Tullamore	€26,877.00	31/08/2027
	Midlands Skills Centre, Electrical Apprenticeship	Tullamore	€14,760.00	31/08/2027
	Birr FET Centre	Birr	€183,093.00	30/04/2029
	Portlaoise Information Centre FET	Portlaoise	€66,500.00	30/11/2029
	Midlands Skills Centre	Tullamore	€36,000.00	31/03/2030
	Head Office			
	IDA Business Park, Mountrath Road	Portlaoise	€140,700.00	31/05/2031
	Other			
	Former Creche Building, Castle Buildings	Tullamore	€0.00	31/08/2021
	Former Creche Building, Castle Buildings	Tullamore	€30,317.00	31/12/2021
	Laois Music Centre	Portlaoise	€0.00	31/07/2023

34B	Property not Owned - Other (Licenced, Managed, Service Level Agreements and PPP)	Location	Status	Annual Rent per agreement	Expiry Date
	Post Primary Level				
	Banagher College	Banagher	PPP	€0.00	0
	Portlaoise Leisure Centre	Portlaoise	Licensed by LOETB	€23,140.00	31/12/2020
	Centres				
	METAC, Mountrath	Mountrath	Licensed by LOETB	€120,500.00	30/06/2021
	Laois GAA	Portlaoise	Licensed by LOETB	€12,000.00	31/08/2024
	Unit 4 Castle Buildings	Tullamore	Licensed by LOETB	€42,471.00	31/12/2021
	Land at Cadamstown	Cadamstown	Caretakers Agreement	€100.00	10/00/2023
	Rathdowney Church of Ireland NS	Rathdowney	Licensed by LOETB	€7,500.00	31/08/2024

34C	Properties not in use:	Location	Status
	Others		
	La Sainte Union Building	Banagher	Owned

34D	Properties in use by a 3rd Party	Location	Status	€ Annual Rent per agreement	Expiry Date
	Post Primary Level				
	St.Ferzal's Rathdowney (Playground)	Rathdowney	Leased	€10.00	04/11/2023
	Portlaoise College (Clonad GAA Club)	Portlaoise	License	Nil	17/10/2038
	Other				
	Mountmellick FET (Creche)	Mountmellick	Lease	€2,500.00	31/08/2020
	Birr Outdoor Education Centre (LTI Programme)	Birr	License	€7,500.00	30/09/2020
	Banagher FET Centre (LTI Programme)	Banagher	License	€3,750.00	31/12/2020
	Banagher (Old Woodwork Room) LSC Site	Banagher	Lease	€365.00	30/06/2021
	Banagher FET Centre (Drama Group)	Banagher	License	€1,500.00	31/12/2025

Notes:

Owned - LOETB/DE hold full title and ownership of these properties.

Leased - LOETB holds a lease for these properties.

Licensed - LOETB holds a licence for these properties. A Licence is used for shorter term agreements where LOETB do not wish to commit to a long term lease due to operational reasons and funding.

Managed - The property is owned by another party (usually Department of Education or County Council) and LOETB only manage the property or part thereof. LOETB is not the owner or the patron.

Service Level Agreement - Similar to Managed Properties.

PPP- Public Private Partnership

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2020

35 The Impact of COVID 19

The COVID 19 pandemic developed rapidly in 2020. Measures taken by our government to contain the virus have affected how we operate. Laois and Offaly ETB (LOETB) has taken a range of measures to monitor and mitigate the effects of COVID 19 including putting in place required safety and public health measures for our staff, student participants and beneficiaries such as social distancing and working from home. Notwithstanding the impact of COVID 19, LOETB continues to carry out its vital role in education and training with a focus on ensuring continuity of education for learners, including a particular focus on more vulnerable students.

Since March 2020 the pandemic has had financial implications for LOETB and we have received additional resources in the form of government grants to assist us in continuing in our role. In 2020 we received the following additional COVID 19 related funding:

- Department of Education, COVID 19 Operational supports for a full return to school - €1,006,160
- Department of Education, COVID 19 Additional supervision arrangements - €142,135
- Department of Education, Calculated Grades Aides - €15,412
- SOLAS - ICT Equipment for Learners - €145,000
- SOLAS - COVID 19 FET Overheads - €147,369
- Department of Children, Equality, Disability, Integration and Youth, Youth Services - €16,089
- Department of Culture, Heritage and the Gaeltacht, July Stimulus - €50,000

This additional grant assistance provided funding across a range of areas of expenditure arising from the pandemic such as:

- Cleaning support
- Hand Sanitiser and PPE
- Enhanced Supervision
- Minor Works including classroom reconfiguration
- Additional short term COVID related leases
- Software licences and IT equipment
- Calculated grades aides

The additional costs incurred were partially offset by savings in the areas of:

- Travel and subsistence
- Substitution costs
- Consumables
- Savings associated with the delivery of Further Education and Training provision, including apprenticeships, where classes did not take place as scheduled and there was a drop in learner payments.

LOETB has taken the following steps to manage and mitigate the effects of the pandemic on its operation:

- LOETB engaged its business continuity plan to ensure that its operations continued as normal in line with its regulatory requirements.
- The Audit and Risk Committee reviewed the updated risk register to take account of the specific risks arising from COVID 19 and LOETB developed and implemented additional control measures as required.
- The Department of Education put in place a range of steering and engagement structures to support the education and training system in navigating the challenges of COVID 19. LOETB is participating in these structures to ensure a joined-up approach across the education sector.

In the short term we will continue to follow the various government policies and advice and, in parallel, we will do our utmost to continue our vital role in the best and safest way possible. In the medium to long term, the ETB sector will also have a significant role to play in the overall system response needed for labour market activation which will form part of a broader cross government and cross agency response. This has been seen already in particular through the provision of measures contained in the Government July Jobs Stimulus such as the Skills to Connect Initiative and retrofitting courses which are being rolled out across ETBs.

36 Approval of the Financial Statements

The Financial Statements for the year ended 31/12/2020 were approved by the Board of Laois and Offaly ETB on 29th March 2021.

Laois and Offaly Education and Training Board

Year Ended 31 December 2020

Appendix 1

Laois and Offaly ETB owns the following properties from which it provides educational services:

Category	Location
Post Primary Level	
Ard Scoil Chiarain Naofa	Clara
Clonaslee College	Clonaslee
Oaklands College & New School Site	Edenderry
Portlaoise College	Portlaoise
St.Fergal's College	Rathdowney
Tullamore College	Tullamore
Colaiste Naomh Cormac	Kilcormac
Dunamase College & New School Site	Portlaoise
Centres	
Abbeyleix Further Education Centre	Abbeyleix
Mountmellick Further Education Centre	Mountmellick
Portarlinton Further Education Centre	Portarlinton
Banagher Further Education Centre	Banagher
Edenderry Further Education Centre	Edenderry
Birr Outdoor Education and Training Centre	Birr
Mountlucas Training Centre	Mountlucas
Portlaoise Further Education Centre	Portlaoise
Others	
Cadamstown Prefab (Changing Facilities)	Cadamstown