

**Laois and Offaly Education and Training Board**

**Financial Statements For The Year Ended 31 December 2019**

## **Laois and Offaly Education and Training Board**

### **Index to the Financial Statements for the Year Ended 31 December 2019**

	<b>Page</b>
Statement of Board Responsibilities	3
Statement on Internal Control	4
Comptroller and Auditor General Audit Report	5
Activities and Pay Costs	6
Accounting Policies	7
Operating Statement	8
Statement of Current Assets and Current Liabilities	9
Notes To The Financial Statements	10 - 26

## 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 and Skills with the consent of the Minister for Finance and the Minister for Public Expenditure and Reform, all proper and usual accounts of the monies received or expended 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.

Signature: Neil Feighery

Chairperson: Neil Feighery

Date : 28/7/20



## Statement on Internal Control

### **Responsibility for the System on Internal Control**

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

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.

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. In 2019 LOETB operated under the Code of Governance for ETBs as adopted by LOETB on the 28 February 2019. The purpose of such a system is to ensure 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. The Statement of Internal Control was reviewed and approved by the Board on 30 March 2020.

### **Purpose of the System of Internal Control**

The system of internal control comprises of an entire system of controls, 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.

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;
- Adopting a Risk Management policy at its meeting on 4 April 2016;
- Establishing procedures for reporting significant control failures and ensuring appropriate corrective action.

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

- Detailed administrative 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 Finance Committee support the Board in its responsibilities in relation to financial matters. The Finance Committee reviewed the 2019 Annual Financial Statements and recommended their adoption by the Board on 27 March 2020. The Finance Committee met 4 times in 2019. LOETB provided all information for each meeting as outlined in the Terms of Reference for the Finance Committee.

The Audit and Risk Committee supports the Board in its responsibilities for internal control comprising corporate governance risk management, internal audit and financial/non-financial controls and reviewing the assurances provided. The Audit and Risk Committee met 4 times in 2019. LOETB provided all information require for each meeting as outlined in the Terms of Reference for the Audit and Risk Committee.

LOETB has a Corporate Risk Management System in place across all its schools, FET and Head Offices. A Risk Management Team meets quarterly to review and update the Risk Register. The updated Risk Register is presented to the Audit and Risk Committee for approval and recommendation to the Board of LOETB and is formally adopted by the Board.

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

- Work of the Audit and Risk Committee, which considers internal audit reports and reports of the Comptroller and Auditor General (C&AG), and reports to the board outlining whether or not the Chief Executive is, in the internal auditor's opinion, operating adequate and appropriate systems of internal control;
- Chief Executive, who has responsibility for the financial control framework;
- Recommendations made by the C&AG in management letters or other reports.

### **Ongoing Monitoring and Review**

Formal procedures have been established for monitoring control processes and control deficiencies are communicated to those responsible for taking corrective action and to management and to the Board, where relevant. We confirm that the following ongoing monitoring systems are in place:

- Key risks and related controls have been identified and processes have been put in place to monitor the operation of those key controls and report any identified deficiencies.
- Reporting arrangements have been established at all levels where responsibility for financial management has been assigned
- There are regular reviews by senior management of periodic and annual performance and financial reports which indicate performance against budgets/forecasts.

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

- Chief Executive, who has responsibility for the financial control framework.
- Recommendations made by the C&AG in management letters or other reports.

### **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 27 March 2020, conducted a review of the effectiveness of the system of internal control for year ended 31 December 2019 in the manner prescribed by the Code of Practice for the Governance of Education & Training Boards.

This included

- A review of internal and external audit reports issued in 2019 and to date in 2020 along with an examination of minutes of meetings of the Board, Audit and Risk Committee and Finance Committee to ensure there are no inconsistencies in these with the assessment of internal control provided to the Audit and Risk Committee in Internal Audit Reports and management representations.
- The Audit and Risk Committee also got confirmation from the Chief Executive that on balance the system of internal control is adequate and appropriate. The Chief Executive based this statement on information gathered from senior managers across the organisation.
- The Audit and Risk Committee presented a report on the review of controls to the Board on 30 March 2020.
- A Risk Register is kept up-to-date and presented to the Audit Committee on a regular basis.

The Board reviewed and approved this statement at its meeting held on 30 March 2020.

### **Public 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. However, LOETB developed a Corporate Procurement Plan (CPP) in 2019 and will continue to work so as to ensure that we are compliant.

Purchases for which no national tender was undertaken amounted to €575,727. The specific areas were Rental of Plant and Machinery €370,792, Stationery €56,954, Printed Matter including School Journals/Diaries € 125,966 and Signage €22,015.

Plant and Machinery:

- In 2019 LOETB incurred expenditure of €370,792 in relation to leasing of Plant and Machinery. The Contract was entered into in March 2017 and arose following a review and feasibility study of P & M. The review concluded that the P & M was out of date and not suitable for training and should be replaced. Given the pressing need to have the new P & M in place to meet the demand for training and new training commitments and the indicative timeline involved for a procurement of this nature, LOETB engaged Holden Plant Rentals to dispose of the old P&M and to supply new equipment on a lease basis. This was in line with the Section 6 (Exceptional Circumstances) of the LOETB Purchasing and Tendering Policy and Procedures.
- LOETB went to tender in early 2020 and a contract was awarded to the successful tenderer with effect from 1<sup>st</sup> September, 2020 to 31<sup>st</sup> August, 2022, with an option of two 12 month extensions thereafter.

Stationery:

- The OGP framework for stationery was in place but was due to expire on 4 June 2019. The OGP were working on a framework but due to challenges they were unable to put further arrangements in place at that time. Expenditure from the expiry of the framework to 31 December 2019 was €56,954. However, LOETB, during this period advised schools and centres to seek 3 quotations for stationery purchases. LOETB ran its own tender early in 2020 and a contract was awarded with effect from 1<sup>st</sup> June, 2020 to

31<sup>st</sup> May, 2021, with two 6 month extension options thereafter. LOETB is still awaiting on the OGP to tender for stationery.

Printed matter including School Journals/Diaries:

LOETB commenced a procurement process in December 2019 for printed matter and school journals/diaries. A contract for printed matter was awarded with effect from 1<sup>st</sup> March, 2020 to 28<sup>th</sup> February, 2021, with two one year extension options thereafter. However, the tender process for School/Journals and diaries was unsuccessful. LOETB are in the process of going to tender again for School Journals/Diaries.

Signage:

- LOETB procured for Signage and the 3 suppliers are in place since October 2019.

### **Pension Statements**

LOETB has a non-compliant level of approximately 80% in meeting its legal obligation of providing annualised benefit statements. LOETB is unable to provide these statements due to the constraints of the current IT systems, manual records, and staffing levels. A business case on an ETB-wide basis has been made to the Department of Education and Skills to seek additional staff for data capture. In addition, a case is also being made on an ETB-wide basis for a suitable IT System solution.

### **Protected Disclosures**

LOETB received no protected disclosures in 2019 under the Protected Disclosures Act 2014.

### **Fraud Policy**

No incidents were reported under the LOETB Fraud Policy in 2019.

### **Internal Audit**

An Internal Audit function is provided by the Internal Audit Unit – Education and Training Boards.

The audit findings are based on the IAU-ETBs Terms of Reference and the internal audit unit provides an overall audit opinion on the area audited.

The overall opinion is based on the findings identified during the audit and the rate of possible opinions are 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

A Specialist Training Providers (STPs) audit was carried out in November 2018 and the finalised report was received from IAU-ETBs in November 2019 and presented to the Audit and Risk Committee on 27 March 2020. The overall finding of the report was that there was an adequate system of controls in place. A total 11 recommendations were made of which, 3 are high, 5 are medium and 3 are low. LOETB has implemented all of the recommendations and are working, as recommended by IAU with the DES, SOLAS and other ETBs nationally in relation to the review the procurement process for the selection of STPs and ensure that

appropriately authorised contracts are in place between LOETB and STPs.

An ICT internal audit was completed in 2018. The IT Systems and Network Management controls covered by this audit are as follows:

- Business Continuity/ Disaster Recovery Planning
- Network Design
- Outsourced IT Services Disaster Recovery Arrangements
- IT System Backup and Restore
- Network Gateway Security Control

The overall Opinion finding of the audit report was that the controls in place were Inadequate. Management subsequently put a plan in place to address the findings and recommendations made in the report. There were a total of 31 recommendations, of which 10 are implemented, 12 partially implemented and ongoing, and 9 to be implemented.

Summary below of progress to date on a number of the recommendations at local level:

- Currently a working group is in place at ETBI level which includes OSD Directors, ETBI ICT Support Officer, OSD Support Services ETBI and ETB ICT Managers. ETBI has developed a Business Continuity Plan template and this is being piloted in one ETB before being rolled out to all ETB's
- 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.
- LOETB is ensuring that all future contracts/SLA's will include a provision for Disaster Recovery.
- Updating and reviewing ICT policies and procedures
- Reviewing and developing Policies and Procedures
- Completed an Asset Management Stocktake
- Risk Assessments are in line with our Corporate Risk Assessment
- Aligned the ICT Data Protection Policy with GDPR

LOETB is continuing to work with the Department of Education and Skills to address the staffing and resource issues identified in the Audit Report and have been successful in receiving sanction for a Grade IV for our ICT Department which was filled on 2<sup>nd</sup> January, 2020.

### **Overdraft**

LOETB's bank account went in to overdraft on the 31 December 2019. This was due to an error in calculating funds required over Christmas closure. This was a once-off occurrence. This did not affect any payments to staff or suppliers. Tighter controls have been implemented; monitoring spreadsheet to be completed and checked at the beginning of the month highlighting bank sweeping dates. Payment files section of IBB to be checked daily and signed off as checked.

### **Payroll Shared Services**

The Education Shared Business Service (ESBS) has been established to deliver shared services in the Education sector. The migration of LOETB payroll for all staff took place in November 2019. The ESBS are responsible for the processing of the payroll while LOETB is still responsible for the issuing of instructions to shared services of the changes to payrolls and HR function.



The Chief Executive has confirmed that he has fulfilled his 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 and Skills - Education Shared Business Service (ESBS) centre. These documents provide the framework for the operation of ESBS-ETB Payroll Shared Services on behalf of the ETB sector.

The Chief Executive relies on a letter of assurance from the Accounting Officer of the Department of Education and Skills that appropriate controls are exercised in the provision of payroll services by the ESBS to LOETB.

Signed:   
Chairperson: Neil Feighery

Date: 23/7/20



## **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 2019 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 2019 and the state of affairs of the Board at 31 December 2019, and
- the financial statements are in accordance with the accounting policies laid down by the Minister for Education and Skills.

#### ***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.

#### ***Non-compliance with procurement rules***

The statement on internal control discloses that in 2019 the Board incurred significant expenditure where the procedures followed did not comply with public procurement guidelines. The statement also sets out the steps taken or planned by the Board to address this matter.

**Seamus McCarthy**  
**Comptroller and Auditor General**

**30 September 2020**

## 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 2019**

**Activities and Pay Costs**

**1 Main Activity**

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

Service	Number of Locations*	Number of Participants**	Number of Beneficiaries ***
Second Level & Post Leaving Certificate	11	4875	
Further Education and Training (FET)****	15		11240
Part-time / Night Classes****	2		172

\* 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 2019* €
0 - 59,999	757	19,064,853
60,000 - 69,999	117	7,619,550
70,000 - 79,999	92	6,862,503
80,000 - 89,999	26	2,171,835
90,000 - 99,999	11	1,031,054
100,000 - 109,999	9	938,009
110,000 - 119,999	4	452,595
120,000 - 129,999	2	251,300
130,000 - 139,999	0	0
140,000 - 149,999	1	147,670
<b>Total:</b>	<b>1019</b>	<b>38,539,369</b>

\* Cost in 2019 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 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 has replaced the pension-related deduction (PRD) which ceased at the end of 2018. While PRD was a temporary emergency measure, ASC is a permanent contribution in respect of pensionable remuneration.

The amount collected in 2019 was €1,236,445, which were remitted to the Department of Education and Skills.

## Laois and Offaly Education and Training Board

### Financial Statements - Year Ended 31 December 2019

#### Establishment of the Education and Training Board and the Accounting Policies

##### 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.

##### 2 Significant Accounting Policies

###### (a) Basis of Presentation

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

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

###### (b) Basis of Preparation

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 expenditure incurred 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 by the National Shared Services Office on behalf of the ETB. ETB's are responsible for the administration of their pensions. Pension funds are provided by the Department of Education and Skills.

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**

**Operating Statement For The Year Ended 31 December 2019**

	Note	Year ended 31/12/2019 €	Year ended 31/12/2018 €
<b>RECEIPTS</b>			
Post Primary Schools & Head Office Grants	1	33,180,657	31,615,906
Further Education and Training Grants	2	20,781,761	19,077,956
Youth Services Grants	3	475,913	238,517
Agencies & Self-Financing Projects	4	3,055,394	2,755,799
Capital	5	2,237,401	2,506,968
		59,731,126	56,195,146
<b>PAYMENTS</b>			
Post Primary Schools & Head Office	6	32,984,098	31,124,952
Further Education and Training	7	21,654,642	18,514,103
Youth Services	8	448,811	303,224
Agencies & Self-Financing Projects	4	3,393,249	2,685,173
Capital	5	1,355,854	2,733,973
		59,836,654	55,361,425
<b>Cash surplus/(deficit) for year</b>		(105,528)	833,721
<b>Movement in other net current assets</b>	19	164,480	(1,363,153)
<b>Accrual revenue surplus/(deficit) for Year</b>		58,952	(529,432)
<b>Revenue surplus/(deficit) at 1 January</b>		26,052	555,484
<b>Revenue surplus/(deficit) at 31 December</b>	10	85,004	26,052

Signed: Neil Feighery

Chairperson: Neil Feighery

Date: 28/1/20

Signed: Joe Cunningham

Chief Executive: Joe Cunningham

Date: 28/1/20

The notes on pages 10 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 2019

	Note	31/12/2019 €	31/12/2018 €
<b>Current Assets</b>			
Recurrent State Grants	11	491,270	903,047
Capital State Grants	12	83,343	-
Other Recurrent Income	13	162,192	5,693
Third Party Debtors	14	34,185	35,544
Bank Balance		3,566,006	3,671,534
		<u>4,336,996</u>	<u>4,615,818</u>
<b>Current Liabilities</b>			
Recurrent State Grants	15	954,153	1,475,293
Capital State Grants	16	1,112,280	195,716
Other Recurrent Income	17	679,139	881,841
Pay & Expense liabilities	18	1,506,420	2,036,916
		<u>4,251,992</u>	<u>4,589,766</u>
<b>Net Current Assets / (Liabilities)</b>		<u><u>85,004</u></u>	<u><u>26,052</u></u>

Represented by

Revenue surplus/(deficit)	10	<u><u>85,004</u></u>	<u><u>26,052</u></u>
---------------------------	----	----------------------	----------------------

#### Analysis of revenue surplus/(deficit)

Programme	Retained Surplus / (Deficit) 2019 €	Revenue Surplus / (Deficit) For 2019 €	Retained Surplus / (Deficit) 2018 €
Schools & Head Office	105,373	82,194	23,179
Self-financing Outdoor Education Centre	-	9,666	(9,666)
Youth Affairs	(42,114)	5,937	(48,051)
Self-financing Programmes	21,745	(38,845)	60,590
	<u><u>85,004</u></u>	<u><u>58,952</u></u>	<u><u>26,052</u></u>

Signed: Neil Feighery

Chairperson: Neil Feighery

Date: 28/12/20

Signed: Joe Cunningham

Chief Executive: Joe Cunningham

Date: 28/12/20

The notes on pages 10 to 26 form part of these Financial Statements

**Laois and Offaly Education and Training Board**

**Notes to The Financial Statements - Year Ended 31 December 2019**

1 Post Primary Schools & Head Office Receipts	Sponsoring Department/Funder	Year Ended 31/12/2019 €	Year Ended 31/12/2018 €
<b>Pay</b>			
Post Primary Schools & Head Office Net Cash Grant	Education and Skills	28,670,924	27,163,088
Retained Superannuation Contributions	Education and Skills	1,416,066	1,420,648
		<u>30,086,990</u>	<u>28,583,736</u>
<b>Non-Pay</b>			
Post Primary Schools & Head Office Net Cash Grant	Education and Skills	1,837,396	1,737,810
Tuition Fees	Parents/students	89,300	78,710
IPB Capital Reserve	Irish Public Bodies	72,676	261,634
Insurance Dividend	Irish Public Bodies	13,200	38,098
Rent	Other	5,358	1,772
Bank Interest	Bank	567	453
		<u>2,018,497</u>	<u>2,118,477</u>
<b>Associated Programmes</b>			
School Services Support Fund	Education and Skills	408,941	384,501
Digital Strategy for Schools	Education and Skills	168,512	102,572
DEIS	Education and Skills	126,725	119,561
Book Grant	Education and Skills	121,980	114,858
ESBS Admin Support	Education and Skills	75,000	0
Transport Escort	Education and Skills	51,208	35,714
Transition Year	Education and Skills	32,395	31,160
Leaving Cert Applied (Per Capita)	Education and Skills	20,989	15,855
Others - 10 in number	Education and Skills	69,420	109,472
		<u>1,075,170</u>	<u>913,693</u>
<b>Total</b>		<u><u>33,180,657</u></u>	<u><u>31,615,906</u></u>



Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

2 Further Education and Training Receipts	Sponsoring Department/Funder	Year Ended	Year Ended
		31/12/2019 €	31/12/2018 €
<b>Further Education and Training</b>			
VTOS	SOLAS	2,218,884	2,380,419
Youthreach	SOLAS	2,069,745	2,182,639
Youthreach Special Needs Initiative	SOLAS	120,643	105,107
Traineeships	SOLAS	3,221,809	2,719,432
FET Payroll	SOLAS	2,337,295	2,953,760
Specialist Training Providers	SOLAS	2,146,708	2,097,414
Apprenticeship	SOLAS	2,101,086	210,072
FET Operational Costs	SOLAS	1,566,998	1,571,888
Community Training Centres	SOLAS	1,227,840	1,243,954
Local Training Initiatives	SOLAS	919,138	753,950
Adult Literacy	SOLAS	789,309	725,032
Back to Education Initiative	SOLAS	694,548	1,117,440
FET Provision Support	SOLAS	398,402	274,817
Skills To Advance	SOLAS	350,000	-
Community Education	SOLAS	192,788	169,070
Skills for Work	SOLAS	105,906	157,427
PLC Capitation	SOLAS	67,200	44,400
QQI Locally Devised Assessment	SOLAS	59,513	55,049
SOLAS Secondment	SOLAS	56,820	-
Intensive Literacy Tuition	SOLAS	50,551	45,472
Adult Refugee Programme	SOLAS	47,212	42,896
ESOL	SOLAS	37,000	66,436
Guidance/Counselling/Psychological Services	SOLAS	36,093	6,065
Explore Programme	Education and Skills	20,222	-
DEIS Family Literacy	SOLAS	16,140	7,188
Evening Provision	SOLAS	8,963	66,183
Skills Training	SOLAS	(79,052)	59,736
Scaffolding Apprenticeship Programme Development	SOLAS	-	22,110
<b>Total</b>		<b>20,781,761</b>	<b>19,077,956</b>
<b>3 Youth Service Receipts</b>			
Targeted Youth Funding Scheme	Children and Youth Affairs	136,491	47,289
Local Creative Youth Partnership	Education and Skills	100,000	-
Local Youth Club Grant	Children and Youth Affairs	65,197	55,165
Youth Work Act 2017	Children and Youth Affairs	59,823	59,823
Youth Employability Initiative	Children and Youth Affairs	37,500	-
Local Youth Club Equipment Grant	Children and Youth Affairs	28,736	-
Youth Work Act 2017 - Technical Assistance	Children and Youth Affairs	23,500	23,500
Youth Work Capital	Children and Youth Affairs	19,666	42,740
LGBTGI Grant	Children and Youth Affairs	5,000	10,000
		<b>475,913</b>	<b>238,517</b>

**Laois and Offaly Education and Training Board**

**Notes to The Financial Statements - Year Ended 31 December 2019**

**4 Agencies and Self-Financing Projects**

**AGENCIES**

Item Project	Sponsoring Department/Funder	Year Ended 31/12/2019		Year Ended 31/12/2018	
		Receipts €	Payments Pay € Non Pay €	Receipts €	Payments €
1 Schools Non Public Funds	Students	411,072	-	224,965	46,424
2 School Meals Scheme	Employment Affairs and Social Protection	235,810	342,108	243,521	226,979
3 School Completion Programme	TUSLA	135,976	110,737	134,345	125,977
4 PLC Fees	Students	119,212	62,942	62,942	67,264
5 Examination Supervision	State Exam Commission	67,977	69,642	70,725	65,917
6 Léargas	Léargas	60,048	57,430	57,430	13,190
7 Secondment NCGE	National Centre for Guidance in Education	37,432	36,937	36,937	66,843
8 PLC Programme Participant Contribution	Students	31,610	60,550	60,550	2,400
9 Cycle to Work Scheme	Staff	23,546	23,546	23,546	22,231
10 Insurance Claims	IPB	17,518	15,727	15,727	15,375
11 Examination Fees	Students	16,883	20,858	20,858	28,992
12 Others - 11 in Number	Employment Affairs & Social Protection/Various	32,477	41,004	41,004	78,105
		<b>1,189,561</b>	<b>217,316</b>	<b>1,091,137</b>	<b>814,470</b>

**SELF-FINANCING PROJECTS**

1 School Activities	Parents/ Students	790,532	868,626	868,626	937,277
2 Outdoor Education Centre	Education and Skills	207,930	-	207,930	207,930
3 Training Other Income	Third Party	321,180	188,013	313,455	264,093
4 Music Generation	SOLAS/Other	235,815	543,114	543,114	420,000
5 School of Music	National MG/Students/Other	197,462	67,505	198,825	-
6 Third Level	Parents/Students	74,593	62,548	68,807	-
7 External Training	Colleges	23,100	3,283	49,501	40,452
	Various	15,221	26,804	51,854	56,902
		<b>1,865,833</b>	<b>557,327</b>	<b>2,302,112</b>	<b>1,941,329</b>
<b>Total</b>		<b>3,055,394</b>	<b>774,643</b>	<b>3,393,249</b>	<b>2,685,173</b>

\* 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.

## Laois and Offaly Education and Training Board

### Notes to The Financial Statements - Year Ended 31 December 2019

5 Capital	Year Ended 31/12/2019	Year Ended 31/12/2018
	€	€
<b>Receipts</b>		
Education & Skills	1,237,401	2,456,968
SOLAS	1,000,000	50,000
	<b>2,237,401</b>	<b>2,506,968</b>
<b>Payments</b>		
<b>Facility</b>	<b>Expenditure Type</b>	
Mount Lucas	New Training Facility	332,151
Tullamore College	Bondsman Remedial Works	24,453
Oaklands CC	Additional Accommodation 2017	-
Various	Others - 25 in number	116,807
		206,868
		690,237
		<b>2,502,652</b>
	<b>1,355,854</b>	<b>2,733,973</b>

**Laois and Offaly Education and Training Board**

**Notes to The Financial Statements - Year Ended 31 December 2019**

6 Post Primary Schools & Head Office Payments	Year Ended 31/12/2019			Year Ended 31/12/2018
	Pay €	Non Pay €	Total €	Total €
<b>PAY</b>				
Instruction	27,409,665		27,409,665	25,865,368
Administration	2,178,788		2,178,788	2,044,940
Maintenance	591,444		591,444	576,572
	<u>30,179,897</u>	-	<u>30,179,897</u>	<u>28,486,880</u>
<b>NON PAY</b>				
Instruction	-	505,483	505,483	477,895
Administration	-	929,886	929,886	915,097
Maintenance	-	431,379	431,379	385,235
	-	<u>1,866,748</u>	<u>1,866,748</u>	<u>1,778,227</u>
<b>ASSOCIATED PROGRAMMES</b>				
School Services Support Fund	26,031	334,786	360,817	431,047
Digital Strategy for Schools	-	113,165	113,165	78,070
DEIS Grant	758	125,286	126,044	79,691
Book Grant	-	121,784	121,784	97,416
ESBS Admin Support	25,628	35,438	61,066	-
Transport Escort	51,700	-	51,700	38,193
Transition Year	-	27,962	27,962	24,655
Others 11 in Number	1,585	73,330	74,915	110,773
	<u>105,702</u>	<u>831,751</u>	<u>937,453</u>	<u>859,845</u>
	<u><b>30,285,599</b></u>	<u><b>2,698,499</b></u>	<u><b>32,984,098</b></u>	<u><b>31,124,952</b></u>

**Post Primary Schools & Head Office Payments**

These relate to the provision of second level and PLC programmes provided in 11 locations, catering for 4875 participants as well as night classes in 2 locations, catering for 172 participants.

Notes to The Financial Statements - Year Ended 31 December 2019

7 Further Education and Training Payments

	Year Ended 31/12/2019				Year Ended
	Pay €	Non Pay €	Allowances €	Total €	31/12/2018 Total €
<b>Further Education and Training</b>					
VTOS	1,015,263	162,110	1,025,425	2,202,798	2,297,421
Youthreach	1,404,083	229,929	395,784	2,029,796	2,001,027
Youthreach Special Needs Initiative	55,719	46,184	-	101,903	117,138
Traineeships	-	2,364,130	794,544	3,158,674	2,630,917
FET Payroll	3,029,735	-	-	3,029,735	2,714,041
Specialist Training Providers (STP)	-	1,301,033	753,941	2,054,974	2,031,787
Apprenticeship	-	1,936,577	643,170	2,579,747	324,286
FET Operational Costs	-	1,581,139	-	1,581,139	1,434,713
Community Training Centres	-	884,294	345,252	1,229,546	1,292,733
Local Training Initiatives	-	432,574	348,208	780,782	765,443
Adult Literacy	622,700	109,582	-	732,282	746,739
Back to Education Initiative	746,183	169,798	-	915,981	982,913
FET Provision Support	181,736	189,208	-	370,944	276,107
Skills To Advance	-	269,054	-	269,054	-
Community Education	73,361	63,317	-	136,678	143,984
Skills for Work	63,136	27,409	-	90,545	145,883
PLC Enhanced Capitation	-	67,200	-	67,200	44,400
QQI Locally Devised Assessment	50,646	-	-	50,646	54,467
SOLAS Secondment	67,707	-	-	67,707	-
Intensive Tuition	55,598	892	-	56,490	49,276
Refugee Programme	58,277	3,758	-	62,035	38,959
ESOL	17,655	-	-	17,655	66,436
Guidance/Counselling/Psychological Services	14,604	-	-	14,604	22,969
Explore programme ( Education and Skills)	-	-	-	-	-
DEIS Family Literacy	12,710	-	-	12,710	16,034
Evening Courses	-	10,200	-	10,200	71,742
Skills Training	-	15,117	-	15,117	240,758
Scaffolding Apprenticeship Programme Development	-	15,700	-	15,700	3,930
<b>Total</b>	<b>7,469,113</b>	<b>9,879,205</b>	<b>4,306,324</b>	<b>21,654,642</b>	<b>18,514,103</b>

Further Education and Training Payments

These relate to the provision of Further Education and Training programmes in 15 locations, catering for 11,240 beneficiaries.

8 Youth Services

Targeted Youth Funding Scheme	-	142,383	-	142,383	35,467
Local Creative Youth Partnersip (Education and Skills)	13,534	72,110	-	85,644	-
Youth Club Grant	-	65,197	-	65,197	55,565
Youth Work Act	48,560	17,492	-	66,052	117,000
Youth Employability Initiative	-	13,570	-	13,570	-
Youth Club Equipment Grant	-	28,736	-	28,736	11,021
Technical Assistance	-	17,563	-	17,563	23,500
Youth Work Capital In/Out	-	19,666	-	19,666	42,740
LGBTI Grant	-	10,000	-	10,000	5,000
Quality Standards Framework	-	-	-	-	8,649
Quality Standards Framework - Local Youth Club	-	-	-	-	3,000
Youth Club Equipment Grant - Dormant Account	-	-	-	-	1,282
<b>Total</b>	<b>62,094</b>	<b>386,717</b>	<b>-</b>	<b>448,811</b>	<b>303,224</b>

Notes to The Financial Statements - Year Ended 31 December 2019

9 Analysis of Receipts by Funder

Funder	Post-Primary Schools and Head Office	Further Education and Training	Programme			Capital	Total Year Ended 31/12/2019	Total Year Ended 31/12/2018
			Youth Services	Agencies and Self-financing	€			
<b>State funding received</b>								
Department of Education and Skills	32,999,556	20,222	100,000	207,930	1,237,401	34,565,109	33,900,137	
SOLAS	-	20,761,539	-	122,715	1,000,000	21,884,254	19,354,540	
Tusla	-	-	-	135,976	-	135,976	127,976	
Music Generation	-	-	-	100,000	-	100,000	-	
State Examinations Commission	-	-	-	68,246	-	68,246	66,402	
Department of Children and Youth Affairs	-	-	375,913	-	-	375,913	238,517	
Higher Education Authority	-	-	-	-	-	-	2,264	
NCGE	-	-	-	37,432	-	37,432	66,843	
Dublin and Dúrlaoghaire ETB	-	-	-	-	-	-	2,687	
Department of Social Protection	-	-	-	235,810	-	235,810	243,521	
Léargas	-	-	-	60,048	-	60,048	25,617	
Arts Council	-	-	-	2,000	-	2,000	1,800	
County Councils	-	-	-	1,400	-	1,400	-	
	<b>32,999,556</b>	<b>20,781,761</b>	<b>475,913</b>	<b>971,557</b>	<b>2,237,401</b>	<b>57,466,188</b>	<b>54,030,304</b>	
<b>Non-State funding applied to State-funded schemes</b>								
Parents/Students	89,300	-	-	134,665	-	223,965	339,375	
Bank - interest	567	-	-	-	-	567	453	
Irish Public Bodies - Dividends/ Capital Reserve	85,876	-	-	-	-	85,876	299,732	
County Councils	-	-	-	-	-	-	-	
Other	5,358	-	-	471,670	-	477,028	1,772	
	<b>181,101</b>	<b>-</b>	<b>-</b>	<b>606,335</b>	<b>-</b>	<b>787,436</b>	<b>641,332</b>	
<b>Other Non-State funding</b>								
Parents/Students	-	-	-	1,376,409	-	1,376,409	1,205,174	
Other	-	-	-	55,297	-	55,297	272,486	
Staff	-	-	-	28,278	-	28,278	31,192	
Teachers Union of Ireland	-	-	-	-	-	-	7,331	
Irish Public Bodies - Insurance Settlement/s	-	-	-	17,518	-	17,518	7,327	
	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,477,502</b>	<b>-</b>	<b>1,477,502</b>	<b>1,523,510</b>	
<b>Total</b>	<b>33,180,657</b>	<b>20,781,761</b>	<b>475,913</b>	<b>3,055,394</b>	<b>2,237,401</b>	<b>59,731,126</b>	<b>56,195,146</b>	

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

10 Source and Use of funds  
Primary Grantor  
Department/Office

Project/ Programme	2019	01/01/2019*		Receipts from other sources	Total receipts per Operating Statements	Local Funding Transfers	Cash expenditure per Operating Statement	Change in Liabilities Debtors	Surplus/ (Deficit) per Operating Statement for 2019	31/12/2019	
		Grant issued	Amount due from / (due to) Grantor								Receipts direct from Grantor <sup>c</sup>
	€	€	€	€	€	€	€	€	€	€	
Department of Education and Skills											
Post Primary Schools and Head Office	Pay <sup>b</sup>	30,074,862	48,044	(28,670,924)	(1,416,066)	(30,066,990)	30,179,897	(8,022)	-	132,929	
	Non-Pay <sup>c</sup>	1,932,474	-	(1,837,398)	(181,101)	(2,018,497)	86,376	1,866,748	(16,821)	82,194	
	Local Funding Surpluses	-	(281,135)	-	-	(86,023)	-	10,780	-	(356,378)	
	Associated Programmes	1,075,170	(425,786)	(1,075,170)	-	(1,075,170)	937,453	(216)	-	(563,719)	
Capital		1,237,401	(195,716)	(1,237,401)	-	(1,237,401)	1,023,703	(30,313)	-	(439,727)	
Further Education	Explore Programme	22,022	-	(20,222)	-	(20,222)	-	-	-	(20,222)	
Youth	Local Creative Youth Partnership	100,000	-	(100,000)	-	(100,000)	65,644	12,457	-	(1,899)	
Agency and Self-financing	Outdoor Education Centra	-	-	(207,930)	(321,180)	(529,110)	521,385	(664)	9,666	1,277	
<b>Total Department of Education and Skills</b>		<b>34,441,929</b>	<b>(854,593)</b>	<b>(33,149,043)</b>	<b>(1,918,347)</b>	<b>(35,067,390)</b>	<b>353</b>	<b>34,614,830</b>	<b>(32,799)</b>	<b>91,860</b>	<b>(1,247,739)</b>
<b>Other Funders</b>											
SOLAS	Further Education and Training	20,761,539	88,631	(20,761,539)	-	(20,761,539)	21,654,642	(629,679)	-	350,055	
SOLAS	Capital	1,000,000	-	(1,000,000)	-	(1,000,000)	332,151	76,639	-	(589,210)	
SOLAS	Agency - QQI costs/Other income	235,815	(307,269)	(122,715)	(113,100)	(235,815)	543,114	-	-	-	
Department of Children and Youth Affairs	Youth Affairs	375,913	-	(375,913)	-	(375,913)	363,167	3,160	5,937	(3,649)	
TUSLA	Agency - School Completion Programme	135,976	(69,046)	(135,976)	-	(135,976)	134,345	1,242	-	(69,435)	
Department Employment Affairs and Social Protection	Agency - School Meals Programme	235,810	(5,667)	(235,810)	-	(235,810)	4,267	342,108	(366)	104,512	
Music Generation	Music Generation	100,000	-	(100,000)	(97,462)	(197,462)	190,025	40,495	-	41,958	
Higher Education Authority	Agency - Artist in Technology	-	(4,420)	-	-	-	5,021	(1,381)	-	(780)	
State Examinators Commission	Examination Supervision	68,246	(653)	(68,246)	-	(68,246)	71,074	232	-	2,407	
Arts Council	Creative Arts Programme	2,000	(1,800)	(2,000)	-	(2,000)	2,000	-	-	(1,800)	
National Centre for Guidance in Education	Secondment	37,432	-	(37,432)	-	(37,432)	38,937	-	-	(495)	
Leargas	Agency - Leargas Trips	60,048	(21,431)	(60,048)	-	(60,048)	57,430	(45)	-	(24,094)	
County Council	Agency - Artist in Schools/School of Music	1,400	-	(1,400)	(74,593)	(75,993)	68,807	10,012	-	2,826	
<b>Total State</b>		<b>23,014,179</b>	<b>(323,665)</b>	<b>(22,901,078)</b>	<b>(285,155)</b>	<b>(23,186,234)</b>	<b>4,267</b>	<b>23,809,621</b>	<b>(497,711)</b>	<b>5,937</b>	<b>(167,805)</b>
<b>Total Non State</b>	Agency and Self Finance	1,476,862	(465,832)	-	(1,477,502)	(1,477,502)	(4,620)	1,412,203	1,373	(38,845)	(573,223)
<b>Total State and Non State</b>		<b>58,932,970</b>	<b>(1,644,110)</b>	<b>(58,050,122)</b>	<b>(3,681,004)</b>	<b>(59,731,126)</b>	<b>-</b>	<b>69,838,654</b>	<b>(529,137)</b>	<b>58,952</b>	<b>(2,068,767)</b>

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

	31/12/2019	31/12/2018
	€	€
Amount due from/ (due to) Grantor at 31 December	(2,008,767)	(1,644,110)
Bank Balance (Page 9)	3,566,006	3,671,534
Third Party Debtors (Note 18)	34,185	35,544
Pay & Expenses Liabilities (Note 22)	(1,506,420)	(2,036,916)
Revenue Surplus/(Deficit) per Statement of Current Assets and Liabilities	85,004	26,052

Notes

- a Opening balances Balances are reported on an accruals basis
- b Pay *Department of Education and Skills:* Post-Primary Schools and Head Office Pay Grant was expected to be funded by direct receipts from grantor of €28,670,924 and anticipated receipts from Retained Superannuation Contributions of €1,351,509. Actual receipts of Retained Superannuation Contributions were €1,416,056, which is €54,557 more than anticipated.
- c Non Pay *Department of Education and Skills:* Post-Primary Schools and Head Office Non Pay Grant was expected to be funded by direct receipts from grantor of €1,837,398 and forecasted locally raised receipts of €95,078. In 2019 actual locally raised receipts were €106,425 resulting in a surplus of receipts of €13,347 over the amount forecasted. Surplus receipts are due to the Department of Education and Skills and are not considered part of the current year funding.
- d Surplus/(Deficit) for 2019 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. LOETB had a Revenue Surplus of €58,952 for the year ended 31/12/2019 (Per Operating Statement page 8) and an Accumulated Revenue Surplus as at 31/12/2019 of €85,004 (Per Operating Statement page 9 and Statement of Current Assets and Current Liabilities page 9).
- e Total State funding The Revenue surplus of €58,952 includes an a Revenue Deficit on Self Financing programmes of €38,845. This is due to reduced receipts in 2019. The difference between the total amount received from grantors of €58,050,122 above and the total in Note 9 - Funding of €57,468,168 is represented by Retained Superannuation Contributions of €1,416,066.

## Laois and Offaly Education and Training Board

### Notes to The Financial Statements - Year Ended 31 December 2019

	31/12/2019	31/12/2018
	€	€
<b>11 Current Assets - Recurrent State Grants</b>		
Amount due from Dept. Of Education and Skills		
Pay Grant Underfunding	132,929	48,044
Associated Grant Underfunding	8,286	-
Further Education Explore Programme underfunding	-	-
SOLAS	350,055	855,003
Amount due from Department of Children and Youth Affairs	-	-
	<b>491,270</b>	<b>903,047</b>
	<b>491,270</b>	<b>903,047</b>
<b>12 Current Assets - Capital State Grants</b>		
Amount due from Dept. of Education and Skills	83,343	-
Amount due for SOLAS	-	-
	<b>83,343</b>	-
	<b>83,343</b>	-
<b>13 Current Assets - Other Recurrent Income</b>		
Amount due from Department Social Protection	104,512	-
Amount due from State Examinations Commission	2,980	-
Amount due from Other Programme Funders (State)	-	-
Amount due from Other Programme Funders (Non State)	7,339	5,693
Provisions	47,361	-
	<b>162,192</b>	<b>5,693</b>
	<b>162,192</b>	<b>5,693</b>
<b>14 Current Assets - Third Party Debtors</b>		
Tuition Fees	3,954	13,840
Salary Overpayment	24,753	7,756
Social Welfare	710	8,006
Rent	3,860	5,517
Account Overpayment	774	280
Bank Interest	134	145
	<b>34,185</b>	<b>35,544</b>
	<b>34,185</b>	<b>35,544</b>



## Laois and Offaly Education and Training Board

### Notes to The Financial Statements - Year Ended 31 December 2019

	31/12/2019	31/12/2018
	€	€
<b>15 Current Liabilities - Recurrent State Grants</b>		
Amount due to Dept. of Education and Skills		
Associated Grants Unspent	572,005	425,786
Local Receipts / Receivables Excess	356,378	281,135
Further Education Explore Programme	20,222	-
Local Creative Youth Partnership	1,899	-
Amount held for Department of Children & Youth Affairs	3,649	-
Amount due to SOLAS	-	768,372
	<b>954,153</b>	<b>1,475,293</b>
<b>16 Current Liabilities - Capital State Grants</b>		
Amount held for Dept. of Education and Skills	523,070	195,716
Amount due for SOLAS	589,210	-
	<b>1,112,280</b>	<b>195,716</b>
<b>17 Current Liabilities - Other Recurrent Income</b>		
Amount held for TUSLA	69,435	69,046
Amount due from the State Examinations Commission	573	-
Amount held for Department of Social Protection	-	5,667
Amount held for Other Programme Funders (State)	28,569	28,304
Amount held for Other Programme Funders (Non State)	30,995	14,874
Amount held for SOLAS Agency - QQI/Other Income	-	307,299
Amount held for Students	549,567	456,651
	<b>679,139</b>	<b>881,841</b>
<b>18 Pay and Expense Liabilities</b>		
Pay Liabilities	226,071	228,977
Expense Liabilities	1,280,349	1,807,939
	<b>1,506,420</b>	<b>2,036,916</b>

## Laois and Offaly Education and Training Board

### Notes to The Financial Statements - Year Ended 31 December 2019

#### 19 Movement in Other Net Current Assets

	Balance as at 31/12/2019 €	Balance as at 31/12/2018 €	Movement in Year €
<b>Current Assets</b>			
Increase/(Decrease) in Recurrent State Grants Receivable	491,270	903,047	(411,777)
Increase/(Decrease) in Capital State Grants Receivable	83,343	-	83,343
Increase/(Decrease) in Other Recurrent Income Receivable	162,192	5,693	156,499
Increase/(Decrease) in Third Party Debtors	34,185	35,544	(1,359)
	<u>770,990</u>	<u>944,284</u>	<u>(173,294)</u>
<b>Current Liabilities</b>			
(Increase)/Decrease in Recurrent State Grant Liabilities	954,153	1,475,293	521,140
(Increase)/Decrease in Capital State Grant Liabilities	1,112,280	195,716	(916,564)
(Increase)/Decrease in Other Recurrent Income Liabilities	679,139	881,841	202,702
(Increase)/Decrease in Pay and Expense Liabilities	1,506,420	2,036,916	530,496
	<u>4,251,992</u>	<u>4,589,766</u>	<u>337,774</u>
			<u><u>164,480</u></u>

**Laois and Offaly Education and Training Board**

**Notes to The Financial Statements - Year Ended 31 December 2019**

**20 Remuneration**

	2019 €	2018 €
<b>(a) Aggregate Employee Benefits</b>		
Staff Short-term benefits	38,539,369	36,011,950
Termination benefits	-	-
	38,539,369	36,011,950
<b>(b) Staff Short-Term Benefits</b>		
Pay (Comprising Basic Pay/Allowances/ Overtime) including Employer's PRSI	38,539,369	36,011,950
	38,539,369	36,011,950

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

Pay range	No. Employees	Cost in 2019* €
0 - 59,999	757	19,064,853
60,000 - 69,999	117	7,619,550
70,000 - 79,999	92	6,862,503
80,000 - 89,999	26	2,171,835
90,000 - 99,999	11	1,031,054
100,000 - 109,999	9	938,009
110,000 - 119,999	4	452,595
120,000 - 129,999	2	251,300
130,000 - 139,999	0	0
140,000 - 149,999	1	147,670
<b>Total:</b>	<b>1019</b>	<b>38,539,369</b>

\* Cost in 2019 includes employers' PRSI.

**(c) Termination Benefits**

There were no termination benefit settlements during the year.

**(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 Organisation Support and Development. The total value of employee benefits for the key management personnel excluding employer's PRSI is set out below:

	2019 €	2018 €
Salary	426,562	398,266
Allowances	-	-
Termination Benefits	-	-
	426,562	398,266

**(e) Chief Executive Salary and Benefits**

	2019 €	2018 €
The Chief Executive remuneration package excluding employers' PRSI for the year was:		
Basic Salary (01/01/2019 to 31/12/2019)	115,751	110,492
Other	-	-
	115,751	110,492

The Chief Executive is a member of an unfunded defined benefit public sector pension scheme and his/her 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 2019

21 Specific Costs	2019	2018
	€	€
<b>(a) Consultancy</b>		
The costs of external services under the following headings:		
Legal (includes general legal advice)	-	6,282
Financial / Actuarial	-	4,274
Public relations/marketing	-	-
Human Resources	-	1,625
Audit Fee (Annual external audit)	39,000	35,000
Other - IT, Site Work	2,214	2,509
	41,214	49,690
<b>(b) Legal Costs and Settlements</b>		
Legal costs and settlements for the year can be analysed under:		
Legal fees - legal proceedings	9,742	-
Conciliation and arbitration payments	-	-
Settlements	-	-
	9,742	-
Included in these legal costs is an amount of €0 in relation to ongoing matters involving Other State Body.		
Legal costs of €28,576 and settlements of €172,058 were paid by the ETB's insurers.		
<b>(c) Travel and Subsistence</b>		
Travel and subsistence costs comprise:		
<b>Domestic</b>		
- expenses paid to Board Members	19,674	9,559
- expenses paid for Board Members	-	-
- expenses paid to employees	241,013	213,305
	260,687	222,864
<b>International</b>		
- expenses paid to Board Members	-	-
- expenses paid for Board Members	-	-
- expenses paid to employees	623	111
	623	111
<b>Total</b>	261,310	222,975
<b>(d) Hospitality</b>		
Hospitality costs incurred were:		
Staff Hospitality	-	-
Other	-	-
	-	-

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

22 Board members' expenses

Expenses and Fees are paid to Board members for travel to Board-related meetings.  
The aggregate expenses paid to each member in the year ended the 31 December 2019 were:

Board member	Statutory Meetings €	Interview Boards €	Attendance at Conferences / Seminars €	Other €	Total €	No. Board Meetings Attended \ Held
Mary Cotter Bracken****	280	1,250	-	-	1,530	6/8
Maura Brophy	325	-	318	-	643	3/7
Molly Buckley	512	1,306	-	-	1,818	6/7
John Carroll**	399	3,174	-	-	3,573	10/10
Eamon Dooley	123	-	-	-	123	1/4
Eddie Fitzpatrick	133	1,551	-	21	1,705	4/6
Catherine Fitzgerald	336	2,279	-	-	2,615	6/10
William Flanagan	207	-	-	-	207	3/4
Padraig Fleming	437	-	-	-	437	10/10
Vivienne Keenan	306	-	-	44	350	4/4
John King	367	-	-	-	367	7/10
Sean Maher	266	-	-	-	266	4/4
Paschal McEvoy	30	-	-	-	30	2/4
Tony McCormack	30	-	-	-	30	1/4
Liam Quinn	115	-	-	-	115	2/4
Derek Scully*****	30	-	-	-	30	2/4
Frank Smith	177	361	-	17	555	4/7
Anne Starling	-	-	-	-	-	1/4
Caroline Dwane Stanley	282	3,586	-	75	3,943	10/10
Mary Sweeney *	485	-	-	-	485	8/10
Clive Davis	-	-	-	-	-	3/3
Claire Claffey	-	-	-	-	-	6/6
Evelyn Dunne	420	-	-	-	420	6/6
Neil Feighery***	59	-	-	-	59	5/6
Shane Flesk	-	-	-	-	-	5/6
Robert McDermott	321	-	-	-	321	5/6
Frank Moran	52	-	-	-	52	2/6
Willie Aird	-	-	-	-	-	6/6
John Mollin	-	-	-	-	-	2/2
Dave Cullen*****	-	-	-	-	-	4/4
Niall Tully	-	-	-	-	-	2/3
Pippa Hackett	-	-	-	-	-	2/2
<b>Total</b>	<b>5,692</b>	<b>13,507</b>	<b>318</b>	<b>157</b>	<b>19,674</b>	

\* Mary Sweeney is a member of the ETBI Members Reserve Forum

\*\* John Carroll - Chairperson outgoing Board

\*\*\* Neil Feighery - Chairperson new Board

\*\*\*\* Mary Cotter Bracken - Parents Representative outgoing and new Board

\*\*\*\*\* Dave Scully - Parents Representative outgoing Board

\*\*\*\*\* Dave Cullen - Parents Representatives new Board

23 Chief Executive's Travel Expenses

	2019 €	2018 €
Domestic Travel	13,049	13,223
Foreign Travel	-	-
<b>Total</b>	<b>13,049</b>	<b>13,223</b>

## **Laois and Offaly Education and Training Board**

### **Notes to The Financial Statements - Year Ended 31 December 2019**

#### **24 Capital Commitments**

At the date of approval of the financial statements, Laois and Offaly ETB had capital commitments of €2,284,406.

All of the above capital expenditure will be Exchequer funded.

#### **25 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 31/12/2019.

#### **26 Additional Superannuation Contribution**

€ 1,236,445 was deducted from staff by way of additional superannuation contributions and paid over to the Department of Education and Skills.

#### **27 Write - Offs**

In 2019 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.

Laois and Offaly ETB had no deceased pensioner write offs in 2019.

#### **28 Annual Contribution to Education and Training Boards Ireland**

Laois and Offaly ETB made a contribution of €42,700 to ETBI in 2019.

#### **29 Provision of National Service**

Laois and Offaly ETB did not coordinate/provide national services on behalf all ETBs.

**Laois and Offaly Education and Training Board**

**Notes to The Financial Statements - Year Ended 31 December 2019**

**30 Laois and Offaly ETB provides educational services and activities from the properties listed below:**

1) Properties in use	Location	Status	Annual Rent	Lease expiry
Category			Per agreement	
<b>OWNED</b>				
<b>Administrative Offices</b>				
Head Office	Ridge Road, Portlaoise, Co Laois	Owned	N/A	N/A
<b>Schools</b>				
Ard Scoil Chiarain Naofa	Clara	Owned	N/A	N/A
Clonaslee College	Clonaslee	Owned	N/A	N/A
Oaklands College	Edenderry	Owned	N/A	N/A
Site New School	Edenderry	Owned	N/A	N/A
Portlaoise College	Portlaoise	Owned	N/A	N/A
St. Fergal's College	Rathdowney	Owned	N/A	N/A
Tullamore College	Tullamore	Owned	N/A	N/A
Colaiste Naomh Cormac	Kilcormac	Owned	N/A	N/A
Dunamase College	Portlaoise	Owned	N/A	N/A
<b>Centres</b>				
Abbeyleix Further Education and Training Centre	Abbeyleix	Owned	N/A	N/A
Mountmellick Further Education and Training Centre	Mountmellick	Owned	N/A	N/A
Portarlinton Further Education and Training Centre	Portarlinton	Owned	N/A	N/A
Banagher Further Education and Training Centre	Banagher	Owned	N/A	N/A
Edenderry Further Education and Training Centre	Edenderry	Owned	N/A	N/A
Birr Outdoor Education and Training Centre	Birr	Owned	N/A	N/A
Mountlucas Training Centre	Mountlucas	Owned	N/A	N/A
<b>LEASED</b>				
<b>Administrative Offices</b>				
Administrative Offices	Unit 3, Castle Buildings, Tara Street, Tullamore, Co Offaly	Leased	€122,700	31/03/2027
<b>Schools</b>				
Community Centre (CDA)	Clonaslee	Leased	€7,300	31/12/2022
Additional Land at Portlaoise College	Portlaoise	Leased	€10	Year 2502
<b>Centres</b>				
Portlaoise Further Education and Training Centre	Portlaoise	Leased	€125,000	01/09/2033
Tullamore Further Education and Training Centre Unit 7	Tullamore	Leased	€98,400	31/08/2024
Tullamore Further Education and Training Centre Unit 8	Tullamore	Leased	€85,382	31/08/2024
Tullamore Further Education and Training Centre Unit 9	Tullamore	Leased	€52,767	31/08/2024
Clean Room/Offices - Industrial Unit	Tullamore	Leased	€26,877	31/08/2027
Clara Further Education and Training Centre	Clara	Leased	€20,000	16/09/2022
Offices/Electrical Apprenticeships - Industrial Unit	Tullamore	Leased	€14,760	31/08/2027
Land at Cadamstown	Cadamstown	Leased	€100	19/09/2023
<b>OTHER</b>				
<b>Schools</b>				
Banagher College **	Banagher	PPP	N/A	N/A
<b>Centres</b>				
METAC	Mountrath	Licence - priced per week	€2,590	24/12/2020
Cadamstown Prefab	Cadamstown	Owned	N/A	N/A

\*\*Banagher College was built and is now maintained under the terms of a contract between a public private partnership company and the Department of Education and Skills

**2) Properties not currently in use**

Category	Location	Status	Annual Rent	Lease expiry
La Sainte Union Building	Banagher	Owned	N/A	N/A

**3) Properties used by 3rd parties**

Category	Occupied by	Status	Annual Rent	Lease expiry
Birr Outdoor Education Centre	Offaly Local Development Company	Leased	€7,500	31/12/2020
Banagher Further Education and Training Centre	Offaly Local Development Company	Leased	€7,500	31/12/2020
Mountmellick Further Education and Training Centre***	Laois Partnership	Leased	€4,000	17/05/2019
Mountmellick Further Education and Training Centre	Kiddicare	Leased	€2,500	31/08/2020
Banagher Further Education and Training Centre	Banagher Drama Group	Leased	€1,500	31/12/2025
Banagher	Old Woodwork Room LSU site	Leased	€365	30/06/2021
St Fergal's College	Rathdowney Playgroup	Leased	€10	04/11/2023

\*\*\* Laois Partnership did not renew licence for use of facilities at Mountmellick Further Education Centre.

**Laois and Offaly Education and Training Board**  
**Notes to The Financial Statements - Year Ended 31 December 2019**

**31 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 12345.

**32 Connected Persons**

There were no transactions with connected persons during the year.

**33 Events after the year end**

Since the end of the reporting period, the economy and the ETB sector have been significantly affected by the COVID-19 pandemic. However, LOETB continues to carry out its vital role in education and training while being focused on ensuring continuity of education for learners, including a particular focus on more vulnerable students.

The effects of the pandemic will have financial implications for LOETB in 2020 and beyond. The financial impacts of COVID-19 commenced in March 2020 and given the unprecedented uncertainty of the situation that LOETB finds itself in, a reliable estimate of the costs and savings arising from COVID-19 cannot be made at this time. However, the main factors giving rise to additional costs and reduction in income are as follows.

- Additional unplanned expenditure on ICT equipment and software support to enable the continuation of learning for students and the safety of its employees by remote working.
- Additional costs to deliver training as it is expected that extra training allowances to participants in further education and training programmes will continue until courses are completed which may lead to some additional costs over the summer months.
- Anticipated reductions in income. LOETB anticipates a reduction in self-generated income as some programmes are on hold and the Outdoor Education Centres and crèches have temporarily closed. PLC fee income is also likely to be reduced as more participants become eligible for free fees.

It is anticipated that the additional costs will be partially offset by savings in the areas of

- substitution costs,
- consumables and costs incurred for contract management services and
- savings associated with the delivery of apprenticeships as most craft apprentices are released to their employers and there are no further intakes currently (It should be noted that this delay is likely however to lead to greater costs from 2021).

LOETB has taken the following steps to manage the effects of the pandemic

- From the commencement of this crisis 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 will review the updated LOETB's risk register to take account of the specific risks arising and LOETB will develop and ensure implementation of additional control measures as required.
- The Department of Education and Skills has 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 medium to long term, the ETB sector will have a significant role to play in the overall tertiary system response needed for labour market activation which will form part of a broader cross government and cross agency response. As a result, there will be a particular focus on effective management of resources and capacity.

**34 Approval of the Financial Statements**

The Financial Statements for the year ended 31/12/2019 were approved by the Board of Laois and Offaly ETB on 30/03/2020.