

Laois and Offaly Education and Training Board

Financial Statements For The Year Ended 31 December 2017

Laois and Offaly Education and Training Board

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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.

Chairperson

Signature:

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Date: 12 July 2018

Laois and Offaly Education and Training Board

Statement on The System of Internal Control

Responsibility for the System of 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 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 would be detected in a timely period.

Key Control Procedures

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

- Clearly defining management and staff responsibilities;
- Establishing procedures for reporting significant control failures and ensuring appropriate corrective action;
- 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;

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.

Governance arrangements which were put in place during 2017 were:

- A number of policies and procedures have been updated and approved by LOETB and work is continuing in this area;
- LOETB continues to streamline work practices in the administrative area and between two offices;
- LOETB has Corporate, Schools and FET Risk Registers in place. Work has commenced on compiling an overall Corporate Risk Register, incorporating Schools and Further Education and Training;
- Risk Management is a listed agenda item at each Audit Committee meeting;
- Conflicts of Interest is a listed agenda item at each Audit Committee meeting from the last meeting held in 2017;
- Governance (including Conflicts of Interest) is a standing item on the agenda of LOETB from the last meeting held in 2017.

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

- Work of the Audit 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.

An Internal Audit function is provided by the Internal Audit Unit – Education and Training Boards (IAU-ETBs). The most recent Internal Audits were conducted in 2017 and covered the following areas:

- ICT
- Procurement in Mount Lucas

LOETB is currently awaiting the final report on the ICT Audit. All recommendations of the audit of Procurement at Mount Lucas are in the process of implementation. LOETB would welcome additional resources for IAU-ETB to allow for a detail and frequency of audit commensurate with the level of services provided by the organisation.

Public Procurement

LOETB was in a contract from the beginning of the 2015/2016 academic year for the provision of school meals. The contract was put in place for a 3-year period without a tendering process taking place as LOETB was not expected to incur any costs from its funds because meals were to be paid for directly by students. However, from the 2016/2017 school year, a number of schools applied for and received funding for school meals from the Department of Employment Affairs and Social Protection and expenditure of €84,000 was incurred in 2017. Accordingly, LOETB commenced a tendering process and a contract will be in place for the beginning of the 2018/2019 school year for a period of 3 years with an annual review and an option to extend the contract for two further 12-month periods.

In August 2016 a Request for Tender was published for the repair and service of Plant & Machinery (P&M) in Mount Lucas. One response was received from Holden Plant Rentals Ltd. for €45,955, and this company was awarded the contract. At the commencement of the contract a physical inspection was carried out by Holden Plant Rentals Ltd. who advised LOETB that a commercial feasibility study of capital expenditure on the P&M should be carried out prior to continuing with the repairs and service. LOETB requested Holden Plant Rentals Ltd. to provide a quote for carrying out this feasibility study which was accepted in line with LOETB Purchasing and Tender Policy and Procedures.

The feasibility study (dated 4 November 2016) recommended that LOETB should sell the current P&M and lease new P&M, otherwise LOETB would incur capital expenditure on P&M that would be out of date in terms of current industry requirements and, therefore, not represent value for money for the exchequer. The feasibility study included a desktop valuation of the existing P&M by Paul Cooke Auctions on the 28th October 2016 for €326,250.

Given the pressing need to have the new P&M in place to meet existing and new training commitments and the indicative timeline involved for 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. Were it not for the urgency of this procurement process LOETB would have returned to the market for this service. The cost of leasing the P&M in 2017 was €193,270.

Pension Statements


LOETB is non-compliant in meeting its legal obligation of providing annualised benefit statements. LOETB is unable to provide these statements due to existing ICT systems, manual records and the lack of staff. 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 an I.T. System/Solution.

Annual Review of Controls

LOETB is committed to operating an efficient, effective and economic internal control system. The Audit Committee, by having access to minutes of Finance, Audit and Board meetings, and having regard to the findings of the most recent internal audits and comments made by the Comptroller and Auditor General in his management letters, keeps the system under review on an ongoing basis. A report on the internal controls in place in LOETB, covering the following areas was reviewed by the audit committee at its meeting on 12 March 2018, and a report on same was issued to the Board.

- Banking
- Receipts
- Creditors
- Travel and subsistence
- Learner payments
- Financial management
- ESF
- Grant funding
- Computer systems
- Purchasing and tendering
- Capital
- Recruitment
- Personnel
- Payroll
- Sick leave
- Pensions
- Data protection
- Freedom of information
- Garda vetting
- Risk management
- Health and safety
- Protected disclosures

The Audit Committee also got confirmation from the Chief Executive that the system of internal control is appropriate and adequate. I confirm, therefore, that in the year ended 31 December 2017, the ETB conducted a review of the effectiveness of the system of internal control and found it to be satisfactory.

Signed:  Date: 12 July 2018

Chairperson

Laois and Offaly Education and Training Board
Comptroller and Auditor General Audit Report

To be inserted following completion of report from C&AG

Laois and Offaly Education and Training Board
Financial Statements - Year Ended 31 December 2017

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 Cert.	11	3456	462
Further Education	11	0	7890
Training	14	0	1736
Part-time / Night Classes	2	0	476

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 2017 €
0 - 59,999	698	17,156,830
60,000 - 69,999	113	7,348,964
70,000 - 79,999	73	5,395,947
80,000 - 89,999	12	1,019,545
90,000 - 99,999	9	855,781
100,000 - 110,000	8	859,563
110,000 +	1	159,221
Total:	914	32,795,851

The ETB does not make pension contributions in respect of employees.

In compliance with the Financial Emergency Measures in the Public Interest Legislation the ETB made Pension Related Deductions from employees amounting to €1,236,642 which were remitted to the Department of Education and Skills.

Laois and Offaly Education and Training Board

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 basis 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 benefits schemes.

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 Department of Education and Skills on behalf of the ETB.

(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 2017

	Note	Year ended 31/12/2017 €	Year ended 31/12/2016 €
RECEIPTS			
Post Primary Schools & Head Office Grants	1	28,338,209	25,596,788
Further Education and Training Grants	2	16,896,502	14,789,127
Student Support Services Grants	3	19,675	13,587
Youth Services Grants	4	311,358	141,558
Agencies & Self-Financing Projects	5	2,834,922	2,473,776
Capital Grants	6	3,589,838	6,291,146
		51,990,504	49,305,982
PAYMENTS			
Post Primary Schools & Head Office	7	28,338,966	25,550,754
Further Education and Training	8	17,312,423	14,016,136
Student Support Services	9	7,867	55,938
Youth Services	10	244,976	107,359
Agencies & Self-Financing Projects	5	2,607,014	2,284,538
Capital	6	4,326,881	5,287,115
		52,838,127	47,301,840
Cash Surplus / (Deficit) For Period		(847,623)	2,004,142
Movement in Other Net Current Assets	21	1,488,164	(1,937,768)
Accrual Revenue Surplus/(Deficit) For Year		640,541	66,374
Revenue Surplus / (Deficit) at 1 January		(85,057)	(151,431)
Revenue Surplus / (Deficit) at 31 December		555,484	(85,057)


Signed / Dated

12/7/18



Chairperson

12/7/18



Chief Executive

The notes on pages 12 to 27 form part of these financial statements

Laois and Offaly Education and Training Board

Statement of Current Assets and Current Liabilities as at 31st December 2017

	Note	<u>31/12/2017</u>	<u>31/12/2016</u>
		€	€
Current Assets			
Recurrent State Grants	13	821,971	229,099
Capital State Grants	14	850,857	0
Other Recurrent Income	15	9,204	5,758
Third Party Debtors	16	49,057	61,188
Bank Balance		<u>2,837,813</u>	<u>3,685,436</u>
		<u>4,568,902</u>	<u>3,981,481</u>
Current Liabilities			
Recurrent State Grants	17	845,150	710,389
Capital State Grants	18	0	1,124,500
Other Recurrent Income	19	12,544	604,642
Pay & Expense liabilities	20	<u>3,155,724</u>	<u>1,627,198</u>
		<u>4,013,418</u>	<u>4,066,538</u>
Net Current Assets / (Liabilities)		<u><u>555,484</u></u>	<u><u>(85,057)</u></u>

Represented By

Revenue surplus/(deficit)

555,484

(85,057)

Analysis of revenue surplus/(deficit)

Programme

Schools & Head Office

Youth Affairs

Self-financing Programmes

	Surplus/(deficit) 31/12/2017	Surplus/(deficit) 2017	Surplus/(deficit) 31/12/2016
	€	€	€
Schools & Head Office	(9,573)	75,484	(85,057)
Youth Affairs	48,051	48,051	0
Self-financing Programmes	517,006	517,006	0
	<u>555,484</u>	<u>640,541</u>	<u>(85,057)</u>

Signed / Dated

12/17/18

Sen & Gen Hall

Chairperson

12/17/18



Chief Executive

The notes on pages 12 to 27 form part of these financial statements

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2017

1 Schools & Head Office Receipts	Sponsoring Department/Funder	Year Ended 31/12/2017	Year Ended 31/12/2016
		€	€
Pay			
Post Primary Schools & Head Office Net Cash Grant	Education and Skills	24,301,957	21,857,959
Retained Superannuation Contributions	Education and Skills	<u>1,335,599</u>	<u>1,268,530</u>
		25,637,556	23,126,489
Non-Pay			
Post Primary Schools & Head Office Net Cash Grant	Education and Skills	1,683,752	1,702,107
Tuition Fees	Parents/Students	82,610	71,454
Insurance Dividend	Irish Public Bodies	77,794	53,634
Rent	Other	1,482	4,060
Bank Interest	Bank	421	4,434
Repeat Leaving Certificate Fees	Parents/Students	<u>127</u>	<u>0</u>
		1,846,186	1,835,689
Associated Programmes			
School Services Support Fund	Education and Skills	355,132	328,558
Deis Grant & Home School Liaison	Education and Skills	112,537	103,963
Book Grant	Education and Skills	110,517	102,336
Digital Strategy for Schools	Education and Skills	98,973	0
Transport Escort	Education and Skills	35,421	2,813
Transition Year	Education and Skills	32,015	22,135
Pre Opening Funding Dunamase College	Education and Skills	25,000	0
Junior Certificate School Programme	Education and Skills/City of Dublin ETB	21,159	24,915
Start Up Grant Dunamase College	Education and Skills	20,000	0
Others -8 in Number	Education and Skills	<u>43,713</u>	<u>49,890</u>
		854,467	634,610
Total		<u><u>28,338,209</u></u>	<u><u>25,596,788</u></u>

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2017

2 Further Education and Training Receipts	Sponsoring Department/Funder	Year Ended	Year Ended
		31/12/2017	31/12/2016
		€	€
Further Education			
VTOS	Education and Skills/SOLAS	2,899,714	2,711,386
Youthreach	Education and Skills/SOLAS	2,608,707	2,447,339
Back to Education Initiative	Education and Skills/SOLAS	1,149,234	963,548
Adult Literacy	Education and Skills/SOLAS	1,036,198	1,014,094
Community Education	Education and Skills/SOLAS	400,072	382,388
Adult Education Guidance Service	Education and Skills/SOLAS	360,782	371,007
Youthreach Special Needs Initiative	Education and Skills/SOLAS	113,202	104,884
QQI Locally Devised Assessment	Education and Skills/SOLAS	50,217	48,316
Intensive Tuition	Education and Skills/SOLAS	45,572	48,591
Adult Refugee Programme	Education and Skills/SOLAS	40,668	22,352
PLC Capitation	Education and Skills/SOLAS	38,336	43,646
Guidance/Counselling/Psychological Services	Education and Skills/SOLAS	29,352	20,950
DEIS Family Literacy	Education and Skills/SOLAS	22,995	25,621
Continuing Professional Development	Education and Skills/SOLAS	14,541	0
QQI External Authenticators	Education and Skills/SOLAS	12,503	10,404
Quality Framework	Education and Skills/SOLAS	3,677	5,421
Special Initiatives Disadvantaged Adults	Education and Skills/SOLAS	950	0
		8,826,720	8,219,947
Training			
Operating Costs	Education and Skills/SOLAS	1,986,540	1,752,120
Specialist Training Providers (STP)	Education and Skills/SOLAS	1,754,678	1,782,103
Traineeships	Education and Skills/SOLAS	1,698,172	484,962
Community Training Centres	Education and Skills/SOLAS	1,026,476	807,196
Local Training Initiatives	Education and Skills/SOLAS	768,020	627,924
Bridging Foundation & Skills Training	Education and Skills/SOLAS	660,285	952,895
Evening Courses	Education and Skills/SOLAS	160,840	0
SOLAS Superannuation	Education and Skills/SOLAS	14,497	14,378
Other - over allocated	Education and Skills/SOLAS	274	1,628
Apprenticeship	Education and Skills/SOLAS	0	1,333
		8,069,782	6,424,539
Training Centre Bank Balance on Transfer	Education and Skills/SOLAS	0	144,641
Total		16,896,502	14,787
3 STUDENT SUPPORT SERVICES RECEIPTS			
Grants and Scholarships	Education and Skills	19,675	13,587
		19,675	13,587
4 YOUTH SERVICES RECEIPTS			
Local Youth Club Equipment Grant Scheme	Children and Youth Affairs	164,508	0
Youth Work Act	Children and Youth Affairs	69,823	59,823
Youth Club Grant	Children and Youth Affairs	46,067	41,878
Special Projects for Youth	Children and Youth Affairs	22,735	0
LYCEGS Tech Assistance	Children and Youth Affairs	8,225	0
Youth Work Capital	Children and Youth Affairs/Youth Work Ireland	0	39,857
		311,358	141,558

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2017

5 AGENCIES and SELF-FINANCING PROJECTS

		Year Ended 31/12/2017				Year Ended 31/12/2016		
AGENCIES		Receipts		Payments		Receipts	Payments	
Item	Project	Sponsoring Department/Funder	€	Pay €	Non Pay €	Total €	€	€
1	Mount Lucas Other Income	Other	650,247	0	342,497	342,497	253,617	253,617
2	School Completion Programme	TUSLA	127,976	99,361	37,646	137,007	127,977	119,723
3	PLC Fees	Students	106,457	0	117,061	117,061	108,232	88,442
4	School Meals Scheme	Employment Affairs and Social Protection	93,663	0	84,261	84,261	24,472	19,376
5	Book Rental / School Supplies	Students	85,156	0	90,679	90,679	94,475	103,934
6	Examination Supervision	State Exam Commission	72,828	70,816	0	70,816	75,434	73,677
7	Skills for Work	Education and Skills/Dublin & Dun Laoghaire ETB	67,787	29,826	61,210	91,036	109,642	73,210
8	Skills for Work - Regional Co-Ordinator	Education and Skills/Dublin & Dun Laoghaire ETB	67,426	44,197	17,631	61,828	67,426	66,578
9	Insurance Claims	IPB	53,648	0	43,113	43,113	1,424	8,924
10	Examination Fees	Students	25,964	0	32,525	32,525	25,111	30,515
11	PLC Programme Participant Contribution	Students	25,000	0	27,990	27,990	23,600	17,596
14	Others - 15 in Number	Employment Affairs & Social Protection/Various	80,426	16,041	83,733	99,774	105,955	62,757
			<u>1,456,578</u>	<u>260,241</u>	<u>938,346</u>	<u>1,198,587</u>	<u>1,017,365</u>	<u>918,349</u>
SELF-FINANCING PROJECTS								
1	School Activities	Parents/ Students	885,126	0	904,497	904,497	925,648	851,669
2	Outdoor Education Centre	Education and Skills	207,930	441,146	321,957	465,583	465,303	461,771
		Third Party	<u>233,218</u>					
		Various / Housing, Planning and Local Government	46,015	10,537	22,311	32,848	60,455	37,841
4	External Training	Various	6,055	4,431	1,068	5,499	5,005	14,908
			<u>1,378,344</u>	<u>336,925</u>	<u>1,071,502</u>	<u>1,408,427</u>	<u>1,456,411</u>	<u>1,366,189</u>
Total			<u>2,834,922</u>	<u>597,166</u>	<u>2,009,848</u>	<u>2,607,014</u>	<u>2,473,776</u>	<u>2,284,538</u>

* 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 31st December 2017

6 Capital		Year Ended 31/12/2017	Year Ended 31/12/2016
		€	€
Receipts			
Education & Skills		3,579,838	6,276,146
SOLAS		10,000	15,000
		3,589,838	6,291,146
Payments			
Facility	Expenditure Type		
Dunamase College	New School	978,110	0
Tullamore College	New Building	949,817	4,062,002
Oaklands CC	Site Purchase	652,625	0
Tullamore College	Equipment	645,550	19,339
Tullamore College	ICT Equipment	253,575	9,283
Tullamore College	Furniture	194,247	53,197
Portlaoise College	Ag Science Room	127,409	0
Oaklands CC	Prefabs 2015	109,548	0
Oaklands CC	Additional Accommodation 2017	102,671	0
Various	Others - 21 in number	313,329	1,143,294
		4,326,881	5,287,115

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2017

	Year Ended 31/12/2017			Year Ended 31/12/2016
	Pay €	Non Pay €	Total €	Total €
7 Post Primary Schools & Head Office Payments				
PAY				
Instruction	23,325,749	0	23,325,749	21,053,425
Administration	1,857,637	0	1,857,637	1,547,857
Maintenance	546,889	0	546,889	527,078
	<u>25,730,275</u>	<u>0</u>	<u>25,730,275</u>	<u>23,128,360</u>
NON PAY				
Administration	0	939,744	939,744	947,693
Instruction	0	491,191	491,191	523,993
Maintenance	0	338,536	338,536	397,777
	<u>0</u>	<u>1,769,471</u>	<u>1,769,471</u>	<u>1,869,463</u>
ASSOCIATED PROGRAMMES				
School Services Support Fund	70,010	284,027	354,037	263,156
DEIS Grant & Home School Liaison	986	82,051	83,037	77,866
Book Grant	0	104,741	104,741	96,690
Digital Strategy for Schools	0	98,899	98,899	0
Transport Escort	0	29,395	29,395	10,746
Transition Year	0	29,581	29,581	20,763
Junior Certificate School Programme	0	23,006	23,006	28,309
Start Up Grant Dunamase College	0	20,000	20,000	0
Others 11 in Number	0	96,522	96,522	55,401
	<u>70,996</u>	<u>768,224</u>	<u>839,220</u>	<u>552,931</u>
	<u>25,801,271</u>	<u>2,537,695</u>	<u>28,338,966</u>	<u>25,550,754</u>

Post Primary Schools & Head Office Payments

These relate to the provision of second level and PLC programmes provided in 11 locations, catering for 3,918 participants as well as night classes in 2 locations, catering for 430 participants.

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2017

8 Further Education and Training Payments	Year Ended 31/12/2017				Year Ended
	Pay	Non Pay	Allowances	Total	31/12/2016
	€	€	€	€	Total
					€
Further Education					
VTOS	1,324,845	501,816	1,247,570	3,074,231	2,736,756
Youthreach	1,681,983	562,914	438,990	2,683,867	2,460,323
Back to Education Initiative	736,535	373,138	0	1,109,673	925,645
Adult Literacy	722,130	293,084	0	1,015,214	985,918
Community Education	210,546	252,950	0	463,496	317,138
Adult Education Guidance Service	251,808	148,552	0	410,360	310,519
Youthreach Special Needs Initiative	66,703	48,174	0	114,877	102,527
QQI Locally Devised Assessment	50,388	0	0	50,388	48,240
Intensive Tuition	42,916	1,729	0	44,645	48,337
Adult Refugee Programme	38,699	1,663	0	40,362	56,005
PLC Capitation	0	38,336	0	38,336	57,658
Guidance/Counselling/Psychological Services	20,568	0	0	20,568	30,390
DEIS Family Literacy	12,116	1,776	0	13,892	24,534
Continuing Professional Development	553	9,730	0	10,283	2,605
QQI External Authenticators	4,903	9,079	0	13,982	11,633
Quality Framework	0	4,861	0	4,861	3
Special Initiatives Disadvantaged Adults	0	950	0	950	0
QQI Programme Evaluation	0	0	0	0	1,275
	5,174,693	2,248,752	1,686,560	9,110,005	8,125,231
Training					
Operating Costs	1,069,706	903,307	0	1,973,013	1,605,396
Specialist Training Providers (STP)	0	1,197,471	710,018	1,907,489	1,725,734
Traineeships	0	922,781	701,402	1,624,183	426,090
Community Training Centres	0	712,323	229,990	942,313	785,875
Local Training Initiatives	0	449,945	417,311	867,256	576,977
Bridging Foundation & Skills Training	0	332,182	265,039	597,221	756,843
Evening Courses	0	143,914	0	143,914	0
Apprenticeship	0	1,333	0	1,333	1,333
SOLAS Transfer	0	144,641	0	144,641	0
Retention	0	1,055	0	1,055	12,657
	1,069,706	4,808,952	2,323,760	8,202,418	5,890,905
Total	6,244,399	7,057,704	4,010,320	17,312,423	14,016,136
Further Education and Training Payments					
These relate to the provision of Further Education programmes in 11 locations, catering for 7,890 participants, as well as training in 14 locations, catering for 1736 participants					
9 Student Support Services					
Grants and Scholarships	0	7,867	0	7,867	55,938
	0	7,867	0	7,867	55,938
10 Youth Services					
Local Youth Club Equipment Grant Scheme	0	153,487	0	153,487	0
Youth Work Act	5,588	950	0	6,538	8,630
Youth Club Grant	0	45,746	0	45,746	41,878
Special Projects for Youth	0	22,735	0	22,735	0
LYCEGS Tech Assistance	8,225	0	0	8,225	0
Youth Work Capital	0	8,245	0	8,245	56,851
	13,813	231,163	0	244,976	107,359

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2017

11 Analysis of Receipts by Funder

Funder	Post-Primary Schools and Head Office	Further Education and Training	Student Support Services	Programme		Agencies and Self-financing	Capital	Total Year Ended 31/12/2017	Total Year Ended 31/12/2016
				€	€				
State funding received									
Education and Skills	28,175,775	0	19,675	0	207,930	3,579,838	31,983,218	32,077,939	
SOLAS	0	16,896,502	0	0	0	10,000	16,906,502	14,789,749	
Children and Youth Affairs	0	0	0	311,358	0	0	311,358	101,701	
Dublin and Dúnlaochaire ETB	0	0	0	0	135,213	0	135,213	177,068	
Tusla	0	0	0	0	127,976	0	127,976	127,977	
Employment Affairs and Social Protection	0	0	0	0	99,086	0	99,086	31,944	
State Examinations Commission	0	0	0	0	72,977	0	72,977	76,247	
Higher Education Authority	0	0	0	0	17,892	0	17,892	0	
Léargas	0	0	0	0	210	0	210	30,927	
Youth Work Ireland	0	0	0	0	0	0	0	39,857	
Environment	0	0	0	0	0	0	0	10,000	
	28,175,775	16,896,502	19,675	311,358	661,284	3,589,838	49,654,432	47,463,409	
Non-State funding applied to State-funded schemes									
Parents/Students - tuition and repeat exam fees	82,737	0	0	0	233,218	0	315,955	165,929	
Other	1,482	0	0	0	0	0	1,482	397,980	
Irish Public Bodies - dividends	77,794	0	0	0	0	0	77,794	53,634	
Bank - interest	421	0	0	0	0	0	421	4,434	
	162,434	0	0	0	233,218	0	395,652	621,977	
Other Non-State funding									
Teachers Union of Ireland	0	0	0	0	6,125	0	6,125	0	
Staff	0	0	0	0	20,764	0	20,764	35,257	
Irish Public Bodies	0	0	0	0	53,648	0	53,648	1,424	
City of Dublin ETB	0	0	0	0	2,686	0	2,686	2,236	
Other	0	0	0	0	395,007	0	395,007	87,553	
Parents/Students	0	0	0	0	1,462,190	0	1,462,190	1,094,126	
	0	0	0	0	1,940,420	0	1,940,420	1,220,596	
Total	28,338,209	16,896,502	19,675	311,358	2,834,922	3,589,838	51,990,504	49,305,982	

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2017

	2017	2017				Change in debtors and accruals	Surplus retained/ (deficit incurred)	Amount due from/ (deferred) grantor ^a
		Final Grant awarded	Receipts direct from Grantor	Receipts from other sources ^{b,c}	Total receipts			
		€	€	€	€	€	€	
Education and Skills								
Post Primary Schools and Head Office	25,648,853	(24,301,957)	(1,335,599)	(25,637,556)	25,333	167,114	167,114	
Non-Pay	1,840,399	(1,663,752)	(162,434)	(1,846,186)	51,263	(7,741)	(7,741)	
Associated Programmes	854,467	(854,467)	0	(854,467)	8,412	(364,905)	(364,905)	
Capital	3,589,838	(3,589,838)	0	(3,589,838)	1,236,847	850,857	850,857	
Agency and Self-financing	207,930	(207,930)	(233,218)	(441,148)	(5,149)	2,298	2,298	
Student Support	19,675	(19,675)	0	(19,675)	0	0	0	
Total Education and Skills^a	32,181,182	(30,657,619)	(1,731,251)	(32,388,870)	1,316,706	(9,573)	647,623	
Other Funders								
SOLAS	16,896,502	(16,896,502)	0	(16,896,502)	14,799	0	268,971	
Children and Youth Affairs	311,358	(311,358)	0	(311,358)	(7,226)	(48,051)	(86,618)	
Dublin and Dunlaoghaire ETB	135,213	(135,213)	0	(135,213)	(22,730)	0	(7,580)	
Agency - School Completion Programme	127,976	(127,976)	0	(127,976)	(4,735)	57,995	0	
Agency - School Meals Programme	99,086	(99,086)	0	(99,086)	4,515	2,612	0	
Protection	72,977	(72,977)	0	(72,977)	0	344	(4,241)	
State Examinations Commission	17,892	(17,892)	0	(17,892)	774	17,118	0	
Higher Education Authority								
Leargas	210	(210)	0	(210)	79	8,970	0	
Total Other	17,661,214	(17,661,214)	0	(17,661,214)	(14,624)	38,988	170,532	
Total	49,822,376	(48,318,833)	(1,731,251)	(60,050,084)	1,302,182	29,415	818,155	

Balances are reported on an accruals basis. Some balances have been restated from 2016 to account for adjustments agreed with the Department of Education and Skills.

Post-Primary Schools and Head Office Pay and Non-Pay grants are funded by the Department of Education and Skills having regard to anticipated income from other sources. In the case of Non-Pay, a shortfall in income that leads to excess expenditure gives rise to a deficit. Excess income is due to the Department and is not considered part of the current year grant funding - in 2017, income exceeded the anticipated receipts by €11,368.

Post-Primary Schools and Head Office Pay Grant awarded was expected to be funded by direct receipts from the grantor of €24,301,957 and retained superannuation deductions of €1,331,855. In the event, receipts relating to superannuation deductions retained by Laois and Offaly ETB were €1,335,599 (€3,744 more than anticipated) and are included in receipts from the Department of Education and Skills in Note 11 - Funding.

Total grants are set by reference to anticipated expenditure. In the case of Post-Primary Schools and Head Office Non-Pay, and in certain Further education 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. In 2017, non-pay expenditure exceeded the limit by €9,573.

The difference between the total amount paid directly by State Departments/offices of €48,318,833 above and the total in Note 11 - Funding - of €49,654,432 is represented by the Superannuation retained of €1,335,599.

^a Total Education and Skills^a

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2017

	31/12/2017	31/12/2016
	€	€
13 Current Assets - Recurrent State Grants		
Amount due from Dept. of Education and Skills		
Pay Grant Underfunding	170,858	39,448
Superannuation Receipts Shortfall	0	9,614
Associated Grant Underfunding	10,425	6,687
Student Support Services	0	11,808
Amount due from SOLAS	640,688	113,491
Amount due from Dept. of Children and Youth Affairs	0	48,051
	821,971	229,099
 14 Current Assets - Capital State Grants		
Amount due from Dept. of Education and Skills	850,857	0
	850,857	0
 15 Current Assets - Other Recurrent Income		
Amount due from Other Programme Funders (State)	3,021	0
Amount due from Other Programme Funders (Non State)	6,183	5,758
	9,204	5,758
 16 Current Assets - Third Party Debtors		
Rent	19,960	1,785
Tuition Fees	16,680	14,265
Salary Overpayment	9,508	4,741
Social Welfare	2,113	1,787
Account Overpayment	679	38,486
Bank Interest	117	124
	49,057	61,188

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2017

	31/12/2017	31/12/2016
	€	€
17 Current Liabilities - Recurrent State Grants		
Amount due to Dept. of Education and Skills		
Associated Grants Unspent	375,330	365,642
Local Receipts / Receivables Excess	11,485	56,497
Amount due to Solas	371,717	275,240
Amount held for Dept. of Children & Youth Affairs	86,618	13,010
	845,150	710,389
18 Current Liabilities - Capital State Grants		
Amount held for Dept. of Education and Skills	0	1,124,309
	0	1,124,309
19 Current Liabilities - Other Recurrent Income		
Amount held for Other Programme Funders (State)	12,544	64,520
Amount held for Other Programme Funders (Non State)	0	147,604
Amount held for Students	0	375,530
Provisions	0	16,988
	12,544	604,642
20 Pay and Expense Liabilities		
Expense Liabilities	2,927,616	1,478,477
Pay Liabilities	228,108	148,721
	3,155,724	1,627,198

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2017

21 Movement in Other Net Current Assets

	Balance as at 31/12/2017	Balance as at 31/12/2016	Movement in Period
	€	€	€
Current Assets			
Increase/(Decrease) in Recurrent State Grants Receivable	821,971	229,099	592,872
Increase/(Decrease) in Capital State Grants Receivable	850,857	0	850,857
Increase/(Decrease) in Other Recurrent Income Receivable	9,204	5,758	3,446
Increase/(Decrease) in Third Party Debtors	49,057	61,188	(12,131)
	<u>1,731,089</u>	<u>296,045</u>	<u>1,435,044</u>
Current Liabilities			
(Increase)/Decrease in Recurrent State Grant Liabilities	845,150	710,389	(134,761)
(Increase)/Decrease in Capital State Grant Liabilities	0	1,124,309	1,124,309
(Increase)/Decrease in Other Recurrent Income Liabilities	12,544	604,642	592,098
(Increase)/Decrease in Pay and Expense Liabilities	3,155,724	1,627,198	(1,528,526)
	<u>4,013,418</u>	<u>4,066,538</u>	<u>53,120</u>
			<u><u>1,488,164</u></u>

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2017

22 Remuneration

	2017	2016
	€	€
(a) Aggregate Employee Benefits		
Staff Short-term benefits	32,795,851	29,612,985
Termination benefits		
	<u>32,795,851</u>	<u>29,612,985</u>
(b) Staff Short-Term Benefits		
Pay (Comprising Basic Pay/Allowances/ Overtime) plus Employer's P.R.S.I.	32,795,851	29,612,985
	<u>32,795,851</u>	<u>29,612,985</u>

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

Pay range*	No. Employees	Cost in 2017
		€
0 - 59,999	698	17,156,830
60,000 - 69,999	113	7,348,964
70,000 - 79,999	73	5,395,947
80,000 - 89,999	12	1,019,545
90,000 - 99,999	9	855,781
100,000 - 110,000	8	859,563
110,000 +	1	159,221
Total:	914	32,795,851

(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:

	2017	2016
	€	€
Salary	365,318	193,916
Allowances	0	0
Termination Benefits	0	0
	<u>365,318</u>	<u>193,916</u>

Three Director posts were sanctioned by the Department of Education and Skills to take effect from September 2016. The Directors of Further Education and Training, and Organisational Support and Development for Laois and Offaly ETB were appointed in September 2016. The Director of Schools was appointed in December 2016.

(e) Chief Executive Salary and Benefits

	2017	2016
	€	€
The Chief Executive remuneration package excluding employer's PRSI for the year was:		
Basic Salary	99,144	99,141
Other	0	0
	<u>99,144</u>	<u>99,141</u>

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 2017

23 Board members' expenses

Expenses 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 2017 were:

Board member	Statutory Meetings €	Interview Boards €	Attendance at Conferences / Seminars €	Other €	Total €	No. Board Meetings Attended
Ann Starling	0	0	0	0	0	2
Caroline Duane Stanley	765	0	308	25	1,098	7
Catherine Fitzgerald	355	5,179	358	74	5,966	7
Derek Scully	0	0	0	0	0	2
Eamon Dooley	347	167	0	49	563	6
Eddie Fitzpatrick	264	781	0	101	1,146	6
Frank Smith	179	361	0	42	582	3
Jerry Lodge	634	0	0	122	756	7
Joe Thompson	21	0	0	0	21	5
John Carroll	618	3,172	0	76	3,866	7
John King	367	1,624	0	0	1,991	7
Liam Quinn	290	0	0	153	443	4
Mary G Cotter Bracken	372	0	0	33	405	4
Mary Sweeney *	746	262	192	50	1,250	6
Maura Brophy	125	0	316	0	441	5
Molly Buckley	415	1,698	0	18	2,131	6
Paschal McEvoy	871	0	316	0	1,187	6
Sean Maher	288	0	0	0	288	7
Sinead Dooley	100	999	0	0	1,099	3
Tony McCormack	0	0	0	0	0	2
Vivienne Keenan	249	0	336	166	751	7
William Flanagan	7	0	0	0	7	6
Total	7,013	14,243	1,826	909	23,991	

* Mary Sweeney is the Laois and Offaly ETB representative on the ETBI Reserve Members Forum

24 Chief Executive's Travel Expenses

	2,017 €	2,016 €
Domestic Travel	12,645	11,110
Foreign Travel	0	307
	<u>12,645</u>	<u>11,417</u>

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2017

25 Capital Commitments

At the date of approval of the financial statements Laois and Offaly ETB had committed and contracted for:

1. the completion of the new school in Tullamore, at a cost of €1,647,000
2. the upgrade of existing building to house new school in Portlaoise, at a cost of €516,000
3. the provision of prefabs in Clara and Edenderry, at a cost of €384,000
4. 15 other projects with a combined cost of €156,000

All of the above capital expenditure will be completely Exchequer funded.

26 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 31/12/2017.

27 Pension Related Deductions

€ 1,236,642 was deducted from staff by way of pension levy and paid over to the Department of Education and Skills.

28 Annual Contribution to Education and Training Boards Ireland.

Laois and Offaly ETB made a contribution of €42,700 to ETBI in 2017.

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2017

29 Laois and Offaly ETB provides educational services from the properties listed below:

1) Properties in use	Category	Location	Status	Annual Rent	Lease expiry
Administrative Offices					
Head Office		Ridge Road, Portlaoise, Co Laois	Owned	N/A	N/A
Administrative Offices		Unit 3, Castle Buildings, Tara Street, Tullamore, Co Offaly	Leased	€122,700	31 March 2027
Schools					
Banagher College		Banagher	PPP	N/A	N/A
Ard Scoil Chiarain Naofa		Clara	Owned	N/A	N/A
Clonslee College		Clonslee	Owned	N/A	N/A
Community Centre (CDA)		Clonslee	Leased	€7,300	Agreed Annually
Oaklands College		Edenderry	Owned	N/A	N/A
Portlaoise College		Portlaoise	Owned	N/A	N/A
Additional Lands		Portlaoise	Leased	€10	Year 2502
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
Centres					
Abbeyleix Further Education and Training Centre		Abbeyleix	Owned	N/A	N/A
Mountmellick Further Education and Training Centre		Mountmellick	Owned	N/A	N/A
Portlaoise Further Education and Training Centre		Portlaoise	Owned	N/A	N/A
Portlaoise Further Education and Training Centre		Portlaoise	Leased	€20,000	31/08/2018
Portlaoise Further Education and Training Centre Car Park		Portlaoise	Leased	€750	31/08/2018
Clara Further Education and Training Centre		Clara	Leased	€18,000	15/09/2019
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
Land at Cadamstown		Cadamstown	Leased	€100	19/09/2023
Mountlucas Training Centre		Mountlucas	Owned	N/A	N/A
Tullamore Further Education and Training Centre Unit 7		Tullamore	Leased	€98,400	31/08/2019
Tullamore Further Education and Training Centre Unit 8		Tullamore	Leased	€85,382	31/08/2019
Tullamore Further Education and Training Centre Unit 9		Tullamore	Leased	€52,767	31/08/2019
Cleanroom/Electrical Apprenticeship Industrial Unit		Tullamore	Leased	€26,877	31/07/2027
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
Cadamstown Prefab		Cadamstown	Owned	N/A	N/A
3) Properties leased to 3rd parties	Category	Occupied by	Status	Annual Rent	Lease expiry
Old Woodwork Room LSU site		Banagher	Leased	€365	

Laois and Offaly Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2017

30 Approval of the Financial Statements

The Financial Statements for the year ended 31/12/2017 were approved by the Board of Laois and Offaly ETB on 27/03/2018.