

Oifig Choimisinéir na dTeangacha Oifigiúla

FINANCIAL STATEMENTS

for the year ended

31 December 2019

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Ard-Reachtair Cuntas agus Ciste

Tuarascáil le cur faoi bhráid Thithe an Oireachtais

Oifig Choimisinéir na dTeangacha Oifigiúla

Tuairim ar na ráitis airgeadais

Rinne mé iniúchadh ar ráitis airgeadais Oifig Choimisinéir na dTeangacha Oifigiúla don bhliain dar chríoch an 31 Nollaig 2019 mar a éilítear faoin dhara sceideal den Acht na dTeangacha Oifigiúla 2003. Tá na ráitis airgeadais comhdhéanta de

- ráiteas ioncaim agus caiteachas agus cúlchistí ioncaim coinnithe
- ráiteas ar staid airgeadais
- ráiteas ar sreabhadh airgid agus
- na nótaí gaolmhara lena n-áirítear achoimre ar bheartais shuntasacha airgeadais.

Is é mo thuairim go dtugann na ráitis airgeadais léargas fíor agus cothrom ar shócmhainní, dliteanais agus staid airgeadais Oifig Choimisinéir na dTeangacha Oifigiúla amhail an 31 Nollaig 2019 agus ar a hioncam agus ar a caiteachas do 2019 de réir Chaighdeán Tuairiscithe Airgeadais (CTA) 102 — *An Caighdeán Tuairiscithe Airgeadais atá infheidhmíthe sa Ríocht Aontaithe agus i bPoblacht na hÉireann*.

An bonn atá leis an tuairim

Rinne mé iniúchadh ar na ráitis airgeadais de réir na gCaighdeán Idirnáisiúnta maidir le hIniúcháireacht, arna fhógairt ag an Eagraíocht Idirnáisiúnta d'Ard-Institiúidí Iniúcháireachta. Déantar cur síos san aguisín atá leis an tuarascáil seo ar na freagrachtaí atá orm de réir na gcaighdeán sin. Táim neamhspleách ó Oifig Choimisinéir na dTeangacha Oifigiúla agus tá mo fhreagrachtaí eiteiciúla eile comhlíonta agam de réir na gcaighdeán.

Measaim go bhfuil an fhianaise iniúcháireachta atá aimsithe agam leordhóthanach agus ábhartha chun bonn a chur faoi mo thuairim.

Tuairisc ar fhaisnéis seachas na ráitis airgeadais, agus ar nithe eile

Tá faisnéis ar leith eile curtha i láthair ag Oifig Choimisinéir na dTeangacha Oifigiúla in éineacht leis na ráitis airgeadais. Tá an fhaisnéis sin comhdhéanta den ráiteas rialachais agus ráiteas um rialú inmheánach. Tá cur síos san aguisín atá leis an tuarascáil seo ar na freagrachtaí atá orm tuairisciú i leith faisnéis den chineál sin agus ar ábhair ar leith eile lena dtuairiscím trí eisceacht.

Níl aon ní le tuairisciú agam i leith sin.

Seamus Mac Cárthaigh
Ard-Reachtair Cuntas agus Ciste

15 Nollaig 2020

Aguisín don tuarascáil

Freagrachtaí an Choimisinéir

Leagtar amach sa ráiteas rialachais na freagrachtaí atá ar an Choimisinéir Teanga. Tá an Coimisinéir freagrach as

- na ráitis airgeadais a ullmhú ar an mbealach a fhorordaítear faoin dhara sceideal den Acht na dTeangacha Oifigiúla 2003
- a chinntiú go dtugann na ráitis léargas fíor agus cothrom de réir CTA 102
- rialtacht na n-idirbheart a chinntiú
- a mheas cibé an bhfuil úsáid as an mbonn cuntasáiochta gnóthas leantach oiriúnach, agus
- rialú inmheánach a chinneann sé atá riachtanach d'fhonn ráitis airgeadais a ullmhú atá saor ó mhíríteas ábhartha, cibé mar thoradh ar chalaos nó earráid.

Freagrachtaí an Ard-Reachtair Cuntas agus Ciste

Éilítear orm faoin dhara sceideal den Acht na dTeangacha Oifigiúla 2003 ráitis airgeadais Oifig Choimisinéir na dTeangacha Oifigiúla a iniúchadh agus tuairisc a thabhairt orthu chuig Tithe an Oireachtais.

An cuspóir atá agam le linn an iniúchta ná teacht ar dhearbhu réasúnach cibé an bhfuil na ráitis airgeadais tríd is tríd saor ó aon mhíríteas ábhartha mar thoradh ar chalaos nó earráid. Is ionann dearbhú réasúnach agus leibhéal ard dearbhaithe ach ní hionann é is barántas go dtiocfar i gcónaí, le linn iniúchadh a dtugtar faoi de réir na gCaighdeán Idirnáisiúnta maidir le hlniúchóireacht, ar mhíríteas ábhartha nuair is ann dóibh. D'fhéadfadh míráiteas eascairt ó chalaos nó ó earráid agus meastar iad a bheith ábhartha má tá ionchas réasúnach ann go n-imreoidh siad, astu féin nó le chéile, tionchar ar chinntí eacnamaíochta úsáideoirí a dhéantar bunaithe ar na ráitis airgeadais seo.

Mar chuid d'iniúchadh a sheoltar de réir na gCaighdeán Idirnáisiúnta maidir le hlniúchadh, cleachtaim breithiúnas gairmiúil agus sceipteachas gairmiúil i gcaitheamh an iniúchta. Is mé á dhéanamh sin,

- aithním na rioscaí atá ann i leith míráiteas ábhartha sna ráitis airgeadais cibé mar thoradh ar chalaos nó earráid agus déanaim measúnú orthu; leagaim amach nósanna imeachta iniúchta mar fhreagra ar na rioscaí sin agus cuirim i bhfeidhm iad; agus tagaim ar fhianaise iniúchta atá leordhóthanach agus iomchuí chun bonn a chur faoi mo thuairim. Tá an riosca a bhaineann le gan míráiteas ábhartha ó chalaos a bhrath níos airde ná ó earráid mar go bhféadfadh claonpháirteachas, brionnú, easnaimh d'aon turas, mífhaisnéis nó sárú ar rialú inmheánach a bheith i gceist le calaos.
- Faighim tuiscint ar rialú inmheánach atá ábhartha don iniúchadh d'fhonn nósanna imeachta iniúchta a leagan amach atá ábhartha sna cúinsí atá i gceist, ach ní chun críocha tuairim a thabhairt ar éifeachtacht na rialuithe inmheánacha.
- Déanaim measúnú ar ábharthacht na mbeartas cuntasáiochta agus a réasúnach is atá meastacháin chuntasáiochta agus nochtuithe bainteacha.

- Socraím chomh oiriúnach is atá sé úsáid a bhaint as an mbonn cuntasáiochta gnóthas leantach agus, bunaithe ar an bhfianaise iniúchóireachta a dtagam air, cibé an bhfuil neamhchinnteacht ábhartha ann maidir le himeachtaí nó coinneollacha a chaithfeadh amhras suntasach ar chumas Oifig Choimisinéir na dTeangacha Oifigiúla Gaeilge leanúint mar ghnóthas leantach. Má shocraím go bhfuil mhíchinnnteacht ábhartha ann, éilítear orm aird a tharraingt i mo thuarascáil ar na nochtuithe bainteacha sna ráitis airgeadais nó, má tá nochtuithe den chineál sin neamhleordhóthanach, mo thuairim a leasú. Tá mo chonclúidí bunaithe ar an bhfianaise iniúchóireachta a dtángthas uirthi go dtí dáta mo thuarascála. D'fhéadfadh imeachtaí amach anseo stop a chur ar Oifig Choimisinéir na dTeangacha Oifigiúla leanúint mar ghnóthas leantach.
- Déanaim measúnú ar an gcur i láthair, struchtúr agus ábhar na ráiteas airgeadais tríd is tríd lena n-áirítear na nochtuithe agus cibé an léiríonn na ráitis airgeadais na hidirbhearta agus na himeachtaí bunúsacha ar bhealach a thugann léiriú cóir.

Chomh maith le nithe eile, cuirim scóip agus am an iniúchta in iúl dóibhsean atá freagrach as rialachas chomh maith le torthaí suntasacha iniúchta lena n-áirítear aon easnaimh mhóra sa chóras rialaithe inmheánaigh a aithním le linn m'iniúchta.

Faisnéis eile seachas na ráitis airgeadais

Ní chuimsíonn mo thuairim ar na ráitis airgeadais an fhaisnéis eile a cuireadh i láthair in éineacht leis na ráitis sin agus ní thugaim aon dearbhú ar aon bhealach ina leith.

Maidir le m'iniúchadh ar na ráitis airgeadais, éilítear orm faoi na Caighdeán Idirnáisiúnta maidir le hlniúchadh an t-eolas eile a chuirtear i láthair a léamh agus lena linn sin a bhreithniú cibé an bhfuil an fhaisnéis eile ag teacht go hábhartha leis na ráitis airgeadais nó le heolas a fuarthas le linn an iniúchta nó más léir go bhfuil míráiteas ábhartha i gceist. Má shocraím, bunaithe ar an obair atá déanta agam, go bhfuil míráiteas ábhartha i gceist sa bhfaisnéis eile seo, éilítear orm tuairisciú ina leith sin.

Tuairisc ar nithe eile

Tugadh faoin iniúchadh de réir breithnithe speisialta a bhaineann le comhlachtaí Stáit i ndáil lena mbainistiú agus a bhfeidhmiú. Tuairiscím má fhaighim go bhfuil nithe ábhartha eile ann a bhaineann leis an tslí a ndearnadh gnó poiblí.

Lorgaim fianaise faoi rialtacht na n-idirbheart airgeadais le linn an iniúchta. Tuairiscím má thug m'iniúchadh aird ar aon chás ábhartha nár feidhmíodh suimeanna airgid chun na gcríoch a bhí beartaithe, nó sa chás nach mbíonn na hidirbhearta ag cloí leis na húdaráis a dhéanann rialú orthu.

Tuairiscím freisin trí eisceacht, más é mo thuairim,

- nach bhfaighim an fhaisnéis agus na mínithe go léir a theastaigh uaim chun m'iniúchadh a dhéanamh, nó
- cibé an raibh na taifid chuntasáiochta leordhóthanach chun iniúchadh ceart a dhéanamh ar na ráitis airgeadais nó
- mura bhfuil na ráitis airgeadais ag teacht leis na taifid chuntasáiochta.

Oifig Choimisinéir na dTeangacha Oifigiúla

Governance Statement

Governance

Oifig Choimisinéir na dTeangacha Oifigiúla is an independent statutory office established under the Official Languages Act 2003. An Coimisinéir Teanga is appointed by the President of Ireland on the advice of the Government following a resolution passed by both Houses of the Oireachtas recommending the appointment. The Office does not have a board of directors.

An Coimisinéir Teanga is responsible for ensuring that the Office adheres to good governance practices and carries out the functions set out in the legislation. Oifig Choimisinéir na dTeangacha Oifigiúla formulates an annual work plan in line with its Statement of Strategy. This plan is reviewed and updated on a regular basis. The Office also ensures that its corporate policies and procedures are up to date and in line with relevant civil service circulars.

The Office has an Audit and Risk Committee which met on two occasions during 2019. There are three members on the Committee, two of whom are external members, with financial expertise and knowledge of the public sector. The Office has outsourced the internal audit function to a qualified accountant who carries out an audit in accordance with the priorities agreed with the Committee. All internal audit reports are submitted to the Committee.

Audit & Risk Management Committee Schedule of Attendance, Fees and Expenses

A schedule of attendance at the Audit & Risk Management Committee meetings for 2019 is set out below including the fees and expenses received by each member.

	Audit, Finance & Risk Committee	Fees 2019 €	Expenses 2019 €
Number of Meetings	2		
Áine Ní Chiaráin (Cathaoirleach)	2	-	281
Órla de Búrca	2	-	-
Páidí Ó Dálaigh	2	-	260
	-		-
		-	541

Travel and subsistence overpayments of €508 were made over the period 2017-2019. The overpayments arose when outdated mileage rates were used in claiming for travel. The Office has taken steps to ensure that all claim forms now included the correct mileage rates.

Responsibilities of An Coimisinéir Teanga

Section 8 of the second schedule of the Official Languages Act 2003 requires An Coimisinéir Teanga to keep in such form as may be approved by the Minister of Culture, Heritage and the Gaeltacht, all

proper and usual accounts of money received and expended by him and all such special accounts (if any) as the Minister may direct.

In preparing these financial statements, An Coimisinéir Teanga is required to

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that it will continue in operation and
- State whether applicable accounting standards have been followed, subject to any material departure disclosed and explained in the financial statements.

An Coimisinéir Teanga is responsible for keeping adequate accounting records which disclose, with reasonable accuracy at any time, its financial position and enables it to ensure that the financial statements comply with section 8 of the second schedule of the Official Languages Act 2003. The maintenance and integrity of the corporate and financial information on the Office's website is the responsibility of An Coimisinéir Teanga.

An Coimisinéir Teanga is responsible for approving the annual plan and budget. An Coimisinéir Teanga reviews the performance of the Office by reference to the annual plan and monthly management accounts (including comparison to budgeted amounts) on a regular basis.

An Coimisinéir Teanga is responsible for safeguarding its assets and hence for taking steps for the prevention and detection of fraud and other irregularities.

An Coimisinéir Teanga considers that the financial statements of Oifig Choimisinéir na dTeangacha Oifigiúla give a true and fair view of the financial performance and the financial position of the Office at 31 December 2019.

Disclosures Required by the Code of Practice for the Governance of State Bodies (2016)

An Coimisinéir Teanga is responsible for ensuring that Oifig Choimisinéir na dTeangacha Oifigiúla has complied with the requirements of the Code of Practice for the Governance of State Bodies as published by the Department of Public Expenditure and Reform in August 2016. The following disclosures are required by the Code.

Travel and Subsistence Expenditure

	2019	2018
	€	€
Domestic	17,673	22,499
International	<u>3,846</u>	<u>4,480</u>
Total	<u>21,519</u>	<u>26,979</u>

Hospitality Expenditure

	2019	2018
	€	€
Staff hospitality	0	0
External hospitality	<u>439</u>	<u>1,458</u>
Total	<u>439</u>	<u>1,458</u>

Consultancy Costs

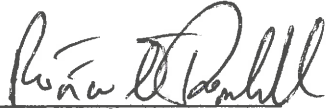
Legal and professional fees of €1,230 (2018: €14,145) were incurred in 2019 in respect of the discharge of the functions of the Office. No other consultancy costs were incurred in the year (2018: €0).

Legal Costs and Settlements

There were no legal costs or settlements in 2019 (2018: €0).

Statement of Compliance

Oifig Choimisinéir na dTeangacha Oifigiúla has adopted the Code of Practice for the Governance of State Bodies (2016) and has put procedures in place to ensure compliance with the Code. Oifig Choimisinéir na dTeangacha Oifigiúla was in full compliance with the Code of Practice for the Governance of State Bodies for 2019.



Rónán Ó Domhnaill
An Coimisinéir Teanga

11/12/2020
Date

Oifig Choimisinéir na dTeangacha Oifigiúla

Statement on Internal Control

Scope of Responsibility

Oifig Choimisinéir na dTeangacha Oifigiúla is a small office in one unit. Oifig Choimisinéir na dTeangacha Oifigiúla has sanction for nine staff – An Coimisinéir Teanga and eight civil servants. As An Coimisinéir Teanga I have responsibility for ensuring that an effective system of internal control is maintained and operated. This responsibility takes account of the requirements of the Code of Practice for the Governance of State Bodies (2016).

Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a tolerable level rather than to eliminate it. The system can therefore only provide reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded and that material errors are either prevented or detected in a timely way

The system of internal control, which accords with guidance issued by the Department of Public Expenditure and Reform, has been in place in Oifig Choimisinéir na dTeangacha Oifigiúla for the year ended 31 December 2019 and up to the date of approval of the financial statements.

Capacity to Handle Risk

Oifig Choimisinéir na dTeangacha Oifigiúla has an Audit and Risk Committee (ARC) comprising of a senior member of staff and two external members, with financial and audit expertise, one of whom is the Chair. The ARC met twice in 2019.

Internal audit services are provided on a contract basis by a qualified accountant. An internal audit took place during 2019.

Risk and Control Framework

Oifig Choimisinéir na dTeangacha Oifigiúla has implemented a risk management system which identifies and reports key risks and the management actions being taken to address and, to the extent possible, to mitigate those risks.

A risk register is in place which identifies the key risks facing Oifig Choimisinéir na dTeangacha Oifigiúla and these have been identified, evaluated and graded according to their significance. The register is reviewed and updated by the ARC on an annual basis.

The risk register details the controls and actions needed to mitigate risks and responsibility for operation of controls assigned to specific staff. I confirm that a control environment containing the following elements is in place:

- procedures for all key business processes have been documented,
- financial responsibilities have been assigned at management level with corresponding accountability,
- there is an appropriate budgeting system with an annual budget which is kept under review by senior management,
- there are systems aimed at ensuring the security of the information and communication technology systems and
- there are systems in place to safeguard assets.

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 An Coimisinéir Teanga, where relevant, in a timely way. I 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, and
- there are regular reviews by senior management of periodic and annual performance and financial reports which indicate performance against budgets/forecasts.

Procurement

I confirm that Oifig Choimisinéir na dTeangacha Oifigiúla has procedures in place to ensure compliance with current procurement rules and guidelines and that during 2019 Oifig Choimisinéir na dTeangacha Oifigiúla complied with those procedures.

Review of Effectiveness

I confirm that Oifig Choimisinéir na dTeangacha Oifigiúla has procedures to monitor the effectiveness of its risk management and control procedures. Oifig Choimisinéir na dTeangacha Oifigiúla's monitoring and review of the effectiveness of the system of internal financial control is informed by the work of the internal and external auditors, the Audit and Risk Committee which oversees their work, and the senior management team within Oifig Choimisinéir na dTeangacha Oifigiúla responsible for the development and maintenance of the internal financial control framework.

I confirm that I conducted an annual review of the effectiveness of the internal controls for 2019.

Internal Control Issues

No weaknesses in internal control were identified in relation to 2019 that require disclosure in the financial statements.


Rónán Ó Domhnaill
An Coimisinéir Teanga

11/12/2020
Date

Oifig Choimisinéir na dTeangacha Oifigiúla

STATEMENT OF INCOME AND EXPENDITURE AND RETAINED REVENUE RESERVES

For the year ended 31 December 2019

	Note	2019	2018
		€	€
Income			
Oireachtas grant	2	808,344	746,623
Other income	7	0	1,550
Transfer from/(to) the Capital account	4	<u>(5,292)</u>	<u>7,924</u>
		803,052	756,097
Expenditure			
Salaries and allowances	5	629,603	566,296
Travel expenses		21,519	26,979
Depreciation	3	10,995	9,585
Stationery		803	466
Postage & phone		10,330	10,288
Rent, computer & office maintenance	6	86,944	89,795
Legal & professional fees		1,230	14,145
Audit fee		4,400	4,000
Accounting fees		2,666	3,124
Advertising		6,747	5,992
Publications, publicity & events		19,329	13,896
Miscellaneous		<u>7,313</u>	<u>13,371</u>
		801,879	757,937
Surplus / (Deficit) for the year		1,173	(1,840)
Balance Brought Forward at 1 January		372	2,212
Balance Carried Forward at 31 December		<u>1,545</u>	<u>372</u>

All income and expenditure for the year relates to continuing activities at 31 December 2019. The Statement of Income and Expenditure and Retained Revenue Reserves includes all gains and losses recognised in the year.

The Statement of Cash Flows and Notes 1 to 8 form part of these financial statements.

An Coimisinéir Teanga:


Rónán Ó Domhnaill

Date:

11/12/2020

Oifig Choimisinéir na dTeangacha Oifigiúla


STATEMENT OF FINANCIAL POSITION

As at 31 December 2019

	Note	2019	2018
		€	€
Fixed Assets			
Property, plant & equipment	3	24,250	18,958
Current Assets			
Cash and cash equivalents		5,875	3,352
Prepayments		<u>8,714</u>	<u>8,015</u>
		14,589	11,367
Current Liabilities			
(amounts falling due within one year)			
Accruals		(12,619)	(10,270)
Payables		<u>(425)</u>	<u>(725)</u>
		(13,044)	(10,995)
Net Current Assets		1,545	372
Total Net Assets		<u>25,795</u>	<u>19,330</u>
Representing			
Capital account	4	24,250	18,958
Retained revenue reserves		<u>1,545</u>	<u>372</u>
		<u>25,795</u>	<u>19,330</u>

The Statement of Cash Flows and Notes 1 to 8 form part of these financial statements.

An Coimisinéir Teanga:


Rónán Ó Domhnaill

Dáta:

11/12/2020

Oifig Choimisinéir na dTeangacha Oifigiúla

STATEMENT OF CASH FLOWS

For the year ended 31 December 2019

	2019	2018
	€	€
Cash Flows from Operating Activities		
Excess Income over Expenditure	1,173	(1,840)
Transfer from / (to) the Capital account	5,292	(7,924)
Depreciation	10,995	9,585
(Increase) / decrease in prepayments	(699)	7,064
(Increase) / decrease in debtors	0	0
Increase / (decrease) in payables	(300)	(73)
Increase / (decrease) in deferred income	0	0
Increase / (decrease) in accruals	2,349	(6,435)
Net Cash Inflow from Operating Activities	<u>18,810</u>	<u>377</u>
 Cash Flows from Investing Activities		
Payments to acquire property, plant & equipment	(16,287)	(1,661)
Net Cash Flows from Investing Activities	<u>(16,287)</u>	<u>(1,661)</u>
 Net Increase/(Decrease) in Cash and Cash Equivalents	<u>2,523</u>	<u>(1,284)</u>
 Cash and cash equivalents at 1 January	<u>3,352</u>	<u>4,636</u>
Cash and cash equivalents at 31 December	<u>5,875</u>	<u>3,352</u>

Oifig Choimisinéir na dTeangacha Oifigiúla

Notes to the Financial Statements

1. Accounting Policies

The basis of accounting and significant accounting policies adopted by Oifig Choimisinéir na dTeangacha Oifigiúla are set out below. They have all been applied consistently throughout the year and for the preceding year.

a) General Information

Oifig Choimisinéir na dTeangacha Oifigiúla was established under the Official Languages Act 2003 with a head office at An Spidéal, Gaillimh. Rónán Ó Domhnaill was appointed as the second Coimisinéir Teanga on 12 March 2014 succeeding Seán Ó Cuirreáin who stepped down from the position on 23 February 2014.

The functions of An Coimisinéir Teanga are set out in Section 21 of the Act and include

- monitoring compliance with the Act
- carrying out investigations into any failure by a public body to comply with the provisions of the Act
- providing advice to the public regarding their rights under the Act
- providing advice to public bodies regarding their obligations under the Act
- carrying out investigations to ascertain whether any provision of any other enactment relating to the status or use of an official language was not complied with.

b) Statement of Compliance

The financial statements of Oifig Choimisinéir na dTeangacha Oifigiúla for the year ended 31 December 2019 have been prepared in accordance with FRS 102, the financial reporting standard applicable in the UK and Ireland issued by the Financial Reporting Council (FRC), as promulgated by Chartered Accountants Ireland.

c) Basis of Preparation

The financial statements have been prepared under the historical cost convention. The following accounting policies have been applied consistently in dealing with items which are considered material in relation to Oifig Choimisinéir na dTeangacha Oifigiúla's financial statements.

d) Revenue

Oireachtas Grants

Revenue is generally recognised on an accruals basis; one exception to this is in the case of Oireachtas Grants which are recognised on a cash receipts basis.

Other Revenue

Other revenue is recognised on an accruals basis.

e) Receivables

Receivables are recognised at fair value, less a provision for doubtful debts. The provision for doubtful debts is a specific provision, and is established when there is objective evidence that Oifig Choimisinéir na dTeangacha Oifigiúla will not be able to collect all amounts owed to it. All movements in the provision for doubtful debts are recognised in the Statement of Income and Expenditure and Retained Revenue Reserves.

f) Payables

Payables are classified as current if payable within one year or less. If not, they are presented as non current liabilities.

g) Operating Leases

Rental expenditure under operating leases is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves over the life of the lease. Expenditure is recognised on a straight-line basis over the lease period, except where there are rental increases linked to the expected rate of inflation, in which case these increases are recognised when incurred. Any lease incentives received are recognised over the life of the lease.

h) Property, Plant and Equipment

Property, plant and equipment are stated at cost less accumulated depreciation, adjusted for any provision for impairment. Depreciation is provided on all property, plant and equipment rates estimated to write off the cost less the estimated residual value of each asset on a straight line basis over their estimated useful lives, as follows:

- | | | |
|------|-------------------------------|---------------|
| (i) | Fixtures and Fittings | 10% per annum |
| (ii) | Computer and Office Equipment | 20% per annum |

Residual value represents the estimated amount which would currently be obtained from disposal of an asset, after deducting estimated costs of disposal, if the asset were already of an age and in the condition expected at the end of its useful life.

If there is objective evidence of impairment of the value of an asset, an impairment loss is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves in the year.

i) Pensions

The current Coimisinéir Teanga is a member of the Single Public Service Pension Scheme. The relevant pension contributions are remitted to the Department of Public Expenditure and Reform. The Department has confirmed that pension liability in respect of the Coimisinéir will be met by funds provided from the Oireachtas in accordance with Section 44(1)(b) of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. No provision has been made in these financial statements for such liability pending completion of an actuarial valuation.

The staff of the Office of An Coimisinéir Teanga are civil servants. Their payroll is administered by the Department and liability in relation to their pensions rests with the Department.

A defined benefit scheme was established in 2009 for the first Coimisinéir Teanga in accordance with the Official Languages Act 2003. Liabilities under the scheme fall to be paid by the Department.

j) Critical Accounting Judgements and Estimates

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the statement of financial position date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The following judgements have had the most significant effect on amounts recognised in the financial statements.

Depreciation and Residual Values

The asset lives and associated residual values of all fixed asset classes, and in particular, the useful economic life and residual values of fixtures and fittings have been reviewed, and it has been concluded that asset lives and residual values are appropriate.

Provisions

Oifig Choimisinéir na dTeangacha Oifigiúla makes provisions for legal and constructive obligations, which it knows to be outstanding at the period end date. These provisions are generally made based on historical or other pertinent information, adjusted for recent trends where relevant. However, they are estimates of the financial costs of events that may not occur for some years. As a result of this and the level of uncertainty attaching to the final outcomes, the actual out-turn may differ significantly from that estimated. There were no provisions in 2019.

2. Oireachtas Grant

The Department of Culture, Heritage and the Gaeltacht made the following funds available to Oifig Choimisinéir na dTeangacha Oifigiúla in the period

	2019 €	2018 €
Grant to Oifig Choimisinéir na dTeangacha Oifigiúla	113,000	99,000
Payments made on behalf of Oifig Choimisinéir na dTeangacha Oifigiúla	<u>695,344</u>	<u>647,623</u>
	808,344	746,623

3. Fixed Assets

2019	Fixtures & Fittings €	Computer & Office Equipment €	Total €
Cost			
Opening Balance 1 January 2019	158,560	110,435	268,995
Additions in 2019	0	16,287	16,287
Disposals in 2019	<u>0</u>	<u>(11,773)</u>	<u>(11,773)</u>
Closing Balance 31 December 2019	158,560	114,949	273,509
Depreciation			
Opening Balance 1 January 2019	158,560	91,477	250,037
Charge 2019	0	10,995	10,995
Disposals 2019	<u>0</u>	<u>(11,773)</u>	<u>(11,773)</u>
Closing Balance 31 December 2019	158,560	90,699	249,259
Net Book Value			
Net book value 31 December 2019	<u>0</u>	<u>24,250</u>	<u>24,250</u>
Net book value 31 December 2018	<u>0</u>	<u>18,958</u>	<u>18,958</u>

2018	Fixtures & Fittings €	Computer & Office Equipment €	Total €
Cost			
Opening Balance 1 January 2018	158,560	108,774	267,334
Additions in 2018	0	1,661	1,661
Disposals in 2018	<u>0</u>	<u>0</u>	<u>0</u>
Closing Balance 31 December 2018	158,560	110,435	268,995
Depreciation			
Opening Balance 1 January 2018	158,560	81,892	240,452
Charge 2018	0	9,585	9,585
Disposals 2018	<u>0</u>	<u>0</u>	<u>0</u>
Closing Balance 31 December 2018	158,560	91,477	250,037
Net Book Value			
Net book value 31 December 2018	<u>0</u>	<u>18,958</u>	<u>18,958</u>
Net book value 31 December 2017	<u>0</u>	<u>26,882</u>	<u>26,882</u>

4. Capital Account

	2019 €	2018 €
Transfer to Income and Expenditure Account		
Funds applied for the purchase of Fixed Assets	16,287	1,661
Amortisation in line with asset depreciation	<u>(10,995)</u>	<u>(9,585)</u>
	5,292	(7,924)
Opening balance at 1 January	18,958	26,882
Closing balance at 31 December	24,250	18,958

5. Salaries and Allowances

Payroll costs are made up of

	2019 €	2018 €
Salary of An Coimisinéir	125,870	127,021
Staff salaries	454,472	403,414
Employer's PRSI	47,580	42,733
Holiday pay charge	<u>1,681</u>	<u>(6,872)</u>
	629,603	566,296

An amount of €27,428 (2018 - €30,956) was deducted from staff by way of the pension levy and paid to the Exchequer.

(b) Employee benefits breakdown

Range of total employee benefits		Number of Employees	
From	To	2019	2018
€60,000	- €69,999	1	1
€70,000	- €79,999	-	1
€80,000	- €89,999	1	-
€90,000	- €99,999	1	1
€100,000	- €109,999	-	-
€110,000	- €119,999	-	-
€120,000	- €129,999	1	1

6. Rent, computer and office maintenance

Lease Commitments

Oifig Choimisinéir na dTeangacha Oifigiúla is located in An Spidéal in a premises provided by the Department of Culture, Heritage and the Gaeltacht at an annual rental cost of €48,019.

A new lease was agreed between the landlord and the Department for the period 2 June 2014 to 1 March 2024. These premises have been made available to Oifig Choimisinéir na dTeangacha Oifigiúla at the full rental cost.

At 31 December 2019 Oifig Choimisinéir na dTeangacha Oifigiúla has the following commitments in respect of this lease:

	€
Payable within one year	48,019
Payable within two to five years	152,060
Payable after five years	<u>0</u>
	<u>200,079</u>

7. Other Income

The International Association of Language Commissioners provided €1,550 to the Office in 2018 to pay for the maintenance of the organisation's website.

8. Events After the Reporting Period

There are no events between the reporting date and the date of approval of these financial statements for issue that require adjustment to the financial statements.

An Coimisinéir Teanga recognises that the Covid-19 pandemic is a significant event which has occurred since the reporting date. An Coimisinéir Teanga is taking the situation seriously and is monitoring the situation, in conjunction with management, on an ongoing basis. The business continues to operate with measures in place to protect staff and Oifig Choimisinéir na dTeangacha Oifigiúla's stakeholders. Staff are working remotely and services continue to be provided. To date, the operations and most of the entity's activities are being maintained while adjusting to the different way in which the business is being delivered. While An Coimisinéir Teanga is unable to reliably predict the impact of Covid-19 on its cash flows, the performance and operations of Oifig Choimisinéir na dTeangacha Oifigiúla are being monitored closely.

An Coimisinéir Teanga considers that, as the entity provides a public service that is funded by moneys provided by the Exchequer, it is appropriate to prepare these financial statements on a going concern basis.