

**Irish Girl Guides**

**Financial Statements**

**Year Ended 31st December 2012**



**B M C**

Byrne + Moreau + Connell  
*Chartered Accountants*

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**Independent Auditors' Report  
To the Irish Girl Guides**

We have audited the financial statements on pages 3 to 8 which have been prepared under the historical cost convention, and the accounting policies set out on pages 5 and 6.

**Respective responsibilities of Executive Committee, Council Members and Auditors**

As described on page 5, the Executive Committee and the General Council are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit of those statements and report our opinion to you.

**Basis of opinion**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Executive Committee and the General Council in the preparation of the financial statements, and of whether the accounting policies are appropriate to the association's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we have evaluated the overall adequacy of the presentation of information in the financial statements.

**Opinion**

In our opinion the financial statements give a true and fair view of the state of the association's affairs as at 31st December 2012 and of its surplus for the year then ended.

We have obtained all the information and explanations we consider necessary for the purposes of our audit. In our opinion proper books of account have been kept by the association. The financial statements are in agreement with the books of account.



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**Joseph Moreau FCA**  
For And On Behalf Of:

**Byrne Moreau Connell**  
**Chartered Accountants**  
**and Registered Auditor**  
**Harmony Court,**  
**Harmony Row, Dublin 2**

**23rd February 2013**

**Income & Expenditure Account**  
**Year ended 31st December 2012**

	<b>2012</b>	<b>2011</b>
	<b>Total</b>	<b>Total</b>
	<b>€</b>	<b>€</b>
<b>Income</b>		
Department of Children & Youth Affairs - Youth Service Grant	420,598	449,838
Membership fees	266,852	253,363
Thinking day fund	8,904	10,110
Other Grants, sponsorship and sundry income	19,230	5,150
	<u>715,583</u>	<u>718,461</u>
<b>Expenditure &amp; provisions (Schedule I)</b>	<u>739,323</u>	<u>745,676</u>
<b>Surplus/(deficit) on Administration</b>	<b>(23,740)</b>	<b>(27,215)</b>
<b>Surplus/(deficit) on Distribution (Schedule II)</b>	<b>7,374</b>	<b>43,815</b>
<b>Surplus/(deficit) on National Memorial Cottage (Schedule III)</b>	<u>247</u>	<u>2,076</u>
<b>Surplus/(deficit) before interest income</b>	<b>(16,119)</b>	<b>18,676</b>
Interest & investment income	<u>20,341</u>	<u>27,102</u>
<b>Net Surplus/(Deficit) for year</b>	<b>4,222</b>	<b>45,778</b>
Balance at beginning of year	<u>640,404</u>	<u>594,626</u>
<b>Balance at end of year</b>	<u>644,626</u>	<u>640,404</u>

**On behalf of the Executive Committee and the General Council**

Cathy Thewlis, National Treasurer

23rd February 2013



Emer O'Sullivan, Chief Commissioner

23rd February 2013



**Balance Sheet**  
**Year ended 31st December 2012**

	Note	2012 €	2011 €
<b>Financial Assets</b>			
Investment accounts	3	<u>92,074</u>	92,083
<b>Current Assets</b>			
Bank balances and cash	3	734,671	721,965
Debtors	4	30,072	35,866
Stocks of Distribution centre	5	<u>124,245</u>	<u>152,406</u>
		<u>888,988</u>	<u>910,237</u>
<b>Current Liabilities</b>			
Creditors	6	<u>(18,617)</u>	<u>(39,943)</u>
<b>Net Current Assets</b>		<u>870,371</u>	<u>870,294</u>
<b>Total Assets</b>		<u>962,445</u>	<u>962,377</u>
<b>Capital Employed</b>			
Revenue account		644,626	640,404
Provision for future development and expenses	7	<u>317,820</u>	<u>321,973</u>
		<u>962,445</u>	<u>962,377</u>

On behalf of the Executive Committee and the General Council


Cathy Thewlis, National Treasurer

23rd February 2013



Emer O'Sullivan, Chief Commissioner

23rd February 2013



## NOTES TO THE FINANCIAL STATEMENTS

### 1. Statement of Executive Committee and General Council Members' Responsibilities

The Executive Committee members are responsible for overseeing the keeping of proper accounting records which disclose with reasonable accuracy at any time the financial position of the Irish Girl Guides.

They are also responsible for safeguarding the assets of the Irish Girl Guides and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The General Council members are responsible for considering and approving the audited financial statements submitted by the National Treasurer each year.

The General Council members are responsible, through the Executive Committee, for arranging the preparation of financial statements for each financial year which give a true and fair view of the state of affairs of the Irish Girl Guides and of the surplus or deficit for that period. In preparing those financial statements the General Council members are required to:

.Approve suitable accounting policies and then 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 the Irish Girl Guides will continue in operation.

### 2. Accounting Policies

The significant accounting policies adopted by the association are set out below. These policies differ in some respects from the Statement of Recommended Practice on accounting by charities issued by the Charity Commissioners for England and Wales ("the SORP"). Compliance with the SORP is not mandatory however.

#### a) Basis of accounting

The financial statements deal with the activities of the National Office of the Irish Girl Guides. These comprise a) the collection of membership fees, grants and other income, b) administration of National Office, c) sales of uniforms and guide supplies, and d) the operation of the National Memorial Cottage and related expenditure.

These financial statements do not include regional, branch or committee activities.

#### b) Premises, office equipment and furniture.

The premises of the Irish Girl Guides, which are principally the National Office at 27 Pembroke Park, The National Memorial Cottage at Enniskerry and outdoor training centres, are not included in the balance sheet as title to these properties resides with the Irish Girl Guides Trust Corporation Limited.

Expenditure on National Office premises, office equipment, IT and furniture is written off to the income and expenditure account in the year in which it is incurred. This is not in accordance with the provisions of FRS 15, but is considered appropriate to the association's circumstances.

#### c) Government Grants

Government grants relating to the annual activities of the association are receivable in respect of a calendar year and are fully reflected in the income and expenditure account when the related expenditure is incurred.

**NOTES TO THE FINANCIAL STATEMENTS - continued****Accounting policies - continued****d) Stocks**

Stocks are stated at the lower of cost and net realisable value.

Cost comprises the cost of purchase with the addition of charges such as freight or duty where appropriate.

Net realisable value comprises the actual or estimated selling price less all costs to be incurred in selling and distribution.

**e) Investments**

Quoted investments included in investments are stated in the balance sheet at cost. In arriving at their market value, investments are valued at middle market prices ruling at close of business at the balance sheet date. Other investments represent cash deposits with financial institutions.

**f) Membership fees**

Membership fees are accounted for on a cash receipts basis.

**g) Provision for future developments**

Expenditure in relation to certain projects to be expensed in future years is provided for in the year the project is agreed.

**h) Pensions**

The pension obligations of the association are met by payments to a pension plan, the annual contributions to which are dealt with in the accounting year to which they relate.

**3. Investments, bank balances and cash**

	2012 €	2011 €
<b>Investment Accounts</b>	<u>92,074</u>	<u>92,083</u>
<b>Administration</b>		
Bank accounts	532,200	528,515
Property development fund	49,811	74,024
Thinking Day fund	81	158
	<u>582,092</u>	<u>602,696</u>
<b>Distribution</b>		
Bank Current Account	118,008	85,790
Cash on hand	1,761	916
<b>National Memorial Cottage</b>		
Bank Current Account	9,698	19,742
Credit Union Account	23,112	12,821
	<u>734,671</u>	<u>721,965</u>
<b>Total</b>	<u>826,744</u>	<u>814,048</u>

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**NOTES TO THE FINANCIAL STATEMENTS - continued**
**Bank balances and cash - continued**

	2012	2011
	€	€

Included in investment accounts are monies held aside in the following specific purpose investment account

**Eileen Beatty Bequest**

AIB ordinary shares at cost	14,945	14,945
Eileen Beatty International Fund bank account	128	138
Eileen Beatty International Fund Savings Certificate	77,000	77,000
	92,074	92,083

Note: The market value of the AIB ordinary shares at the year end was €150 (2011 - €207)

These accounts have been set aside to finance specifically identified future projects.

Of the total deposit interest and dividend income earned of €20,341 the following amount has been allocated:

Eileen Beatty Bequest - International Committee	7,308	5,815
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**4. Debtors**

Trade Debtors (Distribution)	4,125	866
Trade Debtors (Administration)	1,484	-
Sundry Debtor	1,864	-
Prepayments	1,600	-
Loan to Eastern Region	21,000	35,000
	30,072	35,866

**5. Stocks**

Goods for resale - Distribution centre	124,245	152,406
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Stocks represent goods purchased in a finished condition ready for resale by the Distribution centre.

The estimated replacement cost is not materially different from the amount shown above.

**6. Creditors**

Accruals:

Audit	6,655	6,655
Creditors & accruals	4,339	12,422
Centenary fundraising for charity	-	13,243
Georgia Ireland fund	7,623	7,623
	18,617	39,943



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**NOTES TO THE FINANCIAL STATEMENTS - continued**
**7. Provisions for future development and expenses**

	<b>2012</b>	<b>2011</b>
	€	€
World and European conferences	12,697	12,697
National conference	25,559	43,000
Camps	23,305	56,705
*Property development fund	87,811	75,146
Computers, IT, telephones, photocopier	23,500	18,500
Computers, IT, Distribution Centre	10,000	5,000
IT development	40,868	21,618
Painting & renovation of National Office	16,000	14,000
Outreach Project	14,324	29,324
First Aid	5,212	5,212
Guiders' Handbook Update	13,687	13,687
Bequest Trefoil News	-	928
Bequest Miss Hamilton-Reid	13,700	-
Programme Review & Implementation	31,156	26,156
	<u>317,820</u>	<u>321,973</u>

These provisions have been allocated from current and previous surpluses for anticipated future expenditure on specific projects.

\*This has been set up to assist with building and renovation costs - both regionally and nationally.

**8. Pensions**

The association operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the association in an independently administered fund. The pension cost charge represents contributions payable by the association to the fund and amounted to €2,709

**9. Approval of financial statements**

The Executive Committee and General Council of the Irish Girl Guides approved the financial statements on 23rd February 2013

**Schedule of Expenditure - Organisation/Administration**  
**Year ended 31st December 2012**

**Schedule I**

	2012	2011
	€	€
<b>National Office expenditure</b>		
National Office salaries and pensions	239,711	245,152
Regional development officers	72,644	77,139
Staff training	608	2,259
Staff recruitment	950	1,613
Staff expenses	3,836	3,108
	<u>317,748</u>	<u>329,272</u>
<b>Development and promotion expenditure</b>		
Membership cards/badges	1,805	1,686
Membership refunds	16,086	15,578
Membership allocation to regional properties	10,000	7,000
Grants to regions	40,605	40,200
Camps	-	14,742
Branches and committees	59,625	85,038
Trefoil News	43,725	42,319
Publications	12,719	10,301
Volunteer Travel	23,063	23,067
Public Relations expenditure	5,650	6,939
Programme Review expenditure	12,000	168
First Aid expenditure	6,910	-
Centenary Celebrations expenditure	895	122,801
Centenary Celebrations provision reversed	-9,612	-139,957
Transfer Provision Programme Review & Implementation	-	17,156
Strategic Plan	2,361	-
Net Deficit on Camp 101 (see note below)	25,195	-
Provision: Property Development	2,665	3,304
Provision: Camps	-	20,000
Provision: Programme Review & Implementation	5,000	7,000
	<u>258,693</u>	<u>277,343</u>

Note:

Grants were received to assist in funding Camp 101 as follows:

**Trócaire** provided a grant of €8,000 under their Mobilising for Justice one-year grant scheme.

**Irish Aid** at the Department of Foreign Affairs provided a grant of €30,000 under their Development Education Funding Scheme.

The Roscommon **LEADER** Partnership provided a grant of €50,481 funded by the Dept. of Environment, Community & Local Government under the Rural Development Programme (LEADER) 2007-2013.

The deficit after allowing for these grants and the other income of Camp 101 was funded by National Office, as shown above.

**Schedule of Expenditure - Organisation/Administration - continued**  
**Year ended 31st December 2012**

**Schedule I**

	2012	2011
	€	€
<b>Administration and establishment expenditure</b>		
Printing and stationery	7,040	10,302
Postage and telephone	10,208	8,345
IT and sundry office equipment (net of provisions)	18,928	14,672
Provision: IT	24,250	5,000
Light and heat	5,234	4,452
Insurances	26,199	22,943
Miscellaneous establishment expenses	5,068	5,138
Maintenance	5,528	21,700
Bank charges	743	908
Audit fees	4,305	4,235
Provision: Painting & renovation of National Office	2,000	2,000
	<u>109,504</u>	<u>99,695</u>
<b>Other expenditure</b>		
Conferences, travel and subsistence	-	2,818
National conference	-	119
Management Expenses	10,240	7,975
W.A.G.G.S./Europe	10,007	8,351
CIGA	1,000	1,500
Eileen Beatty Bequest - International Committee	7,308	5,815
Provision: Miss Hamilton-Reid Bequest	13,700	-
Subscriptions & donations	2,133	2,677
Thinking day fund contribution	8,990	10,111
	<u>53,379</u>	<u>39,366</u>
<b>Total expenditure</b>	<u>739,323</u>	<u>745,676</u>

**Income and Expenditure Account - Distribution**  
**Year ended 31st December 2012**
**Schedule II**

	2012	2011
	€	€
<b>Sales</b>	<u>264,227</u>	<u>322,748</u>
<b>Cost of sales</b>		
Opening stock	152,406	115,757
Purchases	<u>132,428</u>	<u>222,875</u>
	284,834	338,632
Closing stock	<u>(124,245)</u>	<u>(152,406)</u>
	<u>160,589</u>	<u>186,226</u>
<b>Gross profit</b>	<u>103,637</u>	<u>136,522</u>
	<u>103,637</u>	<u>136,522</u>
<b>Expenditure</b>		
Salaries and pensions	56,571	52,207
Staff training	74	-
Staff expenses	1,037	-
Insurance	1,558	1,528
Audit fee	2,706	2,662
Postage & Packaging	19,189	19,027
Travel and subsistence	1,065	1,669
Repairs and maintenance	215	227
IT maintenance	2,541	2,403
Provision for IT expenditure	5,000	5,000
Printing and stationery	2,040	3,253
Telephone	792	809
Bank interest and charges	764	921
Sundries	56	291
Credit card and online charges	<u>2,656</u>	<u>2,711</u>
<b>Total expenditure</b>	<u>96,264</u>	<u>92,707</u>
<b>Surplus(deficit) for the year</b>	<u>7,374</u>	<u>43,815</u>

**Income and Expenditure Account - National Memorial Cottage**  
**Year ended 31st December 2012**
**Schedule III**

	<b>2012</b>	<b>2011</b>
	€	€
<b>Income</b>		
Rent and other charges	5,638	10,056
Miscellaneous income	18	24
Bank deposit interest	161	181
Credit Union interest	291	134
Donations from "Friends of the Cottage"	495	436
Water	734	1,358
<b>Total Income</b>	<u>7,337</u>	<u>12,189</u>
<b>Expenditure</b>		
Travel	66	86
Light and heat	1,152	1,126
Repairs & renewals	357	3,401
Insurance	1,067	1,047
Postage and telephone	667	624
Gardening	2,731	1,486
Security	954	2,040
Donations	-	200
Bank charges	24	31
Memberships	72	72
<b>Total expenditure</b>	<u>7,090</u>	<u>10,113</u>
<b>Surplus(deficit) for the year</b>	<u>247</u>	<u>2,076</u>

**Utilisation of Government Grant**  
**Year ended 31st December 2012**
**Schedule IV**

	<b>2012</b>	<b>2011</b>
	€	€
<b>Grants for year</b>		
Department of Children & Youth Affairs - Youth Service Grant	<b>420,598</b>	449,838
	<u><b>420,598</b></u>	<u>449,838</u>
Allocation to N.O. administration activities (see below)	<b>209,475</b>	242,804
Allocation to regional, branch & committee activities (see below)	<b>211,123</b>	207,034
	<u><b>420,598</b></u>	<u>449,838</u>
<b>Allocation to N.O. administration activities</b>		
Youth service grant:		
N.O. staff and development officers	<b>190,547</b>	229,452
IT expenditure	<b>18,928</b>	13,352
	<u><b>209,475</b></u>	<u>242,804</u>
<b>Allocation to regional, branch &amp; committee activities</b>		
Youth service grants:		
Subsidies to special needs children	<b>5,605</b>	5,700
Development and training grants (regions)	<b>35,000</b>	34,500
Programme and training grants (national)	<b>103,730</b>	101,448
Trefoil News	<b>43,725</b>	42,319
Volunteer travel expenditure	<b>23,063</b>	23,067
	<u><b>211,123</b></u>	<u>207,034</u>