

Irish Girl Guides

Financial Statements

Year Ended 31st December 2013

Contents

	Page
Independent Auditor's Report	2
Income & Expenditure Account	3
Balance Sheet	4
Notes to the Financial Statements	5-9
Schedule of Expenditure Organisation/Administration	10-11
Income & Expenditure Account - Distribution	12
Income & Expenditure Account - National Memorial Cottage	13
Utilisation of Government Grants	14

**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 2013 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.



Joseph Moreau FCA
For And On Behalf Of:

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

12th April 2014


Income & Expenditure Account
Year ended 31st December 2013

	Note	2013 Total €	2012 Total €
Income			
Department of Children & Youth Affairs - Youth Service Grant		378,538	420,598
Membership fees		272,626	266,852
Other Grants, sponsorship and sundry income	3	<u>32,007</u>	<u>19,143</u>
		683,171	706,593
Expenditure & provisions (Schedule I)		<u>697,052</u>	<u>730,333</u>
Surplus/(deficit) on Administration		(13,880)	(23,740)
Surplus/(deficit) on Distribution (Schedule II)		(1,413)	7,374
Surplus/(deficit) on National Memorial Cottage (Schedule III)		<u>358</u>	<u>247</u>
Surplus/(deficit) before interest income		(14,936)	(16,119)
Interest & investment income		<u>14,290</u>	<u>20,341</u>
Net Surplus/(Deficit) for year		(646)	4,222
Balance at beginning of year		<u>644,626</u>	<u>640,404</u>
Balance at end of year		<u>643,980</u>	<u>644,626</u>

On behalf of the Executive Committee and the General Council


 Cathy Thewlis, National Treasurer

12th April 2014



 Helen Concannon, Chief Commissioner

12th April 2014

Balance Sheet
Year ended 31st December 2013

	Note	2013 €	2012 €
Financial Assets			
Investment accounts	4	<u>92,074</u>	<u>92,074</u>
Current Assets			
Bank balances and cash	4	802,338	734,671
Debtors	5	15,813	30,072
Stocks of distribution centre	6	<u>132,994</u>	<u>124,245</u>
		<u>951,145</u>	<u>888,988</u>
Current Liabilities			
Creditors	7	<u>(23,705)</u>	<u>(18,617)</u>
Net Current Assets		<u>927,440</u>	<u>870,371</u>
Total Assets		<u>1,019,514</u>	<u>962,445</u>
Capital Employed			
Revenue account		643,980	644,626
Provision for future development and expenses	7	<u>375,534</u>	<u>317,820</u>
		<u>1,019,514</u>	<u>962,445</u>

On behalf of the Executive Committee and the General Council


 Cathy Thewlis, National Treasurer

12th April 2014


 Helen Concannon, Chief Commissioner

12th April 2014

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. Other Grants, sponsorship and sundry income

	2013	2012
	€	€
Hamilton Reid bequest	-	13,711
Irish Aid grant	10,000	-
Trocaire grant	7,000	-
Léargas grant	5,542	-
* National Lottery grant	5,000	-
Rental income	2,600	2,600
Trefoil News advertising	1,830	2,918
**Thinking Day Fund (net spend)	-	(87)
Other	35	-
	<u>32,007</u>	<u>19,143</u>

* National Lottery grant received via Dept. of Children and Youth affairs in respect of cottage renovation.

** €9,059 was donated by IGG members and transferred to World Association of Girl Guides and Girl Scouts (WAGGGS). In 2012 €8,903 was donated by IGG members and €8,990 transferred to WAGGGS.

NOTES TO THE FINANCIAL STATEMENTS - continued

4. Investments, bank balances and cash

	2013 €	2012 €
Investment Accounts *	<u>92,074</u>	<u>92,074</u>
Administration		
Bank accounts	583,288	532,200
Property development fund	75,453	49,811
Thinking Day fund	254	81
	<u>658,995</u>	<u>582,092</u>
Distribution		
Bank Current Account	109,421	118,008
Cash on hand	754	1,761
National Memorial Cottage		
Bank Current Account	9,709	9,698
Credit Union Account	23,458	23,112
	<u>802,338</u>	<u>734,671</u>
Total	<u>894,411</u>	<u>826,744</u>

* Eileen Beatty Bequest

AIB ordinary shares at cost	14,945	14,945
Eileen Beatty International Fund bank account	128	128
Eileen Beatty International Fund Savings Certificate	77,000	77,000
	<u>92,074</u>	<u>92,074</u>

Note: The market value of the AIB ordinary shares at the year end was €336 (2012 - €150)

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

Of the total deposit interest and dividend income earned of €14,290 the following amount has been allocated:

Eileen Beatty Bequest - International Committee	<u>6,835</u>	<u>7,308</u>
---	--------------	--------------

NOTES TO THE FINANCIAL STATEMENTS - continued

5. Debtors

	2013	2012
	€	€
Trade Debtors (Distribution)	6,085	4,125
Trade Debtors (Administration)	680	1,484
Sundry Debtor	1,904	1,864
Prepayments	145	1,600
Loan to Eastern Region	7,000	21,000
	<u>15,813</u>	<u>30,072</u>

6. Stocks

Goods for resale - Distribution centre	<u>132,994</u>	<u>124,245</u>
--	----------------	----------------

Stocks represent goods purchased in a finished condition ready for resale by the Distribution centre.

Stock in the amount of €3,720.55 carrying the old IGG logo was written off in the year.

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

7. Creditors

Audit	6,655	6,655
PAYE/PRSI/USC	5,982	-
Creditors & accruals	11,068	4,339
Georgia Ireland fund	-	7,623
	<u>23,705</u>	<u>18,617</u>

8. Provisions for future development and expenses

World & European conferences	12,697	12,697
National conference	33,559	25,559
Camps	44,305	23,305
*Property development fund	89,453	87,811
Computers, IT, telephones, photocopier	11,392	23,500
Computers, IT, distribution centre	10,000	10,000
IT development	51,568	40,868
Painting & renovation National Office	18,000	16,000
Outreach project	14,324	14,324
First Aid	5,212	5,212
Leaders' Handbook update	13,687	13,687
Bequest Trefoil News	-	-
Bequest Miss Hamilton-Reid	11,158	13,700
Service projects	7,623	-
Grants Trocaire next period	6,400	-
Programme review & implementation	46,156	31,156
	<u>375,534</u>	<u>317,820</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.

NOTES TO THE FINANCIAL STATEMENTS - continued

9. 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 €2,649

10. Approval of financial statements

The Executive Committee and General Council of the Irish Girl Guides approved the financial statements on 12th April 2014

Schedule of Expenditure - Organisation/Administration
Year ended 31st December 2013

	Schedule I	
	2013	2012
	€	€
National Office expenditure		
National Office salaries and pensions	227,899	239,711
Regional development officers	70,894	72,644
Staff training	1,105	608
Staff recruitment	80	950
Staff expenses	3,031	3,836
	<u>303,009</u>	<u>317,748</u>
Development and promotion expenditure		
Membership cards/badges	1,745	1,805
Membership refunds	15,888	16,086
Membership allocation to regional properties	7,000	10,000
Grants to regions	32,307	40,605
Camps	11,730	-
Branches and committees	55,566	59,625
Trefoil News	38,858	43,725
Publications	6,898	12,719
Volunteer travel	21,044	23,063
Public Relations expenditure	5,164	5,650
Programme review expenditure	10,000	12,000
First Aid expenditure	3,492	6,910
NQSF	899	-
National Memorial Cottage expenditure	5,000	-
Centenary celebrations expenditure	-	895
Centenary celebrations provision reversed	-	-9,612
Strategic Plan	-	2,361
Net deficit on Camp 101	-	25,195
Provision: Property development	1,642	2,665
Provision: Camps	21,000	-
Provision: Trocaire grant for use next year	6,400	-
Provision: Programme review & implementation	15,000	5,000
	<u>259,632</u>	<u>258,693</u>

Schedule of Expenditure - Organisation/Administration - continued
Year ended 31st December 2013
Schedule I

	2013	2012
	€	€
Administration and establishment expenditure		
Printing and stationery	5,126	7,040
Postage and telephone	7,630	10,208
IT and sundry office equipment (net of provisions)	18,296	18,928
Provision: IT	15,700	24,250
Light and heat	5,554	5,234
Insurances	24,073	26,199
Miscellaneous establishment expenses	5,285	5,068
Maintenance	5,394	5,528
Bank charges	652	743
Audit fees	4,305	4,305
Professional fees	1,500	-
Provision: Painting & renovation of National Office	2,000	2,000
	<u>95,515</u>	<u>109,504</u>
Other expenditure		
World/European conferences, travel and subsistence	4,358	-
Provision: National conference	8,000	-
Management expenses	6,293	10,240
W.A.G.G.S./Europe	9,722	10,007
CIGA	1,000	1,000
Eileen Beatty bequest - International committee	6,835	7,308
Provision: Miss Hamilton-Reid bequest	-	13,700
Subscriptions & donations	2,689	2,133
	<u>38,896</u>	<u>44,388</u>
Total expenditure	<u>697,052</u>	<u>730,333</u>

Income and Expenditure Account - Distribution
Year ended 31st December 2013
Schedule II

	2013 €	2012 €
Sales	<u>250,478</u>	<u>264,227</u>
Cost of sales		
Opening stock	124,245	152,406
Purchases	<u>173,510</u>	<u>132,428</u>
	297,755	284,834
* Closing stock	<u>(132,994)</u>	<u>(124,245)</u>
	<u>164,761</u>	<u>160,589</u>
Gross profit	<u>85,717</u>	<u>103,637</u>
	<u>85,717</u>	<u>103,637</u>
Expenditure		
Salaries and pensions	53,848	56,571
Staff training	-	74
Staff expenses	222	1,037
Insurance	1,558	1,558
Audit fee	2,706	2,706
Postage & Packaging	14,016	19,189
Travel and subsistence	857	1,065
Repairs and maintenance	30	215
IT maintenance	7,255	2,541
Provision for IT expenditure	-	5,000
Printing and stationery	2,317	2,040
Telephone	875	792
Bank interest and charges	671	764
Sundries	56	56
Credit card and online charges	<u>2,720</u>	<u>2,656</u>
Total expenditure	<u>87,130</u>	<u>96,264</u>
Surplus(deficit) for the year	<u>(1,413)</u>	<u>7,374</u>

* In the year stock in the amount of €3,720.55 carrying the old IGG logo was written off.

Income and Expenditure Account - National Memorial Cottage
Year ended 31st December 2013
Schedule III

	2013	2012
	€	€
Income		
Rent and other charges	4,560	5,638
Miscellaneous income	4	18
Bank deposit interest	49	161
Credit Union interest	346	291
Donations from "Friends of the Cottage"	231	495
Water	625	734
Total Income	<u>5,815</u>	<u>7,337</u>
Expenditure		
Travel	62	66
Light and heat	1,065	1,152
Repairs & renewals	425	357
Insurance	1,067	1,067
Postage and telephone	420	667
Gardening	1,496	2,731
Security	818	954
Bank charges	32	24
Memberships	72	72
Total expenditure	<u>5,457</u>	<u>7,090</u>
Surplus(deficit) for the year	<u>358</u>	<u>247</u>

Utilisation of Government Grant
Year ended 31st December 2013

Schedule IV

	2013	2012
	€	€
Grants for year		
Department of Children & Youth Affairs - Youth Service Grant	378,538	420,598
	<u>378,538</u>	<u>420,598</u>
Allocation to N.O. administration activities (see below)	190,945	209,475
Allocation to regional, branch & committee activities (see below)	187,593	211,123
	<u>378,538</u>	<u>420,598</u>
Allocation to N.O. administration activities		
Youth service grant:		
N.O. staff and development officers	172,649	190,547
IT expenditure	18,296	18,928
	<u>190,945</u>	<u>209,475</u>
Allocation to regional, branch & committee activities		
Youth service grants:		
Subsidies to special needs children	5,601	5,605
Development and training grants (regions)	26,706	35,000
Programme and training grants (national)	95,383	103,730
Trefoil News	38,858	43,725
Volunteer travel expenditure	21,044	23,063
	<u>187,593</u>	<u>211,123</u>