

**Irish Girl Guides**

**Financial Statements**

**Year Ended 31st December 2016**



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

We have audited the financial statements on pages 3 to 10 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 2016 and of its deficit 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 accounting records have been kept by the association. The financial statements are in agreement with the accounting records.



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**Seán Flood FCA**

For And On Behalf Of:

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

**01st April 2017**

**Income & Expenditure Account**  
**Year ended 31st December 2016**

	Note	2016 Total €	2015 Total €
<b>Income</b>			
Department of Children & Youth Affairs - Youth Service Grant		373,452	364,343
Membership fees		305,052	311,764
Other Grants, sponsorship and sundry income	3	46,369	17,032
		<u>724,873</u>	<u>693,139</u>
<b>Expenditure &amp; provisions (Schedule I)</b>		<b>738,425</b>	<b>691,518</b>
<b>Surplus/(deficit) on Administration</b>		<b>(13,552)</b>	<b>1,620</b>
<b>Surplus/(deficit) on Distribution (Schedule II)</b>		<b>(5,330)</b>	<b>(7,715)</b>
<b>Surplus/(deficit) on National Memorial Cottage (Schedule III)</b>		<b>578</b>	<b>(4,574)</b>
<b>Net Surplus/(Deficit) for year</b>		<b>(18,304)</b>	<b>(10,669)</b>
Balance at beginning of year		<u>633,074</u>	<u>643,743</u>
<b>Balance at end of year</b>		<b><u>614,771</u></b>	<b><u>633,074</u></b>

On behalf of the Executive Committee and the General Council

  
 Julie Stephens, National Treasurer

01st April 2017


  
 Helen Concannon, Chief Commissioner

01st April 2017


**Balance Sheet**  
**Year ended 31st December 2016**

	Note	2016 €	2015 €
<b>Financial Assets</b>			
Investment accounts	5	<u>77,188</u>	<u>92,074</u>
<b>Current Assets</b>			
Bank balances and cash	5	766,095	815,682
Debtors	6	17,009	17,986
Stocks of distribution centre	7	<u>153,605</u>	<u>146,752</u>
		<u>936,709</u>	<u>980,420</u>
<b>Current Liabilities</b>			
Creditors	8	<u>(38,269)</u>	<u>(35,228)</u>
<b>Net Current Assets</b>		<u>898,440</u>	<u>945,192</u>
<b>Total Assets</b>		<u>975,628</u>	<u>1,037,266</u>
<b>Capital Employed</b>			
<b>Revenue account</b>		614,771	633,074
<b>Provision for future development and expenses</b>			
	9	<u>360,857</u>	<u>404,192</u>
		<u>975,628</u>	<u>1,037,266</u>

On behalf of the Executive Committee and the General Council

  
Julie Stephens, National Treasurer

01st April 2017

  
Helen Concannon, Chief Commissioner

01st April 2017

## 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 Company Limited By Guarantee.

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 Financial Reporting Standards, 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 market value. 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.

## NOTES TO THE FINANCIAL STATEMENTS - continued

## 3. Other Grants, sponsorship and sundry income

	2016	2015
	€	€
Dept of Children and Youth Affairs additional grant	5,749	3,700
Rental income	2,600	2,800
Trefoil News advertising	-	150
Bank interest received	18,518	6,570
Sponsorship mini marathon	-	444
Concern International	15,000	-
Dept of Tourism, Transport & Sport (sports grant)	4,000	-
* Sundry income, donations and fundraising generally	501	3,369
	<u>46,369</u>	<u>17,032</u>

\* € 9,623.98 was donated by IGG members and €9,023.11 transferred to World Association of Girl Guides and Girl Scouts (WAGGGS).

## 4. Employees

## Number of employees

	2016	2015
	Number	Number
National Office Staff:		
Full Time	5	5
Part Time	4	4
Development Officers:		
Part Time	8	9
Full Time	1	-
<b>Total Staff</b>	<u>18</u>	<u>18</u>
Distribution Centre Staff:		
Full Time	0	1
Part Time	1	0
Part Time (9 Months)	1	1
Part Time (3/4 Month Contract)	1	1
Casual	5	5
<b>Total Distribution Centre Staff</b>	<u>8</u>	<u>8</u>

## Employee costs

	2016	2015
	€	€
National salaries and pensions	341,017	316,904
Distribution Centre salaries and pensions	53,158	53,150
	<u>394,175</u>	<u>370,054</u>

- There were no employees whose total employee benefits (excluding employer pension costs) exceeded €60,000.
- Total employer pension contributions in the period amounted to €2,750.



## NOTES TO THE FINANCIAL STATEMENTS - continued

## 5. Investments, bank balances and cash

	2016 €	2015 €
<b>Investment Accounts *</b>	<u>77,188</u>	<u>92,074</u>
<b>Administration</b>		
Bank accounts	560,281	602,231
Property development fund	82,468	82,004
Thinking Day fund	739	175
	<u>643,488</u>	<u>684,411</u>
<b>Distribution</b>		
Bank accounts	99,518	109,042
Cash on hand	1,470	1,188
<b>National Memorial Cottage</b>		
Bank accounts	21,618	21,040
	<u>766,094</u>	<u>815,681</u>
<b>Total</b>	<u>843,282</u>	<u>907,755</u>

## \* Eileen Beatty Bequest

AIB ordinary shares	60	14,945
Eileen Beatty International Fund bank account	128	128
Eileen Beatty International PO Savings	77,000	77,000
	<u>77,188</u>	<u>92,074</u>

Note: The market value of the AIB ordinary shares at the year end was €60 (2015 - €80)

It was decided to reflect AIB shares at market value in the 2016 accounts, these shares had previously been reflected at cost with note disclosure of market value.

This results in diminution in the value of investments charge in the 2016 accounts of €14,885.

## NOTES TO THE FINANCIAL STATEMENTS - continued

**6. Debtors**

	<b>2016</b>	<b>2015</b>
	€	€
Trade Debtors (Distribution)	12,909	14,921
Trade Debtors (Administration)	4,100	3,065
	<u>17,009</u>	<u>17,986</u>

**7. Stocks**

Goods for resale - Distribution centre	<u>153,605</u>	<u>146,752</u>
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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.

**8. Creditors**

Audit	7,011	7,011
PAYE/PRSI/USC	7,042	6,390
Creditors & accruals	<u>24,216</u>	<u>21,826</u>
	<u>38,269</u>	<u>35,228</u>

**9. Provisions for future development and expenses**

World & European conferences	12,697	12,697
National conference and trainings	51,268	51,268
Camps	44,305	64,305
*Property development fund	77,983	80,981
Computers, IT, Administration	13,892	13,892
Computers, IT, Distribution centre	17,000	17,000
IT development	61,253	73,568
Painting & renovation National Office	21,000	21,000
Outreach project	11,216	13,716
First Aid	5,212	5,212
Bequest Miss Hamilton-Reid	-	90
Service projects	4,923	7,123
Grant National Lottery "Free Being Me"	-	3,414
Programme review & implementation	<u>40,109</u>	<u>39,925</u>
	<u>360,857</u>	<u>404,192</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**

**10. 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 €2,750.

**11. Approval of financial statements**

The Executive Committee approved the financial statements on 01st April 2017 and General Council of the Irish Girl Guides approved the financial statements on 01st April 2017.

**Schedule of Expenditure - Organisation/Administration**  
**Year ended 31st December 2016**
**Schedule I**

	<b>2016</b>	<b>2015</b>
	<b>€</b>	<b>€</b>
<b>National Office expenditure</b>		
Salaries and pensions	340,907	316,904
Other staff costs	7,390	5,495
Regional grants	60,649	64,767
National committees	64,725	65,948
Publications	8,599	4,604
Trefoil News	28,456	28,415
Public relations	15,785	8,652
Travel expenses volunteers	22,457	19,624
National conference and trainings	17,366	-
International camps	20,000	-
World/European conferences	4,728	444
Insurance	32,777	27,097
Administration and overhead costs	29,984	30,415
IT costs	25,248	54,015
Subscriptions and affiliations	10,928	15,528
Audit fees	4,305	4,305
Professional and legal fees	2,199	1,375
Bank charges	1,006	1,011
Eileen Beatty bequest - International committee	8,390	7,417
Concern Grant allocated to Camp IGGnite 2017	15,000	-
Diane Dixon scholarship	575	-
Strategic Plan	2,065	-
Provision for diminution in value of investments	14,885	-
Provisions for future expenditure	-	35,500
	<b>738,425</b>	<b>691,518</b>

**Income and Expenditure Account - Distribution**  
**Year ended 31st December 2016**
**Schedule II**

	2016 €	2015 €
<b>Sales</b>	<u>226,805</u>	<u>249,172</u>
<b>Cost of sales</b>		
Opening stock	146,752	115,634
Purchases	158,196	198,549
Postage and packaging	<u>13,303</u>	<u>21,081</u>
	<u>318,251</u>	<u>335,264</u>
Closing stock	<u>(153,605)</u>	<u>(146,752)</u>
	<u>164,646</u>	<u>188,512</u>
<b>Gross profit</b>	<u>62,159</u>	<u>60,660</u>
<b>Other Income</b>		
Bank interest received	<u>17</u>	<u>644</u>
<b>Expenditure</b>		
Salaries and pensions	53,158	53,150
Other staff costs	1,609	645
Insurance	1,776	1,558
Administration and overhead	2,455	2,153
IT maintenance	2,501	5,000
Audit fee	2,706	2,706
Bank charges	3,280	3,808
Miscellaneous costs	21	-
<b>Total expenditure</b>	<u>67,506</u>	<u>69,019</u>
<b>Surplus(deficit) for the year</b>	<u>(5,330)</u>	<u>(7,715)</u>

**Income and Expenditure Account - National Memorial Cottage  
Year ended 31st December 2016****Schedule III**

	<b>2016</b>	<b>2015</b>
	<b>€</b>	<b>€</b>
<b>Income</b>		
Rent and other charges	6,697	8,248
Donations and other income	450	495
Bank interest	22	89
<b>Total Income</b>	<u>7,169</u>	<u>8,832</u>
<b>Expenditure</b>		
Administration	760	875
Utilities	1,137	1,645
Maintenance	2,714	2,281
Security	835	2,296
Property renovation	-	5,196
Insurance	1,107	1,067
Bank charges	38	47
<b>Total expenditure</b>	<u>6,591</u>	<u>13,406</u>
<b>Surplus(deficit) for the year</b>	<u>578</u>	<u>(4,574)</u>

**Utilisation of Government Grant**  
**Year ended 31st December 2016**

## Schedule IV

	2016 €	2015 €
<b>Grants for year</b>		
Department of Children & Youth Affairs - Youth Service Grant (Administered by Pobal)	373,452	364,343
	<u>373,452</u>	<u>364,343</u>
Allocation to national activities (see below)	187,852	207,762
Allocation to regional, branch & committee activities (see below)	185,600	156,581
	<u>373,452</u>	<u>364,343</u>
<b>Allocation to national activities</b>		
Youth service grant:		
Staff and development officers	167,852	191,462
IT costs	20,000	16,300
	<u>187,852</u>	<u>207,762</u>
<b>Allocation to regional, branch &amp; committee activities</b>		
Youth service grant:		
Regional grant	36,500	29,856
Financial assistance to units (regional)	9,100	9,100
First aid courses (regional)	5,000	6,995
Branches and committees	60,000	59,974
Trefoil News & Publications	35,000	33,019
Volunteer travel expenditure	15,000	17,637
Online management system for units	5,000	-
International Camps	20,000	-
	<u>185,600</u>	<u>156,581</u>

- The Irish Girl Guides are in compliance with Department of Finance circulars regarding tax clearance.
- In line with the Governance Code, IGG has the appropriate financial control in place which is monitored by the Finance Committee.
- The purpose of the YSGS grant funding to IGG is to enable girls and young women to develop their fullest potential as responsible citizens of the world.