An Roinn Caiteachais Phoiblí agus Athchóirithe
Department of Public Expenditure and Reform

DPE 022/010/2019
20th December 2019

To: Accounting Officers

Circular 27/2019: Requirements for Appropriation Accounts 2019

A Dhuine Uasail,

1. I am directed by the Minister for Public Expenditure and Reform to refer to existing arrangements for the preparation of appropriation accounts and to advise that the following requirements apply for the appropriation accounts 2019.

(A) ***Statement of Accounting Policies and Principles***

All Government Departments, Offices and other Vote holders, are required to prepare appropriation accounts for the year ended 31 December 2019 and all subsequent years in accordance with the accounting policies set out in Section A. Changes and points of clarification are highlighted in the Circular.

The following changes are highlighted:

- **Note 2: Statement of Financial Position (SOFP)**: Sub notes have been renumbered to facilitate the sequences of how the notes appear on the SOFP.
- Note 5: **Staffing and Remuneration**: Two separate reporting categories departments and agencies for employee numbers and pay
- Note 5.4: **Other remuneration arrangements:** Text added to include information regarding staff on secondment - see illustrative example.
- Note 5.5: **Payroll overpayments:** Information to be displayed in a table format - see illustrative example.
- Note 6.3: **Fraud and suspected fraud:** Information to be displayed in a table format - see illustrative example.
- **Depreciation Policy:** Rates and method of calculation of depreciation charges are set out in section A of this Circular see table 1.

The following points of clarification are highlighted:

- Note 3 on variations from estimate provision should explain the variations on **outturn versus original estimate provision** including deferred capital funding.
- Departments are reminded that they must confirm compliance with all relevant Government procurement guidelines. Details of the reporting requirement in the Statement of Internal Financial Control is set out in part B of this Circular.
- Sub-note 1.1 for Net Allied Services should provide **actual figures** rather than estimated expenditure, where possible.

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(B) ***Format of the Appropriation Account***

All Government Departments, Offices and Vote holders are required to prepare their appropriation accounts in a format consistent with their Estimate presentation and in accordance with the illustrative example attached to this Circular.

The Notes to the Appropriation Accounts are as follows:

- Note 1: Operating Cost Statement
- Note 2: Statement of Financial Position
- Note 3: Vote Expenditure
- Note 4: Receipts
- Note 5: Staffing and Remuneration
- Note 6: Miscellaneous

(C) Annex to Appropriation Account

Government Departments, Offices and Vote Holders are required to include an annex to the appropriation accounts, providing a report on the presentation to the Oireachtas of the financial statements of bodies and funds under the aegis of their Departments.

A template for the annex to the appropriation account is attached to this Circular.

2. These instructions supersede those contained in Department of Public Expenditure and Reform Circular 24/2018.

3. Further information will be provided in the DPER Guidance Manual for the Preparation of Appropriation Accounts 2019, to be published in January 2020.

4. Queries regarding the application of this Circular should be directed to Government Accounting Unit, Department of Public Expenditure & Reform email govacc@per.gov.ie. The Circular is available on http://govacc.per.gov.ie.

Mise le Meas,

Ronnie Downes
Assistant Secretary

Section A: Accounting Policies and Principles

Basis of Accounts

Appropriation accounts, showing the financial transactions of Government Departments[1], are prepared in accordance with the Exchequer and Audit Departments Act, 1866 (as amended by the Comptroller and Auditor General (Amendment) Act, 1993) and with accounting rules and procedures laid down by the Minister for Public Expenditure and Reform.

The accounts are a cash-based record of the receipts and payments in the year compared with the amounts provided under the Appropriation Act. The accounts also show prior year figures for comparison purposes. Some information of an accruals nature is included in the notes to the accounts.

Government Departments, Offices and Vote holders should obtain prior approval from the Department of Public Expenditure and Reform for any departures, changes or additions to the standard accounting policies in relation to accrual information in the notes to the appropriation accounts. Information regarding the accounting divergence from the standard accounting policies should be included in the Accounting Officer's introduction to the appropriation account.

Departments are reminded that where land and buildings are included in fixed assets, the basis of valuation must be explained in the Accounting Officer's introduction to the appropriation account.

Reporting Period

The reporting period is the year ended 31 December 2019.

Receipts

As a general rule, all revenues of the State are payable into the Exchequer

Subject to the express approval of the Department of Public Expenditure and Reform, certain Departmental receipts may be appropriated in aid of expenditure borne on a Vote. Without such sanction, receipts must be surrendered directly to the Central Fund as Exchequer Extra Receipts.

Appropriations-in-Aid are receipts that may, under section 2 of the Public Accounts and Charges Act, 1891, be used to meet expenditure to the extent authorised by the annual Appropriation Act. In general, these are receipts arising in the normal course of a Department's business under the Vote and can include such items as:

- Charges for services;[2]
- Pension contributions;

[1] In this statement, the term 'Department' includes central Government Departments, offices and agencies responsible for Vote management and accounting.

[2] Some Offices, such as the Office of Public Works and the Office of the Attorney General, receive expenses in the course of carrying out their functions. These expenses should also be taken in as appropriations-in-aid.

- Rentals and proceeds from certain sales;
- With the prior agreement of the Minister for Public Expenditure and Reform, the proceeds from the sale of assets for the funding of high-priority capital programmes or projects;
- Fines, forfeitures or costs recovered.

In general, receipts of Departments to be credited directly to the Exchequer as 'extra' receipts are those that have no direct connection with the Vote expenditure or are 'windfall' receipts. Such extra receipts may not be used to meet expenditure from the Vote. Where they arise, they are reported in a note to the appropriation account. They include items such as:

- Receipts on foot of surplus income or profits of State companies;
- Interest, dividends or capital repayments;
- Compensation

Departments are required to provide a breakdown of the Exchequer Extra Receipts (EER's) and an explanation where the amounts are material in nature. In addition, Departments are required to disclose both the amounts lodged to the Exchequer (via the Sundry Monies Deposit Account) and the amounts payable (amounts not yet transferred over), where the amounts are not the same.

Departments are also required to present the breakdown of the Exchequer Extra Receipts on an opening balance/closing balance basis.

The amount reported by a Department for EER's transferred to the Exchequer should be reconcilable to the amount reported in the Department of Finance - Finance Accounts.

Departments are required to disclose both the amounts lodged to the Exchequer and the amounts payable (amounts not yet transferred over), where the amounts are not the same. The source of the receipts should also be explained.

Payments

Payments consist of those sums which have come in course of payment during the year. Sums are deemed to have come in course of payment where the liability has been incurred, payment is due and the instruction for the payment has been executed.

Where a liability has been incurred and payment is due (i.e. the liability has matured), payment should be completed before the year end to ensure the integrity of the appropriation account. In cases where payment has not been effected and matured liabilities are outstanding at year end, the amount of such liabilities should be given in a note to the account (Note 2).

Where a Department is acting as an agent for another Government Department resulting in financial transactions between the principal and agent, the general rule is that the agent should put the transaction through suspense, the service being a final charge in the principal's appropriation account.

In situations where the agent requires the principal to provide advance funding to enable payment to be made, only amounts certified by the agent as having been disbursed by it in the year of account should be charged to the principal's appropriation account.

Net Allied Services

Allied Services are services provided centrally to Departments on the basis that, as specialists, the supplying Department (whose primary function is the provision of these central services) is able to perform the services more efficiently than the user Department.

The Net Allied Services note details the expenditure amount in relation to the Department which is borne elsewhere and where relevant, the costs of shared services provided to other Votes. There are various measurement bases for the calculation of the allied services expenditure figures.

Departments in receipt of allied services should only include in the appropriation account note amounts for services provided directly to the Department. Allied services provided to bodies under their aegis should not be included in a departmental appropriation account.

Accruals

Each appropriation account incorporates information of an accruals nature in the notes to the account, including:

- an operating cost statement (Note 1), showing the total amount of resources consumed by the Department in the year,
- a statement of financial position showing the Department's assets and liabilities at year end (Note 2), and
- explanatory notes providing details regarding capital assets, the net exchequer funding due to the Exchequer and commitments.

The statement of financial position includes the position at year-end in relation to the following:

- **Accrued expenses** - these represent all liabilities at the year end with the exception of liabilities in regard to remuneration and pensions. In the case of goods and services, an accrued liability is recognised when the payee has met the contractual requirement to provide the goods or services ordered. Amounts due for goods delivered, but not yet paid for, even if un-inspected and not taken to stock, are treated as a liability. In the case of grants, a liability is recognised when the grantee has met all the requirements of the grant scheme but has yet to receive payment. Travel and subsistence liabilities are recognised when travel has been completed.
- **Prepayments** - these are payments made during the year of account to meet expenses which will arise in a subsequent financial year.
- **Accrued income** - this is income due to the Department at the end of the year of account which has yet to be received.
- **Deferred income** - this represents income received by the Department during the year of account for goods/services which it has yet to provide.

Capital Assets

The opening and closing values of capital assets on a Department's asset register and details of depreciation are shown by way of a note to the statement of financial position (Note 2).

The following are not included in the statement of capital assets:

- Assets that are not yet available for use
- assets that cost less than €1,000 and/or
- heritage assets, the value of which cannot be adequately expressed in financial terms. (Heritage assets which can be valued are included in the statement).

Advance Notice:
Starting with the 2020 appropriation accounts, the threshold for inclusion of capital assets on the statement of capital assets will increase to €10,000 for an individual asset. There will be no grouping of assets as was previously the case.

Capital Assets under Development

Capital assets under development should be included within Capital Assets in the Statement of Financial Position, showing expenditure on assets being developed within the Department, e.g. software development or construction projects.

Valuation of Assets

Land and Buildings

All lands and buildings owned by the State and controlled or managed by a Department are included in the statement of financial position (and capital assets note). Where relevant, the basis of valuation of land and buildings is explained in the Accounting Officer's introduction to the appropriation account.

Where land and buildings are (a) vested in the Office of Public Works or (b) vested in a Minister but in fact controlled/managed by the Office of Public Works, they are included in the account for that Office.

Where lands or buildings are vested in a Minister but are, in fact, controlled/managed by an outside body, they are not included as assets of the Department, but the ownership of the asset is noted in the Department's account. Otherwise, they appear in the account for the relevant Department.

Government Departments/Offices that for technical reasons cannot provide valuations for State-owned lands and buildings controlled or managed by them should append to the appropriation account a schedule of these assets.

Equipment, Furniture and Fittings

Equipment, furniture and fittings are valued at cost.

Other Assets

Where required, accounting policies in respect of valuation of other assets (e.g. specialised vehicles) are set out in the Accounting Officer's introduction to the appropriation account.

Depreciation Policy

Land is not depreciated. Where relevant, buildings are depreciated as indicated in the Accounting Officer's introduction to the appropriation account.

The depreciation rate for buildings, if any, should reflect their maintenance level. If buildings are being maintained to their original condition, no depreciation should arise.

Current depreciation policy is that a full year's depreciation is charged in the year of acquisition/commissioning and no depreciation is charged in year of disposal.

Advance Notice:
Starting with the 2020 appropriation accounts, to accommodate the transition to the FMSS system, depreciation will be calculated on a monthly basis. Depreciation should be charged from the date the asset is placed into service and run until the month of disposal.

As an interim arrangement for 2019 and 2020, Departments can calculate depreciation on a monthly or annual basis. All appropriation accounts from 2019 must state the depreciation method used.

Charging of Depreciation

Departmental assets fall into different categories for depreciation purposes. Depreciation is on a straight line basis. The principal categories which will apply are set out in Table 1 below.

Table 1.

Category A – Items depreciated on a straight line basis to a nil value over 10 years	
	Depreciation Rate
Furniture and Fittings	10%
Plant and Machinery	10%
Major IT Operational Software Systems	10%
Category B – Items depreciated on a straight line basis to a nil value over 5 years	
	Depreciation Rate
IT Equipment, Hardware and Software	20%
Office Equipment	20%
Other Specialist Equipment	20%
Motor Vehicles	20%
Category C – Other items. Where relevant, an explanation regarding depreciation of other classes of asset should be indicated in the Accounting Officers introduction to the appropriation account**.**	
	Depreciation Rate

Land	0%
Buildings	0% to 5%
Military Assets	3% to 20%

Departments should obtain prior approval from the Department of Public Expenditure and Reform for any departures, changes or additions to the standard accounting policies. Information regarding the accounting divergence from the standard accounting policies should be included in the Accounting Officer's introduction to the appropriation account.

Bank and Cash

'Bank and cash' should include all commercial bank account balances (payroll and other Vote related accounts) held at the year-end which are funded by the Exchequer through voted expenditure or contain receipts due to be deposited back to the Exchequer as Appropriations-in-Aid. The note should separately identify Paymaster General (PMG) bank accounts from other commercial bank accounts.

Other Commercial Bank Accounts not funded by the Exchequer

Details of any other commercial bank accounts not funded by the Exchequer are disclosed by way of a note to the account.

Stocks

Consumables are stated at the lower of cost or Departmental valuations.

Net Exchequer Funding Due

The net Exchequer funding due note shows the funding position of the Vote at the year end, taking account of the surplus to surrender and the issues from the Exchequer on a cumulative/rolling basis. The breakdown of that figure in terms of bank/cash balances, debtors' receipts due and current liabilities is also shown.

Commitments

A commitment is a contractual obligation to pay, on delivery, for goods or services (including capital projects) which have yet to be supplied at year-end. In the case of grant schemes, a commitment is recognised when the grant is approved but the grantee has yet to fulfil the requirements of the scheme.

Global contractual commitments (in excess of €10,000) likely to materialise in subsequent years, under the headings: procurement of goods and services, non-capital grant programmes, capital grant programmes, capital projects and Public Private Partnership projects, are disclosed by way of a note to the account.

Details of all major capital projects and Public Private Partnership projects, where the project value exceeds €10,000,000, are separately disclosed.

Where the reported commitment level or projected project cost has varied by more than €500,000 compared with the previous year, the reason for the movement should be explained.

Public Private Partnership Projects

A Public Private Partnership (PPP) is an arrangement between the public and the private sector (consistent with a broad range of possible partnership structures) with clear agreement on shared objectives for the delivery of public infrastructure and/or public services by the private sector that would otherwise have been provided through traditional public sector procurement.

Unitary payments for Public Private Partnership Projects should be shown separately in a table where projects involve total expenditure of €10,000,000 or more.

Contingent Liabilities

A contingent liability arises in any situation where past or current actions or events create a risk of a call on Exchequer funds in the future. Contingent liabilities are not recognised in the statement of financial position but are disclosed by way of a note unless the possibility of an outflow of resources is remote.

Examples of contingent liabilities include guarantees, litigation, insurance, contractual indemnities and warranties.

Liabilities may arise from ongoing legal cases which can give rise to a contingent liability. Except in cases involving potential litigation or where disclosure would prejudice the Exchequer position and/or future negotiations with third parties contingent liabilities relating to court cases should be disclosed in the appropriation account.

Other arrangements with the potential to give rise to contingent liabilities should only be entered into where necessary and, then, only after the potential expenditure implications have been evaluated and assessed in the light of the possible scenarios that could arise on foot of the contingent liability. The potential benefits should always be compared with the most likely cost and with the range of possible costs to ensure that the contingent liability is properly assessed.

Under no circumstances should a contingent liability be accepted where the risk being assumed has not been assessed and defined as clearly as possible. Where a Minister agrees to accept a contingent liability, it is essential that the decision-making process is properly documented, setting out: (i) the rationale for accepting the liability and (ii) the potential benefit and (iii) the potential costs. The sanction of the Minister for Public Expenditure and Reform should be sought for the creation of any contingent liabilities that could give rise to significant Exchequer expenditure.

Judgement is required in determining whether and at what point in time, legally and/or non-legally binding obligations give rise to a liability. Information is material if its omission or misstatement could influence the discharge of accountability by the Department for that financial reporting period.

Materiality depends on both the nature and amount of the item judged in the particular circumstances relative to that Department and involves consideration of both qualitative and quantitative characteristics.

Assessments of materiality will be made in the context of the legislative, institutional and operating environment within which the Department operates and, in respect of prospective financial and non-financial information, the preparer's knowledge and expectations about the future.

Superannuation
Superannuation payments for Gardaí, teachers, army personnel and Health Service Executive and former Health Board personnel are met on a current basis from the relevant Votes.

Superannuation payments to retired civil servants are provided for in Vote 12 - Superannuation and Retired Allowances. The amount attributable to each Department is provided by the Department of Public Expenditure and Reform and shown under the heading allied services, of the relevant Votes.

Foreign Currency Transactions
Transactions arising in foreign currencies are converted to Euro values at the rates of exchange at the dates of the transactions. Monetary assets and liabilities denominated in foreign currencies are converted at the year-end rates of exchange.

Other Notes to the Accounts

General Principles
In general, the other notes to appropriation accounts aim to draw the attention of Dáil Éireann and of the Committee of Public Accounts to matters bearing on parliamentary control, or to provide fuller information about material transactions of an unusual nature recorded in the account e.g. losses, special or *ex gratia* payments (a payment not legally due under a contract or otherwise – e.g. compensation paid on grounds of hardship) and extra remuneration.

Except in the cases outlined below, notes are provided where an individual transaction, or a category of transactions taken together, involves a sum of €50,000 or more.

Where amounts lower than the threshold values are involved, notes are also provided where a serious issue of principle arises or where the Comptroller and Auditor General or the Department of Public Expenditure and Reform considers that a note should be given.

Variations from estimate provision
Note 3 provides explanations of variations on outturn versus original estimate provision.

A note is provided where the variation relative to the original estimate provision (including deferred capital funding) is:

- €100,000 or more; and
- represents 5% or more of the subhead (25% in the case of administration subheads); **or**

- represents a significant variation from the original estimate provision that does not meet the above criteria but which warrants explanation.

Notes in relation to variations in Appropriations-in-Aid are included on a similar basis.

Allowance and Overtime Payments
In the case of allowance and overtime payments, the details given in Note 5 include the total number of recipients of allowance and overtime payments in one or more categories, the number of individuals that received €10,000 or more and the maximum payment to an individual, if over €10,000.

The aggregate amount paid to an individual under the various headings is set out in the "highest individual payment".

Severance and redundancy payments
Severance and redundancy payments (in excess of €10,000) are required to be disclosed by way of a note to the account.

Compensation and Legal Costs
The components of the legal costs in respect of cases in which the Department is or was involved should be disclosed. **This does not include the cost of legal advice provided outside of legal proceedings e.g. in context of development of policy or legislation. If the Department is represented in legal proceedings (other than the Chief State Solicitor's Office), the costs incurred in relation to these cases are included in the table.** In cases where cumulative legal costs incurred in the year of account exceed €50,000 (i.e. in situations where legal costs, in total, have exceeded €50,000, or where a single case exceeds €50,000), a note is to be provided with a breakdown of the total costs into:

- Legal Costs paid by Department (i.e. Departments own cost's);
- Legal costs awarded (against the Department); and
- Compensation awarded

Late Payments
In the case of interest and compensation payments under the Late Payment in Commercial Transactions Regulations, 2012, information is supplied in Note 6 where:

- the total of interest payments due was €10,000 or more; or
- an individual payment was €10,000 or more.

Fraud or Suspected Fraud
In the case of Departmental losses due to fraud, suspected fraud or suspected irregularities, information is supplied in Note 6 where:

- the total of losses during the accounting period were €10,000 or more; or
- an individual loss was €10,000 or more; or

- for losses under €10,000, a serious issue of principle arises; or
- where the Comptroller and Auditor General or the Department of Public Expenditure and Reform considers that a disclosure should be made.

Commissions and Special Inquiries

Where relevant, Note 6 should include a statement of expenditure on each Commission or Special Inquiry financed from the Vote. A distinction is made between permanent commissions, and those established on a temporary basis for a fixed purpose. In the former case, expenditure in the year of account 2019 and prior year should be shown. In the latter case, the date of establishment and cumulative expenditure from the date of establishment should be shown.

Grant Funds and Miscellaneous Accounts

Where relevant, accounts of grant funds (previously grant-in-aid funds) financed from the Vote and of other miscellaneous accounts may be presented in Note 6.

Section B: Format of Appropriation Accounts

All Government Departments, Offices and Vote holders are required to prepare their appropriation account in a format consistent with their Estimate presentation.

1. Introduction

Each appropriation account will start with an introductory note by the Accounting Officer which incorporates the ambit of the Vote, the statutory basis of the account and a formal statement by the Accounting Officer tying the account to the standard Statement of Accounting Policies and Principles as well as to the Statement on Internal Financial Control (SIFC).

The introductory paragraph gives the Accounting Officer an opportunity to include other information that will be of interest to the reader such as receipt or loss of significant functional areas, sale or transfer of fixed assets, depreciation policy where relevant or any relevant post year-end events.

Surplus to be surrendered

As well as its appearance on the face of the appropriation account and in Notes to the Statement of Financial Position, the introductory paragraph will include reference to the *"surplus to be surrendered".*

Statement of Accounting Policies and Principles

Any exceptions to the standard accounting policies will be disclosed here.

Government Departments/Offices and Vote holders are required to obtain prior approval from the Department of Public Expenditure and Reform for any departures, changes or additions to the standard accounting policies in relation to accrual information in the notes to the appropriation accounts. Information regarding the accounting divergence from the standard accounting policies should be included in the Accounting Officer's introduction to the appropriation account.

Statement on Internal Financial Control (SIFC)

Maintenance of the system of internal financial controls is a continuous process and the system and its effectiveness should be kept under on-going review. Accounting Officers should include for the current year all relevant control elements which are in use.

(i) Risk and Control Framework

The statement should outline the risk and control framework in place in the Department, including any weakness identified and actions taken or planned. The statement may also explain (where appropriate) any enhancements to internal financial controls.

"Examples of Disclosures in Relation to Weaknesses in Internal Controls in Reporting Period"

It is important to state that these are just examples of breaches that Departments should disclose in their SIFC.

It is not meant to represent guidance on what should be disclosed under various headings. This will ultimately be a matter for the Department to decide.

Example 1: Weaknesses in Control over Grants to Outside Agencies/Bodies

A number of issues have been identified in relation to the Department's control over grants to outside agencies/bodies which include:

- delays in the signing of some Service Level Agreements/Performance Delivery Agreements, and
- specified monitoring procedures including submission of performance and financial information by the funded agency/body not being complied with.

In 2019, the Department has [insert plans to address issues arising].

Example 2: Weaknesses in Control over Fixed Assets

An internal audit report on [date] identified a number of weaknesses in control over fixed assets and made a number of recommendations. It recommended systematic and independent spot checks on fixed assets and the introduction of a formal system for quickly and easily tracking the location of assets.

In 2019, the Department conducted a physical inventory reconciliation of its assets. This identified that a number of assets cannot be physically located. Accordingly, as reported in [Note X] to the appropriation account, an adjustment of €x has been made to fixed assets to reflect the reduction in asset values.

All internal audit recommendations related to the physical security of assets have now been implemented."

(i) Shared Services

Where Departments are in receipt of Shared Services, the following text or similar should be included in the Statement:

"I have fulfilled my responsibilities in relation to the requirements of the Service Level Agreement/Performance Delivery Agreement between this Department/Office and the National Shared Service Office for the provision of (e.g. HR) shared service.
I rely on a letter of assurance from the Accounting Officer of the Vote for Shared Services that the appropriate controls are exercised in the provision of shared services to this Department/ Office".

(ii) Procurement Compliance

The statement includes a **statement on compliance with procurement guidelines**. Departments are required to confirm compliance with all relevant guidelines regarding procurement, and to provide details of any exceptions. In particular, Departments should detail the number and value of contracts/amounts paid in the year which are not compliant, which guidelines they are not compliant with and what measures are in place to bring procurement into compliance. Details

should be provided as to why the contracts were not in compliance and the steps being taken to remedy the situation.

The following text should be included in the Statement:

"The Department ensures that there is an appropriate focus on good practice in purchasing and that procedures are in place to ensure compliance with all relevant guidelines".

Separate Reporting Requirement Circular40/02: Public Procurement Guidelines Returns

In relation to purchases above €25,000 (exclusive of VAT) procured without a competitive process, Department of Finance Circular 40/02 requires Government Departments to send an Annual Report signed by the Accounting Officer to the Comptroller and Auditor General explaining why a competitive process was not used. A template for the Annual Report is set out in Appendix A of Department of Finance Circular 40/02. A copy of each Annual Report should be sent to the Policy Unit of the Office of Government Procurement (email: **returns@ogp.gov.ie**).

Non-competitive procurement means a procurement without a competitive element such as direct award without prior advertising. The inclusion of a contract in a 40/02 return does not mean it is non-compliant as there may be justifiable reasons and it is expressly allowed for under the EU Directives in specific circumstances.

A Circular 40/02 return is required **in respect of the full value of contracts/purchases above a €25,000 threshold (exclusive of VAT) which have been awarded/paid without a competitive process in the year**.

In the event that an audit identifies **contracts/purchases above a €25,000 threshold (exclusive of VAT) which has been awarded/paid without a competitive process** and which has not been included in the Circular 40/02 return, the return should be amended to include those contracts omitted and resigned.

The signature of the Accounting Officer will follow the introduction.

2. Audit Certificate

The Audit Certificate will follow the Accounting Officer's introductory note.

3. Appropriation Account

a) The appropriation account itself will be presented without the ambit text in the heading (included in the introductory note).

b) The appropriation account will be presented in a format consistent with the presentation of the Estimate and with the inclusion of the outturn for the prior year in the right hand column of the account. Comparative data for the prior year will also be included in the notes where appropriate.

c) All supplementary estimate and deferred surrender figures should be included.

d) The Accounting Officer should sign and date the appropriation account.

4. Order of the Notes to the Appropriation Account

There will be 6 comprehensive Notes to the account and the sequence of these Notes will be such that related information is presented together and similar information appears in the same place in the account of each Vote.

There will be 6 comprehensive notes to the account as follows:

a) **Note 1** will be the **Operating Cost Statement (OCS)** which will show total expenditure first divided into Programme cost, Pay cost and Non-Pay cost. The deduction for Appropriations-in-Aid (A-in-A) will be taken after the total Programme expenditure (cash and non-cash) has been derived so as to give a net programme cost.

A sub-note to Note 1, **Net Allied Services**, details the expenditure amount in relation to the Department which is borne elsewhere and where relevant, the costs of shared services apportioned to other Votes.

Departments are **required to include actual figures** rather than estimated expenditure, where possible. In recognition of the fact that some services would require a complex costing system and the effort/cost involved would far outweigh the benefit of doing this it will not be an absolute requirement to include actual costs.

Both the providers and receivers of allied services are reminded to ensure that the allied services are still relevant and that the breakdown across Departments is provided using an up to date and reasonable method of calculation/apportionment.

Please note that the Vote which incurs the expense has an obligation to explain the basis of calculation of any amount charged to another Vote. It is the responsibility of each Vote in receipt of services provided by another Vote to review the basis on which the charge has been calculated and be satisfied with the calculation of the Net Allied Services figures charged to their Vote.

b) **Note 2** will be the **Statement of Financial Position** and will be followed by a number of sub-notes which will give details of the main components, such as, capital assets, assets under development, stocks and stores, commitments, outstanding matured liabilities, etc.

A sub-note to Note 2, **State Funding Account**, reconciles the movement in the State Funding Account from the prior year to the current year and details where the funding has come from.

Bank and Cash

'Bank and cash' should include all commercial bank account balances (payroll and other Vote related accounts) held at the year-end which are funded by the Exchequer through voted expenditure or which contain receipts due to be deposited back to the Exchequer

as Appropriations-in-Aid. It also includes any petty cash account balances. All PMG accounts transferred to the commercial Bank 'Danske Bank' on 1st October 2018. However, PMG bank accounts should continue to be shown separately to other commercial bank accounts in Note 2.2.

Other Commercial Bank Accounts not Funded by the Exchequer

Separate to the expenditure reflected in the appropriation account, other financial operations can arise within a Government Department or Office in order to carry out its functions and for which other commercial bank accounts which are not funded by the Exchequer, may be required. Government Departments, Offices and Vote holders are required to disclose details of such accounts in their appropriation accounts as follows:

The Department holds X number of commercial bank accounts. Moneys in these accounts are managed and administered by the Department on behalf of X for X reasons. No moneys due to or paid from the vote are transmitted through these bank accounts. The amount held at the end of 2019 is €X and is not included in the account (2018: €X).

c) **Note 3** will be **Vote Expenditure** showing **explanations of variations** on outturn of expenditure versus original estimate provision for each programme subhead.

Variations from estimate provision

Note 3 provides explanations of variations on outturn versus original estimate provision.

Departments/Offices and Other Vote holders are required to explain the difference between the original estimate provision and the outturn in the first instance. In addition, information regarding supplementary estimates should also be provided.

A note is provided where the variation relative to the original estimate provision (including deferred capital funding) is:

- €100,000 or more; and
- represents 5% or more of the subhead (25% in the case of administration subheads); **or**
- represents a significant variation from the original estimate provision that does not meet the above criteria but which warrants explanation.

Departments are reminded that the explanations should be meaningful and should supplement rather than reiterate the information contained in the appropriation account. Departments are also required to provide an explanation where small variations at subhead level lead to a large variation at programme level.

The explanation should distinguish between the reason for the variation in the amount spent, and the funding implications e.g. under/over spend requires a supplementary estimate, or virement. Explanations should focus on price and volume factors that contributed to the under or overspend.

d) **Note 4** will be **Receipts** in sub-notes as follows:

- 4.1 - Appropriations-in-Aid
- 4.2 - Exchequer Extra Receipts

Appropriations in Aid

An explanation of variations in A*ppropriations-in-Aid* should also be included.

Exchequer Extra Receipts

A breakdown/explanation is to be provided where the *Exchequer Extra Receipts (EERs)* are material in nature. Departments are required to disclose both the amounts lodged to the Exchequer and the amounts payable (amounts not yet transferred over), where the amounts are not the same. The source of the receipts should also be explained.

> The amount reported by a Department for EERs transferred to the Exchequer should be reconcilable to the amount reported in the Department of Finance - Finance Accounts.

e) **Note 5** will be **Staffing and Remuneration.** The first part of the note will give an overall view, providing figures in respect of a) total number of staff broken down into Department and agencies (with reference to the figure disclosed in the Revised Estimate) at year end, and b) total pay broken down into Department and agencies arising from the employment of staff disclosed under part a), as well as total allowances, overtime and employer PRSI.

This will be followed by sub-notes giving the details of allowances and overtime payments for Department and Agency staff. Payroll overpayments, performance and merit pay, severance and redundancy pay, special payments and other remuneration arrangements should be disclosed for Department staff only.

In cases where the Exchequer pay figure, as disclosed in the Revised Estimates, does not represent the totality of pay for the staff numbers disclosed under Note 5, a footnote to this effect should be provided.

A similar footnote is included in the Estimates, and the following indicative wording is proposed: "*These figures include a number of Non-Commercial State Agencies that are not in direct receipt of Exchequer funding but whose staff are included under Note 5*".

Allowance and Overtime Payments

In the case of allowance and overtime payments, the details given in Note 5 include the total number of recipients of allowance and overtime payments in one or more categories, the number of individuals that received €10,000 or more and the maximum payment to an individual, if over €10,000. The figure required is the total payment to an individual who received allowance and overtime payments in more than one category i.e. the total of their combined extra remuneration, not the maximum figure in a single

category. The aggregate amount paid to an individual under the various headings is set out in the "highest individual payment".

Below are examples for each category:

- Higher allowances - costs relating to an acting up position;
- Special allowances - allowances relating to specific duties associated with the role;
- Additional duties - allowances relating to specific duties which may not be associated with the role e.g. key holder;
- Other allowances - anything else incidental to the function e.g. rent, uniform or boot allowances;

Payroll Overpayments

Payroll overpayments should be included in Note 5 of the appropriation account. Only amounts of significant material value should be included. As a general guide, if total payroll overpayments for the year exceed €10,000 they should be disclosed in the note. The total overpayments at year end and the number of overpayment cases this figure relates to should be disclosed. Comparative figures for the previous year 2018 should be provided to show any increase or decrease. The number of cases with recovery plans in place should also be disclosed.

Where a recovery plan is in place and a staff member transfers to another Government Department or civil service organisation the amount of the overpayment to be repaid to the Exchequer will transfer with the staff member and he or she will be required to repay the overpayment as provided for in the overpayment recovery plan to the new Department or civil service organisation. The number and value of the recovery plans transferred should be disclosed by the relevant Department in the year of transfer *e.g. X number of overpayment recovery plans in respect of X number of individuals to the value of €X were transferred to Department X in the year.*

Severance Payments

Government Departments, Offices and Vote holders are required to meet the requirements of DPER Circular 09/2018 "*Consolidation of arrangements for the offer of severance terms in the civil and public service"* and to make the appropriate disclosure of severance payments in excess of €10,000 in their appropriation account by way of a note.

In addition to any severance payments made, the disclosure should include details, if any, of early payment of pension, the addition of added years of notional service, or any other enhancement to the accrued pension terms that has been granted.

Departments, Offices and other Vote holders are reminded of the need for appropriate disclosure of material severance payments in their appropriation account.

f) **Note 6** will be "Miscellaneous"

Legal Costs

The components of the legal costs in respect of cases in which the Department is or was involved should be disclosed. **This does not include the cost of legal advice provided outside of legal proceedings e.g. in context of development of policy or legislation. If the Department is represented in legal proceedings (other than the Chief State Solicitor's Office), the costs incurred in relation to these cases are included in the table.**

In cases where cumulative legal costs incurred in the year of account exceed €50,000, (i.e. in situations where legal costs, in total, have exceeded €50,000, or where a single case exceeds €50,000), a note is to be provided with a breakdown of the total costs into:

- Legal Costs paid by Department (i.e. Departments own cost's)
- Legal costs awarded (Legal costs against the Department) and
- Compensation awarded (Compensation payment awarded to litigant).

Arbitration and Conciliation Costs

A note is required for costs arising from arbitration and conciliation proceedings. The total expenditure relating to arbitration and conciliation should be shown for 2019 and for 2018. The total number of cases for both years should be included in the note.

Late Payments

In the case of interest and compensation payments under the Late Payment in Commercial Transactions Regulations, 2012, information is supplied in Note 6 where:

- the total of interest payments due was €10,000 or more; or
- an individual payment was €10,000 or more.

Fraud or Suspected Fraud

In the case of losses due to fraud, suspected fraud or suspected irregularities, information is supplied in Note 6 where:

- the total of losses during the accounting period were €10,000 or more; or
- an individual loss was €10,000 or more; or
- for losses under €10,000, a serious issue of principle arises; or
- where the Comptroller and Auditor General or the Department of Public Expenditure and Reform considers that a disclosure should be made.

National Lottery

The National Lottery note should give the total amount(s) of payments made to promoters of National Lottery funded eligible charities. The note should indicate that these payments may have been part funded by the National Lottery and that a list(s) of grants provided are available on the relevant Department website.

EU Funding

The outturn shown in Subheads X.1 and X.2 includes payments in respect of activities which are co-financed by the ERDF and Y1 which is co-financed by the EU.

Commissions and Special Inquiries

Where appropriate, Note 6 should include a statement of expenditure on each Commission or Special Inquiry financed from the Vote. A distinction is made between permanent commissions, and those established on a temporary basis for a fixed purpose. In the former case, expenditure in the year of account 2019 and prior year should be shown. In the latter case, the date of establishment and cumulative expenditure from the date of establishment should be shown.

Grant Funds and Miscellaneous Accounts

Where relevant, accounts of grant funds (previously grant-in-aid funds) financed from the Vote and of other miscellaneous accounts may be presented in Note 6.

Template Annex to Appropriation Account

(Report on laying before the Houses of the Oireachtas the Financial Statements of Bodies and Funds under the aegis of Government Departments - DPER Circular 7/2015)

Appendix X - Accounts of bodies and funds under the aegis of Department X

The following table lists the bodies under the aegis of the department where the department has an obligation to present financial statements. It indicates, [as at end of March 2020] or [as at the account signing date], the period to which the last audited financial statements relate and the period in which they were presented to the Oireachtas.

Body/ Departmental Fund	Last accounting period	Date of Audit Report	Date received by Minister/Department	Date Presented to the Oireachtas
E.g. Higher Education Authority	*31 December 2018*	*28 June 2019*	*1 July 2019*	*3 August 2019*

Vote X

Illustrative example

Introduction

As Accounting Officer for Vote X, I am required each year to prepare the Appropriation Account for the Vote, and to submit the Account to the Comptroller and Auditor General for audit.

In accordance with this requirement, I have prepared the attached account of the amount expended in the year ended 31 December 2019 for the salaries and expenses of the Vote for Illustrative purposes, including the Paymaster General's Office, for certain services administered by the Office of the Minister and for payment of certain grants.

The expenditure outturn is compared with the sums:

(a) granted by Dáil Eireann under the Appropriation Act 2019, including the amount that could be used as appropriations-in-aid of expenditure for the year, and

(b) provided for capital supply services in 2019 out of unspent 2018 appropriations, under the deferred surrender arrangements established by section 91 of the Finance Act 2004.

A surplus of €x.xx million is liable for surrender to the Exchequer.

The Statement of Accounting Policies and Principles and notes x to x form part of the account.

Statement of Accounting Policies and Principles

The standard accounting policies and principles for the production of appropriation accounts, as set out by the Department of Public Expenditure and Reform in Circular 27 of 2019, have been applied in the preparation of the account.[1]

Statement on Internal Financial Control

Responsibility for System of Internal Financial Control

As Accounting Officer, I acknowledge my responsibility for ensuring that an effective system of internal financial control is maintained and operated by the Department/Office.

This responsibility is exercised in the context of the resources available to me and my other obligations as Secretary General/Head of Office. Also, any system of internal financial control can provide only reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected in a timely manner. Maintaining the system of internal financial controls is a continuous process and the system and its effectiveness are kept under ongoing review.

I have fulfilled my responsibilities in relation to the requirements of the Service Management Agreement between this Department/Office and the National Shared Service Office for the provision of (e.g. HR) shared service.

I rely on a letter of assurance from the Accounting Officer of the Vote for Shared Services that the appropriate controls are exercised in the provision of shared services to this Department/Office.

[1] Any departures from the standard Statement of Accounting Policies and Principles should be highlighted here.

The position in regard to the financial control environment, the framework of administrative procedures, management reporting and internal audit is as follows.

Financial Control Environment

I confirm that a control environment containing the following elements is in place.

- Financial responsibilities have been assigned at management level with corresponding accountability.
- Reporting arrangements have been established at all levels where responsibility for financial management has been assigned.
- Formal procedures have been established for reporting significant control failures and ensuring appropriate corrective action.
- There is an Audit Committee to advise me in discharging my responsibilities for the internal financial control system.
- Procedures for all key business processes have been documented.
- There are systems in place to safeguard the assets.

Administrative Controls and Management Reporting

I confirm that a framework of administrative procedures and regular management reporting is in place, including segregation of duties and a system of delegation and accountability. This includes the following elements.

- There is an appropriate budgeting system with an annual budget which is kept under review by senior management.
- There are regular reviews by senior management of periodic and annual financial reports which indicate financial performance against forecasts.
- A risk management system operates within the Department/Office.
- There are systems aimed at ensuring the security of the ICT systems.
- There are appropriate capital investment control guidelines and formal project management disciplines.
- The Department ensures that there is an appropriate focus on good practice in purchasing and that procedures are in place to ensure compliance with all relevant guidelines.[2]

Internal Audit and Audit Committee

I confirm that the Department/Office has an internal audit function with appropriately trained personnel, which operates in accordance with a written charter which I have approved. Its work is informed by analysis of the financial risks to which the Department/Office is exposed and its annual internal audit plans, approved by me, are based on this analysis. These plans aim to cover the key controls on a rolling basis over a reasonable period. The internal audit function is reviewed periodically by me and by the Audit Committee. I have put procedures in place to ensure that the reports of the internal audit function are followed up.

Non-compliance with procurement rules

I confirm that the Department/Office ensures that there is an appropriate focus on good practice in purchasing and that procedures are in place to ensure compliance with all relevant guidelines. The Department/Office complied with the guidelines with the exception of X number of contracts to the value of €X**.** Details of the non-compliant contracts are as follows:

[2] Any exceptions to this statement about procurement should be indicated here. Suggested format: "With the exception of X contracts to the value of €X". In that case, details should be provided as to why the contracts were not in compliance and the steps being taken to remedy the situation. It should also be noted whether these contracts were included on the 40/02 return.

Risk and Control Framework

The department 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 the department and these have been identified, evaluated and graded according to their significance. The register is reviewed and updated by the Management Advisory Committee (MAC) on a [insert timeframe e.g. quarterly] basis. The outcome of these assessments is used to plan and allocate resources to ensure risks are managed to an acceptable level.

The risk register details the controls and actions needed to mitigate risks and responsibility for operation of controls assigned to specific staff.

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 the MAC, where relevant, in a timely way. I confirm that 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.

Review of Effectiveness

I confirm that the department has procedures to monitor the effectiveness of its risk management and control procedures. The department'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 and the senior management within the department responsible for the development and maintenance of the internal financial control framework.

Internal Financial Control Issues

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

Or

Where weaknesses in internal financial control were identified, provide details a description of the action taken, or intended to be taken, to correct the weaknesses, or an explanation of why no action is considered necessary.

Name
Accounting Officer
Department/Office

Date

Comptroller and Auditor General

Report for presentation to the Houses of the Oireachtas

Vote X Department/Office

Vote X Department/Office
Appropriation Account 2019

			Estimate provision		2019 Outturn	2018 Outturn
			€000	€000	€000	€000
Programme expenditure						
A	XXXX					
B	XXXX					
C	XXXX					
		Current year provision				
		Deferred surrender				
	Gross expenditure					
		Current year provision				
		Deferred surrender				
	Deduct					
D	**Appropriations-in-aid**					
	Net expenditure					
		Current year provision				
		Deferred surrender				

Surplus for surrender

The surplus of the amount provided over the net amount applied is liable for surrender to the Exchequer.

Under section 91 of the Finance Act 2004, all or part of any unspent appropriations for capital supply services may be carried over for spend in the following year. €XX of unspent allocations in respect of the capital elements of Subhead X was carried forward to 2020.

	2019	2018
	€	€
Surplus		
Deferred surrender		
Surplus to be surrendered		

Name
Accounting Officer
Department/Office
Date

Notes to the Appropriation Account

Note 1 Operating Cost Statement 2019

		2019	2018
	€000	€000	€000
Programme cost			
Pay			
Non pay			
Gross expenditure			
Deduct			
Appropriations-in-aid			
Net expenditure			
Changes in capital assets			
Purchases cash			
Depreciation			
Disposals cash			
Profit on disposal			
Changes in net current assets			
Decrease in closing accruals			
Increase in stock			
Direct expenditure			
Expenditure borne elsewhere			
Net allied services expenditure (note 1.1)			
Notional rents			
Net programme cost			

1.1 Net Allied Services Expenditure

The net allied services expenditure amount is made up of the following amounts in relation to Vote X borne elsewhere, net of costs of shared services provided to other Votes.

	2019	2018
	€000	€000
Vote 9 Office of the Revenue Commissioners		
Vote 12 Superannuation and Retired Allowances		
Vote 13 Office of Public Works		
Vote 18 National Shared Services Office		
Central Fund – Ministerial pensions		
Costs of shared services provided to other Votes		

Note 2 Statement of Financial Position as at 31 December 2019

	Note	2019 €000	2018 €000
Capital assets	2.1		
Current assets			
Bank and cash	2.2		
Stocks	2.3		
Prepayments			
Other debit balances	2.4		
Accrued income			
Total current assets			
Less current liabilities			
Accrued expenses			
Other credit balances	2.5		
Net Exchequer funding due	2.6		
Total current liabilities			
Net current assets			
Net assets			
Represented by:			
State funding account	2.7		

2.1 Capital assets

	Equipment	Furniture and fittings	Office equipment	Assets under development	Total
	€000	€000	€000	€000	€000
Gross assets					
Cost or valuation at 1 January 2019					
Additions					
Disposals					
Cost or valuation at 31 December 2019					
Accumulated depreciation					
Opening balance at 1 January 2019					
Depreciation for the year					
Depreciation on disposals					
Cumulative depreciation at 31 December 2019					
Net assets at 31 December 2019					
Net assets at 31 December 2018					

General information note(s)

State-owned lands and buildings controlled or managed by the Department which do not have valuations are set out in Appendix A.

2.2 Bank and cash

at 31 December	2019	2018
	€000	€000
PMG balances and cash		
Commercial bank account balance		

All PMG accounts transferred to the commercial Bank 'Danske Bank' from 1st October 2018.

Other Commercial Bank Accounts

The Department holds X number of commercial bank accounts. Moneys in these accounts are managed and administered by the Department on behalf of X for X reasons. No moneys due to or paid from the vote are transmitted through these bank accounts. The amount held at the end of 2019 is €X and is not included in the account (2018: €X).

2.3 Stocks

at 31 December	2019	2018
	€000	€000
Stationery		
IT consumables		

2.4 Other debit balances

at 31 December	2019	2018
	€000	€000
Recoupable salaries		
Recoupable travel expenditure		
Travel imprests		
Recoupable travel pass scheme expenditure		
Other debit suspense items		

2.5 Other credit balances

at 31 December	2019	2018
	€000	€000
Amounts due to the State		
Income Tax		
Pay Related Social Insurance		
Professional Services Withholding Tax		
Value Added Tax		
Pension contributions		
Local Property Tax		
Universal Social Charge		
Payroll deductions held in suspense		
Other credit suspense items		
Recoupable salaries		

2.6 Net Exchequer funding due

at 31 December	2019	2018
	€000	€000
Surplus to be surrendered		
Deferred surrender		
Exchequer grant undrawn		
Net Exchequer funding due		
Represented by:		
Debtors		
Bank and cash		
Debit balances: suspense		
Creditors		
Due to State		
Credit balances: suspense		

2.7 State funding account

	Note		2019	2018
		€000	€000	€000
Balance at 1 January				
Disbursements from the Vote				
Estimate provision	Account			
Deferred surrender	Account			
Surplus to be surrendered	Account			
Net vote				
Expenditure (cash) borne elsewhere	1			
Non-cash items – capital assets				
Non-cash items – depreciation				
Non cash expenditure – notional rent	1			
Net programme cost	1			
Balance at 31 December				

2.8 Commitments

a) Global commitments

at 31 December	2019	2018
	€000	€000
Procurement of goods and services		
Non-capital grant programmes		
Capital grant programmes		
Capital projects		
Public Private Partnership projects		

b) Non-capital grant programmes

	2019	2017	2018
	€000	€000	
Opening balance			
Grants paid in year			
New grant commitments			
Grants cancelled			
Closing balance			

c) Capital grant programmes

	2019	2018
	€000	€000
Opening balance		
Grants paid in year		
New grant commitments		
Grants cancelled		
Closing balance		

d) Major capital projects

	Cumulative expenditure to 31 December 2018	Expenditure in 2019	Project commitments in subsequent years	Expected total spend lifetime of project 2019	Expected total spend lifetime of project 2018
	€000	€000	€000	€000	€000
Capital project A					
Capital project B					

Significant variations

e) Unitary payments of Public Private Partnership projects

Name of PPP project	Cumulative expenditure to 31 December 2018	Expenditure in 2019	Legally enforceable commitments to be met in subsequent years	Project total 2019	Project total 2018
	€000	€000	€000	€000	€000
Project A					
Project B					

Significant variations

2.9 Matured liabilities

at 31 December	€000 2019	€000 2018
Estimate of matured liabilities not discharged at year end		

2.10 Contingent liabilities

The Department/Office has contingent liabilities estimated at €X (2018: €X) relating to X.

Note 3 Vote Expenditure

Analysis of administration expenditure

The following note presents an analysis of the administration expenditure of the Vote and outlines the reasons for significant variations (+/- 25% and €100,000). Administration expenditure has been apportioned across the programmes, to present complete programme costings.

		2019		2018
		Estimate provision	Outturn	Outturn
		€000	€000	€000
i	Salaries, wages and allowances			
ii	Travel and subsistence			
iii	Training and development and incidental expenses			
iv	Postal and telecommunications services			
v	Office equipment and external IT services			
vi	Office premises expenses			
vii	Consultancy and other services			

Significant variations

i. *Salaries, wages and allowances*

Estimate provision: €Xm, outturn: €Ym

The increase /decrease of €Zm on expenditure on salaries, wages and allowances was due to…

ii. *Travel and subsistence*

Estimate provision: €Xm, outturn: €Ym

The increase /decrease of €Zm on expenditure on travel and subsistence was due to…

iii *Training and development and incidental expenses*

Estimate provision: €Xm, outturn: e.g. €Ym

The increase/decrease of €Zm on expenditure on training and development and incidental expenses was due to…

Programme A XXXX

		2019		2018
		Estimate provision	Outturn	Outturn
		€000	€000	€000
A.1	Administration – pay			
A.2	Administration – non pay			
A.3	XXXX			
A.4	XXXX			
A.5	XXXX			

Significant variations

Overall, the expenditure in relation to Programme A was €XX million higher/lower than (originally) provided. €Xm of this related to administration expenditure and has already been explained and the balance of the variance of €Xm was mainly due to the following:

A.3 *XXXX*

Estimate provision: €Xm, outturn: €Ym

The increase in expenditure of €Zm relative to the estimate provision was due to …

OR

A.4 *XXXX*

Estimate provision: €Xm, outturn: €Ym

The shortfall in expenditure of €Zm relative to the estimate provision was due to …

Programme B XXXX

		2019		2018
		Estimate provision	Outturn	Outturn
		€000	€000	€000
B.1	Administration – pay			
B.2	Administration – non pay			
B.3	XXXX			
B.4	XXXX			

Significant variations

Overall, the expenditure in relation to Programme B was €XX million higher/lower than (originally) provided. €Xm of this related to administration expenditure and has already been explained and the balance of the variance of €Xm was mainly due to the following:

(Present as per Programme A)

Programme C XXXX

		2019		2018
		Estimate provision	Outturn	Outturn
		€000	€000	€000
C.1	Administration – pay			
C.2	Administration – non pay			
C.3	XXXX			

Significant variations

Overall, the expenditure in relation to Programme C was €XX million higher/lower than (originally) provided. €Xm of this related to administration expenditure and has already been explained and the balance of the variance of €Xm was mainly due to the following:

(Present as per Programme A)

4 Receipts

4.1 Appropriations-in-aid

		2019		2018
		Estimated	Realised	Realised
		€000	€000	€000
1.	Recoupment of certain expenses			
2	Receipts from pension-related deductions on public service remuneration			
3	Miscellaneous			
	Total			

Significant variations

Overall, Appropriations-in-Aid were €Xm more / less than the estimate/ were as forecast.
Explanations for variances are set out below:

1 *Recoupment of certain expenses*
Estimate provision: €Xm, outturn: €Ym
The increase /shortfall of €Zm was due to…

3 Miscellaneous
Estimate provision: €Xm, outturn: €Ym
The increase /shortfall of €Zm was due to…

4.2 Extra receipts payable to the Exchequer

	2019	2018
	€000	€000
Balance at 1 January		
Collected		
Transferred to the Exchequer		
Balance at 31 December		

Note 5 Staffing and Remuneration

5.1 Employee Numbers

	2019	2018
Number of staff at year end (full time equivalents)		
Department		
Agencies		
Total		

5.2 Pay - Department

	2019	2018
	€000	€000
Pay		
Higher, special or additional duties allowance		
Other allowances		
Overtime		
Employer's PRSI		
Total pay [a]		

[a] The total pay figure is distributed across subheads A.1, B.1 and C.1.

5.2 Pay - Agencies

	2019	2018
	€000	€000
Pay		
Higher, special or additional duties allowance		
Other allowances		
Overtime		
Employer's PRSI		
Total pay [a]		

[a] The total pay figure is distributed across subheads A.1, B.1 and C.1.

5.3 Allowances and overtime payments

	Number of recipients	Recipients of €10,000 or more	Highest individual payment 2019 €	Highest individual payment 2018 €
Higher, special or additional duties				
Other allowances				
Overtime				
Extra remuneration in more than one category				

5.4 Other remuneration arrangements

Y retired civil servants in receipt of a civil service pension were re-engaged on a fee basis at a total cost of €X. The payments made were consistent with the principles of the Public Service (Single Scheme and other Provisions) Act 2012.

This account includes expenditure of €X in respect of Z officers who were serving outside the Department for all or part of 2019 and whose salaries were paid by the Department.

This account does not include expenditure in respect of Z officers who were serving outside the Department for all or part of 2019 in other Government Departments/Offices and whose salaries were not recouped by the Department.

5.5 Payroll overpayments

	Number of recipients	**2019**	**2018**
		€	**€**
Overpayments			
Recovery Plans in place			

X number of overpayment recovery plans in respect of X number of individuals to the value of €X were transferred to Department X in the year.

5.6 Severance/Redundancy

During 2019, one staff member whose employment was terminated, was paid a redundancy payment of €X and severance payments totalling €X.

In addition to any severance payments made, the disclosure should include details, if any, of early payment of pension, the addition of added years of notional service, or any other enhancement to the accrued pension terms that has been granted.

E.g. X number of X grade retiring received severance payments and enhancement to their pension arrangements as follows:

Grade	**Severance payment**	**Added Years of notional service**	**Early payment of pension with no actuarial reduction (years)**
	€		
Grade 1			
Grade 2			
Total			

Note 6 Miscellaneous

6.1 Committees, Commissions and Special inquiries

	2019 €000	2018 €000
Credit Union Advisory Committee[a]		
Disabled Drivers Appeals Board[b]		

[a] The Committee's statutory function (under section 180 of the Credit Union Act 1997) is to advise regarding:

- improvement of the management of credit unions
- protection of the interest of members and creditors of credit unions and
- other matters relating to credit unions upon which the Minister, the Central Bank or such other persons as may be specified by the Minister, may from time to time seek by way of advice from the Committee.

[b] The Disabled Drivers Medical Board of Appeals acts as an appeal body for those applicants refused a primary medical certificate by a senior medical officer in respect of the Disabled Drivers and Disabled Passengers (Tax Concessions) Scheme. The Board was established in 1989.

6.2 Compensation and legal costs

	Number of cases	Legal costs paid by Department/Office	Compensation awarded	Legal costs awarded	2019 Total	2018 Total
		€'000	€'000	€'000	€'000	€'000
Claims by:						
employees						
members of the public						

6.3 Fraud and suspected fraud

	Number of cases	2019	2018
		€000	€000
Fraud			
Suspected Fraud			

In the period between the signature of the appropriation account and the final appropriation account, the Department/Office was made aware of X number of new cases of suspected fraud/irregularities. Of these, X cases have a combined value of €X. X remain under investigation and no value has yet been identified.

6.4 National lottery funding

	2019 Estimate €000	2019 Outturn €000	2018 Outturn €000
Subhead			
X.1 Payments to promoters of certain National Lottery funding			
X.2 Eligible charities part funded by the National Lottery.			

6.5 EU Funding

The outturn shown in Subheads X.1 and X.2 includes payments in respect of activities which are co-financed by the ERDF and Y1 which is co-financed by the EU. Estimates of expenditure and actual outturns were as follows:

	2019 Estimate €000	2019 Outturn €000	2018 Outturn €000
Subhead Description			
X.1 Structural Funds Technical Assistance and other costs			
X.2 Technical Assistance costs of Regional Assemblies (grant-in-aid)			
Y.1 Peace Programme/Northern Ireland INTERREG			

Appendix A

State-owned lands and buildings controlled or managed by the Department which do not have valuations

1	Property A
2	Park B
3	Property C
4	Park D

Appendix B Accounts of bodies and funds under the aegis of the Department/Office of X

The following table lists the bodies under the aegis of the department where the department has an obligation to present financial statements. It indicates, [as at end of March 2020] or [as at the account signing date], the period to which the last audited financial statements relate and the period in which they were presented to the Oireachtas.

Body/departmental fund	Last accounting period	Date of audit report	Date received by Minister/ Department	Date presented to the Oireachtas
E.g. Higher Education Authority	31 December 2018	28 Jun 2019	1 Jul 2019	3 Aug 2019