



RCPSA

RETIREE CIVIL AND PUBLIC SERVANTS ASSOCIATION

Comhlachas Iar-Sheirbhíseach Doibí Agus Stáit

Established 1945

Newsletter Winter 2022



Financial Treasurer's Report 2018-2022

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Contents

	PAGE
From our President	1
Treasurer's Report	2
Appendix 1 2018 ACCOUNTS (As presented to AGM 2019)	6
Appendix 2 2019 ACCOUNTS AS PUBLISHED (In Newsletter Autumn 2020)	8
Appendix 3 2020 ACCOUNTS (As prepared by Cotter Hayes & Co in 2021)	10
Appendix 4 GUIDE TO THE PRESENTATION OF 2018, 2019 and 2020 ACCOUNTS	13
KSİ Faulkner Orr Ltd Management Letter	14
Council response to Management letter	18
Financial Statements for 2018 (KSİ Faulkner Orr Ltd)	20
Financial Statements for 2019 (KSİ Faulkner Orr Ltd)	29
Financial Statements for 2020 (KSİ Faulkner Orr Ltd)	39
Financial Statements for 2021 (KSİ Faulkner Orr Ltd)	49
Addendum to the income and expenditure for management.....	59

Dear Members,

The former President, Paul Monks, resigned in September this year, after over four years in office, during which time he worked diligently on behalf of the Association.

Following his resignation I was appointed President by Council, and Ms Geraldine Burke Geary was appointed Vice President.

Due to Covid, no AGM was held in 2020 and 2021. Unfortunately, for several reasons, it was not possible for Council to proceed with the AGM scheduled for May 2022 and rescheduled for October 2022. Council intends to hold an AGM as soon as practicable; notice will issue to members when a date has been agreed.

An audit of the Association accounts has been completed by KSi Faulkner Orr Ltd. Council is publishing the Financial Report in full which includes the outcome of the audit. The Report covers four years, 2018, 2019, 2020 and 2021. Members will have the opportunity to clarify any aspects at the AGM.

I should like to complement our Honorary Treasurer Anne Mitchell, ably assisted by her fellow Council member Cloda Ryan, on a great job of work finalising the accounts.

A newsletter is being prepared and will be distributed as soon as possible.

Season's greetings to you and your families.

Stay safe.

Stephen Burns

TREASURER'S REPORT FOR 2018, 2019, 2020 and 2021

INTRODUCTION

1. It was not possible to hold an AGM in 2020 or 2021 due to Covid. As a result, I am now presenting the annual accounts of the Association for 2019, 2020 and 2021. In addition I am also re-presenting the annual accounts for 2018 at the request of the Trustees. For that reason, my report this year will be longer than usual.

PREPARATION OF THE ANNUAL ACCOUNTS

2. The Association's rule 6(c) (passed at the 2017 AGM) states "*The accounts of the Association shall be audited annually by the auditor appointed by the Trustees*". Trustees were not appointed until AGM 2018. In the interim, the appointment of an accountancy firm, Crowley & Co., Glanmire, Co. Cork (later renamed as Cotter Hayes & Co.) was approved by Council at its meeting on 4 October 2017; the re-appointment of the same company was approved for 2018, 2019 and 2020 with the agreement of the Trustees.
3. At the Council meeting of 16 January 2018, the RCPSA Accounts for 2017 were finalised and it was agreed that they would be forwarded to the "*auditors*" (i.e. Crowley & Co.). I was appointed as Treasurer at this meeting. The documentation for the 2017 accounts was handed over to me by the outgoing Treasurer. In accordance with previous practice and as advised by the outgoing Treasurer, I sent all the documentation of the Association (i.e. bank statements, cheques books and details of transactions on the accounts from the three Branches with separate accounts – Dublin, Galway and Wexford) to Crowley & Co. They prepared the RCPSA Annual Accounts for 2017. The accounts were prepared on a cash basis (i.e. not an accruals basis) and noted as "*unaudited*". Following the re-appointment of the same firm, I followed a similar process for the Annual Accounts for 2018, 2019 and 2020. For all three years the Annual Accounts were prepared by Mr. Damien Cotter, Auditor at Cotter Hayes & Co. For each year the accounts were prepared on a cash basis and marked "*unaudited*".

AUDIT

4. In October 2021 the Trustees called upon Council to engage with Cotter Hayes & Co. to ensure compliance with the requirement to have the 2019 and 2020 accounts audited. Auditing is a specific financial term. There is no legal obligation for the Annual Accounts of an Association with the nature and turnover of the RCPSA to be audited and it is difficult to find an accountancy firm which is willing to undertake the work. Mr. Cotter had previously been asked to quote for an audit and had replied that his company does not provide an Auditing service to non-limited companies. On being asked again, following the Trustees' request in October 2021, he reiterated that his company would not audit the accounts of the RCPSA.
5. In February 2022, following consultation with the Trustees, the firm of KSi Faulkner Orr Ltd was engaged to audit the RCPSA accounts for four years (i.e. 2018, 2019, 2020 and 2021). A decision was taken, by the Trustees that the accounts for 2018, 2019 and 2020 were to be retrospectively prepared on a prepayment and accruals basis. This is **not** a correction; it is an alternative way to present accounts. The Accounts have been annotated to explain the differences.

BRANCH ACCOUNTS

6. Three Branches, Dublin, Galway and Wexford, each have a separate account which is maintained by the Branch. Up until 2020, the three Branches could apply to Council, outlining their financial needs (e.g. hire of meeting rooms, meeting refreshments and any other expenses associated with the branch) required and be granted a subvention by Council. Wexford Branch has never sought a subvention since I took over the duties of Treasurer. These subventions were represented in the Annual Accounts as an

expenditure on Branch Expenses or Branch Meeting Expenses. The balances remaining in the three Branch accounts at the end of the year were not reflected in the Annual Accounts of the RCPSA, as the balances were not held in the main RCPSA bank account. I inherited this practice when I became Treasurer.

7. On foot of discussions between the Auditor and the Trustees the Branch accounts have been included in the 2020 and 2021 Annual Accounts of the Association and the Annual Accounts for 2018 and 2019 have been adjusted to include them.

2018 ANNUAL ACCOUNTS

8. The 2018 Annual Accounts, as prepared by Mr. Cotter (unaudited, on a cash basis and excluding the Branch Account balances at end year), were published in the Annual Report Newsletter May 2019 and presented at the 2019 AGM, chaired by Mr. Paul Monks as President, and approved by the members in attendance on the day.
9. The 2018 Accounts as published in the May 2019 Newsletter are attached at Appendix 1 for ease of reference.

CATEGORISATION OF EXPENDITURE

10. In 2017 and 2018, fifteen categories were used for Expenditure in the Annual Accounts, including one category for all Travel and Subsistence.
11. During 2019, Council reviewed the categories for purposes of the monthly financial reports given by me as Treasurer to Council. This was following on from queries at AGMs and in an effort to give members a better indication of how their money is spent. A decision was taken that, rather than showing all Travel and Subsistence together as one sum, Travel and Subsistence should be allocated according to the reason for it arising – e.g. attendance at a Council Meeting or attendance at an SOC meeting, or attendance at a Trustee Meeting.
12. Twenty-one categories were used for the 2019, 2020 and 2021 monthly accounts and the 2019 Annual Accounts. Travel and Subsistence was allocated between Association AGM, Council Meeting Expenses, Branch Meeting Expenses, Trustee Meeting Expenses, Web upkeep meetings, Branch AGMs, Premier database meetings, ICTU Meetings, Alliance Meetings, PSSC/Revenue Meetings, SOC Meeting Expenses and Consultative Forum.
13. It is important to note that the word “***Meeting***” appears in many of the categories. This was to indicate that the expenditure under that category included **all** expenses in holding/attending/travelling to the meeting in question – i.e. room hire, refreshments, travel and subsistence for those attending the meeting. For example, if an Officer attended a Trustee meeting, his or her travel and subsistence expenses were attributed as a Trustee ***Meeting*** expense; this provided more transparency. Previously the travel and subsistence expenses for anyone attending such a meeting (whether a Trustee or an Officer), were attributed to Travel and Subsistence Expenses.
14. Whether this decision was a good one or not is open to discussion and members would, in the normal course, have had the opportunity to give their views at the 2020 AGM had it been possible to hold the AGM in 2020. What is clear from my discussions with the auditor, Ms Laura Fallon of KSi Faulkner Ltd. is that the focus of an audit is on the accuracy of the income and expenditure records, rather than on how the expenditure was categorised.

15. In preparing audited accounts for 2018, 2019, 2020 and 2021, Ms. Fallon and her team at KSi Faulkner Orr has used a different set of categories.

2019 ANNUAL ACCOUNTS

16. Following the cancellation of the 2020 AGM, the 2019 Annual Accounts, as prepared by Mr. Cotter (unaudited, on a cash basis and excluding the Branch Account balances at end year), were published in the Newsletter Autumn 2020. In my Treasurer's Report, published in the same Newsletter, I stated "*I trust that the lay out of the 2019 Treasurers Report is such that it clarifies spending under specific headings.*"
17. The 2019 Accounts as published in the autumn 2020 Newsletter are attached at Appendix 2 for ease of reference.

2020 ANNUAL ACCOUNTS

18. The 2020 Annual Accounts were prepared by Mr. Cotter in the normal way (unaudited and on a cash basis) but, for the first time, including the Branch Account balances at end year. They were subsequently audited by KSi Faulkner Orr Ltd. and redone on an accruals basis.
19. The 2020 Accounts as prepared by Cotter Hayes & Co. are attached at Appendix 3 for reference.

2021 ANNUAL ACCOUNTS and REPORT

20. The 2021 Annual Accounts were audited and prepared by KSi Faulkner Orr Ltd. on an accruals basis and including the Branch Account balances at end year. In respect of note 6 of Notes to the Financial Statements (page 62), the potential litigation proceedings are by a member against the Association (not between the Council and the Trustees of the Association).

CHANGE FROM CASH ACCOUNTS TO ACCRUALS/PREPAYMENTS

21. To assist members in comparing the accounts for 2018 and 2019 as published and the accounts now being re-presented for 2018 and 2019 (adjusted for the change from cash accounts to accruals accounting and adjusted to include the Branch accounts) a guide to the adjustments is attached at Appendix 4; a guide for 2020 has been included also.

UNANTICIPATED EXPENDITURE

22. Expenditure of an additional €16,605.00 has arisen in 2022 as professional fees incurred in having the RCPSA accounts audited for 4 years. This is in addition to the €4,821 paid to Cotter Hayes & Co in the period 2018-2021. Professional fees of a further €3,690 were incurred in 2022 in dealing with the taxation issue outlined in the next paragraph. In accordance with accrual accounting, this expenditure has been retrospectively allocated to the year to which it applies (e.g. the cost of auditing the 2018 accounts is shown in 2018, but arose in and was paid in 2022). This Report is not dealing with the 2022 Accounts; I am mentioning this expenditure (and the taxation expenditure below) because, although the payments will take place in 2022, the expenditure is being reported in the Accounts for 2018, 2019, 2020 and 2021 as accruals. Legal fees of €1,359 was incurred in 2021 were paid in 2022.
23. Expenditure of an additional €22,252 arose in 2022 when Council became aware of a particular Revenue provision which made certain travel and subsistence expenses liable for tax. A further payment of €7,073 was paid to Revenue as interest charges; and €1,111.00 in penalties. (The €1,111 payment in respect of penalties will appear in the 2022 accounts.) This is a complex issue, which is quite technical and without much precedent and required the professional services of KSi Faulkner Orr Ltd. In accordance with accrual accounting, the expenditure has been retrospectively allocated as appropriate to the year to which it applies, but the expenditure arose in and has been be paid in 2022.

MEMBERSHIP

24. It is very concerning that our membership has fallen by over 400 in the past four years and continues to fall. The method of becoming a member changed in 2021. A person cannot become a member now until they have retired; are issued with their pension number and group number. Application has to be made through the RCPSA Treasurer instead of through the NSSO. All applications are accepted on a numeric basis instead of on an alpha and numeric basis. A number of members have written to me wishing to cancel their membership as well.

BANK ASSETS

25. As of 31 December 2017, the Association had cash assets of €193,783 (€89,698 Bank of Ireland Dundrum Branch; Saving Certs €102,667 and Prize bonds €76 and a total of €1,342 in the three Branch accounts) excluding accrued liabilities. As of 31 December 2021, the Association had cash assets of €340,606.74; (€339,930.88 in Bank of Ireland Dundrum after allowing for one uncashed cheque of €122.00 and a total of €676.00 in the three Branch accounts) excluding accrued liabilities.

CONCLUSION

26. The Audit of the Accounts for the four years 2018, 2019, 2020 and 2021 was carried out by Laura Fallon and her team at KSi Faulkner Orr. The accuracy of the Accounts already presented to the membership for years 2018 & 2019 speaks for itself. The Accounts for the years 2018 published and presented at AGM in May 2019: the Accounts for 2019 which were published and circulated to all members in May 2020 were calculated on a cash basis. Accounts for 2020 were also calculated on a cash basis. At the request of the Trustees the Auditor changed the presentation of the accounts from Cash to Accruals from 2018 onwards but it does not alter the overall financial position of the Association



Signed:

Anne Mitchell, Honorary Treasurer

Dated: 7th December 2022

APPENDIX 1 – 2018 ACCOUNTS
(As presented to AGM 2019)



Retired Civil and Public Servants Association

Profit and Loss Account

For Year ending 31st December 2018

		2018		2017
	Notes	€	€	€
An Post Subscriptions		20,432		19,116
Eircom Subscriptions		35,667		37,208
Individuals Subscriptions		2,236		1,075
PMG Subscriptions		112,690		94,488
An Post Sav Interest Added to New Investment		3,723		2,100
Other Income		<u>1,098</u>		<u>20</u>
		<u>175,846</u>		<u>154,007</u>
 Cost of sales				
Expenses				
AGM & Annual Branch		16,792		5,677
Council Expenses		6,262		8,132
Branch Expenses		322		117
Travel & Subsistence		2,055		11,712
Stationery/Postage/Phone		68,421		24,282
Honoraria		22,350		21,000
Professional Fees		766		750
Collector General - Tax Paid on Honoraria		18,577		15,393
Secretarial Expenses		152		2,087
Insurance		2,710		2,528
Bank Charges		75		52
NFPA Affiliation Fee		100		2,574
Web Upkeep		3,636		1,120
Miscellaneous				70
Sundry expenses		725		(1)
			<u>(142,923)</u>	<u>(96,493)</u>
Net Profit/(Loss)			<u>32,923</u>	<u>57,514</u>

Retired Civil and Public Servants Association

Balance Sheet

as at 31 December 2018

Notes	€	2018 €	€	2017 €
Current Assets				
Bank Accounts	148,449		89,698	
Savings Certificates	76,839		102,667	
Prize Bonds	<u>76</u>		<u>76</u>	
Net Current Assets		<u>225,364</u>		<u>192,441</u>
Total Assets Less Current Liabilities		225,364		192,441
Capital Account		<u>225,364</u>		<u>192,441</u>
Brought Forward at the 1 January 2018		<u>192,441</u>		<u>134,927</u>
Profit/(Loss) for the year		<u>32,923</u>		<u>57,514</u>
		<u>225,364</u>		<u>192,441</u>

**APPENDIX 2 – 2019 ACCOUNTS AS PUBLISHED
(In Newsletter Autumn 2020)**



RCPSA

RETIRED CIVIL AND PUBLIC SERVANTS ASSOCIATION

Comhatachas Iar-Sheibhneach Doibí Agus Seáite

Established 1945

Retired Civil and Public Servants Association

Profit and Loss Account
for year year ended 31 December 2019

	2019		2018	
	€	€	€	€
An Post Subscriptions		18,826		20,432
Eircom Subscriptions		34,586		35,667
Individuals Subscriptions		2,430		2,236
PMG Subscriptions		97,937		112,690
An Post Sav Interest Added to New Investment		1,210		3,723
Other Income		194		1,098
		<u>155,183</u>		<u>175,846</u>
Cost of sales				
Expenses				
Association AGM	3,183		16,792	
Council Meeting Expenses	10,712		6,242	
Branch Meeting Expenses	1,637		322	
Trustee Meeting Expenses	2,748		2,055	
Newsletter – Printing & Postage	55,858		68,421	
Honoria/Tax/USC/PRSI	38,591		40,927	
Professional Fees	750		766	
Secretarial Expenses	-		152	
Insurance	950		2,710	
Bank Charges	50		75	
NFPA Affiliation Fees & Meetings	105		100	
Web development upkeep & meetings	1,978		3,636	
Branch AGM's	6,168		-	
Premier database upkeep & meetings	5,694		-	
ICTU Meetings	1,325		-	
Alliance Meetings	955		-	
PSSC/Revenue Meetings	963		-	
SOC Meeting Expenses	4,951		-	
Secretariat -Stationery/Postage/Phone	3,273		-	
Consultative forum	2,903		-	
Sundry expenses	1,909		725	
		<u>(144,703)</u>		<u>(142,923)</u>
Net Profit/(Loss)		<u>10,480</u>		<u>32,923</u>



RCPSA

RETIREE CIVIL AND PUBLIC SERVANTS ASSOCIATION
Comhlachas Iar-Sheibhlinneach Driúgáil Águs Seáil Established 1945



RCPSA

RETIREE CIVIL AND PUBLIC SERVANTS ASSOCIATION

Comhlachas Iar-Sheibhlinneach Driúgáil Águs Seáil

Established 1945

Retired Civil and Public Servants Association

Balance Sheet
as at 31 December 2019

Notes	2019		2018	
	€	€	€	€
Current Assets				
Bank Account	171,107		148,449	
Savings Certificates	64,744		76,839	
Prize Bonds			76	
	<u>235,851</u>		<u>225,364</u>	
Net Current Assets		<u>235,851</u>		<u>225,364</u>
Total Assets Less Current Liabilities		<u>235,851</u>		<u>225,364</u>
Capital Account				
Brought forward at 1 January 2019		225,371		192,441
Profit/(Loss) for the year		10,480		32,923
		<u>235,851</u>		<u>225,364</u>

APPENDIX 3 2020 ACCOUNTS

Retired Civil and Public Servants Association

Profit and Loss Account for year year ended 31 December 2020

	2020		2019	
	€	€	€	€
An Post Subscriptions		18,246		18,826
Eircom Subscriptions		33,100		34,586
Individuals Subscriptions		3,082		2,430
PMG Subscriptions		114,821		97,937
An Post Sav Interest Added to New Investment		6,480		1,210
Other Income		120		194
		175,849		155,183
Cost of sales				
Expenses				
Association AGM	-		3,183	
Council Meeting Expenses	4,805		10,712	
Branch Meeting Expenses	502		1,637	
Trustee Meeting Expenses	522		2,748	
Newsletter - Printing & Postage	39,556		55,858	
Honoria/Tax/USC/PRSI	44,914		38,591	
Professional Fees	945		750	
Insurance	1,487		950	
Bank Charges	49		50	
NFPA Affiliation Fees & Meetings	-		105	
Web development upkeep & meetings	837		1,978	
Branch AGMs	4,807		6,168	
Premier database upkeep & meetings	5,386		5,694	
ICTU Meetings	639		1,325	
Alliance Meetings	639		955	
PSSC/Revenue Meetings	53		963	
SOC Meeting Expenses	3,158		4,951	
Secretariat -Stationery/Postage/Phone	4,261		3,273	
Consultative forum	-		2,903	
Sundry expenses	60		1,913	
		(112,619)		(144,703)
Net Profit/(Loss)		63,230		10,480

Retired Civil and Public Servants Association

**Balance Sheet
as at 31 December 2020**

	Notes	2020		2019	
		€	€	€	€
Current Assets					
Bank Account		299,772		171,798	
Savings Certificates		-		64,744	
		<u>299,772</u>		<u>236,542</u>	
Net Current Assets			<u>299,772</u>		<u>236,542</u>
Total Assets Less Current Liabilities			<u>299,772</u>		<u>236,542</u>
Capital Account					
Brought forward at 1 January 2020			236,542		226,062
Profit/(Loss) for the year			63,229		10,476
			<u>299,771</u>		<u>236,538</u>

**Notes to the Accounts
for the year ended 31 December 2020**

Council expenses include: - cost of meeting room; Travel and Subsistence for Council members travelling to meetings and refreshments.

Branch AGMs:- include; room hire, refreshments & photocopying, travel & subsistence.

Trustee meeting expenses includes: - room hire, refreshments, Travel and Subsistence for all who travel to a Trustee meetings

SOC meeting expenses: - room hire, refreshments
Travel and Subsistence for all who travel to SOC meetings

Honoraria includes: - amount paid on honoraria as well as Tax, PRSI & USC paid for each recipient

The figures for 2019 differ in the comparatives, from those figures previously published for 2019 because the branch account balances were not shown in the accounts at that time.

The assets of the Association are held in 4 accounts: The main bank account held in Dundrum Branch of Bank of Ireland and 3 additional accounts for the Dublin, Galway and Wexford Branches.

Saving Certs matured in January 2020. Original amount invested was €64,798.50. Earned Interest was €6,479.85 rounded to €6,480.

APPENDIX 4: GUIDE TO THE PRESENTATION OF 2018, 2019 and 2020 ACCOUNTS

Income			
As prepared by Cotter Hayes & Co	€175,846	€155,183	€175,849
Adjustment for incorporation of Branch accounts	€1,342		
Savings certs adjustment	€60		
Adjustment for Prize Bonds cashed (not treated as income)		-€76	
Miscellaneous balancing adjustment			
Total after adjustments	€177,248	€155,107	€175,849
As in audited accounts	€177,248	€155,107	€175,849
Expenditure			
As prepared by Cotter Hayes & Co	€142,923	€144,703	€112,619
Adjustments due to move to accrued accounts			
Add Tax on Honoraria accrued	€16,991	€21,214	€22,928
Less Tax on Honoraria Paid		-€16,991	-€21,214
Accounting accrual	€750	€195	
Insurance prepayments	-€1,355	€880	-€268
Adjustment due to incorporation of Branch accounts			
Expenditure by Branches	€358	€593	
Transfers to Branch		-€300	
Adjustments for capital assets			
Assets capitalised (purchase of computer)		-€875	
Depreciation on assets		€175	€175
New expenditure accrued (paid in 2022)			
KSI Audit fee accrued	€2,460	€2,460	€2,460
Tax on travel and subsistence	€14,281	€11,474	€3,485
Miscellaneous balancing adjustment	-€3	-€75	€55
Total after adjustments	€176,405	€163,453	€120,240
As in audited accounts	€176,405	€163,453	€120,240
Balance Sheet			
Bank current	€148,449	€171,107	€299,772
Savings Certs	€76,839	€64,744	
Prize Bonds	€76		
Adjustments due to move to accrued accounts			
Deduct Tax on Honoraria accrued	-€16,991	-€21,214	-€22,929
Deduct Accruals	-€3,210	-€5,865	-€8,325
Deduct Accrued tax on T & S	-€14,281	-€25,755	-€29,240
Add Prepayments	€1,355	€475	€744
Adjustment due to incorporation of Branch accounts			
Add Branch assets	€984	€691	
Adjustments for capital assets			
Add Assets capitalised, less depreciation		€700	€525
Miscellaneous balancing adjustment	€63	€55	
Total after adjustments	€193,284	€184,938	€240,547
As in audited accounts	€193,284	€184,938	€240,547

Our Ref: RET01/LF

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PO Box 908
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T12 C82530th September 2022**RE: MANAGEMENT LETTER**
AUDIT YEAR ENDED 31 DECEMBER 2018, 2019, 2020, 2021

Dear Sirs,

In accordance with International Standards on Auditing (UK and Ireland), please find enclosed a management letter for Retired Civil and Public Servant's Association for your perusal.

This letter is a written report outlining the risks of material misstatement and communicating any misstatements detected during the audit, as required by ISA 260.

We would appreciate if you would inform us in writing in due course what steps you decide to take in connection with the above matters. Please also inform us from time to time when any changes are made to the existing system of internal controls.

We have enclosed two copies of this management letter. Please have both copies signed and return one copy to us at your earliest convenience.

Yours faithfully,

Laura Fallon

Laura Fallon
KSi Faulkner Orr Limited

Our Ref: RET01/LF

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Web: www.ksifo.ieThe Trustees and The Council
Retired Civil and Public Servant's Association
PO Box 908
South City DSU
Togher
Cork
T12 C82530th September 2022**RETIRED CIVIL AND PUBLIC SERVANT'S ASSOCIATION**

Dear Sirs,

In the course of our audit for the years ended 31 December 2018, 2019, 2020 and 2021, certain weaknesses in procedures and controls came to our notice. We are writing to you in order to draw your attention to these matters and suggest ways in which the system could be improved. These are outlined below.

As outlined in our letter of engagement, our audit work involves evaluating only those systems and internal controls in your organisation upon which we rely on for the purpose of determining our audit procedures. Accordingly, our audit may not have identified, and the comments in this letter may not be a comprehensive record of all the weaknesses that may exist.

1. Income recognition*Observation*

During the course of the audit it was noted that there was no other evidence available to carry out substantive audit testing on income, other than lodgements to the bank and remittances advices from An Post, Eircom etc. This resulted in us being unable to conclude on the completeness or accuracy of income which could increase the risk of income being misstated.

Recommendation

We recommend that a full listing of members showing the income received for each less any fees/deductions for every lodgement received is sought from An Post, Eircom etc., so that it can be ascertained as to how many members each lodgement is in relation to. This should be kept on file and not overwritten.

2. Supporting documentation for expense claims

Observation

During the course of our audit, it was noted that supporting documentation/receipts etc were not always provided for expense claims submitted to the Treasurer. This increases the risk of incorrect or overstated expense claims which may be liable to income tax.

Recommendation

We recommend that expenses are not paid until they are reviewed, justified and supporting documentation or a receipt is supplied no matter what the value.

3. Pre-Signed Cheques

Observation

During the course of our audit, it was noted that there were some cheques pre-signed in the most recent cheque book. This increases the risk of misappropriation of income and increases the risk of fraud.

Recommendation

We strongly advise that no cheques should be pre-signed and that this practice is ceased immediately.

4. Financial Procedures and controls manual and segregation of duties

Observation

During the course of our audit, it was noted that no formal financial procedures and controls policy document was in existence, and the Treasurer was largely responsible for keeping the accounting records, payments etc. While a second signatory is required for cheques, in the instance where cheques are pre-signed, this increases the risk of misappropriation and/or fraud.

Recommendation

We recommend that a document is prepared that includes comprehensive details regarding the internal controls, systems and association policies. This should be communicated to the relevant personnel. Policies and procedures surrounding all aspects of the association should be documented and accounting policies in relation to the recognition of income, expenditure and any other specific accounting policies should be agreed and formalised in this document. In particular, this should also include detailed procedures surrounding cash handling and bank reconciliations.

The responsibility for maintenance of an adequate system of internal control, and for the prevention and detection of irregularities and fraud rests with management. We are not required to search specifically for fraud and therefore our audit cannot be relied upon to disclose all such matters. However, our audit was planned so that we would have a reasonable expectation of detecting material misstatements in the financial statements resulting from irregularities or fraud.

We would appreciate if you would inform us in writing in due course what steps you decide to take in connection with the above matters. Please inform us from time to time when any changes are made to the existing system of internal controls.

We shall be grateful if you could confirm in writing your understanding of the matters referred to above, by signing and returning one of the enclosed copies of this letter.

Yours faithfully

KSi Faulkner Orr

KSi Faulkner Orr Limited

Date: 30th September 2022

SIGNED FOR AND BEHALF OF RETIRED CIVIL AND PUBLIC SERVANT'S ASSOCIATION

For and on behalf of The Board of Trustees of Retired Civil and Public Servant's Association

Trustee

Trustee

y Farrell

For and on behalf of The Council of Retired Civil and Public Servant's Association

Stephen Durr

President

Ange Dilwell

Treasurer



RCPSA
RETIREE CIVIL AND PUBLIC SERVANTS ASSOCIATION
Comhatachán Iar-Shebhóiríneach Dóibí Agus Síde Einnstitiúid 1945

28th November 2022

**Ms Laura Fallon ACA
Director KSI Faulkner Orr Ltd
Behan House
10 Lower Mount Street
Dublin 2 DO2 HT71**

Dear Laura

Thank you for completing the audit on the RCPSA accounts for the years 2018, 2019, 2020 and 2021.

I refer to the Management Letter dated 30th September 2022 which outlined certain weaknesses in procedures and controls which came to your notice while conducting the audit.

Your recommendations have been considered by the Council of the RCPSA. As requested in your letter, Council has outlined in the enclosed response the steps it intends to take in connection with those matters.

Yours sincerely

Anne Mitchell

RCPSA Hon Treasurer

annemitchellcross@gmail.com

087 4331387

1. Income recognition

The recommendation is noted. Because almost all of the income if the Association is collected on our behalf by third parties, (NSSO, An Post and Eir) there are GDPR difficulties in obtaining lists of members which include names and addresses and/or reference numbers. There are sensitivities not only in relation to GDPR but in the extent to which we can impose on the pension providers who collect our subscriptions essentially on a grace and favour basis. Council will continue to address this issue. Again, for reasons of GDPR, once a member resigned or died, their details were removed from the Associations records and each list was destroyed when a new list was supplied. The practice ceased on the recommendation of the Auditor and lists have been retained earlier this year when it was brought to our attention by the Auditor.

2. Supporting documentation for expenses claims.

The recommendation of the Auditor has been accepted. Steps have already been taken to segregate T & S from non T & S claims (Separate Forms). Receipts have been requested in line with Auditors recommendations of 17th May 2022. Council looks forward to engaging with the Auditor going forward to clarify how best to proceed, in particular in respect of travel and subsistence claims which to date have paid on the civil service basis.

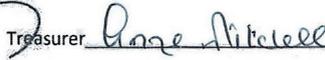
3. Pre-Signed cheques

The recommendation is accepted, and the practice (which was only used from time to time) has ceased. It was a pragmatic solution to the fact that the signatories of the Associations account lived in different counties, miles apart, but it accepted that it was not a good practice. It had been the intention for some time to move to online banking; but progress on this was held up by Covid. A decision was subsequently taken that the matter should be left to the incoming Council after the AGM, when there would be a new set of signatories, (as the then President had signalled that he would not be standing again).

4. Financial Procedure and controls manual and segregation of duties.

The recommendation is accepted. A Subcommittee on Financial Policy comprising the Treasurer and two members of Council, with one Trustee attending in an observer capacity, (rotating) was set up in January 2021 and met on three occasions. The work of the Sub-Committee paused in summer of 2021. Subsequently Council established a Working Group on Financial Policy, comprising the Treasurer and two members of Council. A draft Financial Policy was prepared by that group and presented to Council on 13th April 2022. Due to other pressures on Council, the draft Policy has not yet been considered by Council, but Council will do so as soon as possible.

Signed for and on behalf of the Council of Retired Civil and Public Servant's Association.

President  Treasurer  Date 30/11/2022

**Retired Civil and Public Servant's Association
Financial Statements**

for the financial year ended 31 December 2018

**KSi Faulkner Orr Limited
Statutory Auditors
10 Lower Mount Street
Dublin 2
Ireland**

Retired Civil and Public Servant's Association
CONTENTS

	Page
Address and Other Information	3
Statement of Council's Responsibilities	4
Independent Auditor's Report	5 - 6
Income and Expenditure Account	7
Balance Sheet	8
Notes to the Financial Statements	9

**Retired Civil and Public Servant's Association
ADDRESS AND OTHER INFORMATION**

Name	Retired Civil and Public Servant's Association
President	Paul Monks
Vice President	Stephen Burns
Secretary	Ann Walsh
Treasurer	Anne Mitchell
Trustees	Mary Farrell Brian McDonnell Frank O'Dwyer Matthew Ryan
Address	P.O. Box 908 South City DSU Togher Co Cork
Auditors	KSi Faulkner Orr Limited 10 Lower Mount Street Dublin 2 Ireland
Bankers	Bank of Ireland Dundrum Dublin 14 Ireland AIB 6 Main Street Rathfarnham Dublin 14 Ireland Permanent TSB 23 Main Street Gorey Co Wexford Ireland St Columbas Credit Union Limited Walter Macken Road Mervue Co Galway Ireland

Retired Civil and Public Servant's Association
STATEMENT OF COUNCIL'S RESPONSIBILITIES
for the financial year ended 31 December 2018

The constitution of the Association requires the Council to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of its income and expenditure for that period.

In preparing the financial statements the Council are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Council are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and to help them to ensure that the financial statements comply with the Association's constitution. They are also responsible for safeguarding the assets of the Association and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT AUDITOR'S REPORT

to Retired Civil and Public Servant's Association for the financial year ended 31 December 2018

Report on the audit of the financial statements

Qualified opinion

We have audited the financial statements of Retired Civil and Public Servant's Association for the financial year ended 31 December 2018, which comprise the Income and Expenditure Account, the Balance Sheet and the related notes, including the summary of significant accounting policies set out in note 1. The financial reporting framework that has been applied in their preparation is Irish Law and FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' issued in the United Kingdom by the Financial Reporting Council.

In our opinion the financial statements:

- give a true and fair view of the state of affairs of the Association as at 31 December 2018 and of its profit for the financial year then ended;
- have been properly prepared in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been properly prepared in accordance with the requirements of the constitution of the Association.

Basis for qualified opinion

We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Association in accordance with ethical requirements that are relevant to our audit of financial statements in Ireland, including the Ethical Standard for Auditors (Ireland) issued by the Irish Auditing and Accounting Supervisory Authority (IAASA), and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

With respect to membership income amounting to €168,789, the supporting evidence available to us was limited. We were unable to perform substantive testing to membership lists to ascertain the accuracy and completeness of membership income. We were unable to obtain sufficient audit evidence regarding membership income by using other audit procedures, and were only able to agree income to bank lodgements and remittance advices.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which ISAs (Ireland) require us to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Council have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Association's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other Information

The Council are responsible for the other information. The other information comprises the information included in the financial statements other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters

Notwithstanding our qualified opinion on the financial statements, we report that in our opinion:

- we have obtained all the information and explanations that we consider necessary for the purposes of our audit,
- proper books of account have been kept,
- the financial statements are in agreement with the books of account.

INDEPENDENT AUDITOR'S REPORT

to Retired Civil and Public Servant's Association for the financial year ended 31 December 2018

Respective responsibilities

Responsibilities of the Council for the financial statements

As explained more fully in the Statement of Council Responsibilities, the Council are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council are responsible for assessing the Association's ability to continue as a going concern, disclosing, if applicable, matters related to going concern and using the going concern basis of accounting unless the Council either intends to liquidate the Association or to cease operation, or has no realistic alternative but to do so.

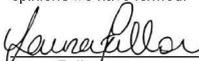
Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (Ireland) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the IAASA's website at: <[www.iaasa.ie/getmedia/b2389013-1cf6-458b-9b8f-a98202dc9c3a/Description of auditors responsibilities for audit.pdf](http://www.iaasa.ie/getmedia/b2389013-1cf6-458b-9b8f-a98202dc9c3a/Description_of_auditors_responsibilities_for_audit.pdf)> The description forms part of our Auditor's Report.

The purpose of our audit work and to whom we owe our responsibilities

Our report is made solely to the Association's members, as a body. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume any responsibility to anyone other than the Association and the Association's members, as a body, for our audit work, for this report, or for the opinions we have formed.



Laura Fallon
for and on behalf of
KSI FAULKNER ORR LIMITED
Statutory Auditors
10 Lower Mount Street
Dublin 2
Ireland

Date: 10th October 2022

Retired Civil and Public Servant's Association
INCOME AND EXPENDITURE ACCOUNT
for the financial year ended 31 December 2018

	2018 €	2017 €
Income	177,248	154,007
Expenditure		
Honoraria net	18,100	21,000
Taxes on Honoraria	35,568	15,393
Tax and interest on Travel and Subsistence	14,281	-
Vouchers	4,250	-
Printing and publishing	57,877	24,282
Business Consultancy	8,589	-
Standing Orders Committee Expenses	936	-
Officers Expenses	13,589	10,219
Other Meeting Expenses	5,088	11,712
Consultative Forum	2,954	-
AGM Costs	3,557	5,677
Accountancy fees	1,516	750
Audit Fees	2,460	-
Stationery	212	-
Postage and P.O. Box	700	-
Telephone	697	-
Website and IT Costs	3,636	1,120
Alliance Membership	100	2,574
Insurance	1,355	2,528
Branch expenses	358	1,117
Sundry Expenses	508	69
Bank fees	75	52
General expenses	(1)	-
	176,405	96,493
Excess of Income Over Expenditure	843	57,514

Retired Civil and Public Servant's Association

BALANCE SHEET

as at 31 December 2018

	Notes	2018 €	2017 €
Current Assets			
Debtors	2	1,355	-
Cash at Bank and in hand	3	226,411	192,441
		<u>227,766</u>	<u>192,441</u>
Creditors			
Amounts falling due within one year			
Taxes and social welfare		31,272	-
Accruals	4	3,210	-
		<u>34,482</u>	<u>-</u>
Net Current Assets		<u>193,284</u>	<u>192,441</u>
Total Assets Less Current Liabilities		<u>193,284</u>	<u>192,441</u>
Financed By			
Previous balance		192,441	134,927
Excess of Income Over Expenditure		843	57,514
Capital Employed		<u>193,284</u>	<u>192,441</u>

Retired Civil and Public Servant's Association

NOTES TO THE FINANCIAL STATEMENTS

for the financial year ended 31 December 2018

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Association's financial statements.

Basis of accounting

The financial statements are prepared in accordance with the historical cost convention. In 2018, the association changed their basis of preparation from a cash basis to an accrual's basis. This has resulted in the recording of transactions on the basis of the period they related to, rather than as they occurred in the bank. This also resulted in the recognition of assets and liabilities at the year end.

Fixed assets

Items of a capital nature, for example a computer and calculator, have been capitalised when purchases and included in tangible fixed assets and depreciated over their useful lives. These items were previously included as costs prior to the change from cash basis to accruals basis.

Travel expenditure

Expenses of Trustees, Standing Order Committee and Council members have been included under these headings where an expense claim submitted to the Treasurer for reimbursement. Expenses of the organisation that were paid directly to a supplier or venue have been included in Other Meeting Costs.

2. DEBTORS	2018	2017
	€	€
Prepayments and accrued income	<u>1,355</u>	<u>-</u>
3. CASH AND CASH EQUIVALENTS	2018	2017
	€	€
Cash and bank balances	149,512	89,698
Cash equivalents	<u>76,899</u>	<u>102,743</u>
	<u>226,411</u>	<u>192,441</u>
4. ACCRUALS	2018	2017
	€	€
Accruals	<u>3,210</u>	<u>-</u>

**Retired Civil and Public Servant's Association
Financial Statements**

for the financial year ended 31 December 2019

**KSi Faulkner Orr Limited
Statutory Auditors
10 Lower Mount Street
Dublin 2
Ireland**

Retired Civil and Public Servant's Association
CONTENTS

	Page
Address and Other Information	3
Statement of Council's Responsibilities	4
Independent Auditor's Report	5 - 6
Income and Expenditure Account	7
Balance Sheet	8
Notes to the Financial Statements	9 - 10

**Retired Civil and Public Servant's Association
ADDRESS AND OTHER INFORMATION**

Name	Retired Civil and Public Servant's Association
President	Paul Monks
Vice President	Stephen Burns
Secretary	Ann Walsh
Treasurer	Anne Mitchell
Trustees	Mary Farrell Brian McDonnell Frank O'Dwyer Matthew Ryan
Address	P.O. Box 908 South City DSU Togher Co Cork
Auditors	KSi Faulkner Orr Limited 10 Lower Mount Street Dublin 2 Ireland
Bankers	Bank of Ireland Dundrum Dublin 14 Ireland AIB 6 Main Street Rathfarnham Dublin 14 Ireland Permanent TSB 23 Main Street Gorey Co Wexford Ireland St Columbas Credit Union Limited Walter Macken Road Mervue Co Galway Ireland

Retired Civil and Public Servant's Association
STATEMENT OF COUNCIL'S RESPONSIBILITIES
for the financial year ended 31 December 2019

The constitution of the Association requires the Council to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of its income and expenditure for that period.

In preparing the financial statements the Council are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Council are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and to help them to ensure that the financial statements comply with the Association's constitution. They are also responsible for safeguarding the assets of the Association and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT AUDITOR'S REPORT

to Retired Civil and Public Servant's Association for the financial year ended 31 December 2019

Report on the audit of the financial statements

Qualified opinion

We have audited the financial statements of Retired Civil and Public Servant's Association for the financial year ended 31 December 2019, which comprise the Income and Expenditure Account, the Balance Sheet and the related notes, including the summary of significant accounting policies set out in note 1. The financial reporting framework that has been applied in their preparation is Irish Law and FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' issued in the United Kingdom by the Financial Reporting Council.

In our opinion the financial statements:

- give a true and fair view of the state of affairs of the Association as at 31 December 2019 and of its profit for the financial year then ended;
- have been properly prepared in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been properly prepared in accordance with the requirements of the constitution of the Association.

Basis for qualified opinion

We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Association in accordance with ethical requirements that are relevant to our audit of financial statements in Ireland, including the Ethical Standard for Auditors (Ireland) issued by the Irish Auditing and Accounting Supervisory Authority (IAASA), and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

With respect to membership income amounting to €151,350, the supporting evidence available to us was limited. We were unable to perform substantive testing to membership lists to ascertain the accuracy and completeness of membership income. We were unable to obtain sufficient audit evidence regarding membership income by using other audit procedures, and were only able to agree income to bank lodgements and remittance advices.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which ISAs (Ireland) require us to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Council have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Association's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other Information

The Council are responsible for the other information. The other information comprises the information included in the financial statements other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters

Notwithstanding our qualified opinion on the financial statements, we report that in our opinion:

- we have obtained all the information and explanations that we consider necessary for the purposes of our audit,
- proper books of account have been kept by the Association,
- the financial statements are in agreement with the books of account.

INDEPENDENT AUDITOR'S REPORT

to Retired Civil and Public Servant's Association for the financial year ended 31 December 2019

Respective responsibilities

Responsibilities of the Council for the financial statements

As explained more fully in the Statement of Council Responsibilities, the Council are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council are responsible for assessing the Association's ability to continue as a going concern, disclosing, if applicable, matters related to going concern and using the going concern basis of accounting unless the Council either intends to liquidate the Association or to cease operation, or has no realistic alternative but to do so.

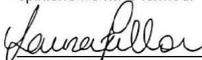
Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (Ireland) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the IAASA's website at: <[www.iaasa.ie/getmedia/b2389013-1cf6-458b-9b8f-a98202dc9c3a/Description of auditors responsibilities for audit.pdf](http://www.iaasa.ie/getmedia/b2389013-1cf6-458b-9b8f-a98202dc9c3a/Description_of_auditors_responsibilities_for_audit.pdf)> The description forms part of our Auditor's Report.

The purpose of our audit work and to whom we owe our responsibilities

Our report is made solely to the Association's members, as a body. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume any responsibility to anyone other than the Association and the Association's members, as a body, for our audit work, for this report, or for the opinions we have formed.



Laura Fallon
for and on behalf of
KSI FAULKNER ORR LIMITED
Statutory Auditors
10 Lower Mount Street
Dublin 2
Ireland

Date: 10th October 2022

Retired Civil and Public Servant's Association
INCOME AND EXPENDITURE ACCOUNT
for the financial year ended 31 December 2019

	2019 €	2018 €
Income	155,107	177,248
Expenditure		
Honoraria net	21,600	18,100
Taxes on Honoraria	21,214	35,568
Tax and interest on Travel and Subsistence	11,474	14,281
Vouchers	3,700	4,250
Printing and publishing	55,858	57,877
Business Consultancy	4,490	8,589
Trustee Expenses	934	-
Standing Orders Committee Expenses	3,222	936
Officers Expenses	16,658	13,589
Other Meeting Expenses	7,034	5,088
Consultative Forum	2,719	2,954
AGM Costs	3,687	3,557
Accountancy fees	945	1,516
Audit Fees	2,460	2,460
Stationery	440	212
Postage and P.O. Box	1,050	700
Telephone	767	697
Website and IT Costs	1,390	3,636
Alliance Membership	100	100
Insurance	1,830	1,355
Branch expenses	593	358
Sundry Expenses	1,038	508
Depreciation	175	-
Bank fees	75	75
General expenses	-	(1)
	163,453	176,405
(Expenditure)/Income	(8,346)	843

Retired Civil and Public Servant's Association
BALANCE SHEET
as at 31 December 2019

	Notes	2019 €	2018 €
Fixed Assets			
Tangible assets	2	<u>700</u>	<u>-</u>
Current Assets			
Debtors	3	475	1,355
Cash at Bank and in hand	4	<u>236,597</u>	<u>226,411</u>
		<u>237,072</u>	<u>227,766</u>
Creditors			
Amounts falling due within one year			
Taxes and social welfare		46,969	31,272
Accruals	5	<u>5,865</u>	<u>3,210</u>
		<u>52,834</u>	<u>34,482</u>
Net Current Assets		<u>184,238</u>	<u>193,284</u>
Total Assets Less Current Liabilities		<u>184,938</u>	<u>193,284</u>
Financed By			
Previous balance		193,284	192,441
(Expenditure)/Income		<u>(8,346)</u>	<u>843</u>
Capital Employed		<u>184,938</u>	<u>193,284</u>

Retired Civil and Public Servant's Association

NOTES TO THE FINANCIAL STATEMENTS

for the financial year ended 31 December 2019

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Association's financial statements.

Basis of accounting

The financial statements are prepared in accordance with the historical cost convention. In 2018, the association changed their basis of preparation from a cash basis to an accruals basis. This has resulted in the recording of transactions on the basis of the period they related to, rather than as they occurred in the bank. This also resulted in the recognition of assets and liabilities at the year end.

Tangible fixed assets and depreciation

The cost of tangible fixed assets is their purchase cost, together with any incidental cost of acquisition.

Depreciation is calculated so as to write off the cost of tangible fixed assets, less their estimated residual values, over the expected useful economic lives of the assets concerned. The principal annual rates used for this purpose are

Fixtures, fittings and equipment - 20% Straight Line

Fixed assets

Items of a capital nature, for example a computer and calculator, have been capitalised when purchases and included in tangible fixed assets and depreciated over their useful lives. These items were previously included as costs prior to the change from cash basis to accruals basis.

Travel expenditure

Expenses of Trustees, Standing Order Committee and Council members have been included under these headings where an expense claim submitted to the Treasurer for reimbursement. Expenses of the organisation that were paid directly to a supplier or venue have been included in Other Meeting Costs.

2. TANGIBLE ASSETS

	Fixtures, fittings and equipment	Total
	€	€
Cost		
Additions	875	875
At 31 December 2019	<u>875</u>	<u>875</u>
Depreciation		
Charge for the financial year	175	175
At 31 December 2019	<u>175</u>	<u>175</u>
Net book value		
At 31 December 2019	<u><u>700</u></u>	<u><u>700</u></u>
3. DEBTORS	2019	2018
	€	€
Prepayments and accrued income	<u>475</u>	<u>1,355</u>
4. CASH AND CASH EQUIVALENTS	2019	2018
	€	€
Cash and bank balances	171,798	149,512
Cash equivalents	64,799	76,899
	<u><u>236,597</u></u>	<u><u>226,411</u></u>

Retired Civil and Public Servant's Association
NOTES TO THE FINANCIAL STATEMENTS
for the financial year ended 31 December 2019

5. ACCRUALS	2019	2018
	€	€
Accruals	<u>5,865</u>	<u>3,210</u>

**Retired Civil and Public Servant's Association
Financial Statements**

for the financial year ended 31 December 2020

**KSi Faulkner Orr Limited
Statutory Auditors
10 Lower Mount Street
Dublin 2
Ireland**

Retired Civil and Public Servant's Association
CONTENTS

	Page
Address and Other Information	3
Statement of Council's Responsibilities	4
Independent Auditor's Report	5 - 6
Income and Expenditure Account	7
Balance Sheet	8
Notes to the Financial Statements	9 - 10

**Retired Civil and Public Servant's Association
ADDRESS AND OTHER INFORMATION**

Name	Retired Civil and Public Servant's Association
President	Paul Monks
Vice President	Stephen Burns
Secretary	Ann Walsh
Treasurer	Anne Mitchell
Trustees	Mary Farrell Brian McDonnell Frank O'Dwyer Matthew Ryan
Address	P.O. Box 908 South City DSU Togher Co Cork
Auditors	KSi Faulkner Orr Limited 10 Lower Mount Street Dublin 2 Ireland
Bankers	Bank of Ireland Dundrum Dublin 14 Ireland
	AIB 6 Main Street Rathfarnham Dublin 14 Ireland
	Permanent TSB 23 Main Street Gorey Co Wexford Ireland
	St Columbas Credit Union Limited Walter Macken Road Mervue Co Galway Ireland

Retired Civil and Public Servant's Association
STATEMENT OF COUNCIL'S RESPONSIBILITIES
for the financial year ended 31 December 2020

The constitution of the Association requires the Council to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of its income and expenditure for that period.

In preparing the financial statements the Council are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Council are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and to help them to ensure that the financial statements comply with the Association's constitution. They are also responsible for safeguarding the assets of the Association and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT AUDITOR'S REPORT

to Retired Civil and Public Servant's Association for the financial year ended 31 December 2020

Report on the audit of the financial statements

Qualified opinion

We have audited the financial statements of Retired Civil and Public Servant's Association for the financial year ended 31 December 2020, which comprise the Income and Expenditure Account, the Balance Sheet and the related notes, including the summary of significant accounting policies set out in note 1. The financial reporting framework that has been applied in their preparation is Irish Law and FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' issued in the United Kingdom by the Financial Reporting Council.

In our opinion the financial statements:

- give a true and fair view of the state of affairs of the Association as at 31 December 2020 and of its profit for the financial year then ended;
- have been properly prepared in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been properly prepared in accordance with the requirements of the constitution of the Association.

Basis for qualified opinion

We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Association in accordance with ethical requirements that are relevant to our audit of financial statements in Ireland, including the Ethical Standard for Auditors (Ireland) issued by the Irish Auditing and Accounting Supervisory Authority (IAASA), and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

With respect to membership income amounting to €166,168, the supporting evidence available to us was limited. We were unable to perform substantive testing to membership lists to ascertain the accuracy and completeness of membership income. We were unable to obtain sufficient audit evidence regarding membership income by using other audit procedures, and were only able to agree income to bank lodgements and remittance advices.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which ISAs (Ireland) require us to report to you where:

- The use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- The Council have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Association's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other Information

The Council are responsible for the other information. The other information comprises the information included in the financial statements other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters

Notwithstanding our qualified opinion on the financial statements, we report that in our opinion:

- we have obtained all the information and explanations that we consider necessary for the purposes of our audit,
- proper books of account have been kept,
- the financial statements are in agreement with the books of account.

INDEPENDENT AUDITOR'S REPORT

to Retired Civil and Public Servant's Association for the financial year ended 31 December 2020

Respective responsibilities

Responsibilities of the Council for the financial statements

As explained more fully in the Statement of Council Responsibilities, the Council are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council are responsible for assessing the Association's ability to continue as a going concern, disclosing, if applicable, matters related to going concern and using the going concern basis of accounting unless the Council either intends to liquidate the Association or to cease operation, or has no realistic alternative but to do so.

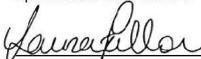
Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (Ireland) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the IAASA's website at: <[www.iaasa.ie/getmedia/b2389013-1cf6-458b-9b8f-a98202dc9c3a/Description of auditors responsibilities for audit.pdf](http://www.iaasa.ie/getmedia/b2389013-1cf6-458b-9b8f-a98202dc9c3a/Description_of_auditors_responsibilities_for_audit.pdf)> The description forms part of our Auditor's Report.

The purpose of our audit work and to whom we owe our responsibilities

Our report is made solely to the Association's members, as a body. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume any responsibility to anyone other than the Association and the Association's members, as a body, for our audit work, for this report, or for the opinions we have formed.



Laura Fallon
for and on behalf of
KSI FAULKNER ORR LIMITED
Statutory Auditors
10 Lower Mount Street
Dublin 2
Ireland

Date: 10th October 2022

Retired Civil and Public Servant's Association
INCOME AND EXPENDITURE ACCOUNT
for the financial year ended 31 December 2020

	2020 €	2019 €
Income	175,849	155,107
Expenditure		
Honoraria net	23,700	21,600
Taxes on Honoraria	22,928	21,214
Tax and interest on Travel and Subsistence	3,485	11,474
Vouchers	3,700	3,700
Printing and publishing	39,556	55,858
Business Consultancy	5,386	4,490
Trustee Expenses	51	934
Standing Orders Committee Expenses	1,498	3,222
Officers Expenses	6,760	16,658
Other Meeting Expenses	2,623	7,034
Consultative Forum	-	2,719
AGM Costs	1,005	3,687
Accountancy fees	945	945
Audit Fees	2,460	2,460
Stationery	1,035	440
Postage and P.O. Box	1,276	1,050
Telephone	751	767
Website and IT Costs	933	1,390
Alliance Membership	100	100
Insurance	1,219	1,830
Branch expenses	144	593
Sundry Expenses	484	1,038
Depreciation	175	175
Bank fees	25	75
General expenses	1	-
	<u>120,240</u>	<u>163,453</u>
Income/(Expenditure)	<u>55,609</u>	<u>(8,346)</u>

Retired Civil and Public Servant's Association
BALANCE SHEET
as at 31 December 2020

	Notes	2020 €	2019 €
Fixed Assets			
Tangible assets	2	<u>525</u>	<u>700</u>
Current Assets			
Debtors	3	744	475
Cash at Bank and in hand	4	<u>299,772</u>	<u>236,597</u>
		<u>300,516</u>	<u>237,072</u>
Creditors			
Amounts falling due within one year		52,169	46,969
Taxes and social welfare		8,325	5,865
Accruals	5	<u>60,494</u>	<u>52,834</u>
Net Current Assets		<u>240,022</u>	<u>184,238</u>
Total Assets Less Current Liabilities		<u><u>240,547</u></u>	<u><u>184,938</u></u>
Financed By			
Previous balance		184,938	193,284
Income/(Expenditure)		<u>55,609</u>	<u>(8,346)</u>
Capital Employed		<u><u>240,547</u></u>	<u><u>184,938</u></u>

Retired Civil and Public Servant's Association

NOTES TO THE FINANCIAL STATEMENTS

for the financial year ended 31 December 2020

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Association's financial statements.

Basis of accounting

The financial statements are prepared in accordance with the historical cost convention. In 2018, the association changed their basis of preparation from a cash basis to an accruals basis. This has resulted in the recording of transactions on the basis of the period they related to, rather than as they occurred in the bank. This also resulted in the recognition of assets and liabilities at the year end.

Tangible fixed assets and depreciation

The cost of tangible fixed assets is their purchase cost, together with any incidental cost of acquisition.

Depreciation is calculated so as to write off the cost of tangible fixed assets, less their estimated residual values, over the expected useful economic lives of the assets concerned. The principal annual rates used for this purpose are

Fixtures, fittings and equipment - 20% Straight Line

Fixed assets

Items of a capital nature, for example a computer and calculator, have been capitalised when purchases and included in tangible fixed assets and depreciated over their useful lives. These items were previously included as costs prior to the change from cash basis to accruals basis.

Travel expenditure

Expenses of Trustees, Standing Order Committee and Council members have been included under these headings where an expense claim submitted to the Treasurer for reimbursement. Expenses of the organisation that were paid directly to a supplier or venue have been included in Other Meeting Costs.

2. TANGIBLE ASSETS

	Fixtures, fittings and equipment	Total
	€	€
Cost		
At 31 December 2020	875	875
Depreciation		
At 1 January 2020	175	175
Charge for the financial year	175	175
At 31 December 2020	350	350
Net book value		
At 31 December 2020	<u>525</u>	<u>525</u>
At 31 December 2019	<u>700</u>	<u>700</u>
3. DEBTORS	2020	2019
	€	€
Prepayments and accrued income	<u>744</u>	<u>475</u>

Retired Civil and Public Servant's Association
NOTES TO THE FINANCIAL STATEMENTS
for the financial year ended 31 December 2020

4. CASH AND CASH EQUIVALENTS	2020	2019
	€	€
Cash and bank balances	299,772	171,798
Cash equivalents	-	64,799
	<u>299,772</u>	<u>236,597</u>
5. ACCRUALS	2020	2019
	€	€
Accruals	<u>8,325</u>	<u>5,865</u>

**Retired Civil and Public Servant's Association
Financial Statements**

for the financial year ended 31 December 2021

**KSi Faulkner Orr Limited
Statutory Auditors
10 Lower Mount Street
Dublin 2
Ireland**

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CONTENTS

	Page
Address and Other Information	3
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Independent Auditor's Report	5 - 6
Income and Expenditure Account	7
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**Retired Civil and Public Servant's Association
ADDRESS AND OTHER INFORMATION**

Name	Retired Civil and Public Servant's Association
President	Paul Monks
Vice President	Stephen Burns
Secretary	Ann Walsh
Treasurer	Anne Mitchell
Trustees	Mary Farrell Brian McDonnell Frank O'Dwyer Matthew Ryan
Address	P.O. Box 908 South City DSU Togher Co Cork
Auditors	KSi Faulkner Orr Limited 10 Lower Mount Street Dublin 2 Ireland
Bankers	Bank of Ireland Dundrum Dublin 14 Ireland AIB 6 Main Street Rathfarnham Dublin 14 Ireland Permanent TSB 23 Main Street Gorey Co Wexford Ireland St Columbas Credit Union Limited Walter Macken Road Mervue Co Galway Ireland

Retired Civil and Public Servant's Association
STATEMENT OF COUNCIL'S RESPONSIBILITIES
for the financial year ended 31 December 2021

The constitution of the Association requires the Council to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of its income and expenditure for that period.

In preparing the financial statements the Council are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Council are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and to help them to ensure that the financial statements comply with the Association's constitution. They are also responsible for safeguarding the assets of the Association and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT AUDITOR'S REPORT

to Retired Civil and Public Servant's Association for the financial year ended 31 December 2021

Report on the audit of the financial statements

Qualified opinion

We have audited the financial statements of Retired Civil and Public Servant's Association for the financial year ended 31 December 2021, which comprise the Income and Expenditure Account, the Balance Sheet and the related notes, including the summary of significant accounting policies set out in note 1. The financial reporting framework that has been applied in their preparation is Irish Law and FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' issued in the United Kingdom by the Financial Reporting Council.

In our opinion the financial statements:

- give a true and fair view of the state of affairs of the Association as at 31 December 2021 and of its profit for the financial year then ended;
- have been properly prepared in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been properly prepared in accordance with the requirements of the constitution of the Association.

Basis for qualified opinion

We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Association in accordance with ethical requirements that are relevant to our audit of financial statements in Ireland, including the Ethical Standard for Auditors (Ireland) issued by the Irish Auditing and Accounting Supervisory Authority (IAASA), and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

With respect to membership income amounting to €156,323, the supporting evidence available to us was limited. We were unable to perform substantive testing to membership lists to ascertain the accuracy and completeness of membership income. We were unable to obtain sufficient audit evidence regarding membership income by using other audit procedures, and were only able to agree income to bank lodgements and remittance advices.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which ISAs (Ireland) require us to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
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Other Information

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In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters

Notwithstanding our qualified opinion on the financial statements, we report that in our opinion:

- we have obtained all the information and explanations that we consider necessary for the purposes of our audit,
- proper books of account have been kept,
- the financial statements are in agreement with the books of account.

INDEPENDENT AUDITOR'S REPORT

to Retired Civil and Public Servant's Association for the financial year ended 31 December 2021

Respective responsibilities

Responsibilities of the Council for the financial statements

As explained more fully in the Statement of Council Responsibilities, the Council are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council are responsible for assessing the Association's ability to continue as a going concern, disclosing, if applicable, matters related to going concern and using the going concern basis of accounting unless the Council either intends to liquidate the Association or to cease operation, or has no realistic alternative but to do so.

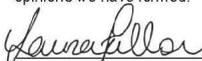
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Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (Ireland) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the IAASA's website at: <[www.iaasa.ie/getmedia/b2389013-1cf6-458b-9b8f-a98202dc9c3a/Description of auditors responsibilities for audit.pdf](http://www.iaasa.ie/getmedia/b2389013-1cf6-458b-9b8f-a98202dc9c3a/Description_of_auditors_responsibilities_for_audit.pdf)> The description forms part of our Auditor's Report.

The purpose of our audit work and to whom we owe our responsibilities

Our report is made solely to the Association's members, as a body. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume any responsibility to anyone other than the Association and the Association's members, as a body, for our audit work, for this report, or for the opinions we have formed.



Laura Fallon
for and on behalf of
KSI FAULKNER ORR LIMITED
Statutory Auditors
10 Lower Mount Street
Dublin 2
Ireland

Date: 10th October 2022

Retired Civil and Public Servant's Association
INCOME AND EXPENDITURE ACCOUNT
for the financial year ended 31 December 2021

	2021 €	2020 €
Income	160,048	175,849
Expenditure		
Honoraria net	21,814	23,700
Taxes on Honoraria	17,540	22,928
Tax and interest on Travel and Subsistence	85	3,485
Vouchers	3,700	3,700
Printing and publishing	31,479	39,556
Business Consultancy	769	5,386
Trustee Expenses	992	51
Standing Orders Committee Expenses	988	1,498
Officers Expenses	6,557	6,760
Other Meeting Expenses	2,286	2,623
Consultative Forum	1,881	-
AGM Costs	-	1,005
Accountancy fees	1,415	945
Audit Fees	5,535	2,460
Legal Fees	1,359	-
Stationery	466	1,035
Postage and P.O. Box	1,185	1,276
Telephone	532	751
Website and IT Costs	3,315	933
Alliance Membership	100	100
Insurance	1,585	1,219
Branch expenses	171	144
Revenue audit fee	3,690	-
Sundry Expenses	-	484
Depreciation	197	175
Bank fees	65	25
General expenses	-	1
	107,706	120,240
Excess of Income Over Expenditure	52,342	55,609

Retired Civil and Public Servant's Association
BALANCE SHEET
as at 31 December 2021

	Notes	2021 €	2020 €
Fixed Assets			
Tangible assets	2	438	525
Current Assets			
Debtors	3	842	744
Cash at Bank and in hand	4	340,607	299,772
		<u>341,449</u>	<u>300,516</u>
Creditors			
Amounts falling due within one year		29,325	52,169
Taxes and social welfare		19,673	8,325
Accruals	5		
		<u>48,998</u>	<u>60,494</u>
Net Current Assets		<u>292,451</u>	<u>240,022</u>
Total Assets Less Current Liabilities		<u>292,889</u>	<u>240,547</u>
Financed By			
Previous balance		240,547	184,938
Excess of Income Over Expenditure		52,342	55,609
Capital Employed		<u>292,889</u>	<u>240,547</u>

Retired Civil and Public Servant's Association

NOTES TO THE FINANCIAL STATEMENTS

for the financial year ended 31 December 2021

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Association's financial statements.

Basis of accounting

The financial statements are prepared in accordance with the historical cost convention. In 2018, the association changed their basis of preparation from a cash basis to an accruals basis. This has resulted in the recording of transactions on the basis of the period they related to, rather than as they occurred in the bank. This also resulted in the recognition of assets and liabilities at the year end.

Tangible fixed assets and depreciation

The cost of tangible fixed assets is their purchase cost, together with any incidental cost of acquisition.

Depreciation is calculated so as to write off the cost of tangible fixed assets, less their estimated residual values, over the expected useful economic lives of the assets concerned. The principal annual rates used for this purpose are

Fixtures, fittings and equipment - 20% Straight Line

Fixed assets

Items of a capital nature, for example a computer and calculator, have been capitalised when purchases and included in tangible fixed assets and depreciated over their useful lives. These items were previously included as costs prior to the change from cash basis to accruals basis.

Travel expenditure

Expenses of Trustees, Standing Order Committee and Council members have been included under these headings where an expense claim submitted to the Treasurer for reimbursement. Expenses of the organisation that were paid directly to a supplier or venue have been included in Other Meeting Costs.

2. TANGIBLE ASSETS

	Fixtures, fittings and equipment	Total
	€	€
Cost		
At 1 January 2021	875	875
Additions	110	110
	<hr/>	<hr/>
At 31 December 2021	985	985
	<hr/>	<hr/>
Depreciation		
At 1 January 2021	350	350
Charge for the financial year	197	197
	<hr/>	<hr/>
At 31 December 2021	547	547
	<hr/>	<hr/>
Net book value		
At 31 December 2021	438	438
	<hr/> <hr/>	<hr/> <hr/>
At 31 December 2020	525	525
	<hr/> <hr/>	<hr/> <hr/>
3. DEBTORS	2021	2020
	€	€
Prepayments and accrued income	842	744
	<hr/> <hr/>	<hr/> <hr/>
4. CASH AND CASH EQUIVALENTS	2021	2020
	€	€
Cash and bank balances	340,607	299,772
	<hr/> <hr/>	<hr/> <hr/>

Retired Civil and Public Servant's Association
NOTES TO THE FINANCIAL STATEMENTS
for the financial year ended 31 December 2021

5.	ACCRUALS	2021 €	2020 €
	Accruals	<u>19,673</u>	<u>8,325</u>

6. POST BALANCE SHEET EVENTS

Since the year end, the Council have been made aware of potential litigation proceedings between the Council and the Trustees of the Association. The potential liability to the association is unknown and unquantifiable at the date the financial statements were approved by the Council.

Addendum to the income and expenditure for management

Income:

Income is recorded on a receipts basis as and when they were received to the bank.

1. Variances between 2018 and 2019 in PMG pay overs is due to the timing of lodgements at the year end.
2. Other income includes error lodgements by the bank (for example in 2018 the bank made two lodgements in error which were taken back by the bank in 2019 and included in sundry expenditure in that year) and ex gratia payments from the bank as a gesture of goodwill for errors made.
3. To incorporate the Branch bank accounts into the accounts at 1st January 2018, an adjustment had to be recorded as income to bring the bank balances into the balance sheet of €1,342.

Expenditure:

4. Honoraria net relates to the net payments made to officers in each year.
5. Tax on Honoraria relates to the taxes paid and returned to revenue and accounted for on an accrued basis.
6. Tax accrued on travel and subsistence relates to Revenue disclosure submitted in 2022 relating to underpaid tax on travel and subsistence claims.
7. Interest accrued on travel and subsistence relates to the interest penalty related to point 6.
8. Vouchers relates to vouchers paid to Presidents, Vice Presidents, Secretary, Assistant Secretary, Treasurers, members of Standing Orders Committee, a retiring Trustee, a retiring Council member for an exceptional contribution, vouchers to AHCPs for use of premises, photocopying etc. No voucher exceeded €500.
9. Printing/publishing comprises payments to RR Donnelly Printing and Orchard Print.
10. Business Consultancy comprises payments to Premier Services
11. Trustee expenses comprises expenses claims submitted by Trustees in respect of travel and subsistence and out of pocket expenses
12. SOC expenses comprises expense claims submitted by members of Standing Orders Committee in respect of travel and subsistence and out of pocket expenses
13. Officers' expenses comprises expense claims submitted by Officers in respect of travel and subsistence and out of pocket expenses
14. Committee/Council expenses relate to expense claims submitted by other council members in attending meetings.

15. Other Meetings/Expenses relates to other expenses claims by non-council members and direct costs paid in relation to meetings not claimed on any expense claims
16. Consultative Forum relates to direct costs in running the Consultative Forum
17. AGM costs relates to direct costs paid to venues/suppliers relating to the running of the AGM, not including any other expenses if claimed on an expense claim sheet
18. Postage and PO Box includes cost relating to PO box facility and any postage paid to An Post
19. Telephone costs relates to monthly telephone bill for the secretary and other mobile top ups using the debit card.
20. Accountancy fees relates to fees paid to Crowley and Co for the preparation of accounts and payroll services
21. Stationery relates to ad hoc stationary costs of the organisation
22. Website costs relates to payments made to Digilogue Limited and others
23. IT Costs relates to other ad hoc IT costs and subscriptions
24. Sundry costs relates to other sundry ad hoc items including return of payments made by the bank to RCPSA in error (see 2 above).
25. Bank charges include all fees incurred on the bank account
26. Alliance Membership is the annual membership fee paid, claimed on the expenses claims by the secretary but included separately
27. Insurance relates to the annual policy with Hooper Dolan
28. Audit fee accrued relates to the accrued audit fees each year payable to KSI Faulkner Orr
29. Legal fees accrual relate to legal fees incurred by a Trustee in 2021 and refunded in 2022 and legal fees incurred by Council in 2021 and billed and paid in 2022.
30. Revenue audit fee accrual relates to fees incurred paid to KSI Faulkner Orr in 2022 relating to the preparation and submission of Revenue Disclosure.
31. Branch accounts expenses relate to expenses directly incurred on the branch bank / credit union accounts.
32. Depreciation relates to depreciation estimate charged on assets capitalised in the accounts.

