

**CITIZENS INFORMATION BOARD
FINANCIAL STATEMENTS
YEAR ENDED 31/12/17**

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YEAR ENDED 31/12/17**

INDEX

<u>CONTENTS</u>	<u>PAGE</u>
General Information	2
Governance Statement and Board Members' Report	3-6
Statement on Internal Control	7-8
Report of the Comptroller and Auditor General	9
Statement of Income and Expenditure and Retained Revenue Reserves	10
Statement of Comprehensive Income	11
Statement of Financial Position	12
Statement of Cash Flows	13
Notes to the Financial Statements	14-28

CITIZENS INFORMATION BOARD

General Information

Board Members:

Current Board Members:

- Ita Mangan (Chair, appointed June 2015)
- Noeline Blackwell (appointed March 2015, resigned February 2018)
- Josephine Henry (appointed March 2010, re-appointed March 2015)
- Sean Sheridan (appointed November 2015)
- Tim Duggan (appointed June 2015, re-appointed September 2017)
- Eugene McErlean (appointed April 2014, resigned February 2018)
- Joanne McCarthy (appointed June 2016)
- Cearbhall O'Meadhra (appointed June 2016)
- John Saunders (appointed June 2016)
- Niall Mulligan (appointed June 2016)
- Tina Leonard (appointed June 2016)
- Ian Power (appointed June 2016)
- Mary Higgins (appointed June 2016)
- James Clarke (appointed September 2016)
- Nicola Walshe (appointed March 2017, re-appointed November 2017)

Chairperson: Ita Mangan

Address: George's Quay House
43 Townsend Street
Dublin 2

Secretary: Graham Long

Solicitors: Ronan Daly Jermyn
2 Park Place
City Gate Park
Mahon Point
Cork

Bankers: AIB
Bankcentre Branch
P.O. Box 1121
Ballsbridge
Dublin 4

Auditors: Comptroller and Auditor General
3a Mayor Street Upper
Dublin 1

CITIZENS INFORMATION BOARD

Governance Statement and Board Members' Report

For the year ended 31 December 2017

Governance

The Board of the Citizens Information Board was established under the Comhairle Act 2000. The functions of the Board are set out in section 7 of this Act. The Board is accountable to the Minister for Employment Affairs and Social Protection and is responsible for ensuring good governance and performs this task by setting strategic objectives and targets and taking strategic decisions on all key business issues. The regular day-to-day management, control and direction of the Citizens Information Board are the responsibility of the Chief Executive Officer (CEO) and the senior management team. The CEO and the senior management team must follow the broad strategic direction set by the Board, and must ensure that all Board members have a clear understanding of the key activities and decisions related to the entity, and of any significant risks likely to arise. The CEO acts as a direct liaison between the Board and management of the Citizens Information Board.

Board Responsibilities

The work and responsibilities of the Board are set out in the Code of Practice for Board members, Chairperson, Chief Executive and Secretary, which also contain the matters specifically reserved for Board decision. Standing items considered by the Board include:

- declaration of interests,
- reports from committees,
- financial reports/management accounts,
- performance reports, and
- reserved matters.

The Comhairle Act 2000, Section 22 (4a), requires the Board of the Citizens Information Board to prepare financial statements in such form as may be approved by the Minister for Employment Affairs and Social Protection with the consent of the Minister for Public Expenditure and Reform, all proper and usual accounts of money received and expended by it.

In preparing these financial statements, the Board of the Citizens Information Board is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Citizens Information Board will continue in operation; and
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

The Board confirms that it has complied with the above requirements in preparing the financial statements.

The Board is responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Board and which enable it to ensure that the financial statements comply with Section 22 of the Act. The maintenance and integrity of the corporate and financial information on the Citizens Information Board's website is the responsibility of the Board.

The Board is responsible for approving the annual plan and budget. An evaluation of the performance of the Citizens Information Board by reference to the annual plan and budget will commence in 2019.

The Board is also responsible for safeguarding its assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board considers that the financial statements of the Citizens Information Board give a true and fair view of the financial performance and the financial position of the Citizens Information Board at 31 December 2017.

The Board approved the signing of this statement and the financial statements for the year ended 31 December 2017 on 13 June 2018.

CITIZENS INFORMATION BOARD

Governance Statement and Board Members' Report

For the year ended 31 December 2017

Board Structure

The Board consists of a Chairperson and fourteen ordinary members, all of whom are appointed by the Minister for Employment Affairs and Social Protection. The members of the Board were appointed for a period of five years and meet eight times per annum. The table below details the appointment period for current members:

Board Member	Role	Date Appointed	Additional Detail
Ita Mangan	Chairperson	June 2015	
Noeline Blackwell	Ordinary Member	March 2015	Resigned February 2018
Josephine Henry	Ordinary Member	March 2015	
Sean Sheridan	Ordinary Member	November 2015	
Tim Duggan	Ordinary Member	September 2017	
Eugene McErlean	Ordinary Member	April 2014	Resigned February 2018
Joanne McCarthy	Ordinary Member	June 2016	
Cearbhall O'Meadhra	Ordinary Member	June 2016	
John Saunders	Ordinary Member	June 2016	
Niall Mulligan	Ordinary Member	June 2016	
Tina Leonard	Ordinary Member	June 2016	
Ian Power	Ordinary Member	June 2016	
Mary Higgins	Ordinary Member	June 2016	
James Clarke	Ordinary Member	September 2016	
Nicola Walshe	Ordinary Member	November 2017	

The Board has planned to commence an external Board Effectiveness and Evaluation Review in late 2018.

The Board has established three committees, as follows:

- Audit and Risk Committee:** comprises six Board members and one independent member. The role of the Audit and Risk Committee (ARC) is to support the Board in relation to its responsibilities for issues of risk, control and governance and associated assurance. The ARC is independent from the financial management of the organisation. In particular the Committee ensures that the internal control systems including audit activities are monitored actively and independently. The ARC reports to the Board after each meeting.

The members of the Audit and Risk Committee are: John Saunders (Chairperson), Ian Power, Ita Mangan, Sean Sheridan, Cearbhall O'Meadhra, Josephine Henry and Cyril Sullivan. There were 6 meetings of the ARC in 2017.

- Finance Committee:** comprises five Board members and two independent members. The members of this committee are: Ian Power (Chairperson), Ita Mangan, James Clarke, Cearbhall O'Meadhra, John Saunders, Cyril Sullivan and Lorcan O'Connor. There were 3 meetings of the Finance Committee in 2017.

- Social Policy and Research Committee:** comprises four Board members and one independent member. The members of this committee are: Joanne McCarthy (Chairperson), Cearbhall O'Meadhra, Mary Higgins, Niall Mulligan and Micheál Collins. There were 3 meetings of the Social Policy and Research Committee in 2017.

CITIZENS INFORMATION BOARD
Governance Statement and Board Members' Report
For the year ended 31 December 2017

Schedule of Attendance, Fees and Expenses

Board/Committee Member	Board	Audit & Risk Committee	Finance Committee	Social Policy & Research Committee	Fees 2017 €	Expenses 2017 €
Number of Meetings	8	6	3	3		
Ita Mangan (Chair)	7	5	2		8,978	0
Noeline Blackwell	6	4		3	0	0
Josephine Henry	3	3	0		5,985	0
Sean Sheridan	8	5			5,985	3,450
Tim Duggan	8				0	0
Eugene McErlean	4	3	1		5,985	0
Joanne McCarthy	4			1	5,985	0
Cearbhall O'Meadhra	7	5	2	3	5,985	0
John Saunders	5	6	1		5,985	1,909
Niall Mulligan	4			2	5,985	0
Tina Leonard	6				5,985	0
Ian Power	7		0		5,985	0
Mary Higgins	3			1	0	0
James Clarke	8		3		5,985	1,546
Nicola Walshe	7				0	0
Lorcan O'Connor (External)	n/a		2		0	0
Cyril Sullivan (External)	n/a	6	2		*2,262	154
Micheál Collins (External)	n/a			0	0	0
					71,090	7,059

In accordance with the Citizen Information Board's Code of Practice for Board Members, where a member has attended less than half of the meetings in a term year, a reduced fee will be payable calculated on a pro-rata basis. The Chairperson at her absolute discretion may review the reduced fee having regard to the circumstances giving rise to the relevant absences. The Chairperson elected to pay one member, who had attended less than half the meetings in 2017, the full fee for 2017.

There was one working director, Nicola Walshe, who did not receive a Board fee under the One Person One Salary (OPOS) principle. Her salary in respect of her duties as an employee is not disclosed in the listing of Board members' emoluments above.

During 2017, 8 Board meetings were held. A summary of attendance at these meetings is detailed in the table above.

All Board expenses relate to domestic travel.

*This fee was paid to The Institute of Public Administration.

CITIZENS INFORMATION BOARD

Governance Statement and Board Members' Report

For the year ended 31 December 2017

Key Personnel Changes

Eugene McErlean resigned from the Board on 16 February 2018 and Noeline Blackwell resigned from the Board on 19 February 2018. Eugene was formerly Chair of the Finance Committee and member of the Audit and Risk Committee. Noeline was formerly a member of all three sub-committees of the Board. Tim Duggan was re-appointed to the Board in September 2017 and Nicola Walshe was appointed to the Board in November 2017.

Disclosures Required by Code of Practice for the Governance of State Bodies (2016)

The Board is responsible for ensuring that the Citizens Information Board has complied with the requirements of the Code of Practice for the Governance of State Bodies ("the Code"), as published by the Department of Public Expenditure and Reform in August 2016. The following disclosures are required by the Code:

- employee short-term benefits breakdown - set out in note 4 to the financial statements,
- consultancy costs (including general legal costs) - set out in note 7 to the financial statements,
- legal costs and settlements - other than general legal fees there were no other costs incurred,
- travel and subsistence expenditure - set out in note 5 to the financial statements, and
- hospitality expenditure - set out in note 5 to the financial statements.

Statement of Compliance

The Board has adopted the Code of Practice for the Governance of State Bodies (2016) and has put procedures in place to ensure compliance with the Code. The Citizens Information Board was in full compliance with the Code of Practice for the Governance of State Bodies for 2017.

On behalf of the Board of the Citizens Information Board.

Ita Mangan
Chairperson
Date:

John Saunders
Board Member
Date:

CITIZENS INFORMATION BOARD

Statement on Internal Control

For the year ended 31 December 2017

Scope of Responsibility

On behalf of the Citizens Information Board I acknowledge the Board's responsibility for ensuring that an effective system of internal control is maintained and operated. This responsibility takes account of the requirements of the Code of Practice for the Governance of State Bodies (2016).

Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a tolerable level rather than to eliminate it. The system can therefore only provide reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded and that material errors or irregularities are either prevented or detected in a timely way.

The system of internal control, which accords with guidance issued by the Department of Public Expenditure and Reform has been in place in the Citizens Information Board for the year ended 31 December 2017 and up to the date of approval of the financial statements.

Capacity to Handle Risk

The Citizens Information Board has an Audit and Risk Committee (ARC) comprising seven Board members and one external member, with financial and audit expertise. The ARC met six times in 2017.

The Citizens Information Board has an internal audit function as defined in the Board's Charter for Internal Audit. The work of the internal audit function is informed by analysis of the risk to which the body is exposed, and annual internal audit plans are based on this analysis. The analysis of risk and the internal audit plans have been endorsed by the ARC and approved by the Board. The Internal Auditor provides the Board with reports of internal audit activity.

The ARC has developed a risk management policy which sets out its risk appetite, the risk management processes in place and details the roles and responsibilities of staff in relation to risk. The policy has been issued to all staff who are expected to work within the Citizens Information Board's risk management policies, to alert management on emerging risks and control weaknesses and assume responsibility for risks and controls within their own area of work.

Risk and Control Framework

The Citizens Information Board has implemented a risk management system which identifies and reports key risks and the management actions being taken to address and, to the extent possible, to mitigate those risks.

A risk register is in place which identifies the key risks facing the Citizens Information Board and these have been identified, evaluated and graded according to their significance. The register is reviewed and updated by the ARC on a quarterly basis. The outcome of these assessments is used to plan and allocate resources to ensure risks are managed to an acceptable level.

The risk register details the controls and actions needed to mitigate risks and responsibility for operation of controls assigned to specific staff. I confirm that a control environment containing the following elements is in place:

- procedures for all key business processes have been documented,
- financial responsibilities have been assigned at management level with corresponding accountability,
- there is an appropriate budgeting system with an annual budget which is kept under review by senior management,
- there are systems aimed at ensuring the security of the information and communication technology systems,
- there are systems in place to safeguard the assets, and
- control procedures over grant funding to outside agencies ensure adequate control over approval of grants and monitoring and review of grantees to ensure grant funding has been applied for the purpose intended.

CIS and MABS Restructuring

In November 2014 the Board of the Citizens Information Board decided to restructure the CIS / MABS networks. In October 2016 the Board decided that the new structure should be regionally based. In February 2017 the Board adopted a recommendation that the current structure of 93 companies would be replaced by 16 companies. The restructuring process was carried out in two phases, phase one was completed in April 2018 and phase two was completed in October 2018.

Each new CIS / MABS Company has signed a Service Level Agreement with the Citizens Information Board which sets out the conditions upon which they receive funding. Financial Controls procedures have also been developed by the Citizens Information Board and are included as part of the Service Level Agreements. A requirement of the Financial Controls procedures is for CIS and MABS services to provide a full set of audited accounts to the Citizens Information Board.

CITIZENS INFORMATION BOARD

Statement on Internal Control

For the year ended 31 December 2017

Prior to restructuring, the Citizens Information Board funded 93 Money Advice and Budgeting Services (MABS) and Citizens Information Services (CIS) service delivery companies. During phase one 38 companies were placed into liquidation, during phase two 55 companies were placed into liquidation. The assets and liabilities (known, contingent or otherwise) of these companies have transferred to the new regional companies. All staff have transferred to the new companies under transfer of undertakings regulations.

A number of the phase one companies had their annual audits completed and the financial statements signed before the liquidation date and for the remainder of the companies it was not feasible to have the audits complete before the liquidation. A statement of affairs at liquidation date will be provided to the Citizens Information Board for all companies that will outline the assets and liabilities as at that date. All phase two companies completed audits for the financial year 2017 prior to the liquidation.

Ongoing Monitoring and Review

Formal procedures which have been established for monitoring control processes and control deficiencies are communicated to those responsible for taking corrective action and to management and the Board, where relevant, in a timely way. I confirm that the following ongoing monitoring systems are in place:

- key risks and related controls have been identified and processes have been put in place to monitor the operation of those key controls and report any identified deficiencies,
- reporting arrangements have been established at all levels where responsibility for financial management has been assigned, and
- there are regular reviews by senior management of periodic and annual performance and financial reports which indicate performance against budgets/forecasts.

Procurement

I confirm that the Citizens Information Board has procedures in place to ensure compliance with current procurement rules and guidelines. Matters arising regarding controls over procurement are highlighted under internal control issues below.

Review of Effectiveness

I confirm that the Citizens Information Board has procedures to monitor the effectiveness of its risk management and control procedures. The Citizens Information Board's monitoring and review of the effectiveness of the system of internal control is informed by the work of the internal and external auditors, the Audit and Risk Committee which oversees their work, and the senior management within the Citizens Information Board responsible for the development and maintenance of the internal control framework.

I confirm that the Board conducted an annual review of the effectiveness of the internal controls for 2017 in May 2018.

Internal Control Issues

Weaknesses in Control over Fixed Assets

Following a recommendation from the Office of the Comptroller and Auditor General arising from weaknesses in control over fixed assets identified during the audit of the 2014 financial statements a full review of the Fixed Asset Register was carried out by Citizens information in December 2017, including a physical inventory of its assets. This inventory will be used in quarter four 2018 to carry out an extensive reconciliation of the FAR and physical registers. It is not envisaged that there will any net book value write down. Any assets that will be written off have a zero net book value.

Non-Compliant Procurement

During 2017, expenditure of €466,534 was incurred in relation to goods and services where the procedures employed did not comply with procurement guidelines. This was due to the rollover of existing contracts pending finalisation of new tenders. The new tenders will be completed in 2018. The Board have reviewed the procurement policy and have ensured that future contracts will be in full compliance.

On behalf of the Board of the Citizens Information Board.

Ita Mangan
Chairperson
Date:

John Saunders
Board Member
Date:

CITIZENS INFORMATION BOARD

Ard Reachtaire Cuntas agus Ciste Comptroller and Auditor General

Report for presentation to the Houses of the Oireachtas

Citizens Information Board

Opinion on financial statements

I have audited the financial statements of the Citizens Information Board for the year ending 31 December 2017 as required under the provisions of the Citizens Information Acts 2000 and 2007. The financial statements comprise

- the statement of income and expenditure and retained revenue reserves
- the statement of comprehensive income
- the statement of financial position
- the statement of cash flows and
- the related notes, including a summary of significant accounting policies.

In my opinion, the financial statements give a true and fair view of the assets, liabilities and financial position of the Citizens Information Board at 31 December 2017 and of its income and expenditure for 2017 in accordance with Financial Reporting Standard (FRS) 102 - *The Financial Reporting Standard applicable in the UK and the Republic of Ireland*.

Basis of opinion

I conducted my audit of the financial statements in accordance with the International Standards on Auditing (ISAs) as promulgated by the International Organisation of Supreme Audit Institutions. My responsibilities under those standards are described in the appendix to this report. I am independent of the Citizens Information Board and have fulfilled my other ethical responsibilities in accordance with the standards.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Report on information other than the financial statements, and on other matters

The Citizens Information Board has presented certain other information together with the financial statements. This comprises the governance statement and Board members' report and the statement on internal control. My responsibilities to report in relation to such information, and on certain other matters upon which I report by exception, are described in the appendix to this report.

I have nothing to report in that regard.

Seamus McCarthy
Comptroller and Auditor General

29 November 2018

CITIZENS INFORMATION BOARD

Appendix to the report

Responsibilities of Board members

The governance statement and Board members' report sets out the Board members' responsibilities. The Board members are responsible for

- the preparation of financial statements in the form prescribed under section 22 of the 2000 Act
- ensuring that the financial statements give a true and fair view in accordance with FRS102
- ensuring the regularity of transactions
- assessing whether the use of the going concern basis of accounting is appropriate, and
- 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.

Responsibilities of the Comptroller and Auditor General

I am required under section 22 of the 2000 Act to audit the financial statements of the Citizens Information Board and to report thereon to the Houses of the Oireachtas.

My objective in carrying out the audit is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement due to fraud or error. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with the ISAs, I exercise professional judgment and maintain professional scepticism throughout the audit. In doing so,

- I identify and assess the risks of material misstatement of the financial statements whether due to fraud or error; design and perform audit procedures responsive to those risks; and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- I obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal controls.
- I evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures.
- I conclude on the appropriateness of the use of the going concern basis of accounting and, based on the audit evidence obtained, on whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Citizens Information Board's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my report. However, future events or conditions may cause the Citizens Information Board to cease to continue as a going concern.

I evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Information other than the financial statements

My opinion on the financial statements does not cover the other information presented with those statements, and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, I am required under the ISAs to read the other information presented and, in doing so, consider whether the other information is materially inconsistent with the financial statements or with knowledge obtained during the audit, or if it otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

Reporting on other matters

My audit is conducted by reference to the special considerations which attach to State bodies in relation to their management and operation. I report if there are material matters relating to the manner in which public business has been conducted.

I seek to obtain evidence about the regularity of financial transactions in the course of audit. I report if there is any material instance where public money has not been applied for the purposes intended or where transactions did not conform to the authorities governing them.

I also report by exception if, in my opinion,

- I have not received all the information and explanations I required for my audit, or
- the accounting records were not sufficient to permit the financial statements to be readily and properly audited, or
- the financial statements are not in agreement with the accounting records.

CITIZENS INFORMATION BOARD
Statement of Income and Expenditure and Retained Revenue Reserves
For the year ended 31 December 2017

	Note	2017 €	2016 €
Income			
Oireachtas Grants	2	53,105,388	49,248,352
Net Deferred Retirement Benefit Funding	15 (c)	1,014,400	1,344,600
Other Income	3	137,723	116,450
Total Income		54,257,511	50,709,402
Expenditure			
Remuneration	4	4,332,266	4,401,320
Board Members' Fees and Expenses		78,149	51,106
Retirement Benefit Costs	15 (a)	1,992,800	2,239,400
Administration Costs	5	2,626,371	2,497,294
Citizens Information Services (CISs)	8	14,945,060	14,411,112
Money Advice and Budgeting Services (MABS)	9	24,149,107	19,915,142
Information Resources	10	95,041	78,028
Social Policy and Research	11	105,119	139,405
Information and Communications Technology	12	2,409,814	2,083,634
Advocacy	13	3,898,159	3,752,647
Training/eLearning	14	367,393	242,695
Total Expenditure		54,999,279	49,811,783
Surplus / (Deficit) for the Year before Appropriations		(741,768)	897,619
Transfer from / (to) the Capital Account	21	139,586	221,161
Surplus / (Deficit) for the Year after Appropriations		(602,182)	1,118,780
Balance Brought Forward at 1 January 2017		2,603,141	1,484,361
Balance Carried Forward at 31 December 2017		2,000,959	2,603,141

The Statement of Cash Flows and notes 1 to 23 form part of these financial statements.

On behalf of the Board of the Citizens Information Board.

Ita Mangan
Chairperson
Date:

John Saunders
Board Member
Date:

CITIZENS INFORMATION BOARD
Statement of Comprehensive Income
For the year ended 31 December 2017

	Note	2017 €	2016 €
Surplus / (Deficit) before appropriations		(602,182)	1,118,780
Experience Gains / (Losses) on Retirement Benefit Obligations	15 (d)	(280,000)	2,123,000
Change in Assumptions Underlying the Present Value of Retirement Benefit Obligations		1,608,300	(12,328,600)
Total Actuarial Gain / (Loss) in the year		1,328,300	(10,205,600)
Adjustment to Deferred Retirement Benefits Funding		(1,328,300)	10,205,600
Other Comprehensive Income for the year		(602,182)	1,118,780

The Statement of Cash Flows and notes 1 to 23 form part of these financial statements.

On behalf of the Board of the Citizens Information Board.

Ita Mangan
Chairperson
Date:

John Saunders
Board Member
Date:

CITIZENS INFORMATION BOARD
Statement of Financial Position
For the year ended 31 December 2017

	Note	2017 €	2016 €
Non-Current Assets			
Property, Plant and Equipment	16	4,181,247	4,320,833
Total Non-Current Assets		4,181,247	4,320,833
Current Assets			
Receivables	19	1,271,385	1,475,658
Cash and Cash Equivalents		1,197,001	1,556,160
		2,468,386	3,031,818
Current Liabilities (amounts falling due within one year)			
Payables	20	(467,427)	(428,677)
Net Current Assets		2,000,959	2,603,141
Retirement Benefits			
Retirement Benefit Obligations	15 (b)	(61,842,300)	(62,156,200)
Deferred Retirement Benefit Funding Asset	15 (c)	61,842,300	62,156,200
Total Net Assets		6,182,206	6,923,974
Representing			
Capital Account	21	4,181,247	4,320,833
Retained Revenue Reserves		2,000,959	2,603,141
		6,182,206	6,923,974

The Statement of Cash Flows and notes 1 to 23 form part of these financial statements.

On behalf of the Board of the Citizens Information Board.

Ita Mangan
Chairperson
Date:

John Saunders
Board Member
Date:

CITIZENS INFORMATION BOARD
Statement of Cash Flows
For the year ended 31 December 2017

	2017	2016
	€	€
Net Cash Flows from Operating Activities		
Excess Income over Expenditure / (Excess Expenditure over Income)	(602,182)	1,118,780
Depreciation and Impairment of Fixed Assets	302,037	356,412
(Increase) / Decrease in Receivables	204,273	(481,511)
Increase / (Decrease) in Payables	38,750	(2,767)
Transfer from / (to) the Capital Account	(139,586)	(221,161)
Net Cash Inflow from Operating Activities	(196,708)	769,753
Cash Flows from Investing Activities		
Payments to Acquire Property, Plant & Equipment	(162,451)	(135,251)
Net Cash Flows from Investing Activities	(162,451)	(135,251)
Net Increase / (Decrease) in Cash and Cash Equivalents	(359,159)	634,502
Cash and Cash Equivalents at 1 January	1,556,160	921,658
Cash and Cash Equivalents at 31 December	1,197,001	1,556,160

CITIZENS INFORMATION BOARD

Notes to the Financial Statements for the Year Ended 31 December 2017

1. Accounting Policies

The basis of accounting and significant accounting policies adopted by the Citizens Information Board are set out below. They have all been applied consistently throughout the year and for the preceding year.

(a) General Information

The Citizens Information Board was set up under the Comhairle Act 2000, with a head office at 43 Townsend Street, Dublin 2. The Citizens Information Board's primary objectives are set out in Part 2 of the Comhairle Act 2000. The Citizens Information Board is a Public Benefit Entity (PBE).

Citizens Information Services (CISs) are delivered through independent companies which operate under an agreement with the Citizens Information Board and the relationship of principal and agent does not apply. Consequently, the assets and liabilities of these companies are not included in the financial statements.

Part 4 of the Social Welfare (Miscellaneous Provisions) Act 2008 amended the Comhairle Act 2000 (as amended by the Citizens Information Act 2007) to extend the functions of the Citizens Information Board to include the provision of the Money Advice and Budgeting Service (MABS) and related responsibilities. These include promoting and developing MABS, providing information about the service and providing public education about money management. Provision was also made for the Citizens Information Board to compile data, undertake research and provide advice and information to the Minister for Employment Affairs and Social Protection in relation to MABS. The assignment of these responsibilities took effect from 13 July 2009.

The Money Advice and Budgeting Services are delivered through independent companies which operate under an agreement with the Citizens Information Board and the relationship of principal and agent does not apply. Consequently, the assets and liabilities of these companies are not included in the financial statements. The use and disposal of assets funded by the Citizens Information Board are subject to restrictions set out in the agreement. The financial statements include expenditure incurred in funding the companies during the year.

The National Advocacy Service for People with Disabilities operates under an agreement with the Citizens Information Board and the relationship of principal and agent does not apply. The National Advocacy Service for People with Disabilities provides an independent, confidential and free, representative advocacy service, that works exclusively for the person using the service and adheres to the highest professional standards.

(b) Statement of Compliance

The financial statements of the Citizens Information Board for the year ended 31 December 2017 have been prepared in accordance with FRS 102, the financial reporting standard applicable in the UK and Ireland issued by the Financial Reporting Council (FRC), as promulgated by Chartered Accountants Ireland.

(c) Basis of Preparation

The financial statements have been prepared under the historical cost convention, except for certain assets and liabilities that are measured at fair values as explained in the accounting policies below. The financial statements are in the form approved by the Minister for Employment Affairs and Social Protection with the concurrence of the Minister for Finance. The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Citizens Information Board's financial statements.

(d) Revenue

Oireachtas Grants

Revenue is generally recognised on an accruals basis; one exception to this is in the case of Oireachtas Grants, which are recognised on a cash receipts basis.

Other Revenue

Other revenue is recognised on an accruals basis.

CITIZENS INFORMATION BOARD

Notes to the Financial Statements for the Year Ended 31 December 2017

(e) Property, Plant and Equipment

Property, plant and equipment are stated at cost less accumulated depreciation, adjusted for any provision for impairment. Depreciation is provided on all property, plant and equipment, other than freehold land, at rates estimated to write off the cost less the estimated residual value of each asset on a straight line basis over their estimated useful lives, as follows:

(i) Computer Equipment	Straight-line	33 $\frac{1}{3}$ % per annum
(ii) Office Equipment	Straight-line	20% per annum
(iii) Office Furniture	Straight-line	12 $\frac{1}{2}$ % per annum
(iv) Vehicles	Straight-line	25% per annum
(v) Premises (Owned)	Economic life of each property (40 years)	
(vi) Premises (Leased)	Economic life of each property (25 years for George's Quay House and 40 years for all other leased premises)	

Residual value represents the estimated amount which would currently be obtained from disposal of an asset, after deducting estimated costs of disposal, if the asset were already of an age and in the condition expected at the end of its useful life.

If there is objective evidence of impairment of the value of an asset, an impairment loss is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves in the year.

The Board has a policy of revaluing its owned Premises Assets every five years. A revaluation on the basis of Market Value and Existing Use Value at 31 December 2013 was carried out by an independent firm of property consultants.

Assets that have been revalued are stated at valuation less accumulated depreciation. Where an asset has been revalued the depreciation charge is based on the revalued amount and the remaining useful economic life of the asset. The gain or loss arising on the disposal or retirement of a fixed asset is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves.

Revaluation gains are credited to the Statement of Comprehensive Income unless they are reversing previously recognised rival losses that were charged to the Statement of Income and Expenditure and Retained Revenue Reserves. Revaluation losses are charged to the Statement of Income and Expenditure and Retained Revenue Reserves unless they are reversing gains previously credited to Statement of Comprehensive Income.

(f) Receivables

Receivables are recognised at fair value, less a provision for doubtful debts. The provision for doubtful debts is a specific provision, and is established when there is objective evidence that the Citizens Information Board will not be able to collect all amounts owed to it. All movements in the provision for doubtful debts are recognised in the Statement of Income and Expenditure and Retained Revenue Reserves.

(g) Operating Leases

Rental expenditure under operating leases is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves over the life of the lease. Expenditure is recognised on a straight-line basis over the lease period, except where there are rental increases linked to the expected rate of inflation, in which case these increases are recognised when incurred. Any lease incentives received are recognised over the life of the lease.

CITIZENS INFORMATION BOARD

Notes to the Financial Statements for the Year Ended 31 December 2017

(h) Employee Benefits

Short-term Benefits

Short-term benefits such as holiday pay are recognised as an expense in the year, and benefits that are accrued at year-end are included in the Payables figure in the Statement of Financial Position.

Retirement Benefits

In December 2014, the Department of Public Expenditure and Reform (D/PER) made a decision to introduce revised administrative arrangements for the establishment and approval of certain superannuation schemes in non-commercial state bodies including the Citizens Information Board. The revised arrangements were designed by D/PER to provide a more efficient and cost effective delivery of service in Departments and state agencies through the simplification and modernisation of superannuation administration. The Citizens Information Board made observations, which have been submitted to D/PER and the draft of the scheme is awaiting final sign off by D/PER, following which it will be signed by the Minister for Employment Affairs and Social Protection and the Minister for Public Expenditure and Reform.

At present staff of the Citizens Information Board who were formerly staff of the National Rehabilitation Board (NRB) who retire, receive superannuation benefits in line with the terms of the Local Government Superannuation Scheme; staff who were formerly staff of the National Social Service Board (NSSB) receive benefits in line with the terms of the Nominated Health Agencies Superannuation Scheme; and staff who have been employed by the Citizens Information Board subsequent to its establishment and who retire receive benefits in line with the terms of the Nominated Health Agencies Superannuation Scheme.

These schemes are defined benefit pension schemes which are funded annually on a pay as you go basis from monies available to the Board, including monies provided by the Department of Employment Affairs and Social Protection and from contributions from staff salaries.

Pension costs reflect pension benefits earned by employees in the period and are shown net of staff pension contributions, which are retained by the Citizens Information Board. An amount corresponding to the pension charge is recognised as income to the extent that it is recoverable, and offset by grants received in the year to discharge pension payments.

Actuarial gains or losses arising on scheme liabilities are reflected in the Statement of Comprehensive Income and a corresponding adjustment is recognised in the amount recoverable from the Department of Employment Affairs and Social Protection.

The financial statements reflect, at fair value, the assets and liabilities arising from the Citizens Information Board's pension obligations and any related funding, and recognises the costs of providing pension benefits in the accounting periods in which they are earned by employees. Retirement benefit scheme liabilities are measured on an actuarial basis using the projected unit credit method.

The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 became law on 28th July 2012 and introduced the new Single Public Service Pension Scheme ("Single Scheme") which commenced with effect 1 January 2013. All new employees to the Citizens Information Board, who are new entrants to the Public Sector, on or after 1 January 2013 are members of the Single Scheme. Employee contributions under the scheme are remitted to the Department of Public Expenditure and Reform.

(i) Capital Account

The Capital Account represents:

- (i) The unamortised value of income used to finance fixed assets; and
- (ii) The unamortised surplus arising on the revaluation of fixed assets.

CITIZENS INFORMATION BOARD

Notes to the Financial Statements for the Year Ended 31 December 2017

(j) Critical Accounting Judgements and Estimates

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The following judgements have had the most significant effect on amounts recognised in the financial statements.

Impairment of Property, Plant and Equipment

Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less cost to sell and value in use. For the purpose of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash flows (cash generating units). Non-financial assets that suffered impairment are reviewed for possible reversal of the impairment at each reporting date.

Depreciation and Residual Values

The Directors have reviewed the asset lives and associated residual values of all fixed asset classes, and in particular, the useful economic life and residual values of fixtures and fittings, and have concluded that asset lives and residual values are appropriate.

Retirement Benefit Obligation

The assumptions underlying the actuarial valuations for which the amounts recognised in the financial statements are determined (including discount rates, rates of increase in future compensation levels, mortality rates and healthcare cost trend rates) are updated annually based on current economic conditions, and for any relevant changes to the terms and conditions of the pension and post-retirement plans.

The assumptions can be affected by:

- (i) The discount rate, changes in the rate of return on high-quality corporate bonds;
- (ii) Future compensation levels;
- (iii) Future labour market conditions;
- (iv) Health care cost trend rates; and
- (v) The rate of medical cost inflation in the relevant regions.

2. Oireachtas Grants

The Oireachtas Grants voted to the Citizens Information Board from Vote 37 – Office of the Minister for Employment Affairs and Social Protection, as shown in the financial statements, consist of:

	Sub-head	2017	2016
		€	€
Department of Employment Affairs and Social Protection	A.40		
Grants for current expenditure		53,052,599	49,177,500
Single Scheme Contributions remitted to D/PER		(21,126)	(3,063)
Other State Funding			
Health Service Executive – Contribution to Integrated Information Services		73,915	73,915
Total		53,105,388	49,248,352

The comparative figures have been re-classified to reflect the treatment of the single scheme contributions.

CITIZENS INFORMATION BOARD

Notes to the Financial Statements for the Year Ended 31 December 2017

3. Other Revenue

	Note	2017	2016
		€	€
Training Fees		700	780
Reimbursement of Staff Secondments		101,762	87,885
Other Income		35,261	27,785
		137,723	116,450

4. Remuneration

(a) Aggregate Employee Benefits

	Note	2017	2016
		€	€
Staff short-term benefits		3,979,704	4,046,785
Employer's contribution to social welfare		352,562	354,535
		4,332,266	4,401,320

The total number of staff employed (WTE) at the year-end was 74.4 (2016, 67.6).

Included in the staff numbers are two staff who were seconded to the Board from the Department of Employment Affairs and Social Protection in 2017.

€133,214 (2016: €154,594) was deducted from staff by way of public sector pension levy and was paid over to the Department of Employment Affairs and Social Protection.

Included in the salary costs is an expense for holiday pay amounting to €100,781 (2016: €98,627).

Staff short-term benefits consist of basic pay only.

(b) Key Management Personnel

Key management personnel in the Citizens Information Board consist of the CEO, Senior Management and members of the Board of Directors. Total compensation paid to key management personnel, including Board members' fees, amounted to €423,308 (2016: €470,938). This does not include the value of retirement benefits earned in the period. The key management personnel are members of the Citizens Information Board's pension scheme and their entitlements in that regard do not extend beyond the terms of the model public service pension scheme.

(c) Chief Executive Officer Salary and Benefits

The Chief Executive received salary payments of €102,859 (2016: €98,521). No bonus payments were made in the year. The Chief Executive is a member of an unfunded defined benefit public sector scheme and her pension entitlements do not extend beyond the standard entitlements in the public sector defined benefit superannuation scheme.

(d) Range of total employee benefits

		Number of Employees	
From	To	2017	2016
€60,000	- €69,999	28	8
€70,000	- €79,999	2	5
€80,000	- €89,999	3	0
€90,000	- €99,999	0	1
€100,000	- €109,999	1	0

CITIZENS INFORMATION BOARD

Notes to the Financial Statements for the Year Ended 31 December 2017

5. Administration Costs

	Note	2017 €	2016 €
Accommodation and Establishment	6	1,556,643	1,245,962
Travel and Subsistence (Domestic)		147,802	117,995
Travel and Subsistence (International)		629	1,160
Stationery and Office Supplies		10,551	16,668
Postage		73,086	72,219
Consultancy and Reports	7	190,693	340,671
Recruitment		13,787	11,271
Public Relations		5,412	14,932
Seminars and Meetings		10,071	10,372
Insurance		193,406	173,848
Board Publications and Miscellaneous		26,587	16,087
Affiliation Fees		3,227	4,142
External Audit Fees		24,644	27,952
Internal Audit Fees		44,792	48,029
Depreciation		302,037	356,412
Bad Debts		0	23,424
Interest and Charges		894	912
Other		22,110	15,238
		2,626,371	2,497,294

6. Accommodation and Establishment

	Note	2017 €	2016 €
Rent and Rates		1,058,510	1,063,327
Light and Heat		66,791	57,498
Maintenance and Security		427,987	122,130
Archiving		3,355	3,007
		1,556,643	1,245,962

7. Consultancy and Reports

	Note	2017 €	2016 €
Strategy Development		0	38,655
External Restructuring		103,363	0
Internal Restructuring Consultancy		0	168,217
Pension Trustee Services for Delivery Partners		17,835	40,983
HR Support Services for Delivery Partners		12,478	37,437
Employee Assistance Programme		10,379	16,948
Payroll Processing Services		19,537	16,430
General Legal Fees		20,673	15,479
Other		6,428	6,522
		190,693	340,671

CITIZENS INFORMATION BOARD

Notes to the Financial Statements for the Year Ended 31 December 2017

8. Citizens Information Services (CISs)

	Note	2017 €	2016 €
(i) Citizens Information Grants		13,170,660	12,862,645
(ii) Central Support to Citizens Information Services			
Conferences, Seminars and Meetings		6,160	14,994
Volunteer Conference and Recognition		28,126	3,733
Advertising and Promotion		110,496	92,037
Network Support		74,450	48,500
(iii) Citizens Information Phone Service		1,244,748	1,105,750
(iv) Mobile Units		21,020	21,732
(v) Information Supports		289,400	261,721
		14,945,060	14,411,112

9. Money Advice and Budgeting Service (MABS)

	Note	2017 €	2016 €
(i) MABS Grants		15,735,473	15,425,959
(ii) Central Support to MABS			
Advertising and Promotion		29,943	20,553
MABS National Executive Committee & National Management Forum		14,000	13,202
(iii) MABS National Development (MABSnd)		1,853,744	2,244,492
(iv) Dedicated Mortgage Arrears		2,438,190	1,726,266
(v) Microcredit Project		40,473	80,000
(vi) Abhaile		4,037,284	404,670
		24,149,107	19,915,142

MABSnd is a central technical support service which provides support with technical casework, money management education, social policy issues and training to MABS companies in conjunction with the Citizens Information Board. MABSnd also manages the MABS national telephone helpline, website and MABSIS client information system and responds to media queries on money and debt management.

The Dedicated Mortgage Arrears project will run from 2015 to 2018. The primary focus of this project is to put dedicated people into MABS offices whose sole purpose is to deal with Mortgage Arrears cases.

The Abhaile programme will run from 2016 to 2019. Abhaile is a new service to help homeowners, at risk of losing their homes to find a resolution. It provides vouchers for free financial and legal advice and help from experts, which are available through MABS. The 2017 expenditure under this programme was for the provision of vouchers for Personal Insolvency Practitioners and for running the Communications Campaign of the programme.

CITIZENS INFORMATION BOARD

Notes to the Financial Statements for the Year Ended 31 December 2017

10. Information Resources

	Note	2017	2016
		€	€
Assist Ireland Website Development		10,870	5,939
Online Information - Translations		8,109	11,475
Citizens Information Board Website Development		9,822	1,435
Publications		51,323	47,191
Miscellaneous		14,917	11,988
		95,041	78,028

11. Social Policy and Research

	Note	2017	2016
		€	€
Research Support		39,921	45,000
Disability and Information Research		43,580	50,000
Social Policy Reports		14,301	33,047
Social Policy Grants		6,750	6,500
Miscellaneous		567	4,858
		105,119	139,405

12. Information and Communications Technology

	Note	2017	2016
		€	€
Telecommunications		721,638	721,645
Software and Licensing		148,706	136,307
Other Hardware		59,093	39,158
ICT Support		454,874	423,683
Fully Managed ICT Infrastructure		1,005,503	762,841
Security		20,000	0
		2,409,814	2,083,634

CITIZENS INFORMATION BOARD

Notes to the Financial Statements for the Year Ended 31 December 2017

13. Advocacy

	Note	2017 €	2016 €
Grant to National Advocacy Service for People with Disabilities		2,903,048	3,103,045
Grant to Advocacy Support Worker Programme		338,716	337,555
Grant to Sign Language Interpreting Service		342,896	275,000
Access & Advocacy Support – Inclusion Ireland		7,236	32,087
National Advisory Group		504	4,960
Advocacy MIS/Case Management System		84,398	0
Dedicated Advocacy Pilot Programme		219,773	0
Meetings		1,588	0
		3,898,159	3,752,647

The National Advocacy Service for People with Disabilities was established in November 2013 and it operates under a service agreement with the Citizens Information Board to deliver advocacy services to people with disabilities. The National Advocacy Service for People with Disabilities provides an independent, confidential and free, representative advocacy service, that works exclusively for the person using the service and adheres to the highest professional standards.

14. Training/eLearning

	Note	2017 €	2016 €
Training Resources		12,525	9,433
Training Services		255,568	151,968
Staff Training		79,276	60,176
Advocacy Training		1,698	1,195
Supporting Volunteers		0	19,923
ETIP		7,836	0
Moodle		3,740	0
Course Development		6,750	0
		367,393	242,695

CITIZENS INFORMATION BOARD

Notes to the Financial Statements for the Year Ended 31 December 2017

15. Retirement Benefit Costs

(e) Analysis of total retirement benefit costs charged to the Statement of Income and Expenditure and Retained Revenue Reserves

	2017	2016
	€	€
Current Service Costs	1,274,200	1,403,800
Interest on Retirement Benefit Scheme Liabilities	1,040,000	1,204,400
Employee Contributions	(321,400)	(368,800)
	1,992,800	2,239,400

(f) Movement in net retirement benefit obligations during the financial year

	2017	2016
	€	€
Net Retirement Benefit Obligation at 1 January	(62,156,200)	(50,606,000)
Current Service Costs	(1,274,200)	(1,403,800)
Interest Costs	(1,040,000)	(1,204,400)
Actuarial Gain / (Loss)	1,328,300	(10,205,600)
Pensions Paid in the year	1,299,800	1,263,600
Net Retirement Benefit Obligation at 31 December	(61,842,300)	(62,156,200)

(g) Deferred funding for retirement benefits

The Board recognises these amounts as an asset corresponding to the unfunded deferred liability for retirement benefits on the basis of the set of assumptions described above and a number of past events. These events include the statutory basis for the establishment of the retirement benefit scheme, the policy and practice currently in place in relation to funding public service pensions (including contributions by employees) and the annual estimates process. The Board has no evidence that this funding policy will not continue to meet such sums in accordance with current practice.

The net deferred funding for retirement benefits recognised in the Statement of Income and Expenditure and Retained Revenue Reserves was as follows:

	2017	2016
	€	€
Funding Recoverable in Respect of Current Year Retirement Benefit Costs	2,314,200	2,608,200
State Grant Applied to pay Retirement Benefits	(1,299,800)	(1,263,600)
	1,014,400	1,344,600

The deferred funding asset for retirement benefits at 31 December 2017 amounts to €61.8m (2016: €62.2m).

(h) History of defined benefit obligations

	2017	2016	2015	2014	2013
	€'000	€'000	€'000	€'000	€'000
Defined Benefit Obligations	61,842	62,156	50,606	33,700	32,500
Experience Losses / (Gains) on Defined Benefit Scheme Liabilities	280	(2,123)	(523)	(840)	(2,473)
Percentage of Scheme Liabilities	0%	(3%)	(1%)	(2%)	(8%)

CITIZENS INFORMATION BOARD

Notes to the Financial Statements for the Year Ended 31 December 2017

(i) General description of the scheme

The Citizens Information Board operates the following defined benefit pension schemes in respect of its employees:

- (i) For employees appointed prior to 1 January 2013:
Citizens Information Board Superannuation Scheme (the scheme structure is based on the traditional Public Service model).
- (ii) For employees appointed after 1 January 2013:
Single Public Service Pension Scheme (the structure provides consumer price index-linked defined benefit pensions based on career-average pay).

The Citizens Information Board Superannuation scheme is a defined benefit final salary pension arrangement with benefits and contributions defined by reference to current “model” public sector scheme regulations. The scheme provides a pension (being 1/80 per year of service), a gratuity or lump sum (being 3/80 per year of service) and spouses and children’s pensions. Normal retirement age is a member’s 65th birthday, and pre-2004 members have an entitlement to retire without actuarial reduction from age 60. Under the Citizens Information Board Superannuation Scheme the Board may grant such increases in such pensions and preserved pensions under this scheme as may be authorised from time to time with the consent of the Minister for Public Expenditure and Reform.

Up until the financial emergency, the practice had been to increase pensions in line with pay increases applicable to the person's former grade. The position since 2010 is that public service pay and public service pensions have been subject to separate reductions. Under the Public Service Stability Agreement 2018 to 2020 there is agreement to return to the non-statutory, pay-linked method of pension adjustment which had prevailed until the onset of the financial emergency. This pension increase policy is essentially time-limited (expires end-2020) and conditions bound.

The Single Public Service Pension Scheme (Single Scheme) is the defined benefit pension scheme for pensionable public servants appointed on or after 1 January 2013 in accordance with the Public Service Pension (Single Scheme and Other Provisions) Act 2012. The scheme provides for a pension and retirement lump sum based on career-average pensionable remuneration, and spouses’ and children’s pensions. The minimum pension age is 66 years (rising in line with State pension age changes). Pensions in payment (and deferment) increase in line with the consumer price index.

The valuation used for FRS102 disclosures has been based on a full actuarial valuation performed on 16 February 2018 by a qualified independent actuary, taking account of the requirements of the FRS in order to assess the scheme liabilities at 31 December 2017.

(j) The principal actuarial assumptions were as follows:

	2017	2016
Rate of Increase in Salaries	3.40%	3.30%
Rate of Increase in Retirement Benefits in Payment	3.40%	3.30%
Discount Rate	1.75%	1.66%
Inflation Rate	1.90%	1.80%

Life expectancies

	2017	2016
Males aged 65 at balance sheet date	21.4	21.2
Females aged 65 at balance sheet date	23.8	23.7
Males aged 65 in 10 years’ time	22.7	22.6
Females aged 65 in 10 years’ time	24.9	24.8

CITIZENS INFORMATION BOARD
Notes to the Financial Statements for the Year Ended 31 December 2017

16. Property, Plant and Equipment

	Owned Premises €	Leased Premises €	Motor Vehicles €	Computer Equipment €	Office Equipment €	Office Furniture €	Total €
Cost							
At 1 January	1,880,000	3,523,465	171,405	1,080,701	682,341	734,096	8,072,008
Additions	0	55,630	0	98,483	1,500	6,838	162,451
Disposals	0	0	(82,128)	0	(27,146)	(12,896)	(122,170)
At 31 December	1,880,000	3,579,095	89,277	1,179,184	656,695	728,038	8,112,289
Depreciation							
At 1 January	141,000	1,197,503	171,405	842,092	682,341	716,834	3,751,175
Charge for the year	47,000	101,538	0	146,615	150	6,734	302,037
Disposals	0	0	(82,128)	0	(27,146)	(12,896)	(122,170)
At 31 December	188,000	1,299,041	89,277	988,707	655,345	710,672	3,931,042
Net Book Value							
At 1 January	1,739,000	2,325,962	0	238,609	0	17,262	4,320,833
Net movement for the year	(47,000)	(45,908)	0	(48,132)	1,350	104	(139,586)
At 31 December	1,692,000	2,280,054	0	190,477	1,350	17,366	4,181,247

(i) The Board has a policy of revaluing its owned premises every 5 years. At 31 December 2013 the buildings were valued at €1.9m.

(ii) The value of Leased Premises assets relates to capitalised expenditure on the Leasehold Property listed under Note 17.

CITIZENS INFORMATION BOARD

Notes to the Financial Statements for the Year Ended 31 December 2017

17. Premises

(a) Freehold Land and Buildings

The Citizens Information Board owns land and buildings at the following locations:

Location	Net Book Value	Net Book Value
	As at 31.12.17	As at 31.12.16
	€	€
Dublin	1,170,000	1,202,500
Cork	306,000	314,500
Tralee	99,000	101,750
Letterkenny	72,000	74,000
Sligo	45,000	46,250
	1,692,000	1,739,000

(b) Leasehold Property

The Citizens Information Board leases office space at the following locations:

Location	Expiry Date	Break Clause	Lease Commitment	Annual Rent
			€	€
Head Office - Dublin				
43 Townsend Street, Dublin 2	2032	-	10,217,955	681,197
Regional Offices				
Cavan	Monthly	-	0	10,066
Galway	2025	-	323,200	40,400
Kilkenny	2050	-	1,343	40
Limerick	2038	2027	1,141,734	117,101
Sligo	2019	-	25,318	15,990
Tallaght	2019	-	111,869	89,495
			11,821,419	954,289

Lease Commitments	2017	2016
	€	€
Payable within one year	944,223	828,106
Payable within two to five years	3,386,654	2,998,417
Payable after five years	7,490,542	7,655,910
	11,821,419	11,482,433

18. Lease Commitments

At 31 December 2017 the Citizens Information Board had no future minimum lease payments under non-cancellable operating leases, other than property leases which are detailed in note 17.

CITIZENS INFORMATION BOARD

Notes to the Financial Statements for the Year Ended 31 December 2017

19. Receivables

	2017	2016
	€	€
Trade Receivables	75,792	75,407
Other Receivables	20,553	13,084
Prepayments	1,175,040	1,387,167
	1,271,385	1,475,658

20. Payables

Amounts falling due within one year

	2017	2016
	€	€
Trade Payables	6,597	96,025
Accruals	338,032	217,568
PAYE and PRSI Payables	122,798	115,084
	467,427	428,677

21. Capital Account

	2017	2016
	€	€
Opening balance	4,320,833	4,541,994
<i>Transfer to Income and Expenditure:</i>		
Capital Expenditure in the year	162,451	135,251
Amortisation in line with Asset Depreciation	(302,037)	(356,412)
Closing balance	4,181,247	4,320,833

CITIZENS INFORMATION BOARD

Notes to the Financial Statements for the Year Ended 31 December 2017

22. Related Party Disclosures

The Citizens Information Board adopts procedures in accordance with the guidelines issued by the Department of Public Expenditure and Reform covering the personal interests of Board members. In the normal course of business, the Citizens Information Board may approve grants or enter into other contractual arrangements with entities in which the Citizens Information Board members are employed or are otherwise interested.

In cases of potential conflict of interest, Board members do not receive Board documentation or otherwise participate in or attend discussions regarding these transactions. A register of all such instances is maintained and is available on request.

During the year, the Citizens Information Board did not enter into any contracts with related parties.

23. Approval of the financial statements

The financial statements were approved by the Board of the Citizens Information Board on 13 June 2018.