

Cavan and Monaghan Education and Training Board

Financial Statements For The Year Ended 31 December 2019

Cavan and Monaghan Education and Training Board

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Cavan and Monaghan Education and Training Board

Statement of Board Responsibilities

Cavan and Monaghan Education and Training Board was established on 1 July 2013 under the provisions of the Education and Training Boards Act 2013.

Section 51 of that Act requires the ETB to keep in such form and in respect of such accounting periods as may be approved by the Minister for Education and Skills with the consent of the Minister for Finance and the Minister for Public Expenditure and Reform, all proper and usual accounts of the monies received or expended by it.

In preparing those accounts, the Board is required to:

- (a) apply the standard accounting policies for the preparation of ETB financial statements
- (b) make judgements and estimates that are reasonable and prudent
- (c) disclose and explain any material departures from the standard accounting policies.

The Board is responsible for keeping proper books of account 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 51 of the Education and Training Boards Act 2013.

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

Signature:



Chairperson:

CLIFFORD KELLY

Date : 21.07.2020

Cavan and Monaghan Education and Training Board

Statement on Internal Control

Responsibility for the System of Internal Control

As provided for under the Education and Training Boards Act 2013, Cavan and Monaghan ETB ("CMETB") is responsible for reviewing and ensuring the effectiveness of the ETB's system of internal control. CMETB formally adopted the Code of Practice for the Governance of Education and Training Boards (02/2019) on 26 March 2019.

As Chairperson of CMETB, I acknowledge the responsibility of the Board for ensuring that an efficient and effective system of internal control is maintained and operated including financial, operational and compliance controls and risk management.

Purpose of the System of Internal Control

The system of internal control comprises not only internal check and internal audit, but the entire system of controls, financial and otherwise, including risk management and corporate governance, which have been established by CMETB management to:

- Ensure that CMETB meets its Statutory Functions under section 10 of the 2013 Act;
- Ensure compliance with relevant legislation and funding obligations;
- Ensure that assets are safeguarded;
- Secure the integrity of transactions; and
- Secure as far as possible the accuracy and reliability of records.

Capacity to Handle Risk

CMETB established the Audit and Risk Committee ("ARC") and Finance Committee in March 2015.

The ARC supports the Board in its responsibilities for internal control comprising corporate governance, risk management, internal audit and financial/non-financial controls and reviewing the comprehensiveness of assurances in meeting the Board's assurance needs and reviewing the reliability and integrity of these assurances. The ARC met five times in 2019. CMETB provided all information requirements for each meeting as outlined in the Terms of Reference for the ARC.

The Finance Committee will support the Board in its responsibilities in relation to financial matters. The Finance Committee reviewed the 2019 Financial Statements and recommended their adoption by the Board on 19th March 2020. The Finance Committee met five times in 2019. CMETB provided all information requirements for each meeting as outlined in the Terms of Reference for the Finance Committee.

An Internal Audit function is provided by the Internal Audit Unit - Education and Training Boards (IAU-ETBs). CMETB considers that the level of internal audit resource available was inadequate in 2019. However, it is expected that this will be rectified in 2020.

Risk and Control Framework

CMETB 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.

The Chief Executive has assigned overall responsibility for risk management to the Director of Organisation Support and Development.

A Risk Management Policy is in place, the purpose of which is to support CMETB's ability to deliver on its strategic and operational objectives, to ensure that every effort is made to manage risk appropriately, to maximise potential opportunities and to minimise the adverse effects of risk.

Risk registers are in place which identify the key risks facing CMETB and these have been identified, evaluated and graded according to their significance. The individual sector registers are reviewed and assessed on a quarterly basis and presented to the ARC. The outcome of these assessments is used to plan and allocate resources to ensure risks are managed to an acceptable level.

The risk registers detail the controls and actions needed to mitigate risks and responsibility for operation of controls assigned to specific staff. We 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,
- Various systems aimed at ensuring the security of the information and communication technology systems, and
- Systems in place to safeguard assets

Ongoing Monitoring and Review

Formal procedures have been established for monitoring control processes and control deficiencies are communicated to those responsible for taking corrective action and to management and to the Board, where relevant. We 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
- There are regular reviews by senior management of periodic and annual performance and financial reports which indicate performance against budgets/forecasts.

The Board's monitoring and review of the effectiveness of the system of internal control is informed by the:

- Chief Executive, who has responsibility for the financial control framework,
- Recommendations made by the C&AG in management letters or other reports.
- Review of the CMETB Annual Report for 2018 on 18 September 2019.

Annual Review of Controls

CMETB is committed to operating an efficient, effective and economic internal control system. I confirm that the Audit Committee at its meeting on 17th February 2020 and 19th March 2020, conducted a review of the effectiveness of the system of internal control for year ended 31 December 2019 in the manner prescribed by the Code of Practice for the Governance of Education and Training Boards.

This included

- A detailed review of all internal audit reports for CMETB for the last five years and external audit report issued to CMETB in 2019 and to date in 2020 in addition to an examination of Minutes Books of the Board, Audit Committee and Finance Committee.

- The Audit Committee also received confirmation from the Chief Executive that the system of internal control for each school and centre is adequate and appropriate insofar as is reasonably practicable. This confirmation is based on assurance provided by senior managers, the review of Statement of Internal Control questionnaires completed by each school and centre and a schedule of conducted spot checks. Further investigation was deemed necessary in one centre following the completion of these spot checks.
- The Audit Committee presented a report on the review of controls to the Board on 26th March 2020

The Board reviewed and approved the statement of system of internal control for the period under review at its meeting held on 26 March 2020

Internal Audits 2019

As required by the IAU – ETBs Terms of Reference, the IAU – ETBs provides an overall opinion on the area audited. The overall opinion is based on the findings identified during the audit and the range of possible opinions are as follows:

- **Comprehensive:** System of internal control is adequate and operates effectively
- **Adequate:** System of internal control is generally adequate and operates effectively.
- **Inadequate:** System of internal control is inadequate and does not operate effectively.

1. Procurement

The most recent internal audit conducted by the IAU-ETBs was a Procurement audit carried out between March and April 2019. Based on the results of the audit testing, the system of internal control for procurement in CMETB is deemed adequate.

The closing meeting for the Procurement Internal Audit was held on 18th April 2019. The final Procurement Findings and Recommendations Internal Audit Report along with Opinion Report were received by CMETB on 13th March 2020. The Procurement Findings and Recommendations Internal Audit report was reviewed and approved at the ARC on 19th March 2020 and minutes from this ARC meeting will be adopted by the Board on 21st July 2020.

There was 1 High, 7 medium and 5 Low audit recommendations made in the report. 10 recommendations have been fully implemented in 2019. 1 recommendation was implemented in early 2020 and it is expected that the other 2 recommendations will be implemented by December 2020.

The 1 High finding related to the failure to receive Annual Declarations by the specified deadline and that Conflict of Interest Forms were not completed by the relevant personnel opening quotations or tenders over €15,000.

CMETB have implemented the following controls to manage this High finding:

- CMETB maintain a register for all Annual Declarations and will in future issue reminders relating to any outstanding declarations in a timely manner.
- A CMETB procurement checklist has been developed to ensure that procurement guidelines are followed. This will provide the budget holder with a checklist outlining the specific procurement requirements for all purchasing thresholds such as conflict of interest forms.

2. Specialist Training Providers

An internal audit was conducted by the IAU-ETBs between October and November 2018 covering Specialist Training Providers ("STPs"). The final Findings and Recommendations Internal Audit Report along with Opinion Report were received by CMETB on 4th November 2019. Based on this Audit Report, CMETB did not have an adequate system of internal control pertaining to STPs.

The STP Findings and Recommendation Internal Audit report along with Opinion Report were

reviewed and approved by the ARC on 17th February 2020 and minutes from this ARC meeting were adopted by the Board on 20th May 2020.

There were 6 High, 3 Medium and 4 Low audit recommendations made in the report.

The IAU-ETBs conducted a follow up review in December 2019 on the audit findings relating to STPs and the outcome of this review report issued in February 2020 concludes that CMETB have implemented six out the ten key findings identified.

CMETB is progressing two of the remaining recommendations at local level. These relate to ensuring Business Plans and Bid are appropriately reviewed and signed off on an annual basis and ensuring the Agreement to Collaborate is signed and dated prior to the commencement of the period in question. CMETB will also create a risk-based monitoring plan which will be reviewed on a quarterly basis by the Director of Further Education and Training.

CMETB are also assisting national implementation of the other two recommendations. These relate to issues such as the procurement process for the selection of STPs, a review of Trainee Allowances and reclaiming of expenditure by STPs.

3. ICT

An ICT internal audit was completed in 2017. Based on the Audit Report issued in 2018, CMETB did not have an adequate system of internal control pertaining to both IT systems and Network Management Controls.

CMETB have proactively worked on the major recommendations and substantial progress has been made. There are currently a number of outstanding recommendations, but it is envisaged that the majority of these will be brought to a conclusion by the end of 2020.

Key areas that have been actioned are as follows:

- Enforced Password Policies.
- High Availability of Key Critical Infrastructure.
- Implemented Security Controls on Identity (e.g. 2 factor authentications, MAM).
- Upgrade of the Client Estate to Windows 10.
- Microsoft Azure Backup vault services are in place for administrative offices.
- Comms rooms are all now secure.
- Network Firewall port tables documentation has been created for both administrative offices. UTMs are implemented.
- We are currently working on DR Hot site solution, in the process of obtaining SLAs for all Service Providers and procuring penetration testing.
- BCP in respect of the Covid 19 crisis have been completed and implemented and working satisfactory. Phase 2 of BCP will be to move away from core pandemic planning and continue earlier work of considering a wider range potential business “outages”

General sectoral Service Level Agreements are being compiled by ETBI which can be utilised by all ETBs. In addition, a number of ICT Policies have been completed. Business Continuity Policy and Business Impact Assessment (“BIA”) templates have been developed nationally. CMETB have conducted a pilot for BIAs. The output of this BIA will be a clear identification of critical processes within the ETBs that will be documented into a Business Continuity Plan and in parallel with ICT a Disaster Recovery plan will be developed around the critical identified processes.

Protected Disclosures and Fraud

CMETB confirms that one report was received under the Protected Disclosure Act during 2019 and one report was received in 2018. An assessment of each disclosure was undertaken, and each disclosure was deemed to be a Protected Disclosure within the meaning of the legislation. An investigation under the

CMETB Protected Disclosures Policy was initiated in each case and both investigations have now concluded.

No incidents were reported under the CMETB Fraud Policy.

Procurement

CMETB is fully committed to complying with EU and national procurement regulations and guidelines. Notwithstanding this, CMETB is not currently in a position to meet all of its responsibilities in respect of procurement regulations. There are instances where goods and services have been procured locally in line with the CMETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold.

The amount of non-compliant procurement in 2019 was €446,144. The specific areas were bus hire €136,196, food purchases €67,548, stationery €57,686, maintenance agreements €41,797, exam papers €37,090, waste management €28,410, Design, Communication, Graphics ("DCG")/mathematics equipment €26,511, school diaries €25,540 and signs €25,366.

The bus hire tender was published by Education Procurement Services "EPS" in February 2020. CMETB is prioritising Food supplies, Exam Papers and School Diary procurement and expects to conclude tenders for same in quarter 3 2020. Waste management tender will be published in quarter 2 2020 by the Office of Government Procurement "OGP". Maintenance agreements expenditure relates to legacy agreements in place. Expenditure relating to DCG/mathematics equipment and signs will be monitored going forward to ensure compliance.

The OGP framework for stationery was in place but expired on 30th June 2019 and the contract was rolled over up to 31st December 2019. The OGP supplier confirmed to maintain the same terms and conditions as the OGP framework. Total expenditure for this extension period was €57,686.

Given the nature of the organisation and the extent of spending under various categories and headings, full compliance has and will remain a challenge. CMETB will continue to monitor all areas of expenditure and tender for goods and services as required.

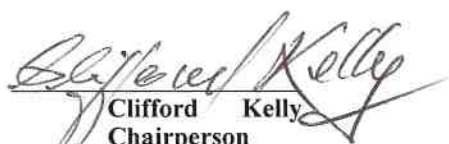
Shared Services

The Education Shared Business Services (ESBS) has been established to deliver shared services to the education sector. The migration of CMETB's payrolls for all staff took place in November 2019.

The ESBS are responsible for the processing of the payrolls while CMETB is still responsible for the issuing of instructions to shared services of changes to the payrolls and the HR function.

The Chief Executive has confirmed that he has fulfilled his responsibilities in relation to the requirements of both the Memorandum of Understanding and also the Service Management Agreement that has been signed and is in place between CMETB and the Department of Education and Skills - Education Shared Business Services (ESBS) Centre. These documents provide the framework for the operation of the ESBS-ETB Payroll Shared Services on behalf of the ETB sector. The Chief Executive relies on a letter of assurance from the Accounting Officer of the Department of Education and Skills that the appropriate controls are exercised in the provision of payroll services by the ESBS to CMETB.

Signed:


Clifford Kelly
Chairperson
Cavan and Monaghan ETB

Date: 21.07.2020



Ard Reachtaire Cuntas agus Ciste Comptroller and Auditor General

Report for presentation to the Houses of the Oireachtas

Cavan and Monaghan Education and Training Board

Opinion on the financial statements

I have audited the financial statements of Cavan and Monaghan Education and Training Board for the year ending 31 December 2019 as required under the provisions of Education and Training Boards Act 2013. The financial statements comprise

- the statement of accounting policies
- the operating statement
- the statement of current assets and current liabilities and
- the related notes.

In my opinion,

- the financial statements properly present the income and expenditure of the Board for 2019 and the state of affairs of the Board at 31 December 2019; and
- the financial statements are in accordance with the accounting policies laid down by the Minister for Education and Skills.

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 Cavan and Monaghan Education and Training 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 Board has presented certain other information together with the financial statements. This comprises the statement of Board responsibilities and the statement on internal control and a schedule of activities and pay costs. 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 regard to those matters.

Patricia Sheehan
For and on behalf of the
Comptroller and Auditor General

28 July 2020

Report of the C&AG (continued)

Responsibilities of Board Members

As detailed in the statement of Board responsibilities, the Board members are responsible for

- the preparation of the financial statements in the form prescribed under section 51 of the Education and Training Boards Act 2013
- the keeping of proper books of account which disclose with reasonable accuracy at any time the financial position of the Board
- safeguarding the Board's assets and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Responsibilities of the Comptroller and Auditor General

I am required under the Education and Training Boards Act 2013 to audit the financial statements of Cavan and Monaghan Education and Training 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 whether the financial statements properly present the income and expenditure of the Board and whether the statement of balances, as represented by the statement of current assets and current liabilities presents the state of affairs of the Board.
- 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 I identify 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 I identify 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.

Cavan and Monaghan Education and Training Board
Financial Statements - Year Ended 31 December 2019

Activities and Pay Costs

1 Main Activity

Cavan and Monaghan Education and Training Board provides Education and Training throughout counties Cavan and Monaghan as set out below :

Service	Number of Locations*	Number of Participants**	Number of Beneficiaries ***
Second Level & Post Leaving Certificate	13	5,987	-
Further Education and Training (FET)****	12	0	11,351
Part-time / Night Classes****	2	422	423

* refers to locations owned or leased by the ETB.

** For primary and second level this is based on the academic year enrolment.
For FET and part time / night classes this is based on the individual enrolments in the calendar year.

*** Beneficiaries refers to the total number of places taken up in the year. This is calculated by adding enrolments as on 1 January and all subsequent enrolments throughout the year.

**** Participants and Beneficiaries of Training Centres Part- time/ Night Classes are included in Further Education and Training (FET) numbers

2 Other Services

The Board also acts as an Agent and runs Self - financing Projects.

Agency work involves running a programme on behalf of another organisation or students, according to agreed criteria and the Board is reimbursed its cost.

Self - financing Projects are programmes run under the complete control of the Board either for the Board or other organisations.

3 Pay Costs

Pay is the principal cost for the Board and the following table indicates the pay ranges and the number of employees in each range :

Pay range	No. Employees	Cost in 2019* €
0 - 59,999	966	21,201,625
60,000 - 69,999	150	9,866,343
70,000 - 79,999	128	9,545,657
80,000 - 89,999	51	4,264,339
90,000 - 99,999	9	850,790
100,000 - 110,000	13	1,339,786
110,000 - 119,999	5	582,658
120,000 - 129,999	2	247,357
130,000 - 139,999	1	131,486
140,000 - 149,999	1	141,426
Total:	1326	48,171,467

* Cost in 2019 includes employers' PRSI.

The ETB does not make pension contributions in respect of employees. Since 2013 all new entrants are obliged to join the Single Public Pension Scheme.

From 1 January 2019 onwards, members of public service defined benefit pension schemes pay an additional superannuation contribution (ASC) arising from the Public Service Stability Agreement (2018- 2020) and the Public Service Pay and Pensions Act 2017. ASC has replaced the pension-related deduction (PRD) which ceased at the end of 2018. While PRD was a temporary emergency measure, ASC is a permanent contribution in respect of pensionable remuneration. The amount collected in 2019 was €1,615,130 which were remitted to the Department of Education and Skills and Tusla

Cavan and Monaghan Education and Training Board

Financial Statements - Year Ended 31 December 2019

Establishment of the Education and Training Board and the Accounting Policies

1 Establishment of the Education and Training Board

Cavan and Monaghan Education and Training Board was established on 1 July 2013 and its functions are set out in section 10 of the Education and Training Boards Act 2013.

2 Significant Accounting Policies

(a) Basis of Presentation

The financial statements are presented in the form approved by the Minister for Education and Skills with the consent of the Minister for Finance and the Minister for Public Expenditure and Reform. They consist of a Statement of Accounting Policies, an Operating Statement, a Statement of Current Assets and Current Liabilities and notes to the financial statements.

Where necessary, the comparative figures for the previous year have been restated on the same bases as those for the current year.

(b) Basis of Preparation

The Operating Statement presents Receipts and Payments by Programme Grouping and the resultant Cash Surplus / (Deficit) is adjusted for other debtor and creditor movements to determine the overall result for the period on an accrual basis.

The Statement of Current Assets and Current Liabilities is prepared on the accruals basis by determining state grant and other funder balances at amounts that reflect the related expenditure incurred in accordance with the funding rules.

Third Party Debtors are included in Current Assets. Pay and Expense Liabilities are included in Current Liabilities.

(c) Tangible Fixed Assets

All assets purchased including land and buildings, fixtures and fittings and training equipment are expensed in the year of purchase. State grants to fund the purchase of tangible fixed assets are recognised in the same year.

(d) Stocks

All consumable stocks are expensed as purchased.

(e) Superannuation

The pension entitlements of ETB staff, including those who transferred from SOLAS, are conferred under defined benefit schemes. Staff employed since 2013 are included in the Single Public Service Pension Scheme and monthly payments are made to the Department of Public Expenditure and Reform.

Superannuation deductions made from employees' pay in respect of the schemes are retained by the ETB as part of agreed Exchequer funding, or paid over to the Department of Public Expenditure and Reform.

The ETB does not make any contributions towards the schemes.

These unfunded schemes are operated on a pay as you go basis with the annual pension entitlements being paid by the National Shared Services Office on behalf of the ETB. ETB's are responsible for the administration of their pensions. Pension funds are provided by the Department of Education and Skills.

Provision has not been made in the financial statements for the present cost of the future benefits that have accrued to staff members and existing pensioners under these schemes.

(f) Lease Rentals

All lease rentals are expensed as incurred.

Cavan and Monaghan Education and Training Board

Operating Statement For The Year Ended 31 December 2019

	Note	Year ended 31/12/2019 €	Year ended 31/12/2018 €
RECEIPTS			
Post Primary Schools & Head Office Grants	1	41,950,449	40,340,191
Further Education and Training Grants	2	17,244,592	16,120,161
Student Support Services Grants	3	71,263	-
Youth Services Grants	4	962,001	714,825
Agencies & Self-Financing Projects	5	6,583,724	5,720,461
Capital	6	1,620,602	4,364,002
		<u>68,432,630</u>	<u>67,259,640</u>
PAYMENTS			
Post Primary Schools & Head Office	7	42,328,567	40,307,059
Further Education and Training	8	17,285,930	15,821,980
Student Support Services	9	8,042	21,948
Youth Services	10	963,069	838,148
Agencies & Self-Financing Projects	5	6,395,686	5,874,422
Capital	6	1,653,796	4,314,395
		<u>68,635,090</u>	<u>67,177,953</u>
Cash surplus/(deficit) for year		(202,460)	81,687
Movement in other net current assets	22	<u>586,364</u>	<u>(120,288)</u>
Accrual revenue surplus/(deficit) for Year		383,904	(38,600)
Revenue surplus/(deficit) at 1 January		(1,676,180)	(1,637,580)
Revenue surplus/(deficit) at 31 December	12	<u>(1,292,276)</u>	<u>(1,676,180)</u>

Signed:


Chairperson

Date: 21.07.2020

Signed:


Chief Executive

Date: 21.07.2020

The notes on pages 10 to 26 form part of these Financial Statements

Cavan and Monaghan Education and Training Board

Statement of Current Assets and Current Liabilities as at 31 December 2019

	Note	31/12/2019 €	31/12/2018 €
Current Assets			
Recurrent State Grants	14	1,347,919	1,490,050
Capital State Grants	15	-	-
Other Recurrent Income	16	739,825	649,956
Third Party Debtors	17	8,022	877
Bank Balance		3,559,937	3,762,397
		<u>5,655,703</u>	<u>5,903,280</u>
Current Liabilities			
Recurrent State Grants	18	1,439,216	1,544,941
Capital State Grants	19	962,409	806,357
Other Recurrent Income	20	1,929,117	1,926,939
Pay & Expense liabilities	21	2,617,237	3,301,223
		<u>6,947,979</u>	<u>7,579,460</u>
Net Current Assets / (Liabilities)		<u><u>(1,292,276)</u></u>	<u><u>(1,676,180)</u></u>
Represented by			
Revenue surplus/(deficit)	12	<u><u>(1,292,276)</u></u>	<u><u>(1,676,180)</u></u>

Analysis of revenue surplus/(deficit)	Retained Surplus / (Deficit) 31/12/2019 €	Revenue Surplus / (Deficit) For 2019 €	Retained Surplus / (Deficit) 31/12/2018 €
Programme			
Schools & Head Office	(1,652,474)	112,704	(1,765,178)
Agency Programmes	(21,002)	0	(21,002)
Self-financing Programmes	381,200	271,200	110,000
	<u><u>(1,292,276)</u></u>	<u><u>383,904</u></u>	<u><u>(1,676,180)</u></u>

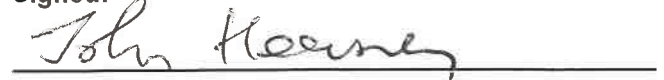
Signed:



Chairperson

Date: 21.07.2020

Signed:



Chief Executive

Date: 21.07.2020

The notes on pages 10 to 26 form part of these Financial Statements

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

1 Post Primary Schools & Head Office Receipts	Sponsoring Department/Funder	Year Ended 31/12/2019 €	Year Ended 31/12/2018 €
Pay			
Post Primary Schools & Head Office Net Cash Grant	Education and Skills	36,135,114	34,472,706
Retained Superannuation Contributions	Education and Skills	1,789,884	1,754,589
		<u>37,924,998</u>	<u>36,227,295</u>
Non-Pay			
Schools and Head Office Net Cash Grant	Education and Skills	2,626,112	2,567,998
Insurance Capital Release	Irish Public Bodies	84,934	305,763
Tuition Fees	Education and Skills	77,976	126,842
Insurance Dividend	Irish Public Bodies	16,033	43,171
Rent	Education and Skills	13,380	5,000
Bank Interest	Bank	-	6
		<u>2,818,435</u>	<u>3,048,780</u>
Associated Programmes			
School Services Support Fund	Education and Skills	526,496	509,706
Digital Strategy	Education and Skills	236,955	149,821
Book Grant	Education and Skills	136,710	130,971
Deis Grant & Home School Liaison	Education and Skills	121,660	119,399
Transition Year	Education and Skills	51,965	43,700
Transport Escort	Education and Skills	33,938	30,801
Curriculum Support	Education and Skills	22,433	8,378
Digital Cluster	Education and Skills	22,190	-
Leaving Certificate Applied	Education and Skills	20,385	19,932
Others - 8 in number	Education and Skills/CDETB	34,284	51,408
		<u>1,207,016</u>	<u>1,064,116</u>
Total		<u>41,950,449</u>	<u>40,340,191</u>

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

		Year Ended	Year Ended
		31/12/2019	31/12/2018
		€	€
2 Further Education and Training Receipts	Sponsoring Department/Funder		
Further Education and Training			
Youthreach	SOLAS	2,967,073	2,797,757
Skills Training	SOLAS	2,113,606	2,683,523
Training Centre Pay Grants	SOLAS	1,417,837	1,094,026
Operational Costs	SOLAS	1,557,965	1,071,847
Adult Literacy	SOLAS	1,236,257	1,172,027
LTIs	SOLAS	1,096,052	822,317
Specialist Training Providers	SOLAS	951,567	1,299,688
Back to Education Initiative	SOLAS	917,316	944,458
Traineeships	SOLAS	795,974	864,480
Apprenticeships	SOLAS	757,594	543,181
VTOS	SOLAS	522,051	550,085
Community Education	SOLAS	457,393	412,934
Adult Education Guidance Service	SOLAS	432,781	356,422
PLC Rent	SOLAS	410,522	409,996
Apprenticeships 2016+	SOLAS	376,796	102,383
Support Funding - FET	SOLAS	259,237	-
Innovative Programmes	SOLAS	215,460	-
Skills to Advance/Evening Courses	SOLAS	161,995	24,056
PLC Capitation	SOLAS	130,915	139,277
Locally Devised Assessments	SOLAS	126,120	170,000
Staff Secondment - ETBI	SOLAS	95,000	111,490
Skills For Work	SOLAS	80,625	233,083
Refugee Programme	SOLAS	61,252	91,000
Intensive Literacy Tuition	SOLAS	50,560	82,207
CPD - FET	SOLAS	24,000	8,523
DEIS Family Literacy	SOLAS	22,745	17,697
Explore Programme	Education and Skills	5,899	9,405
Assessment and Equipment Costs	SOLAS	-	108,299
Total		17,244,592	16,120,161
3 Student Support Service Receipts			
Grants and Scholarships	Education and Skills	71,263	-
		71,263	-
4 Youth Service Receipts			
Bounce Back - South East	Children and Youth Affairs	195,264	157,159
INCLUDE Ballybay Castleblayney & Clones	Children and Youth Affairs	164,215	163,809
Youth Work Function	Children and Youth Affairs/Tusla	133,733	108,517
West Cavan Project	Children and Youth Affairs	121,557	146,013
Youth Club Equipment Grant	Children and Youth Affairs	94,508	-
Youth Information Centre	Children and Youth Affairs	57,246	-
Local Youth Club	Children and Youth Affairs	53,623	45,372
Youth Employment Initiative	Children and Youth Affairs	50,000	-
ISPCC Monaghan Project	Children and Youth Affairs	48,955	48,955
Youth Capital Funding	Children and Youth Affairs/Other	32,291	35,000
LGBTI - Hours	Children and Youth Affairs/Other	6,764	5,000
Youth Capital Funding Type 2	Children and Youth Affairs	3,845	-
LGBTI - Mapping	Children and Youth Affairs	-	5,000
		962,001	714,825

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

5 Agencies and Self-Financing Projects

AGENCIES			Year Ended 31/12/2019				Year Ended 31/12/2018	
Item	Project	Sponsoring Department/Funder	Receipts	Payments			Receipts	Payments
			€	Pay €	Non Pay €	Total €	€	€
1	School Completion Programme	Tusla	696,644	606,407	86,493	692,900	664,144	634,757
2	Internal Audit Unit	Education and Skills	404,000	494,000	1,230	422,356	165,000	309,296
		SOLAS	90,000					
3	DEASP School Meals	Social Protection	443,578	-	419,997	419,997	410,328	390,139
4	ESBS/Shared Services	Education and Skills	328,678	146,221	229,356	375,577	-	-
		Music						
5	Music Generation	Generation/Council/Various	246,054	90,448	17,660	108,108	31,250	661
6	Springboard PEACE IV	Springboard Opportunities	151,657	94,332	41,747	136,079	88,262	114,667
7	Student with Disabilities - HEA	Higher Education Authority	118,117	133,626	29,304	162,930	263,799	237,810
8	Further Education Support Services	CDETB	111,590	112,262	24,545	136,807	124,366	128,105
9	Examination Supervision	SEC	83,771	80,612	2,871	83,483	79,283	78,121
10	ETBI Secondment	SOLAS	76,327	77,921	-	77,921	17,553	34,347
11	Software Systems Manager	ETBs	66,338	66,008	2,616	68,624	70,626	69,682
12	Youth Resilience PEACE IV	Cavan County Council	65,298	2,118	57,728	59,846	41,003	57,441
13	Equality Programme - PEIL	Justice	59,900	38,161	15,726	53,887	59,900	96,463
14	Empowering Citizens - CI	Leargas	58,716	-	4,952	4,952	-	-
15	Others - 18 in number		416,342	234,285	320,925	555,210	707,284	729,931
			3,417,010	1,683,631	1,676,276	3,359,907	2,722,798	2,881,421
SELF-FINANCING PROJECTS								
1	Schools Activities	Parents/Students	893,961	70,969	781,964	852,933	796,088	749,853
2	Outdoor Education	Education and Skills	151,930	539,730	318,720	131,613	450,333	506,490
		Service users	387,800			-		
		Service users/Monaghan Co Council/Arts Council	373,722	107,763	255,122	362,885	367,078	374,553
3	Garage Theatre							
4	Book Rental Scheme	Parents/Students	365,833	-	277,618	277,618	274,006	193,376
5	Cavan Institute Student Services	Parents/Students	303,715	-	353,741	353,741	278,400	596,853
6	School Bank Accounts	Parents/Students	189,021	-	271,070	271,070	270,239	242,730
7	PLC Capitation	Students	125,435	-	126,858	126,858	119,100	51,735
8	Rent of School Facilities	Service users	84,775	3,984	62,692	66,676	100,406	76,827
9	IT Support - Schools and Centres	Schools	77,529	-	56,838	56,838	29,709	38,574
10	MI Capitation Fees, Requisites	Parents/Students	59,263	-	68,374	68,374	75,303	71,842
11	Others - 14 in number		153,729	11,729	136,724	148,453	180,844	139,297
			3,166,713	513,165	2,522,614	3,035,779	2,997,663	2,993,001
Total			6,583,723	2,196,796	4,198,890	6,395,686	5,720,461	5,874,422

* Agency work involves running a programme on behalf of another organisation or students according to agreed criteria and the Board is reimbursed its cost.

Self - Financing Projects are programmes run under the complete control of the Board either for the Board or other organisations.

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

6 Capital	Year Ended 31/12/2019 €	Year Ended 31/12/2018 €
Receipts		
Education & Skills	196,019	4,158,603
SOLAS	1,394,671	173,340
Other	29,912	32,059
	1,620,602	4,364,002

Payments

Facility	Expenditure Type		
FET Campus Cavan	Electrical Phase 2 facility	550,875	-
Monaghan Institute	OEM facility	279,530	9,410
FET sector	Devolved Capital Fund	183,415	26,348
FET sector	2018 Capital Budget Surrender	104,639	-
Cavan Institute	Commis Chef Apprenticeship	89,684	-
Breifne College	Loose Furniture & Equipment	84,692	795,887
Colaiste Dun an Ri	Loose Furniture & Equipment	79,873	253,148
Ballybay Community College	New Science Lab	59,900	-
St Mogue's College	Refurb and Upgrade Works	52,318	167,618
Others - 16 in number	Various capital works	168,869	3,061,982
		1,653,795	4,314,393

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

7 Post Primary Schools & Head Office Payments	Year Ended 31/12/2019			Year Ended 31/12/2018
	Pay €	Non Pay €	Total €	Total €
PAY				
Instruction	34,287,765	-	34,287,765	32,553,744
Administration	3,166,416	-	3,166,416	2,736,443
Maintenance	1,116,749	-	1,116,749	1,074,935
	<u>38,570,930</u>	<u>-</u>	<u>38,570,930</u>	<u>36,365,122</u>
NON PAY				
Instruction	-	57,917	57,917	43,293
Administration	31,871	1,364,909	1,396,780	1,428,661
Maintenance	-	1,183,252	1,183,252	1,197,668
	<u>31,871</u>	<u>2,606,078</u>	<u>2,637,949</u>	<u>2,669,622</u>
ASSOCIATED PROGRAMMES				
School Services Support	179,457	307,391	486,848	616,870
Book Grant	-	176,712	176,712	226,427
Digital Strategy - ICT Grant	-	153,933	153,933	151,569
DEIS	-	125,843	125,843	146,950
Transition Year	27	37,584	37,611	38,626
Leaving Certificate Applied	1,000	30,509	31,509	17,545
Transport Escort	28,217	-	28,217	28,501
Curriculum Support	-	20,852	20,852	6,034
Others -9 in Number	2,650	55,513	58,163	39,794
	<u>211,351</u>	<u>908,337</u>	<u>1,119,688</u>	<u>1,272,316</u>
	<u>38,814,152</u>	<u>3,514,415</u>	<u>42,328,567</u>	<u>40,307,059</u>

Post Primary Schools & Head Office Payments

These relate to the provision of second level and PLC programmes provided in 13 locations, catering for 5987 participants as well as night classes in 2 locations, catering for 422 participants and 423 beneficiaries

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

8 Further Education and Training Payments	Year Ended 31/12/2019				Year Ended 31/12/2018
	Pay €	Non Pay €	Allowances €	Total €	Total €
Further Education and Training					
Youthreach	2,022,457	458,758	632,145	3,113,360	2,819,253
Adult Literacy	1,031,798	262,754	-	1,294,552	1,165,273
VTOS	23,536	33,615	533,086	590,237	531,862
DEIS Family Literacy	16,169	2,888	-	19,057	16,436
Intensive Literacy Tuition	52,051	10,028	-	62,079	85,883
Community Education	333,902	120,835	-	454,737	422,597
Adult Guidance	317,443	135,476	-	452,919	351,715
BTEI	754,124	247,311	-	1,001,435	945,766
Refugee Programme	62,644	5,899	-	68,543	83,608
Skills For Work	163,588	37,946	-	201,534	112,474
PLC Rent	-	413,522	-	413,522	408,272
PLC Capitation	-	119,935	-	119,935	150,707
QQI/Certification Costs	9,198	3,223	-	12,421	10,158
FETAC LDAs	150,878	-	-	150,878	170,240
Innovative Programmes	73,338	75,080	-	148,418	-
Skills Training	-	1,467,433	708,473	2,175,906	2,666,556
Traineeships	415,080	104,394	328,048	847,522	700,151
LTIs	-	532,031	392,296	924,327	882,865
Specialist Training Providers	-	676,804	421,709	1,098,513	1,211,877
Training Centre Pay Grants	1,247,452	-	-	1,247,452	1,086,622
Operational Costs	-	1,502,590	-	1,502,590	1,173,279
Apprenticeships	19,963	170,555	496,115	686,633	639,722
Apprenticeships 2016+	111,468	267,384	-	378,852	90,765
CPD - FET	229	29,321	-	29,550	11,170
Skills to Advance/Evening Courses	68,954	54,835	-	123,789	-
Support Funding - FET	29,549	39,802	-	69,351	-
Staff Secondment - ETBI	91,831	-	-	91,831	84,729
Explore programme (Education and Skills)	1,581	4,407	-	5,988	-
Total	6,997,233	6,776,826	3,511,872	17,285,931	15,821,980

These relate to the provision of Further Education programmes in 9 locations as well as Training in 3 locations, catering for 11,351 beneficiaries.

9 Student Support Services

PLC Grants	-	8,042	-	8,042	21,948
	-	8,042	-	8,042	21,948

10 Youth Services

Youth Work Function	163,288	19,123	-	182,411	92,193
Local Youth Club	-	53,735	-	53,735	45,372
Youth Capital Funding Type 2	-	1,301	-	1,301	42,957
Youth Employment Initiative	-	50,000	-	50,000	-
Bounce Back - South East	-	170,511	-	170,511	175,578
LGBTI - Hours	-	6,604	-	6,604	4,500
LGBTI - Mapping	-	126	-	126	1,680
West Cavan Project	-	126,890	-	126,890	130,094
INCLUDE Ballybay Castleblayney & Clones	-	168,057	-	168,057	125,139
ISPCC Monaghan Project	-	50,846	-	50,846	36,832
Youth Club Equipment Grant	-	85,929	-	85,929	150,278
Youth Capital Funding	-	21,473	-	21,473	33,524
Youth Information Centre	-	45,186	-	45,186	-
	163,288	799,781	-	963,069	838,148

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

11 Analysis of Receipts by Funder

Funder	Post-Primary Schools and Head Office €	Further Education and Training €	Student Support Services €	Programme Youth Services €	Agencies and Self-financing €	Capital €	Total Year Ended 31/12/2019 €	Total Year Ended 31/12/2018 €
State funding received	41,748,513	5,899	71,263	-	884,608	196,019	42,906,302	44,352,826
Department of Education and Skills	-	17,238,693	-	-	199,086	1,394,671	18,832,450	16,285,050
SOLAS	-	-	-	2,400	696,644	-	699,044	734,490
Tusla	-	-	-	-	83,771	-	83,771	79,283
State Examinations Commission	-	-	-	947,347	-	-	947,347	714,825
Department of Children and Youth Affairs	-	-	-	-	108,143	-	108,143	-
POBAL	-	-	-	-	-	13,500	13,500	-
Youth Work Ireland	-	-	-	-	111,590	-	121,203	9,021
City of Dublin ETB	9,613	-	-	-	443,578	-	443,578	410,328
Department of Social Protection	-	-	-	-	59,900	-	59,900	59,900
Department of Justice	-	-	-	-	5,500	-	5,500	-
Department of Transport, Tourism and Sport	-	-	-	-	118,117	-	118,117	283,799
Higher Education Authority	-	-	-	-	145,704	-	145,704	342,250
Education and Training Boards/Institutes	-	-	-	-	148,580	-	148,580	316,313
Léargas	-	-	-	-	-	-	-	-
	41,758,126	17,244,592	71,263	949,747	3,005,221	1,604,190	64,633,139	63,568,085
Non-State funding applied to State-funded schemes								
Service Users - Tanagh Outdoor Education Centre	-	-	-	-	387,800	-	387,800	354,560
Service Users - Music Generation	-	-	-	-	156,054	-	156,054	-
County Councils - Music Generation	-	-	-	-	60,000	-	60,000	-
Tuition Fees/Rental Fees	91,356	-	-	-	-	-	91,356	163,907
Irish Public Bodies - Capital Reserve	84,934	-	-	-	-	-	84,934	305,763
Irish Public Bodies - Dividend	16,033	-	-	-	-	-	16,033	43,171
Cavan County Council	-	-	-	-	-	16,412	16,412	40,578
Members - CEFA	-	-	-	-	140	-	140	-
Other	-	-	-	12,254	-	-	12,254	-
	192,323	-	-	12,254	603,994	16,412	824,983	907,979
Other Non-State funding								
Parents/Students	-	-	-	-	2,005,790	-	2,005,790	1,883,120
Monaghan Co Council - Garage Theatre	-	-	-	-	47,350	-	47,350	47,300
Arts Council - Garage Theatre	-	-	-	-	35,000	-	35,000	60,000
Service Users - Garage Theatre	-	-	-	-	291,372	-	291,372	259,778
County Councils - PEACE IV	-	-	-	-	169,141	-	169,141	252,018
County Council - LAEP	-	-	-	-	8,802	-	8,802	-
Service Users	-	-	-	-	195,341	-	195,341	227,817
Other	-	-	-	-	159,319	-	159,319	32,250
Staff	-	-	-	-	33,589	-	33,589	13,386
Teachers Union of Ireland	-	-	-	-	10,263	-	10,263	7,907
Irish Public Bodies - Insurance Settlements	-	-	-	-	18,540	-	18,540	-
	-	-	-	-	2,974,507	-	2,974,507	2,783,576
Total	41,950,449	17,244,592	71,263	962,001	6,583,722	1,620,602	68,432,629	67,259,640

Cavan and Monaghan Education and Training Board

Notes to the Financial Statements - Year Ended 31 December 2019

2019	01/01/2019	31/12/2019
Grant Issued	Amount due from / to Grantor	Amount due from / to Grantor
€	€	€
36,135,114	1,402,129	1,317,202
2,626,112	(38,135,114)	(730,859)
1,972,403	(343,697)	(339,657)
5,889	(9,405)	(144,658)
186,018	(794,119)	(9,137)
71,263	(71,263)	(673,222)
151,930	(69,656)	7,034
404,000	(404,000)	(130,499)
328,678	(328,678)	(57,969)
		46,899
41,116,418	(41,116,418)	(304,206)
Other Funders		
SOLAS	(17,238,693)	273,954
SOLAS	(1,394,571)	(119,686)
SOLAS	(1,031,671)	(1,031,671)
Children and Youth Affairs	(103,169)	76
Youth Work Ireland	(947,347)	(947,347)
Health Service Executive / Tusla	(12,532)	(12,532)
Programme	(13,500)	(13,500)
Agency - Equality	(696,644)	(696,644)
Programme	(59,900)	(59,900)
Higher Education Authority	(143,732)	(143,732)
State Examinations Commission	(83,771)	(83,771)
Social Protection	(43,578)	(43,578)
Transport, Tourism and Sport	(49,940)	(49,940)
Agency - Sports Capital	(15,000)	(15,000)
Agency - Sports Capital	(87,500)	(87,500)
Agency - Sports Capital	(20,400)	(20,400)
Agency - Sports Capital	(20,790)	(20,790)
Agency - Sports Capital	(141,107)	(141,107)
Agency - Leagues	(148,590)	(148,590)
Agency projects	(115,704)	(115,704)
Agency - Music Generation	(30,000)	(30,000)
City of Dublin ETB	(185,010)	(185,010)
Further Education Support	(111,590)	(111,590)
Services	(1,437,155)	(1,437,155)
Total State	(2,624,024)	(2,624,024)
Total Non State	(2,624,024)	(2,624,024)
Total State and Non State	(41,116,418)	(41,116,418)

64,833,139

Reconciliation of Amount due From/ (Due to) Grantor to Revenue Surplus/(Deficit) per Statement of Current Assets and Liabilities

31/12/2019	31/12/2018
€	€
Amount due from/ (due to) Grantor at 31 December	(2,624,024)
Bank Balance	3,559,937
Third Party Debtors	8,022
Pay & Expense Liabilities	(2,617,237)
Revenue Surplus/(Deficit) per Statement of Current Assets and Liabilities	(1,292,276)

Notes

a Opening balances

b Pay

c Non Pay

d Surplus/(Deficit) for 2019

e Total State funding

Balances are reported on an accruals basis.

Department of Education and Skills: Post-Primary Schools and Head Office Pay Grants were expected to be funded by direct receipts from grantor of €20,003,022 and anticipated receipts from Retained Superannuation Contributions of €1,789,884. Actual receipts of Retained Superannuation Contributions were €1,789,884, which is €1,620 more than anticipated.

Department of Education and Skills: Post-Primary Schools and Head Office Non Pay Grants were expected to be funded by direct receipts from grantor of €2,405,066 and forecasted locally raised receipts of €185,000. In 2019 actual locally raised receipts were €107,389 resulting in a deficit of receipts of €77,611 under the amount forecasted.

Total grants are set by reference to anticipated expenditure. In the case of Post-Primary Schools and Head Office Non-Pay programmes expenditure limits are set. Expenditure incurred in excess of this limit gives rise to a deficit, whereas savings - in the case of Post-Primary Schools and Head Office Non-Pay programmes - give rise to a surplus. The opening surplus of €110K in 2019 is from the Outdoor Education Centre and the Garage Theatre. The €343,200 surplus in 2019 is a combination of the Garage Theatre, School Activities, Rental and Books and a number of small balances from completed projects that remain unspent.

The difference between the total amount received from grantors of €692,741,202 above and the total in Note 11 - Funding of €684,033,139 is represented by Retained Superannuation Contributions of €1,789,884, funding from SOLAS towards the JAO of €80,000, €8,013 from CDETB for SSC Grants and €2,420 from Tusla towards Youth Services.

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

	31/12/2019 €	31/12/2018 €
14 Current Assets - Recurrent State Grants		
Amount due from Dept. Of Education and Skills		
Pay Grant Underfunding	1,340,886	1,413,534
Associated Grant Underfunding	-	694
Scholarship Grants	7,033	71,263
Amount due from Department of Children and Youth Affairs	0	4,559
	1,347,919	1,490,050
15 Current Assets - Capital State Grants		
Amount due from Dept. of Education and Skills	-	-
Amount due for SOLAS	-	-
	-	-
16 Current Assets - Other Recurrent Income		
Amount due from Other Programme Funders (State)	225,371	119,154
Amount due from Other Programme Funders (Non State)	514,454	530,803
	739,825	649,958
17 Current Assets - Third Party Debtors		
Salary Overpayment	8,022	0
Superannuation	0	877
	8,022	877

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

	31/12/2019 €	31/12/2018 €
18 Current Liabilities - Recurrent State Grants		
Amount due to Dept. of Education and Skills		
Associated Grants Unspent	414,697	344,302
Local Receipts / Receivables Excess	390,697	326,659
Superannuation Receipts Excess	23,684	11,405
Further Education Explore Programme Unspent	9,137	9,405
 Amount due to Department of Children and Youth Affairs	 199,122	 136,090
 Amount due to SOLAS	 401,879	 717,081
	1,439,216	1,544,941
19 Current Liabilities - Capital State Grants		
Amount held for Dept. of Education and Skills	673,222	794,119
Amount due for SOLAS	289,187	12,238
	962,409	806,357
20 Current Liabilities - Other Recurrent Income		
Amount held for Tusla	366,669	355,759
Amount due from the State Examinations Commission	1,916	1,361
Amount held for Other Programme Funders (State)	670,603	433,390
Amount held for Other Programme Funders (Non State)	889,930	1,136,429
	1,929,117	1,926,939
21 Pay and Expense Liabilities		
Pay Liabilities	988,775	1,801,704
Expense Liabilities	1,628,462	1,499,519
	2,617,237	3,301,223

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

22 Movement in Other Net Current Assets

	Balance as at 31/12/2019 €	Balance as at 31/12/2018 €	Movement in Year €
Current Assets			
Increase/(Decrease) in Recurrent State Grants Receivable	1,347,919	1,490,050	(142,131)
Increase/(Decrease) in Capital State Grants Receivable	-	-	-
Increase/(Decrease) in Other Recurrent Income Receivable	739,825	649,956	89,869
Increase/(Decrease) in Third Party Debtors	8,022	877	7,145
	<u>2,095,766</u>	<u>2,140,880</u>	<u>(45,117)</u>
Current Liabilities			
(Increase)/Decrease in Recurrent State Grant Liabilities	1,439,216	1,544,941	105,725
(Increase)/Decrease in Capital State Grant Liabilities	962,409	806,357	(156,052)
(Increase)/Decrease in Other Recurrent Income Liabilities	1,929,117	1,926,939	(2,178)
(Increase)/Decrease in Pay and Expense Liabilities	2,617,237	3,301,223	683,986
	<u>6,947,979</u>	<u>7,579,460</u>	<u>631,481</u>
			<u><u>586,364</u></u>

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

23 Remuneration

	2019 €	2018 €
(a) Aggregate Employee Benefits		
Staff Short-term benefits	48,171,467	44,709,528
Termination benefits	-	-
	<u>48,171,467</u>	<u>44,709,528</u>
(b) Staff Short-Term Benefits		
Pay (Comprising Basic Pay/Allowances/ Overtime) including Employer's PRSI	48,171,467	44,709,528
	<u>48,171,467</u>	<u>44,709,528</u>

The pay ranges and the number of employees in each range are:

Pay range	No. Employees	Cost in 2019*
		€
0 - 59,999	966	21,201,625
60,000 - 69,999	150	9,866,343
70,000 - 79,999	128	9,545,657
80,000 - 89,999	51	4,264,339
90,000 - 99,999	9	850,790
100,000 - 109,999	13	1,339,786
110,000 - 119,999	5	582,658
120,000 - 129,999	2	247,357
130,000 - 139,999	1	131,486
140,000 - 149,999	1	141,426
Total:	1326	48,171,467

* Cost in 2019 includes employers' PRSI.

(c) Termination Benefits

There were no termination benefit settlements during the year.

(d) Key Management Personnel

Key management personnel in Cavan and Monaghan ETB consist of the Chief Executive and the Directors of Schools, Further Education, and Organisation Support and Development. The total value of employee benefits for the key management personnel excluding employer's PRSI is set out below:

	2019 €	2018 €
Salary **	396,494	366,355
Allowances	-	-
Termination Benefits	-	-
	<u>396,494</u>	<u>366,355</u>

(e) Chief Executive Salary and Benefits

	2019 €	2018 €
The Chief Executive remuneration package excluding employers' PRSI for the year was:		
Basic Salary - Acting CE **	119,442	110,010
	<u>119,442</u>	<u>110,010</u>

**The CE of CMETB was seconded to JCT on 01/09/2016 and an acting CE was appointed on the 01/09/2016.

The Chief Executive is a member of an unfunded defined benefit public sector pension scheme and his/her entitlements do not extend beyond the standard entitlements available under the scheme.

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

24 Specific Costs	2019	2018
	€	€
(a) Consultancy		
The costs of external services under the following headings:		
Legal (includes general legal advice)	40,182	-
Financial / Actuarial/Research	90,542	-
Public relations/marketing	-	-
Human Resources	49,090	51,792
Audit Fee (Annual external audit)	42,000	72,000
	-	-
	<u>221,814</u>	<u>123,792</u>
(b) Legal Costs and Settlements		
Legal costs and settlements for the year can be analysed under:		
Legal fees - legal proceedings	21,288	40,946
Conciliation and arbitration payments	-	-
Settlements	1,725	34,270
	<u>23,013</u>	<u>75,216</u>
Included in these legal costs is an amount of €0 in relation to ongoing matters involving Other State Body		
Legal costs of €152,151 and settlements of €168,183 were paid by the ETB's insurers in 2019.		
(c) Travel and Subsistence		
Travel and subsistence costs comprise:		
Domestic		
- expenses paid to Board Members	25,107	20,520
- expenses paid for Board Members	-	-
- expenses paid to employees	432,255	339,006
	<u>457,362</u>	<u>359,526</u>
International		
- expenses paid for Board Members	-	-
- expenses paid to employees	-	2,724
	<u>-</u>	<u>2,724</u>
Total	<u>457,362</u>	<u>362,250</u>
(d) Hospitality		
Hospitality costs incurred were:		
Staff Hospitality	-	-
Other	2,400	300
	<u>2,400</u>	<u>300</u>

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

25 Board members' expenses

Expenses and Fees are paid to Board members for travel to Board-related meetings.
The aggregate expenses paid to each member in the year ended the 31 December 2019 were:

Board member	Statutory Meetings €	Interview Boards €	Attendance at Conferences / Seminars €	BOM €	Other €	Total €	No. Board Meetings Attended / Held**
Argue, Madeleine	305	167	-	18	82	572	9/09
Barker, April Anna*	5	-	-	-	-	5	3/09
Bennett, Cathy	152	-	290	-	280	722	3/09
Brady, Carmel	333	989	-	74	165	1,561	8/09
Campbell, Aidan	280	-	-	-	-	280	9/09
Carolan, Elaine*	153	-	-	-	210	363	3/09
Carthy, Colm	328	97	-	177	98	700	8/09
Conlon, Sean*	-	-	410	-	-	410	5/09
Coyle, Seamus	210	279	158	220	376	1,243	2/09
Donagh, Rosena*	102	51	-	-	88	241	2/09
Donnery, June	170	98	-	52	88	408	3/09
Fay, Brendan*	-	-	-	-	-	-	6/09
Fegan, Sean	367	2,514	-	152	674	3,707	4/09
Flynn, Michelle	274	-	-	342	614	1,230	9/09
Johnston, Michelle	-	-	-	-	-	-	0/09
Kelly, Clifford	651	242	1,618	267	1,247	4,025	8/09
Kelly, Deirdre	-	-	-	-	36	36	0/09
Lewis, Jacqui	23	-	-	-	-	23	0/09
Martin, Brian*	134	-	-	-	130	264	4/09
Martin, Micheal	320	-	240	-	1,531	2,091	9/09
Maxwell, David*	-	-	-	-	-	-	5/09
McBreen, Martin*	105	225	116	-	55	501	4/09
McDonald, Paddy	144	-	-	53	-	197	2/09
McGrath, Joe	321	324	968	123	1,037	2,773	5/09
McKiernan, Sean	212	1,156	-	556	425	2,349	2/09
O'Hanlon, PJ	434	-	-	-	-	434	9/09
O'Reilly, Paddy	99	-	-	-	-	99	3/09
O'Reilly, Sarah	264	40	176	-	222	702	8/09
O'Reilly, Shane P	63	-	-	-	-	63	1/09
Smith, Sean*	108	-	-	-	-	108	5/09
Walsh, Patricia*	-	-	-	-	-	-	6/09
Total	5,557	6,182	3,976	2,034	7,358	25,107	

Clifford Kelly is the CMETB representative to ETBI. Brian Martin and Elaine Carolan are CMETB representatives to NPC.

* A new Board came into effect on 31 July 2019. New members are marked with an asterix. 6/9 of the meetings took place from 31 July to December 2019

26 Chief Executive's Travel Expenses

	2019 €	2018 €
Domestic Travel	10,467	9,865
Foreign Travel	0	0
	10,467	9,865

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

27 Capital Commitments

At the date of approval of the financial statements, Cavan and Monaghan ETB had capital commitments of € 640,175

1. Dun an Ri project € 292,526
2. Breifne College Extension € 252,915
3. Commis Chef Refurbishment € 42,767
4. St Bricins Additional Accommodation € 18,399
5. Breifne Disability Access Car Park € 17,568
6. Electrical Apprenticeship Refurbishment € 16,000

All of the above capital expenditure will be Exchequer funded.

28 Contingencies

At the date of approval of these financial statements, there were no significant legal proceedings in respect of events that occurred on or before the 31/12/2019.

29 Additional Superannuation Contribution

€ 1,615,130 was deducted from staff by way of Additional Superannuation Contributions and paid over to the Department of Education and Skills and Tusla.

30 Write - Offs

In 2019 sanction was given by Department of Public Expenditure and Reform to the National Shared Services Office (NSSO) who act as payroll providers for ETB pensioner payments to write off overpayments to the value of €250 for individual deceased pensioners on the Superannuation Scheme/Schemes.

In 2019 there were no write offs done on behalf of Cavan and Monaghan ETB.

31 Annual Contribution to Education and Training Boards Ireland.

Cavan and Monaghan ETB made a contribution of €42,700 to ETBI in 2019.

32 Provision of National Service

The Internal Audit Unit was set up in 2000 on the instruction of the Department of Education and Skills under the aegis of the former Co. Cavan VEC. The cost of providing the service in 2019 was €824,488 and is included in notes 5 Agencies and note 7 Post Primary Schools and Head Office Payments Administration.

The IAU is funded by the DES/SOLAS.

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

33 Cavan and Monaghan ETB provides educational services and activities from the properties listed below:

1) Properties in use	Location	Status	Activities	Annual Rent Per agreement	Lease expiry	
Category						
OWNED						
Schools						
Ballybay Community College	Ballybay, Co Monaghan	Owned	In use	n/a	n/a	
Ballybay Recreation Centre	Ballybay, Co Monaghan	Owned	In use	n/a	n/a	
Beech Hill College	Dublin Rd, Monaghan	Owned	In use	n/a	n/a	
Castleblayney College	Dublin Rd, Castleblayney, Co Monaghan	Owned	In use	n/a	n/a	
Colaiste Oiriall	Education Campus, Armagh Road, Monaghan	Owned	In use	n/a	n/a	
Inver College	Carrickmacross, Co. Monaghan	Owned	In use	n/a	n/a	
Gaelscoil Ultain Primary School	Education Campus, Armagh Road, Monaghan	Owned (see section 'properties used by third parties')	In use	n/a	n/a	
St Mogue's College	Bawnboy, Co Cavan	Owned	In use	n/a	n/a	
St Brin's College	Belturbet, Co Cavan	Owned	In use	n/a	n/a	
Breifne College	Cullies, Cavan	Owned	In use	n/a	n/a	
Virginia College	Virginia, Co Cavan	Owned	In use	n/a	n/a	
Colaiste Dún an Rí	Kingscourt, Co. Cavan	Owned	In use	n/a	n/a	
Bull Field + Bishops Walk	Breifne College, Cavan (Pitch)	Owned	In use	n/a	n/a	
Centres						
Adult Education Centres						
Galehouse Learning Centre	Beech Hill, Monaghan	Owned	In use	n/a	n/a	
Youthreach Centres						
Monaghan Kingscourt	Knockaconny, Monaghan	Owned (Freehold)	In use	n/a	n/a	999 year lease
Castleblayney	Lakeview Business Park, Castleblayney	Owned	In use	n/a	n/a	
FET Centres						
Monaghan Institute	Education Campus, Armagh Road, Monaghan	Owned	In use	n/a	n/a	
Barry McGuigan Sports Hall	Education Campus, Armagh Road, Monaghan	Owned	In use	n/a	n/a	
Cavan Institute	Cathedral Rd, Cavan	Owned	In use	n/a	n/a	
FET Campus (Former Dun Ui Neill Barracks)	Dublin Rd, Cavan	Owned	In use	n/a	n/a	
Other						
Garage Theatre	Education Campus, Armagh Road, Monaghan	Owned	In use	n/a	n/a	
Tanagh OETC	Dartrey, Rockcorry, Co Monaghan	Owned	In use	n/a	n/a	
Tanagh OETC	Fairfield Demense, Dartrey, Co Monaghan	Owned	In use	n/a	n/a	
Community Centre	Kingscourt, Co. Cavan	Owned (see section 'properties used by third parties')	In use	n/a	n/a	
Clones - Old School Site	Clones, Co Monaghan	Owned (see section 'properties used by third parties')	Part in use	n/a	n/a	Available to DES for Scoil Eois
Old School (1951) Castleblayney	Dublin Road, Castleblayney	Owned (see section 'properties used by third parties')	In use	€100	31.12.2024	Leased to Castleblayney Boxing Club
Old School (1951) Castleblayney	Dublin Road, Castleblayney	Owned (see section 'properties used by third parties')	In use	€100	31.12.2025	Leased to Castleblayney Hurling Club
LEASED						
Administrative Offices						
Headquarters	Market Street, Monaghan (Head Office)	Leased	In use	€43,440	24.4.2024	
	Market Street, Monaghan (Head Office - Finance and Boardroom)	Leased	In use	€40,000	23.2.2025	
Sub Office	Market Street, Monaghan (Head Office - former FAS office)	Leased	In use	€17,500	24.4.2024	
	Church View Square, Cavan	Leased	In use	€289,050	28.11.2044	
Schools						
Ballybay Community College - Football Pitch	Ballybay, Co Monaghan	Leased from MCC	In use	€66.03	28.7.2098	99 year lease
Adult Education Centres						
Monaghan/Adult Literacy	European House, Castlemeadow Court, Monaghan	Leased	In use	€28,000	31.12.2020	
Adult Education and Guidance and Community Education	The Workhouse, Carrickmacross, Co Monaghan	Leased	In use	€32,657	31.12.2020	
Adult Education Centre	Ballyjamesduff, Co. Cavan	Redress property Rented wef Oct 18- awaiting finalisation of lease	In use	Nil		
Dún Mhuire, Monaghan	Clones Road, Monaghan	Leased	In use	€85,000		
Jackson's Premises	Farnham St, Cavan	Leased	In use	€40,000	20.06.2022	
Centres						
Youthreach Centres						
Carrickmacross	Holy Family Hall & Phoenix Centre, Carrickmacross	Short Term Rental	In use	€28,667	Annually	
Cavan	Moynehall, Cavan	Leased	In use	€33,000	31.01.2021	
Cootehill	Market Street, Cootehill, Co Cavan	Rented - until Dec. 2019	Rental ceased	€28,000	Annually	
Cootehill	1 Magheranure, Cootehill, Co. Cavan	Leased (wef 9.12.2019)	In use	€60,000	8.12.2025	
FET Centres						
Premises 1 - Cavan Institute	Hampton Court, Cootehill Road, Cavan	Leased	In use	€252,822	01.01.2044	
Premises 2 - Cavan Institute	Main St, Cavan (St. Clare's)	Leased - re-negotiating lease - further 2 years	In use	€85,000	30.06.2020	
Premises 3 - Cavan Institute	Ballingh Road, Moynehall, Cavan	Leased	In use	€55,000	30.09.2021	
Premises 4 - Cavan Institute	2 Cootehill Road, Cavan	Leased	In use	€18,450	31.08.2020	
OTHER						
School						
Largy College	Clones, Co Monaghan	Public-Private Partnership	In use	n/a	n/a	
2) Properties not currently in use	Location	Status		Annual Rent	Lease expiry	
Category						
Corrard House (Listed)	Dowra, Co Cavan	Owned	Not in use	n/a	n/a	
3) Properties used by 3rd parties	Occupied by	Status		Annual Rent	Lease expiry	
Community Centre Kingscourt	Trustees Kingscourt Community Centre	Owned	In use	n/a		Leased to Trustees Kingscourt Community Centre
Clones - Old School Site	Scoil Eois, Clones	Owned	Part in use	n/a		Available to DES for Scoil Eois
Old School (1951) Castleblayney	Castleblayney Boxing Club	Owned	In use	€100	31.12.2024	Leased to Castleblayney Boxing Club
Old School (1951) Castleblayney	Castleblayney Hurling Club	Owned	In use	€100	31.12.2025	Leased to Castleblayney Hurling Club
Gaelscoil Ultain Muineacháin	Gaelscoil Ultain	Owned (lease being negotiated with St. Macartan's Diocesan Trust)	In Use			

Cavan and Monaghan Education and Training Board

Notes to The Financial Statements - Year Ended 31 December 2019

34 Charity Note

Cavan and Monaghan ETB has charitable status under the Charities Act 2009 and is registered with the Charities Regulator. The Charity Number is CHY 20896.

35 Connected Persons

There were no transactions with connected persons during the year.

36 Events after the year end

Since the end of the reporting period, the economy and the ETB sector have been significantly affected by the COVID-19 pandemic. However, CMETB continues to carry out its vital role in education and training while being focused on ensuring continuity of education for learners, including a particular focus on more vulnerable students.

The effects of the pandemic will have financial implications for CMETB in 2020 and beyond. The financial impacts of COVID-19 commenced in March 2020 and given the unprecedented uncertainty of the situation that CMETB finds itself in, a reliable estimate of the costs and savings arising from COVID-19 cannot not be made at this time. However, the main factors giving rise to additional costs and reduction in income are as follows.

- Additional unplanned expenditure on ICT equipment and software support to enable the continuation of learning for students and the safety of its employees by remote working.
- Additional costs to deliver training as it is expected that extra training allowances to participants in further education and training programmes will continue until courses are completed which may lead to some additional costs over the summer months.
- Anticipated reductions in income. CMETB anticipates a reduction in self-generated income as some programmes are on hold and the Outdoor Education Centres, Garage Theatre and crèches have temporarily closed. PLC fee income is also likely to be reduced as more participants become eligible for free fees.

It is anticipated that the additional costs will be partially offset by savings in the areas of

- substitution costs,
- consumables and costs incurred for contract management services and
- savings associated with the delivery of apprenticeships as most craft apprentices are released to their employers and there are no further intakes currently (It should be noted that this delay is likely however to lead to greater costs from 2021).

CMETB has taken the following steps to manage the effects of the pandemic

- From the commencement of this crisis CMETB engaged its business continuity plan to ensure that its operations continued as normal in line with its regulatory requirements.
- The Audit and Risk Committee have reviewed the updated CMETB's risk register to take account of the specific risks arising and CMETB will develop and ensure implementation of additional control measures as required.
- The Department of Education and Skills has put in place a range of steering and engagement structures to support the education and training system in navigating the challenges of COVID-19. CMETB is participating in these structures to ensure a joined-up approach across the education sector.

In the medium to long term, the ETB sector will have a significant role to play in the overall tertiary system response needed for labour market activation which will form part of a broader cross government and cross agency response. As a result, there will be a particular focus on effective management of resources and capacity.

37 Approval of the Financial Statements

The Financial Statements for the year ended 31/12/2019 were approved by the Board of Cavan and Monaghan ETB on 26/03/2020