**Appendix**

**Illustrative Template**

***Statement of Accounts 2021***

***Political Parties***

**[Name of Party]**

**Annual Statement of Accounts for year ended 31 December 2021**

**Overview Statement**

***Governance of the party***

Identify the authority by which the party adopts the accounts (e.g. executive committee or similar body elected by the party).

[Names of those serving on executive committee (or similar body elected by the party) and date of election/cooption]

***Appropriate Officer***

[Name]

[Address]

[Telephone Number]

[Email]

***Auditors***

[Name]

[Address]

[Telephone Number]

[Email]

***Structure of the party***

Explain the structure of the party. This should include a summary description of the head office operations, central units of the party and the branch/constituency organisation. The geographical areas in which the party and/or units are operating should also be explained e.g. if restricted to certain constituencies, national units, cross-border. Relationships with foundations/bodies raising funds exclusively for party purposes (if they exist) should be explained.

***Scope of the financial statements***

The scope of the financial statements – the parts of the party to which the financial statements relate - should be defined in this section. It is essential that the scope of the financial statements be set out clearly by stating what is within the scope and what is not. The scope should make clear which, if any, accounting units (cumainn, Dáil ceantair, college branches, national youth sections, etc.) are included in the statement and which are not.

Reference may be made to the manner of accounting by accounting units not included within the scope of the statements of accounts.

**Statement of Appropriate Officer’s Responsibilities**

I am responsible for preparing the statement of accounts in accordance with applicable laws and regulations.

The Electoral Acts and guidelines published by the Standards in Public Office Commission require me to prepare an annual statement of accounts that gives a true and fair view of the assets, liabilities and financial position of the Party at 31 December 2020 and of its surplus or deficit for the year then ended.

In preparing the statement of accounts, I am required to

* select suitable accounting policies and then apply them consistently,
* make judgements and estimates that are reasonable and prudent,
* comply with generally applicable accounting practice in Ireland including FRS 102, subject to any material departure being disclosed and explained in the statement of accounts,
* include any additional information required by law or regulation, and
* prepare the statement of accounts on the going concern basis unless it is inappropriate to presume that the Party will continue in operation.

I am also responsible for keeping all proper and usual books of account of the Party that

* disclose at any time, with reasonable accuracy, the financial position of the Party at that time, and
* enable me to ensure that the annual statement of accounts complies with the guidelines.

NAME

Appropriate officer/title in party

Date

**[Name of Party]**

**Annual Statement of Accounts for year ended 31 December 2021**

**[Name of Party]**

## Annual Statement of Accounts for year ended 31 December 2021

## Income and Expenditure Account and Retained Revenue Reserves

 ***2021 2020***

 **Note € €**

***Income***

State funding 2

Membership fees and subscriptions 3

Donations 4

Donations in kind (including notional donations) 5

Gross fundraising income 6

Other amounts remitted by branches 7

Miscellaneous income 8

**Total Income**

***Expenditure***

Staff costs 9

Administration 10

Premises costs 11

Transfers to branches 12

Application of donations in kind and notional donations 13

Fundraising expenses 6

Financing charges 14

Campaign and election costs 15

Depreciation 16

Miscellaneous expenses 17

**Total expenditure**

**Surplus/ (deficit) for the year**

**Balance brought forward at 1 January**

**Balance carried forward at 31 December**

**[Name of Party]**

## Annual Statement of Accounts for year ended 31 December 2021

## Balance Sheet

 **2021 2020**

 **Note € €**

***Fixed assets***

Tangible assets 16

Investments 18

***Current assets***

Stock 19

Debtors 20

Cash and cash equivalents 21

***Current liabilities***

Creditors and Accruals 22

Loans 23

**Total assets less current liabilities**

**Retained revenue reserves**

**Other reserves**

**[Name of Party]**

## Annual Statement of Accounts for year ended 31 December 2021

## Statement of Cash Flows for the year ended 31 December 2021

 **2021 2020**

**Notes € €**

**Net cash flows from operating activities**

**Net cash inflow/(outflow) from operating activities** 25

**Cash flows from financing activities**

Bank interest received

Bank interest paid

Repayment of borrowings

**Net cash flows from financing activities**

**Cash flows from investing activities**

Receipts from sales of property, plant and equipment

Payments to acquire tangible fixed assets

**Net cash flows from investing activities**

**Net increase/ (decrease) in cash and cash equivalents**

Cash and cash equivalents at 1 January

**Cash and cash equivalents at 31 December** 21

**[Name of Party]**

## Annual Statement of Account for year ended 31 December 2021

**Notes forming part of the Statement of Accounts**

**Note 1. Accounting policies**

**Statement of compliance**

The statement of accounts for the year ended 31 December 2021 have been prepared in accordance with FRS102, the provisions of the Electoral Act 1997 (as amended) and the guidelines issued by the Standards in Public Office Commission.

**Basis of preparation and significant accounting policies**

The note should set out accounting policies relating to the material headings in the income and expenditure account and retained revenue reserves, and in the balance sheet, including –

 the basis of income recognition;

 the basis of expenditure recognition;

 pension arrangements including entitlements, basis of recognition of charge, etc.;

 treatment of employee benefits;

 depreciation policy (including rates and method) and basis of valuation of fixed assets;

 basis of any provisions;

 valuation of investments.

The accounting policies should be applied consistently.

**Note 2. State funding**

State funding comprises: **2021 2020**

 € €

Exchequer funding under section 19 of the Electoral Act 1997, as amended a

Parliamentary Activities Allowance b

Administrative support provided by the Houses of the Oireachtas

Other State funding c \_\_\_\_\_\_\_ \_\_\_\_\_\_

Total

[a Under section 20 of the Electoral Act 1997, as amended, a separate accounting is made in respect of the application of Exchequer funding received by qualified parties under section 19 of that Act.]

[b Under section 3 of the Oireachtas (Ministerial & Parliamentary Offices) (Amendment) Act 2014, a separate accounting is made in respect of the application of this funding.]

[c The nature of the state funding should be disclosed. “]

**Note 3. Membership fees and subscriptions**

 **2021 2020**

Membership fee and subscription income is comprised as follows:

 € €

Collected by Head Office/national units

Remitted by subsidiary units \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

It is made up of:

Corporate memberships

Individual subscriptions \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**Note 4. Donations**

 **2021 2020**

The total donations reported comprise:

 € €

Individual donations

Corporate donations \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Under section 24 of the Electoral Act 1997, a separate accounting is made in respect of donations received.

**Note 5. Donations in kind**

**2021 2020**

The estimated value of donations in kind and notional donations received by the party in the year was € (2020: €X). This was applied as outlined in Note 12.

**Note 6. Fundraising**

**2021 2020**

The principal sources of fundraising income in the year were as follows:

(Please categorise income based on main sources and insert a table (with current year and comparative year), including ‘Other fundraising income’, that totals to the reported figure. In addition, categorise direct expenditure on fundraising activities based on the nature of the expenditure and include in the table.)

**Note 7. Other amounts remitted by branches**

**2021 2020**

Membership and subscriptions remitted by branches are included in that heading. The balance of funding transferred to Head Office/national unit by branches comprises:

Categorise key components of the income (if material). If not, state ‘The balance comprises miscellaneous amounts remitted to Head Office/national unit by branches of the party’.

**Note 8. Miscellaneous income**

 **2021 2020**

Miscellaneous income comprises:

 € €

Investment income

Rental income

Service income

Other income \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Note 9. Staff costs**

 **2021 2020**

Staff costs comprise:

 € €

Salaries and wages

Employers’ PRSI

Pension costs

Training and development costs

Other costs \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Staff costs include €x in respect of salaries (2021:€X) and €y in respect of pension costs of staff (2021: €Y) provided without charge by the Houses of the Oireachtas Commission as administrative support (see Note 1).

**Staff numbers 2021 2020**

Employed at year end

Average during year – whole time equivalents

**Note 10. Administration**

 **2021 2020**

Administration comprises:

 € €

Communications and telephone costs

Equipment rental and maintenance

Party meetings e.g. Ard Fheis

Printing and publishing

Professional services

Auditor’s remuneration and expenses

Staff travel

Other administrative expenses \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Administration includes €x in respect of computer equipment (2021:€X) provided without charge by the Houses of the Oireachtas Commission as administrative support (see Note 1).

**Note 11. Premises costs**

 **2021 2020**

The cost of premises utilised in the year comprises:

 € €

Rental and related charges

Heating and electricity

Upkeep and maintenance

Insurance

Other premises costs \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Premises costs includes €x in respect of the use of premises (2021:€X) provided without charge by the Houses of the Oireachtas Commission as administrative support (see Note 1).

**Note 12. Transfers to branches**

**2021 2020**

The transfers to branches were made for the following purposes:

(Categorise transfers by purpose if material)

**Note 13. Application of donations in kind and notional donations**

The value of donations in kind and notional donations is set out in Note 4. This amount was applied to non-campaign/election expenses as follows:

 **2021 2020**

 € €

Transport

Fundraising costs

Premises use

Other (specify nature if material) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Note 14. Financing charges**

**2021 2020**

Financing charges comprise:

€ €

Loan and mortgage interest

Overdraft interest

Finance lease charges

Other financing costs \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Note 15. Campaign and election costs**

Campaign costs include election expenses (as defined under Section 31 of the Electoral Act 1997, as amended) and other expenses incurred in relation to elections or referendum campaigns, or party/policy promotion and comprise [Note: separate analysis to be provided for each campaign]:

**2021 2020**

 € €

*Presidential election 20xx*

Election expenses

Other campaign expenses

Donations in kind

*General election 20xx*

Election expenses

Other campaign expenses

Donations in kind

*Local elections 20xx*

Election expenses

Other campaign expenses

Donations in kind

*Bye-election in x constituency*

Election expenses

Other campaign expenses

Donations in kind

*Referendum A*

Campaign expenses

Donations in kind

*General party/policy promotion (public meetings, publications, etc.)*

Expenses

Donations in kind

 \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Note 16. Depreciation and tangible assets**

 **Property Fixtures Equipment Vehicles**

***Gross cost 2021 2020 2021 2020 2021 2020 2021 2020***

At beginning of year

Additions

Disposals

 \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

**At end of year**

***Accumulated depreciation***

At beginning of year

Provided for in year

Disposals \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

**At end of year**

**Net book value at end of year**

**Net book value at beginning of year**

**Provide details of any tangible fixed assets pledged as security**

**Note 17. Miscellaneous expenses**

**2021 2020**

Miscellaneous expenses comprise:

(Insert a categorisation relevant to the business of the year if material)

**Note 18. Investments**

**2021 2020**

(Classify investments by type if material)

**Note 19. Stock**

**2021 2020**

Stocks consist of (specify)

**Note 20. Debtors and prepayments**

**2021 2020**

(Specify by main categories)

(Funding due but not yet received from the Oireachtas should be disclosed separately in this note)

**Note 21. Cash and cash equivalents**

**2021 2020**

The cash balances of the party comprise:

 € €

Current accounts

Deposit accounts

Cash on hand

Other cash balances \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Note 22. Creditors and accruals**

**2021 2020**

Creditors and accruals are comprised of:

 € €

Payroll taxes

Creditors

Accruals

\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Note 23. Loans and finance leases**

**2021 2020**

The balance of loans and finance leases comprises:

 € €

Loans

Finance leases

(Insert note setting out any security given)

**Note 24. Restricted funding**

**2021 2020**

Funding received under the Electoral Act 1997 and the Oireachtas (Ministerial and Parliamentary Offices) (Amendment) Act 2014 may only be used for the purposes specified in those Acts. The total amount of funding received under those Acts but not yet expended at the yearend for the specified purposes was €X (2021:€X).

**Note 25. Net cash flow in year**

**2021 2020**

Insert the standard accounting note linking the surplus or deficit of the year per the income and expenditure account and revenue reserves with net cash inflow (outflow) from operating activities.

**Other standard financial reporting disclosure notes**

Insert all standard accounting notes including -

* taxation – set out the tax status of the party i.e. liability or exemption from key taxes;
* operating lease commitments – provide the disclosures required by section 20 of FRS102
* other commitments – set out an estimate of capital or other major financial commitments at year end;
* contingencies and legal actions – state whether any material contingencies exist and, if so, outline their nature;
* related undertakings – set out all related undertakings;
* related parties – provide the disclosures required by section 33 of FRS102;
* pension costs – set out the basis for pension provision for the various classes of employees;
* insert the date of approval of the statement of accounts by Executive Committee or similar body elected by the party.