

Appendix

Illustrative Template

Statement of Accounts 2021

Political Parties

[Name of Party] PARTY FOR ANIMAL WELFARE

Annual Statement of Accounts for year ended 31 December 2021

Overview Statement

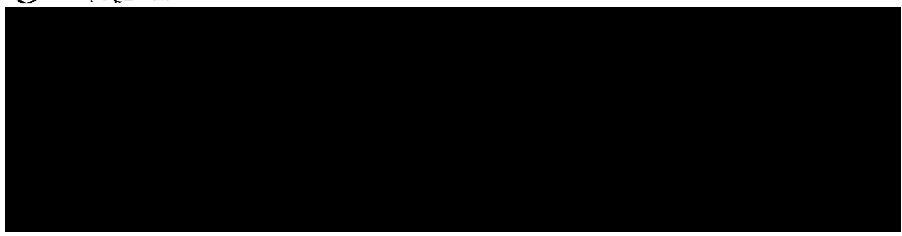
Governance of the party Executive Committee. Elected 23-09-21

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

GEAROID O'Dowd,



[Name]

[Address]

[Telephone Number]

[Email]

Auditors

[Name]

[Address]

[Telephone Number]

[Email]

Executive Committee:

DEIRDRE MAGUIRE - Secretary. Elected - September 2021.

DARRÉN FURLONG - Chair. Elected - June 2020. (Re-elected SEP. 21)

GERBEN UURK - A.R.O. Coopted - Nov. 2021.

GEAROID O'Dowd - Treasurer, Elected - June 2020 (Re-elected Sep. 21)

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.

Party Structure

We are a nationwide party, with a membership of 368. We have no head office and communicate almost entirely via social media, apart from at our protests and our A.G.M. No foundation raises money on our behalf. Our funding comes almost entirely from membership fees.

Scope of Financial Statement.

We have one bank account which holds all our funds

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 GERARD O'DOWD

Appropriate officer/title in party

TREASURER

Date 22.05.22.

[Name of Party] PARTY FOR ANIMAL WELFARE.

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	Not applicable.	
Membership fees and subscriptions	3	€ 870-94	
Donations	4	None	
Donations in kind (Including notional donations)	5	Not APPLICABLE	
Gross fundraising income	6	€ 148-60	
Other amounts remitted by branches	7	None	
Miscellaneous income	8	None	
Total Income			
Expenditure			
Staff costs	9	Not APPLICABLE.	
Administration	10	Not APPLICABLE.	
Premises costs	11	Not APPLICABLE.	
Transfers to branches	12	Not APPLICABLE.	
Application of donations in kind and notional donations	13	Not APPLICABLE.	
Fundraising expenses	6	None	
Financing charges	14	€ 37-08	
		+ € 72.00 duplicate statements	

Campaign and election costs

15 Not APPLICABLE

Depreciation

16 —

Miscellaneous expenses

17 €625-78

Total expenditure € 734-86

Surplus/ (deficit) for the year € 524-18

Balance brought forward at 1 January € 178-00

Balance carried forward at 31 December € 524-18

[Name of Party] Party for Animal Welfare.

Annual Statement of Accounts for year ended 31 December 2021

Balance Sheet

		2021	2020
	Note	€	€
Fixed assets			
Tangible assets	16	None	
Investments	18	None	
Current assets			
Stock	19	— None	
Debtors	20	— None	
Cash and cash equivalents	21	None	
Current liabilities			
Creditors and Accruals	22	None	
Loans	23	None	
Total assets less current liabilities			
Retained revenue reserves			
Other reserves		None	

[Name of Party] *PARTY FOR ANIMAL WELFARE.*

Annual Statement of Accounts for year ended 31 December 2021

Statement of Cash Flows for the year ended 31 December 2021

		2021	2020
	Notes	€	€
<i>No CASH FLOW Kept.</i>			
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	<i>None</i>		
Payments to acquire tangible fixed assets	<i>None</i>		
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] Party For Animal Welfare.

Annual Statement of Account for year ended 31 December 2021
Notes forming part of the Statement of Accounts

Note 1. Accounting policies Not APPLICABLE.

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

None

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.]

[¹ 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.]

[² The nature of the state funding should be disclosed. ⁴]

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	<u>€870.94</u>	_____
It is made up of:		
Corporate memberships X		
Individual subscriptions ✓	_____	_____

Note 4. Donations

	2021	2020
The total donations reported comprise:		
None	€	€
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
None		
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
	€148.60	
The principal sources of fundraising income in the year were as follows: One Bucket Collection Plus sale of Merchandise.		

(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

None

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	None		
Rental income	"		
Service income	"		
Other income			

Note 9. Staff costs

		2021	2020
Staff costs comprise: None			
		€	€
Salaries and wages	"		
Employers' PRSI	"		
Pension costs	"		
Training and development costs	None		
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	Not Applicable.		

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	<i>None</i>	
Heating and electricity	<i>None</i>	
Upkeep and maintenance	<i>None</i>	
Insurance	<i>None</i>	
Other premises costs	<i>None</i>	_____

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	<i>None</i>	
Fundraising costs		
Premises use		
Other (specify nature if material)	_____	_____

Note 14. Financing charges

Financing charges comprise:

	2021	2020
	€	€
Loan and mortgage interest	<i>None</i>	
Overdraft interest	<i>None</i>	
Finance lease charges	<i>None</i>	
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
	€	€
<i>Presidential election 20xx</i>		
Election expenses	<i>Not APPLICABLE</i>	
Other campaign expenses		
Donations in kind		
<i>General election 20xx</i>		
Election expenses	<i>Not APPLICABLE</i>	
Other campaign expenses		
Donations in kind		
<i>Local elections 20xx</i>		
Election expenses	<i>Not APPLICABLE</i>	
Other campaign expenses		
Donations in kind		
<i>Bye-election in x constituency</i>		
Election expenses	<i>Not APPLICABLE</i>	
Other campaign expenses		
Donations in kind		
<i>Referendum A</i>		
Campaign expenses	<i>Not APPLICABLE</i>	
Donations in kind		
<i>General party/policy promotion (public meetings, publications, etc.)</i>		
Expenses		
Donations in kind		



Note 16. Depreciation and tangible assets

	Property	Fixtures	Equipment	Vehicles
<i>Gross cost</i>	<i>2021 2020</i>	<i>2021 2020</i>	<i>2021 2020</i>	<i>2021 2020</i>
At beginning of year				
Additions		None		
Disposals				
At end of year				
 <i>Accumulated depreciation</i>		None		
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.