

Arts Council Recommended Guidelines for Financial Reporting

This document sets out the Arts Council's recommended guidelines for arts organisations on the preparation of their financial statements. They are based on the guidelines given in the Statement of Recommended Practice (SORP) for Charities as issued by the Charities Commission in the UK, in March 2005, and reflect current best practice in this area.

FINANCIAL STATEMENTS GUIDANCE NOTES

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1. INTRODUCTION

This report has been prepared to give guidance to organisations in the arts sector on the preparation of their financial statements.

The attached details are based on the guidelines given in the Statement of Recommended Practice (SORP) for Charities as issued by the Charities Commission in the UK, in March 2005. The guidance and related examples, given in sections 2 to 10 of this report, do not have to be followed by all organisations, but they are seen as being best practice for all organisations that have established charitable status and will also provide good guidance for all organisations in the arts sector.

Sections 2 to 10 of this report set out guidance notes on what should be included in a set of financial statements for an arts organisation along with samples of the directors' report, income and expenditure account, balance sheet and notes to the financial statements.

2. DIRECTORS' REPORT

As best practice a detailed directors' report should be prepared for all companies, especially those with charitable status. A sample directors' report can be seen at section 3.

The headings that should be used to help assist with completion of the directors' report are:

STRUCTURE, GOVERNANCE AND MANAGEMENT

- Legal status
- Appointment of directors
- Directors and their details
- Members
- Risk review
- Events since year end

OBJECTIVES AND ACTIVITIES

ACHIEVEMENTS AND PERFORMANCE

FINANCIAL REVIEW

- Results for the year
- Financial report for the year
- Investment powers and policy
- Reserves policy

PLANS FOR FUTURE PERIODS

ACCOUNTING RECORDS

DIRECTORS' RESPONSIBILITIES

3. DIRECTORS' REPORT – EXAMPLE

THE ARTS CENTRE LIMITED

DIRECTORS' REPORT

The directors have pleasure in submitting their annual report, together with the financial statements of the company, for the year ended 31st December 2014.

STRUCTURE, GOVERNANCE & MANAGEMENT

The company is a charity and hence the report and results are presented in a form, which complies both with the requirements of the Companies Acts, 1963 to 2013, and also the Statements of Recommended Practice (SORP) as issued by the Charity Commissioners for England and Wales in March 2005.

Legal Status

The Arts Centre Limited is a company registered in Ireland, which was incorporated under the Companies Acts, 1963 to 2001 in August 2002 and is a company limited by guarantee not having a share capital. The objects of the company are charitable in nature and it has established charitable status (CHY No. xxxxx).

Appointment of Directors

The board of directors of the company elect a chairperson for their meetings following each annual general meeting. The directors of the company hold office for a period of three years.

In accordance with the Articles of Association of the company the directors shall not be required to retire by rotation.

Directors

The present directors of the board are as follows:

S Bloggs	M Young
G Gatsby	S Richards
F Brown	R Thomas
C West	D East

There were no changes in directors between 31st December 2014 and the date of signing the financial statements.

Members

Members of the charitable company guarantee to contribute an amount not exceeding €1 to the assets of the charitable company in the event of a winding up. The members at 31st December 2014 were as follows:

S North	M South
G Gatsby	S Richards
F Brown	R Thomas
C West	D East

Risk Review

The operation and management of an arts centre involves the taking of risks. This is the essence of the activity of an arts centre, and as such risk is a constant consideration of the company.

Events Since The Year End

There have been no significant events affecting the company since the year-end.

3. DIRECTORS' REPORT – EXAMPLE (continued)

THE ARTS CENTRE LIMITED

DIRECTORS' REPORT

OBJECTIVES AND ACTIVITIES

The objects of the charity are to run, own and manage an arts centre for the benefit of the community and to establish and to promote the participation, study and understanding of the arts within the area.

The main objectives for the year continue to be the promotion and fostering of artistic knowledge and the appreciation of the arts by the provision of facilities for the education and entertainment of the public in the fields of theatre, music, dance and visual arts.

ACHIEVEMENTS AND PERFORMANCE

In addition to our ongoing programming we have developed our programme as follows:

Access to the Arts

During the year the Arts Centre ran a series of free arts events with a view to providing greater access to the programme from the local area.

Launch of Friend's Scheme

The Arts Centre launched a friend's programme to revitalise interest in the arts centre. The new scheme has been a considerable success and has seen membership increase during the year.

Development Project

During 2014, the Arts Centre embarked on an audience development project. The aim was to introduce a more varied audience to the theatre. Residents of the local area took part in workshops and then gave a performance on stage at the Arts Centre along with some local performers.

FINANCIAL REVIEW

The end of the year saw an excellent financial result based on strong financial management and a successful season of productions.

Results For The Year

The results for the year and the balance sheet are set out on pages x and x.

Financial Report for the Year	2014	2013
	€	€
Incoming Resources		
Voluntary Income	-	-
Activities for Generating Funds	-	-
Investment Income	-	-
Incoming Resources from company activity	-	-
Other Incoming Resources	-	-
Support in Kind	-	-
	<hr/>	<hr/>
	-	-
Resources Expended		
Publicity/Marketing	-	-
Artistic Programme	-	-
Management Costs	-	-
Support in Kind	-	-
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>
Net Incoming/(Outgoing) Resources	-	-

3. DIRECTORS' REPORT – EXAMPLE (continued)

THE ARTS CENTRE LIMITED

DIRECTORS' REPORT

Investment Powers and Policy

In accordance with the Memorandum and Articles of Association the company has the power to invest in any way the directors' wish.

Reserves Policy

The charity has established the level of reserves that the charity ought to have. Reserves are needed to bridge the funding gaps between spending on productions and events and receiving resources through admission charges and grants that provide funding. Whilst the current level of reserves may prove sufficient it is the directors' view that it is prudent to ensure that there are sufficient reserves to provide financial flexibility over the course of the forthcoming challenges for the charity.

PLANS FOR FUTURE PERIODS

The artistic programme will be developed in order to:

- Maintain excellence
- Present original and ambitious work
- Increase participation
- Develop audiences

Theatre

We will continue to encourage comedy and local arts audiences to attend the theatre and continue to host touring shows.

Dance

We will continue to offer audiences access to dance performances and dance workshops.

Music

We will continue to support local performers and to work with promoters. We hope to expand the music programme to attract a wider audience.

ACCOUNTING RECORDS

The directors acknowledge their responsibility under Section 202 of the Companies Act 1990 to keep proper books and records for the company. The books and records are kept at Main Street, Blackrock, Co. Dublin.

DIRECTORS' RESPONSIBILITIES

Company Law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

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

The directors are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1963 to 2013 and the accounting standards issued by the Accounting Standards Board (Generally Accepted Accounting Practice in Ireland). They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

3. **DIRECTORS' REPORT – EXAMPLE (continued)**

THE ARTS CENTRE LIMITED

DIRECTORS' REPORT

AUDITORS

The Auditors, J Bloggs & Co., Chartered Accountants, have expressed their willingness to continue in office in accordance with section 160 (2) of the Companies Act, 1963.

On behalf of the Directors

DIRECTOR

DIRECTOR

DATE

4. INCOME AND EXPENDITURE ACCOUNT

The income and expenditure account records all of the incoming resources and outgoing resources of a company/charitable organisation in a financial year. A sample income and expenditure account can be seen at section 5.

Income can be broken down into columns to split income received between restricted funds and unrestricted funds. Restricted funds are funds that are restricted as to their purpose by the wishes of the donor. Unrestricted funds are funds that can be spent in any way the company wishes. It is seen as being best practice to present total income in this manner if restricted funds are received by an organisation. An example of this might be where a funder contributes to a particular event and the funds may only be used for that event.

Many boards like to see additional supporting schedules to the financial statements, providing a detailed breakdown of the incoming and outgoing resources for the year. This information does not form part of audited financial statements and is just provided for the directors' information, as an appendix to the financial statements. A sample detailed income and expenditure account can be seen at section 6.

Example categories for incoming resources and outgoing resources are:

Incoming resources

Voluntary income – this will include

- grant income
- gifts and donations
- friends scheme
- support/gifts in kind (i.e. donated services, which are measurable and quantifiable to costs borne by the donor)

Activities for generating funds – this will include

- fundraising events
- resources generated from trading activities which are specifically carried out to raise funds for the company

Investment income – this will include

- bank and building society interest

Incoming resources from company/charitable activities – this will include

- sale of goods or services from the company's activities i.e. programme/box office income

Other incoming resources – this will include

- income that is not included in any of the above headings

Resources expended

Publicity/marketing – this will include

- costs incurred in relation to advertising and marketing

Artistic Programme – this will include

- costs incurred on activities directly related to programme income

Management costs – this will include

- general costs of running the organisation outside of specific programme/project work

Support in kind – this will include

- donated services, which are measurable and quantifiable to costs borne by the donor

5. INCOME AND EXPENDITURE ACCOUNT – EXAMPLE

THE ARTS CENTRE LIMITED

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDING 31ST DECEMBER 2014

	2014 Unrestricted Funds €	2014 Restricted Funds €	2014 Total Funds €	2013 Total Funds €
Incoming Resources				
<i>Incoming Resources from Generated Funds</i>				
<i>Voluntary Income</i>				
Grants and Donations	-	-	-	-
Support in Kind	-	-	-	-
	-	-	-	-
<i>Activities for Generating Funds</i>				
Commercial Trading Operations	-	-	-	-
<i>Investment Income</i>	-	-	-	-
	-	-	-	-
<i>Incoming Resources from Charitable/Company Activities</i>				
Operation of Arts Centre	-	-	-	-
<i>Other Incoming Resources</i>				
Gallery Sales	-	-	-	-
Membership	-	-	-	-
Other Income	-	-	-	-
	-	-	-	-
Total Incoming Resources	-	-	-	-
Resources Expended				
<i>Cost of Generating Funds</i>				
Publicity/Marketing	-	-	-	-
<i>Charitable Activities</i>				
Artistic Programme	-	-	-	-
Management Costs	-	-	-	-
Support in Kind	-	-	-	-
	-	-	-	-
Total Resources Expended	-	-	-	-
Net Incoming/(Outgoing) Resources	-	-	-	-

There were no recognised gains or losses other than the incomings/outgoings for the above two financial years.

The financial statements were approved by the Board on DATE and signed on its behalf by

DIRECTOR

DIRECTOR

6. DETAILED INCOME AND EXPENDITURE ACCOUNT – EXAMPLE

THE ARTS CENTRE LIMITED

**DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDING 31ST DECEMBER 2014**

	2014	2013
	€	€
Incoming Resources		
Voluntary Income	-	-
Activities for Generating Funds	-	-
Investment Income	-	-
Income from Charitable/Company Activities	-	-
Other Income	-	-
	<hr/>	<hr/>
	-	-
 Resources Expended		
Publicity and Marketing	-	-
Artistic Programme	-	-
Management Costs	-	-
Support in Kind	-	-
	<hr/>	<hr/>
	-	-
 Net Incoming/(Outgoing) Resources	<hr/> <hr/>	<hr/> <hr/>
	-	-

6. DETAILED INCOME AND EXPENDITURE ACCOUNT – EXAMPLE (continued)

THE ARTS CENTRE LIMITED

INCOME FOR THE YEAR ENDING 31ST DECEMBER 2014

	2014 €	2013 €
Voluntary Income		
Arts Council Revenue Funding	-	-
Local Authority Revenue Funding	-	-
Other Grants	-	-
Sponsorship	-	-
Friends Scheme	-	-
Support in Kind	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
Activities for Generating Funds		
Auditorium Rental	-	-
Workshop Rentals	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
Investment Income		
Interest Income	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
Incoming Resources from Company Activities		
Programme Income ie box office	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
Other Income		
Gallery Sales	-	-
Other Income	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>

6. DETAILED INCOME AND EXPENDITURE ACCOUNT – EXAMPLE (continued)

THE ARTS CENTRE LIMITED

EXPENDITURE FOR THE YEAR ENDING 31ST DECEMBER 2014

Publicity and Marketing	2014	2013
	€	€
Post/Mailshot	-	-
Distribution	-	-
Printing	-	-
Posters/Flyers	-	-
General Marketing	-	-
Advertising	-	-
Graphic Design	-	-
Photography	-	-
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>
 Artistic Programme	 2014	 2013
	€	€
Research and Development	-	-
Guarantees	-	-
Box Office Hires Sales	-	-
Travel Costs/Accommodation	-	-
Go See/Travel	-	-
Box Office Split	-	-
Royalties	-	-
Gallery	-	-
Workshop Materials	-	-
VAT on Foreign Artists	-	-
	<hr/>	<hr/>
	-	-
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6. DETAILED INCOME AND EXPENDITURE ACCOUNT – EXAMPLE (continued)

THE ARTS CENTRE LIMITED

EXPENDITURE FOR THE YEAR ENDING 31ST DECEMBER 2014

Management Costs	2014	2013
	€	€
Arts Centre Staff	-	-
Box Office Staff	-	-
Part Time Staff	-	-
Cleaning	-	-
Repairs and Renewals	-	-
Light and Heat	-	-
Insurance	-	-
Rent and Rates	-	-
Equipment Rental	-	-
Water Rates	-	-
Stationery	-	-
Post	-	-
Telephone	-	-
Courier	-	-
Taxis	-	-
Subscriptions	-	-
Computer Costs	-	-
Audit Fees	-	-
Legal and Professional Fees	-	-
Bank Charges	-	-
Depreciation	-	-
Recruitment	-	-
Training	-	-
Other	-	-
Miscellaneous	-	-
Entertainment	-	-
	<hr/>	<hr/>
	<hr/>	<hr/>

7. BALANCE SHEET

The balance sheet is a statement of the assets and liabilities of the company at the year-end. A sample balance sheet can be seen at section 8.

The headings to be included in the balance sheet are:

Assets

Tangible assets – this may include

- land and buildings
- fixtures and fittings
- computer equipment
- office equipment

Stock – this will include

- stock of goods held at the year end

Debtors and prepayments – this will include

- invoiced income not received at year end
- items paid in advance for services to be provided post year end

Cash at bank and in hand – this will include

- all bank and cash balances held at year end

Current liabilities – amounts falling due within one year

Creditors – this will include

- invoices received and not paid at year end

Accruals – this will include

- items billed post year end for services provided before the year end

PAYE control – this will include

- payroll taxes payable to Revenue at the year end

VAT control – this will include

- vat payable to Revenue at the year end

Deferred Income – this will include

- resources received that cannot be spent until a future accounting period

Long term liabilities – amounts falling due after more than one year

Capital Grants Deferred – this will include

- capital grants received to purchase fixed assets. Capital grants are deferred for the same period as the assets to which they relate are depreciated

Loans – this will include

- loans held by the company that are repayable after more than one year

THE ARTS CENTRE LIMITED

BALANCE SHEET
AS AT 31ST DECEMBER 2014

	Notes	2014 €	2014 €	2013 €	2013 €
Fixed Assets					
Tangible Assets	5		-		-
Current Assets					
Stock		-		-	
Debtors and Prepayments	6	-		-	
Bank and Cash		-		-	
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current Liabilities					
Creditors: amounts falling due within one year	7	<u>(-)</u>	<u>(-)</u>	<u>(-)</u>	<u>(-)</u>
Net Current Assets			-		-
Total Assets less Current Liabilities			-		-
Long Term Liabilities					
Creditors: amounts falling due after more than one year	10		(-)		(-)
Net Assets			<u>-</u>		<u>-</u>
Financed By Capital and Reserves					
Opening Funds	11		-		-
Net Incoming/(Outgoing) Resources	11		-		-
Closing Funds			<u>-</u>		<u>-</u>

The notes set out on pages x to x form an integral part of these accounts.

DIRECTOR

DIRECTOR

DATE

9. CASH FLOW STATEMENT

A cash flow should be presented by all companies limited by guarantee i.e. all companies not trading for gain for the members.

The cash flow statement must list all the company's inflows and outflows of cash (e.g. cash in hand and deposits less any bank overdrafts). Transactions which do not result in cash flows of the company must not be reported in the cash flow statement. A sample cash flow can be seen at section 10.

As the information given by the cash flow is best appreciated in the context of the information given by the income and expenditure and balance sheet, two further reconciliations are required as follows:

Reconciliation of Net Cash Inflow from Operating Activity

Cash flows from operating activities are in general the cash effects of transactions and other events relating to operating activities, normally shown in the income and expenditure account in arriving at net income. The reconciliation must disclose separately, the movements in stocks, debtors and creditors related to operating activities and other differences between cash flow and net income.

Reconciliation of Net Cash Flow to Movement in Net Funds

A note reconciling the movement of cash in the period with the movement in net debt should be given either adjoining the cash flow statement or in a note. The changes in net debt should be analysed from the opening to the closing balance sheet amount showing separately changes in cash flows during the period.

Neither reconciliation forms part of the cash flow statement and if adjoining the cash flow statement it should be clearly labelled and kept separate (see example at section 10).

10. CASH FLOW STATEMENT – EXAMPLE

**CASH FLOW STATEMENT
FOR THE YEAR ENDING 31ST DECEMBER 2014**

	Notes	2014 €	2013 €
Reconciliation of Operating Profit to Net Cash Inflow/(Outflow) from Operating Activities			
Operating Profit/(Loss)		-	-
Depreciation		-	-
(Increase)/Decrease in Debtors		-	-
(Increase)/Decrease in Stock		-	-
Increase/(Decrease) in Creditors		-	-
Capital Grants Released		(-)	(-)
Net Cash Inflow/(Outflow) from Operating Activities		<u>-</u>	<u>-</u>
Cash Flow Statement			
Net Cash Inflow from Operating Activities		-	-
Returns on Investments and Servicing of Finance (note 12)		-	-
Capital Expenditure (note 12)		(-)	(-)
		<u>-</u>	<u>-</u>
Reconciliation of Net Cash Flow to Movement in Net Funds (Note 13)			
Movement in Cash in Year Ended 31st December 2014		-	-
Net Funds at 1st January 2014		-	-
Net Funds at 31st December 2014		<u>-</u>	<u>-</u>

11. NOTES TO THE FINANCIAL STATEMENTS

Every set of company accounts requires notes which explain:

- the basis on which the accounts have been prepared
- the accounting policies that have been adopted which explain when assets and liabilities, incoming resources and resources expended are included in the accounts

See section 12 for examples of accounting policies and notes.

THE ARTS CENTRE LIMITED

**NOTES ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST DECEMBER 2014**

1. Statement of Accounting Policies

1.1 Accounting Policies

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

Basis of Preparation

The financial statements have been prepared in accordance with applicable accounting standards generally accepted in Ireland and Irish statute comprising the Companies Acts, 1963 to 2013. Accounting standards generally accepted in Ireland in preparing financial statements giving a true and fair view are those promulgated by Chartered Accountants Ireland and issued by the Accounting Standards Board.

1.2 Incoming Resources

Activities for generating funds, investment income, income from charitable activities and other income represents total income generated by the company and are accounted for on a cash receipts basis.

1.3 Grant Income

As far as it is practical, grant income is reflected in the income and expenditure account in the period in which the expenditure for which the grant was applied is incurred and is credited to unrestricted funds. Grant income received that is restricted to its purpose by the wishes of the donor is taken to restricted funds.

1.4 Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation, which has been reasonably calculated and consistently applied. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, Fittings and Equipment - 20% per annum on the straight-line basis.

1.5 Capital Grants

Capital grants are amortised, and released to the income and expenditure account, over the period of the estimated useful life of the asset to which they relate.

1.6 Intangible Income

Intangible income, which comprises donated services, is included in income at a value which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. Management estimate that intangible income received during 2014 totalled €xx,xxx. The company appreciates this gesture of 'support in kind' and also the support funding of other funders during the year.

1.7 Resources Expended

Resources expended are analysed between publicity and marketing, artistic programme and management costs. Where costs cannot be directly attributable, they are allocated on a basis consistent with the use of resources.

12. NOTES TO THE FINANCIAL STATEMENTS – EXAMPLES (continued)

THE ARTS CENTRE LIMITED

**NOTES ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST DECEMBER 2014**

2. Movement in Total Funds for the Year	2014	2013
	€	€
Net Incoming/(Outgoing) Resources are stated after charging:		
Depreciation on Tangible Assets	-	-
Amortisation of Capital Grants	-	-
Auditors' Remuneration	-	-
	<u>-</u>	<u>-</u>

3. Grants and Donations	Unrestricted Funds	Restricted Funds	Total Funds
	2014	2014	2014
	€	€	€
Arts Council	-	-	-
Local Authority Grant	-	-	-
Other Grants	-	-	-
Sponsorship	-	-	-
Friends Scheme	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>

4. Employees

Number of Employees

The average weekly number of employees (including directors) during the period was as follows:

	2014	2013
	Number	Number
Office and Management	-	-
Part-Time	-	-
	<u>-</u>	<u>-</u>

Employment Costs

	2014	2013
	€	€
Wages and Salaries	-	-
Social Welfare Costs	-	-
Pension Costs	-	-
	<u>-</u>	<u>-</u>

12. NOTES TO THE FINANCIAL STATEMENTS – EXAMPLES (continued)

THE ARTS CENTRE LIMITED

**NOTES ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST DECEMBER 2014**

5. Tangible Assets	Fixtures Fittings & Equipment € 20%	Total €
Cost		
At 1st January 2014	-	-
Additions	-	-
At 31st December 2014	<u>-</u>	<u>-</u>
Depreciation		
At 1st January 2014	-	-
Charge for Year	-	-
At 31st December 2014	<u>-</u>	<u>-</u>
Net Book Value		
At 31st December 2013	<u>-</u>	<u>-</u>
At 31st December 2014	<u>-</u>	<u>-</u>
6. Debtors	2014	2013
	€	€
Trade Debtors	-	-
Prepayments	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
7. Creditors: Amounts falling due within one year	2014	2013
	€	€
Trade Creditors	-	-
Accruals	-	-
PAYE/PRSI	-	-
VAT	-	-
Other Creditors	-	-
Deferred Income	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>

8. Incorporation

The Arts Centre Limited is a Company Limited by Guarantee and, as such, has no issued share capital. In addition, the Company is a Registered Charity, reference number CHY xxxxx.

9. Taxation

The company, as a charitable organisation is exempted from Corporation Tax, Income Tax and Capital Gains Tax.

12. NOTES TO THE FINANCIAL STATEMENTS – EXAMPLES (continued)

THE ARTS CENTRE LIMITED

**NOTES ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST DECEMBER 2014**

10. Capital Grants Deferred	2014	2013
	€	€
Opening Capital Grants Deferred	-	-
Additional Capital Grants Received	-	-
Capital Grant Amortised to Revenue	(-)	(-)
Closing Capital Grants Deferred	<u>-</u>	<u>-</u>

Note: The Capital Grant has been amortised, and released to revenue, at the same rate as the depreciation rate on the assets to which the grant relates. (Note 1.4)

11. General Fund	Opening Funds 2014	Incoming Resources 2014	Resources Expended 2014	Closing Funds 2014
	€	€	€	€
Unrestricted Funds	-	-	-	-
Restricted Funds	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

12. Gross Cash Flows

	2014	2013
	€	€
Returns on Investments and Servicing of Finance		
Interest Received	-	-
Interest Paid	(-)	(-)
	<u>-</u>	<u>-</u>
Capital Expenditure		
Payments to Acquire Tangible Fixed Assets	(-)	(-)
	<u>-</u>	<u>-</u>

13. Analysis of Changes in Net Funds

	Opening Balance	Cash Flows	Closing Balance
	€	€	€
Cash at Bank and in Hand	-	-	-
Bank Overdrafts	(-)	-	(-)
	<u>-</u>	<u>-</u>	<u>-</u>

14. Approval of the Financial Statements

The financial statements were approved by the Board on the DATE and signed on its behalf by:

DIRECTOR

DIRECTOR

13. GLOSSARY OF TERMS

Restricted funds

Restricted funds are funds that an organisation may only spend on a particular purpose as set out by the wishes of the donor.

Unrestricted funds

Unrestricted funds are funds that a company is entitled to spend on any of its activities.

Deferred income

Deferred income represents income received that cannot be brought to the income and expenditure account until a future accounting period as the activity to which it relates has not yet occurred.

Capital grants

Capital grants are grants received in order to purchase capital equipment. Capital grants are amortised over the period of the estimated useful life of the asset to which they relate.

Tangible fixed assets

Tangible fixed assets are assets which have a life of more than one year and are used for the company's activities. This may include land and buildings, fixtures and fittings, computer equipment and office equipment.

Support in kind

Support in kind comprises donated services and is included in income and expenditure at a value which is an estimate of the financial cost borne by the donor where such a cost is quantifiable, measurable and material. The value placed on these resources is the estimated value to the company of the service or facility received. Support in kind is included in both income and expenditure to provide information in the financial statements as to what the cost would be if the company had to pay and account for such services.

Materiality

An item is material if its inclusion or exclusion from the accounts would be likely to change a user's view about the accounts. Normally the larger the item the more material it is likely to be.