NATIONAL ADULT LITERACY AGENCY LIMITED (A COMPANY LIMITED BY GUARANTEE) DIRECTORS' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2010

NATIONAL ADULT LITERACY AGENCY LIMITED (A COMPANY LIMITED BY GUARANTEE) COMPANY INFORMATION

Directors Patricia Ayton

Marian O'Reilly Michael Power Eddie Staunton Bernadette Cogan Breda Kavanagh Frances Killeen

Eimear Brophy (Appointed 27 March 2010)

Peggy Murphy Kevin O'Duffy

Cathy Powell (Appointed 27 March 2010)
Cora Rafter (Appointed 27 March 2010)

Carmel Scott Jane Smith

Secretary Frances Killeen

Company number 342807

Registered office Sandford Lodge,

Sandford Close, Ranelagh, Dublin 6.

Auditors Browne Murphy & Hughes

Chartered & Certified Accountants

& Registered Auditors,28 Upper Fitzwilliam Street,

Dublin 2.

Business address Sandford Lodge,

Sandford Close, Ranelagh, Dublin 6.

Bankers A.I.B Bank,

37 Upper O'Connell St.,

Dublin 1.

Anglo Irish Bank Corp plc 18/21 St. Stephen's Green,

Dublin 2.

NATIONAL ADULT LITERACY AGENCY LIMITED (A COMPANY LIMITED BY GUARANTEE) CONTENTS

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NATIONAL ADULT LITERACY AGENCY LIMITED (A COMPANY LIMITED BY GUARANTEE)

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2010

The directors present their report and financial statements for the year ended 31 December 2010.

Principal activities and review of the business

The National Adult Literacy Agency (NALA) was established in 1980 and from that time has campaigned for recognition and response to the adult literacy problem in Ireland. The agency continued that work in 2010 through:

- -raising public awareness of the extent and the nature of adult literacy difficulties;
- -answering literacy related queries from the general public and referring thousands of callers to the VEC adult literacy services as a result of the ongoing TV advertisement campaign supported by An Post;
- -developing and broadcasting a new TV literacy series entitled "Stuck for Words" to support a distance education strategy;
- -advancing research in the area of adult literacy;
- -lobbying for increased funding for adult literacy and numeracy work and for the VEC Adult Literacy Service; and
- -lobbying to keep adult literacy as a priority within Government and the Further Education budget.

NALA is funded by the Department of Education and Science through the National Development Plan 2007 - 2016, other government Departments, FAS, the EU Structural Fund, donations and it's members.

The results for the year and the financial position at the year end were considered satisfactory by the directors, who have worked in 2010 to cut costs and build up a reserve in anticipation of on-going funding reductions in 2011.

The principal risks and uncertainty facing the organisation in the coming year is regarding the funding levels it will receive from the Department and other sources. In the current economic climate, it is difficult to assess at this stage whether and to what extent funding levels may be cut.

Results and dividends

The results for the year are set out on page 5.

Directors

The following directors were in office in 2010:

Patricia Ayton

Eileen Condon (Resigned 27 March 2010)

Marian O'Reilly Michael Power

Eddie Staunton

Gretta Vaughan (Resigned 27 March 2010)
Bridie Daly (Resigned 27 March 2010)

Bernadette Cogan Breda Kavanagh Frances Killeen

Eimear Brophy (Appointed 27 March 2010)

Peggy Murphy

Kevin O'Duffy

Cathy Powell (Appointed 27 March 2010)
Cora Rafter (Appointed 27 March 2010)

NATIONAL ADULT LITERACY AGENCY LIMITED (A COMPANY LIMITED BY GUARANTEE) DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2010

Carmel Scott Jane Smith

Books of account

The company's directors are aware of their responsibilities, under section 202 of the Companies Act 1990 to maintain proper books of account and are discharging their responsibility by employing experienced staff and ensuring that sufficient company resources are available for the task.

The books of account are held at the company's registered office, Sandford Lodge, Sandford Close, Ranelagh, Dublin 6.

Auditors

In accordance with the Companies Act 1963, section 160(2), Browne Murphy & Hughes continue in office as auditors of the company.

Statement of directors' responsibilities

The directors are responsible for preparing the financial statements in accordance with applicable law and Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Accounting Standards Board and promulgated by the Institute of Chartered Accountants in Ireland.

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 surplus or deficit 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 Acts 1963 to 2009. 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.

By order of the board

Michael Power
Chairperson
16 February 2011

Marian O'Reilly
Honorary Treasurer

NATIONAL ADULT LITERACY AGENCY LIMITED (A COMPANY LIMITED BY GUARANTEE) INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF NATIONAL ADULT LITERACY AGENCY LIMITED

We have audited the financial statements of National Adult Literacy Agency Limited for the year ended 31 December 2010 set out on pages 5 to 15. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 193 of the Companies Act, 1990. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the directors and auditors

As described in the Statement of Directors' Responsibilities on page 2 the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and the accounting standards issued by the Accounting Standards Board and promulgated by the Institute of Chartered Accountants in Ireland (Generally Accepted Accounting Practice in Ireland).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, and are properly prepared in accordance with the Companies Acts, 1963 to 2009. We also report to you whether in our opinion: proper books of account have been kept by the company; whether, at the balance sheet date, there exists a financial situation requiring the convening of an extraordinary general meeting of the company; and whether the information given in the directors' report is consistent with the financial statements. In addition, we state whether we have obtained all the information and explanations necessary for the purposes of our audit, and whether the company's balance sheet and its income and expenditure account are in agreement with the books of account.

We also report to you if, in our opinion, any information specified by law regarding the directors' remuneration and transactions is not disclosed and, where practicable, include such information in our report.

We read the directors' report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

NATIONAL ADULT LITERACY AGENCY LIMITED (A COMPANY LIMITED BY GUARANTEE) INDEPENDENT AUDITORS' REPORT (CONTINUED)

TO THE MEMBERS OF NATIONAL ADULT LITERACY AGENCY LIMITED

Opinion

In our opinion the financial statements:

- give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, of the state of the company's affairs as at 31 December 2010 and of its surplus for the year then ended; and
- have been properly prepared in accordance with the requirements of the Companies Acts, 1963 to 2009.

We have obtained all the information and explanations we consider necessary for the purposes of our audit. In our opinion, proper books of account have been kept by the company. The financial statements are in agreement with the books of account.

In our opinion, the information given in the directors' report is consistent with the financial statements.

Browne Murphy & Hughes

16 February 2011

Chartered Accountants
Registered Auditor

Chartered & Certified Accountants & Registered Auditors, 28 Upper Fitzwilliam Street, Dublin 2.

NATIONAL ADULT LITERACY AGENCY LIMITED (A COMPANY LIMITED BY GUARANTEE) INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2010

	Notes	2010 €	2009 €
INCOME	2 - 4	2,515,357	2,704,797
Property Expenses		(130,756)	(61,455)
Administrative Expenses		(142,192)	(91,186)
Objective & Project Expenses		(2,103,831)	(2,345,870)
SURPLUS FOR THE YEAR		138,578	206,286

The income and expenditure account has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those passing through the income and expenditure account.

Approved by the board on 16 February 2011

Michael Power
Chairperson

Marian O'Reilly
Honorary Treasurer

NATIONAL ADULT LITERACY AGENCY LIMITED (A COMPANY LIMITED BY GUARANTEE)

BALANCE SHEET
AS AT 31 DECEMBER 2010

	Maraa	20.		200	
	Notes	€	€	€	€
Fixed assets					
Tangible assets	5		19,484		14,893
Current assets					
Stocks	6	10,714		12,619	
Debtors	7	34,125		27,625	
Cash at bank and in hand		661,076		330,115	
		705,915		370,359	
Creditors: amounts falling due within one year	8	(155,634)		(46,118)	
Net current assets			550,281		324,241
Total assets less current liabilities			569,765		339,134
Accruals and deferred income	9		(255,642)		(163,589)
			314,123		175,545
Represented by:					
Surplus	11		314,123		175,545
	12		314,123		175,545
			======		=======================================

Approved by the board and authorised for issue on 16 February 2011

Michael Power
Chairperson

Marian O'Reilly

Honorary Treasurer

NATIONAL ADULT LITERACY AGENCY LIMITED (A COMPANY LIMITED BY GUARANTEE) CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2010

	€	2010 €	€	2009 €
Net cash outflow from operating activities		(2,063,934)		(2,375,901)
Capital expenditure Payments to acquire tangible assets	(23,271)			
Net cash outflow for capital expenditure		(23,271)		-
Net cash outflow before management of liquid resources and financing		(2,087,205)		(2,375,901)
Financing				
Government grant received	2,414,160		2,305,099	
Net cash inflow from financing		2,414,160		2,305,099
Increase/(decrease) in cash in the year		326,955		70,802

	Reconciliation of operating surplus to operating activities	net cash outflow from		2010	2009
				€	•
	Operating surplus			138,578	206,286
	Depreciation of tangible assets			18,679	8,180
	Decrease in stocks			1,905	805
	(Increase)/decrease in debtors			(6,500)	6,150
	Increase/(decrease) in creditors within one	e year		105,510	(76,118)
	Movement on grant provision			(2,322,106)	(2,521,204)
	Net cash outflow from operating activit	ies		(2,063,934)	(2,375,901)
2	Analysis of net funds	1 January 2010	Cash flow	Other non- cash changes	31 December 2010
		€	€	€	•
	Net cash:				
	Cash at bank and in hand	330,115	330,961	-	661,076
	Credit Card Balance	(927)	(4,006)		(4,933)
		329,188	326,955		656,143
	Bank deposits				
	Net funds	329,188	326,955	-	656,143
3	Reconciliation of net cash flow to move	ement in net funds		2010	2009
				€	€
	Increase/(decrease) in cash in the year			326,955	(70,802)
	Increase/(decrease) in cash in the year Movement in net funds in the year			326,955	(70,802)

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention.

1.2 Compliance with accounting standards

The financial statements are prepared in accordance with applicable law and the accounting standards issued by the Accounting Standards Board and promulgated by the Institute of Chartered Accountants in Ireland (Generally Accepted Accounting Practice in Ireland), which have been applied consistently (except as otherwise stated).

1.3 Tangible fixed assets and depreciation

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

Office Equipment 25% Straight Line Computer equipment 25% Straight Line Fixtures, fittings & equipment 25% Straight Line

1.4 Stock

Stock is valued at the lower of cost and net realisable value. Cost is defined as the purchase price of the books and manuals. The net realisable value would be defined as obsolescence value of the books.

1.5 Revenue recognition

Income represents revenue received from a wide variety of sources, mainly in the form of grants received and income received in contribution to the general and specific expenses of the organisation. Revenue is recognised as received, however when income is received with regard to specific activities, this income is recognised when the relating expenditure has being incurred.

1.6 Pensions

The company operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged to the profit and loss account in the year they are payable.

1.7 Government grants

Grants are credited to deferred revenue. Grants towards capital expenditure are released to the income and expenditure account over the expected useful life of the assets. Grants towards revenue expenditure are released to the income and expenditure account as the related expenditure is incurred.

2 Government grants

		2010	2009
		€	€
Department of Education & Science	-Core Grant	302,000	333,000
	-Special Allocation	1,429,415	1,494,000
	-Rent Grant	62,524	-
	-Deferred 2008	-	93,671
	-Deferred 2009	21,500	-21,500
Department of Social & Family Affairs		-	25,000
	Deferred 2008	-	50,000
	Deferred 2009	25,000	-25,000
FAS Income		21,518	7,022
FAS Deferred 2008		-	78,342
FAS Deferred 2010		-6,978	-
Department of Enterprise & Trade		400,000	400,000
Deferred 2008		-	45,059
Department of Education & Skills	LMAF	241,536	-
Deferred 2010		-174,409	
		2,322,106	2,479,594

	3	Other income		
			2010	2009
			€	€
		Membership Fees	25,477	29,642
		Conference Fees	6,635	10,330
		Miscellaneous	8,991	3,204
		Postage	5,532	-
		POBAL (ABE)	-	6,714
		POBAL (ABE) Deferred 2008	-	12,479
		EU Projects	853	19,478
		EU Projects Deferred 2009	14,556	-14,556
		Plain English Income	15,311	43,610
		Plain English Deferred 2008	-	80,143
		Plain English Deferred 2009	37,915	-37,915
		Plain English Deferred 2010	-15,914	-
		Bank Interest Received	9,693	6,088
		EBS	-	37,450
		EBS Deferred 2008	-	20,000
		EBS Deferred 2009	17,500	-17,500
		Dept of Social & Family Affairs	8,250	-
		LAT	3,410	4,895
		Donations	35,458	321
		Irish Hospice	2,901	-
		Irish Hospice Deferred 2010	-2,805	_
		Merck,Sharpe & Dohme	20,902	_
		Merck, Sharpe & Dohme Deferred 2010	-10,242	_
		Lottery Grant	-	45,294
		Lottery Grant Deferred 2009	45,294	-45,294
		Lottery Grant Deferred 2010	-45,294	10,201
		An Post	-0,204	5,000
		AITTOSE		
			184,423	209,383
4	Res	source room	2010	2009
			€	€
	Оре	ening stock of books	10,043	10,848
	Pur	chases for the year	22,276	31,124
			32,319	41,972
	Clo	sing stock of books	-9,138	-10,043
			23,181	31,929
	Sal	e of books	32,009	47,749
	Sur	plus for the year	8,828	15,820

5	Tangible fixed assets	Office	Fixtures,	Total
		Equipment	fittings & equipment	
		€	€	€
	Cost			
	At 1 January 2010 Additions	129,045 23,271 ————	27,871 - 	156,916 23,271
	At 31 December 2010	152,316	27,871	180,187
	Depreciation			
	At 1 January 2010	122,129	19,895	142,024
	Charge for the year	13,548	5,131	18,679
	At 31 December 2010	135,677	25,026	160,703
	Net book value			
	At 31 December 2010	16,639	2,845	19,484
	At 31 December 2009	6,916	7,976	14,892
6	Stocks		2010	2009
			€	€
	Stock of stationery		1,576	2,576
	Stock of books		9,138	10,043
			10,714	12,619
		differences hat were the remark		-f -tl,l
	In the opinion of the directors, there is no material the historic cost amounts.	differences between the rep	iacement cost (of Stock and
7	Debtors		2010	2009
			€	€
	Trade debtors		14,938	19,067
	Staff loans		6,012	-
	Prepayments and accrued income		13,175	8,558
			34,125	27,625

8	Creditors: amounts falling due within one year	2010 €	2009 €
	Credit card balance	4,933	927
	Trade creditors	2,000	7,332
	Other creditors	5,538	25,918
	Accruals and deferred income	143,163	11,941
		155,634	46,118
	Included in other creditors are amounts relating to taxation, as follows:		
	P.A.Y.E. control account	3,076	25,918

9 Accruals and deferred income

	Government grants
	€
Balance at 1 January 2010	163,589
Grants received during the year	2,414,159
Amortisation in the year	(2,322,106)
Balance at 31 December 2010	255,642

Grants are deferred in respect of estimated, but specific expenditure, including monies received in 2010 for activities in 2011.

10 Pension and other post-retirement benefit commitments Defined contribution

	2010 €	2009 €
Contributions payable by the company for the year	68,989	66,864

11	Statement of movements on income and expenditure account	Exp	ome and enditure ount €
	Balance at 1 January 2010 Surplus for the year		175,545 138,578
	Balance at 31 December 2010		314,123
12	Reconciliation of movements in funds	2010 €	2009 €
	Surplus for the financial year Opening funds	138,578 175,545	206,286 (30,741)
	Closing funds	314,123	175,545
13	Pension information	2010 €	2010 €
	Employer contribution to pension scheme	66,864	60,608

The company operates a defined contribution scheme. The company contributes 10% of employees salary. The scheme is operated by New Ireland Assurance.

14 Employees

Number of employees

The average monthly number of employees during the year was:	2010 Number	2009 Number
		18
Employment costs	2010 €	2009 €
Wages and salaries Other pension costs	1,067,847 68,989 	1,235,002 66,864

15 Directors interests

The directors have no interests in the company.

16 Related party transactions

There were no related party transactions during the year except staff loans. At the start of the year, there were no staff loans outstanding. During the year, monies totalling €8,398 were paid for travel passes for six staff members, these are being repaid monthly. At the 31st December 2010, €6,012 is still outstanding to the company.

17 Liability of members

In the event of a winding up of the company, the liability of the members is limited to €1.

18 Approval of financial statements

The directors approved the financial statements on the 16 February 2011.

NATIONAL ADULT LITERACY AGENCY LIMITED (A COMPANY LIMITED BY GUARANTEE) MANAGEMENT INFORMATION FOR THE YEAR ENDED 31 DECEMBER 2010

NATIONAL ADULT LITERACY AGENCY LIMITED (A COMPANY LIMITED BY GUARANTEE) DETAILED TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2010

	20 ⁻	10	2	009
	€	€	€	€
Income				
Department of Education & Science Grants		1,815,439		1,899,171
Other Government Grants		506,667		580,423
Other Income		184,423		209,383
Resource Room		8,828		15,820
		2,515,357		2,704,797
Property Expenses	130,756		61,455	
Administration Expenses	142,192		91,186	
Objective & Project Expenses	2,103,831		2,345,870	
		(2,376,779)		(2,498,511)
SURPLUS FOR THE YEAR		138,578		206,286

NATIONAL ADULT LITERACY AGENCY LIMITED (A COMPANY LIMITED BY GUARANTEE) SCHEDULE OF PROPERTY AND ADMINISTRATIVE EXPENSES FOR THE YEAR ENDED 31 DECEMBER 2010

	2010 €	2009 €
PROPERTY EXPENSES		
Rent & Cleaning	116,954	49,029
Insurance	5,464	4,214
Light & Heat	6,178	5,947
Repairs & Maintenance	2,160	2,265
	130,756	61,455
ADMINISTRATION EXPENSES		
Telephone	16,491	15,765
Stationery	11,616	8,087
Postage & Printing	11,702	11,584
Bank Charges	1,941	1,863
Accountancy	12,244	11,747
Audit Fees	9,113	9,113
Miscellaneous	525	4,994
Professional Fees	3,036	-
Office Machine Maintenance	27,734	14,931
Depreciation	18,679	8,180
Expenses - Moving Office	21,389	-
EU Projects	7,722	4,922
	142,192	91,186

NATIONAL ADULT LITERACY AGENCY LIMITED

SCHEDULE OF EXPENSES PER OBJECTIVE FOR THE YEAR ENDED 31ST DECEMBER 2010

Objective 1: Secure the support of policy makers and politicians for providing increased resources to adult literacy and numeracy services.

	2010
	€
Salaries	266,478
Project 1 Expenses	28,247
	<u>- </u>

294,726

Objective 2: Make it easier for more adults to develop their literacy and numeracy through education and training programmes.

	2010
	€
Salaries	333,790
Project 2 Expenses	42,223
Project 5 Expenses	554,376

930,389

Objective 3: Make approaches to teaching and learning more effective.

	2010
	€
Salaries	164,821
Project 1 Expenses	75,399
Project 2 Expenses	29,976
Project 3 Expenses	79,004
Project 5 Expenses	4,230

353,430

NATIONAL ADULT LITERACY AGENCY LIMITED

SCHEDULE OF EXPENSES PER OBJECTIVE FOR THE YEAR ENDED 31ST DECEMBER 2010

Objective 4:	Persuade organisations to be fully accessible to people with literacy and numeracy
	difficulties

	2010	
	€	
Salaries	105,297	
Project 1 Expenses	56,431	
Project 2 Expenses	4,843	
	' <u>'</u>	

166,571

Objective 5: Strengthen NALA's effectiveness as an organisation.

	2010
	€
Salaries	225,493
Project 1 Expenses	19,038
Project 3 Expenses	21,093
Project 5 Expenses	31,228

296,852

2,109,095

LMAF

Salaries	40,957
Expenses	26,170
	67,127

TOTAL OBJECTIVE & PROJECT EXPENDITURE