

Company Registration No. 342807 (Eire)

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

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

Directors	Patricia Ayton Pat Hallinan Denis Foley Thomas McManus Trevor Moore Noelle O'Kane Edwin O'Hora (Appointed 23 March 2013) Laura Foley (Appointed 23 March 2013) Mary Hilda Cavanagh Cora Rafter Nuala Glanton (Appointed 11 December 2013) Bernadette Hurley Sonia Weafer Gretta Vaughan
Secretary	Cora Rafter
Honorary Treasurer	Thomas McManus
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. Ulster Bank, 43 Ranelagh, Dublin 6.

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

Bankers (Cont'd)

An Post
GPO,
Dublin 1.

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
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NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2013

The directors present their report and financial statements for the year ended 31 December 2013.

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 2013 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 with RTE and ANIMO, a new TV literacy series entitled "The Family Project" to support family learning;
- advancing research in the area of adult literacy;
- new learning opportunities and accreditation through distance learning service;
- 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.

The impact of our work for the year is detailed in the Annual Report.

NALA is funded by the Department of Education and Skills, other government Departments, Solas, 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 2013 to cut costs and maintain in line with reduced income, a reserve in anticipation of on-going funding reductions in 2014.

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. The directors are very aware of the possibility of future funding levels being cut and are reviewing expenditure in order to reduce costs where possible.

Results and dividends

The results for the year are set out on page 6.

Directors

The following directors were in office in 2013:

Patricia Ayton	
Eimear Brophy	(Resigned 26 June 2013)
Pat Hallinan	
Denis Foley	
Thomas McManus	
Trevor Moore	
Paddy Naughton	(Resigned 23 March 2013)
Peggy Murphy	(Resigned 23 March 2013)
Noelle O'Kane	
Kevin O'Duffy	(Resigned 23 March 2013)
Edwin O'Hora	(Appointed 23 March 2013)

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2013

Laura Foley	(Appointed 23 March 2013)
Mary Hilda Cavanagh	
Cora Rafter	
Nuala Glanton	(Appointed 11 December 2013)
Bernadette Hurley	
Sonia Weafer	
Gretta Vaughan	

Reserves Level Statement

The Board of NALA judges that it needs to have a prudent reserves level that:

At a minimum allows it to meet its obligations as an employer by paying redundancy payments to its staff (which comes to approx €216,000 at the statutory minimum level)

Allows it to implement its activity plans for an interim period i.e., 2 months- should an important income stream cease unexpectedly or be delayed. As the implementation plans are planned on a yearly basis and in acknowledgement that in a crisis situation certain cuts could be made immediately should they be necessary, the sum required for this would be €315,000 i.e., 2 months annual core operational expenditure.

Allows it to address any liability associated with the lease that it has on its office premises. This comes to €140,000 vis a vis consideration in 2013 and it will decrease as a liability year on year until the lease is over.

Therefore, the total sum of reserves required on an on-going basis should be in the order of €671,000.

At the end of 2013, the cash at hand and in bank in terms of unrestricted cash came to €630,447, so the level of reserves are broadly in line as we start 2014.

This is nearing the minimum level of what we ideally would like to keep in our reserves, therefore this policy will be reviewed again in line with the development of a budget for the organisation in 2014/15.

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.

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2013

Statement of directors' responsibilities

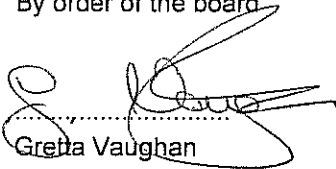
The directors are responsible for preparing the financial statements in accordance with applicable law and Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Accounting Standards Board and promulgated by the Institute of Chartered Accountants in Ireland.

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.

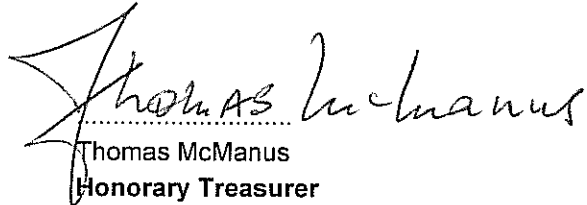
The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Acts 1963 to 2013. They are also responsible for safeguarding 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



Greta Vaughan
Chairperson

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Thomas McManus
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 2013 set out on pages 6 to 17. 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 3 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 2013. We also report to you whether in our opinion: proper books of account have been kept by 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 2013 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 2013.

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.

Jon Byrne

For and on behalf of

Browne Murphy & Hughes

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

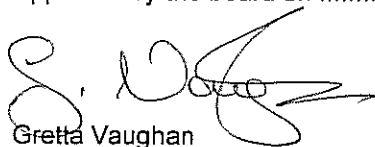
NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2013

	Notes	2013 € Restricted funds	2013 € Unrestricted funds	2013 € Total funds	2012 € Total funds
Incoming Resources	2 - 4				
Incoming resources from generated funds					
-Voluntary Income		115,096	1,793,385	1,908,481	2,054,899
-Investment Income	5	-	7,365	7,365	13,234
		<u>115,096</u>	<u>1,800,750</u>	<u>1,915,846</u>	<u>2,068,133</u>
Resources Expended					
Charitable activities		102,598	1,515,385	1,617,983	1,818,032
Cost of generating funds		-	-	-	-
Management, Admin & Governance Costs		<u>12,498</u>	<u>264,394</u>	<u>276,892</u>	<u>265,710</u>
Total resources expended		<u>115,096</u>	<u>1,779,779</u>	<u>1,894,875</u>	<u>2,083,742</u>
SURPLUS/(DEFICIT) FOR THE YEAR BEFORE TAXATION		-	20,971	20,971	(15,609)
Tax on surplus/(deficit) on commissions received.	6	-	-	-	(320)
SURPLUS/(DEFICIT) FOR THE YEAR AFTER TAXATION		-	20,971	20,971	(15,929)

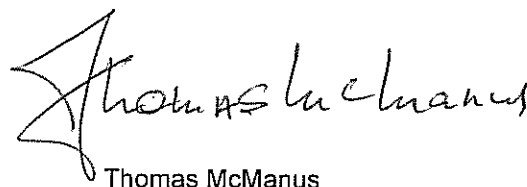
The income and expenditure account has been prepared on the basis that all operations are continuing operations.

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

Approved by the board on



Gretta Vaughan
Chairperson



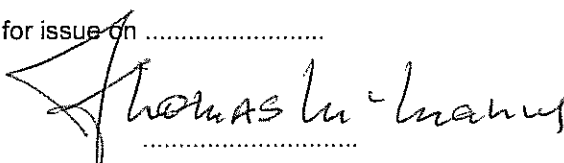
Thomas McManus
Honorary Treasurer

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET
AS AT 31 DECEMBER 2013

	Notes	2013 €	€	2012 €	€
Fixed assets					
Tangible assets	7		12,890		21,312
Current assets					
Stocks	8	9,110		25,864	
Debtors	9	43,629		21,672	
Cash at bank and in hand		630,447		534,869	
		<u>683,186</u>		<u>582,405</u>	
Creditors: amounts falling due within one year	10	<u>(127,563)</u>		<u>(88,579)</u>	
Net current assets			<u>555,623</u>		<u>493,826</u>
Total assets less current liabilities			<u>568,513</u>		<u>515,138</u>
Accruals and deferred income	11		<u>(39,049)</u>		<u>(6,644)</u>
			<u>529,464</u>		<u>508,494</u>
Represented by:					
Unrestricted Funds	13		<u>529,464</u>		<u>508,494</u>
	14		<u>529,464</u>		<u>508,494</u>

Approved by the board and authorised for issue on


 Gretta Vaughan
 Chairperson


 Thomas McManus
 Honorary Treasurer

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2013

	€	2013 €	€	2012 €
Net cash outflow from operating activities		(1,852,665)		(2,071,431)
Taxation		216		(625)
Capital expenditure				
Payments to acquire tangible assets	(4,868)		(7,939)	
Net cash outflow for capital expenditure		(4,868)		(7,939)
		_____		_____
Net cash outflow before management of liquid resources and financing		(1,857,317)		(2,119,516)
Financing				
Government grant received	1,952,028		1,908,949	
Net cash inflow from financing		1,952,028		1,908,949
		_____		_____
Increase/(decrease) in cash in the year		<u>94,711</u>		<u>(171,046)</u>

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2013

1	Reconciliation of operating surplus/(deficit) to net cash outflow from operating activities				
			2013	2012	
			€	€	
	Operating surplus/(deficit)		20,971	(15,609)	
	Depreciation of tangible assets		13,289	12,802	
	Decrease/(increase) in stocks		16,754	(13,971)	
	(Increase)/decrease in debtors		(21,957)	7,537	
	Increase/(decrease) in creditors within one year		37,901	(55,789)	
	Movement on grant provision		(1,919,623)	(2,006,401)	
	Net cash outflow from operating activities		(1,852,665)	(2,071,431)	
2	Analysis of net funds	1 January 2013	Cash flow	Other non-cash changes	31 December 2013
		€	€	€	€
	Net cash:				
	Cash at bank and in hand	534,869	95,578	-	630,447
	Credit Card Balance	(3,260)	(867)	-	(4,127)
		<u>531,609</u>	<u>94,711</u>	<u>-</u>	<u>626,320</u>
	Bank deposits	-	-	-	-
	Net funds	<u>531,609</u>	<u>94,711</u>	<u>-</u>	<u>626,320</u>
3	Reconciliation of net cash flow to movement in net funds		2013	2012	
			€	€	
	Increase/(decrease) in cash in the year		94,711	(171,046)	
	Movement in net funds in the year		94,711	(171,046)	
	Opening net funds		531,609	702,655	
	Closing net funds		626,320	531,609	

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention. The financial statements are also prepared to comply with "Accounting and Reporting by Charities" (Charities SORP), the revised statement of recommended practice issued by the Accounting Standards Board in 2000 and revised in 2005.

1.2 Compliance with accounting standards

The financial statements are prepared under the historical cost convention.

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 Comparative figures

Comparative figures have being re-stated where necessary in order to provide more accurate allocation of expenditure. These restatements did not result in any change to the resulting surplus/(deficit) or to the balance sheet of the company.

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.

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2013

2 Voluntary Income
Government grants

		2013	2013	2012
		Restricted	Unrestricted	Total
		Funds	Funds	Funds
			€	€
Department of Education & Skills	-Core Grant	-	298,000	298,000
	-Special Allocation	-	1,272,000	1,345,000
	-Rent Grant	-	130,000	130,000
	-Deferred 2011	-	-	45,041
LMETF Income		90,540	-	62,955
LMETF Income Deferred 2013		-5,921	-	
FAS Deferred 2011		-	-	18,440
FAS Deferred 2012		4,829	-	-4,829
		<u>89,448</u>	<u>1,700,000</u>	<u>1,894,607</u>

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2013

3	Voluntary Income			
	Other income	2013	2013	2012
		Restricted	Unrestricted	Total
			€	€
	Membership Fees	-	21,810	18,873
	Membership Fees Deferred 2012	-	1,815	-1,815
	Membership Fees Deferred 2013	-	-3,392	-
	Conference Fees	-	7,235	7,425
	Miscellaneous	-	820	602
	EU Learning Fund	10,000	-	-
	EU Learning Fund Deferred 2013	-10,000	-	-
	EBS	30,000	-	-
	EBS Deferred 2013	-15,806	-	-
	Solas Training	2,430	-	-
	Solas Training Deferred 2013	-2,430	-	-
	HSE Funding	1,500	-	-
	HSE Funding Deferred	-1,500	-	-
	Distance Learning Support	-	2,123	-
	Plain English	-	54,431	60,307
	Plain English Deferred 2011	-	-	19,386
	Literacy Advisory Service & Training	-	4,466	3,600
	Literacy Advisory Service & Training Income Deferred 2011	-	-	3,797
	Donations	3,785	-	4,992
	Irish Hospice Deferred 2011	-	-	2,805
	Merck, Sharpe & Dohme	-	-	10,000
	Merck, Sharpe & Dohme Deferred 2011	-	-	6,079
	South Dublin Co-Co	-	-	4,000
	The Wheel	7,669	-	5,966
	The Wheel Income Deferred 2011	-	-	7,669
		<u>25,643</u>	<u>89,308</u>	<u>153,686</u>
4	Voluntary Income			
	Resource room	2013	2013	
		Unrestricted	Total	
		Funds	Funds	
		€	€	
	Opening stock of books	12,261	10,317	
	Purchases for the year	5,799	17,634	
		<u>18,060</u>	<u>27,951</u>	
	Closing stock of books	-8,025	-12,261	
		<u>10,035</u>	<u>15,690</u>	
	Sale of books	14,112	22,296	
	Surplus for the year	<u>4,077</u>	<u>6,606</u>	

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2013

5 Investment Income

	2013 Restricted Funds	2013 Unrestricted Funds €	2012 Total Funds €
Bank Interest Received	-	7,365	13,234
	<u>-</u>	<u>7,365</u>	<u>13,234</u>

6 Taxation

	2013 €	2012 €
Domestic current year tax		
Corporation tax	-	320
Current tax charge	<u>-</u>	<u>320</u>
Factors affecting the tax charge for the year		
Commissions earned from the sale of books.	<u>2,767</u>	<u>2,557</u>
Commissions before taxation multiplied by standard rate of Irish corporation tax of 12.5%	-	320
Current tax charge	<u>-</u>	<u>-</u>

The company is tax exempt in Ireland as it is a registered charity CHY 8506 with regard to its activities.

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2013

7 Tangible fixed assets

	Office Equipment	Fixtures, fittings & equipment	Total
	€	€	€
Cost			
At 1 January 2013	106,595	27,871	134,466
Additions	4,869	-	4,869
Disposals	-	(1,862)	(1,862)
	<u>111,464</u>	<u>26,009</u>	<u>137,473</u>
At 31 December 2013			
Depreciation			
At 1 January 2013	85,284	27,871	113,155
On disposals	-	(1,862)	(1,862)
Charge for the year	13,290	-	13,290
	<u>98,574</u>	<u>26,009</u>	<u>124,583</u>
At 31 December 2013			
Net book value			
At 31 December 2013	<u>12,890</u>	<u>-</u>	<u>12,890</u>
At 31 December 2012	<u>21,311</u>	<u>-</u>	<u>21,311</u>

8 Stocks	2013	2012
	€	€
Stock of stationery	1,085	13,603
Stock of books	8,025	12,261
	<u>9,110</u>	<u>25,864</u>

In the opinion of the directors, there is no material differences between the replacement cost of stock and the historic cost amounts.

9 Debtors	2013	2012
	€	€
Trade debtors	17,575	12,077
Staff loans	6,162	6,090
Prepayments and accrued income	19,892	3,505
	<u>43,629</u>	<u>21,672</u>

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2013

10 Creditors: amounts falling due within one year	2013	2012
	€	€
Credit card balance	4,127	3,260
Trade creditors	78,265	38,701
Other creditors	29,749	33,948
Accruals and deferred income	15,422	12,670
	<u>127,563</u>	<u>88,579</u>
Included in other creditors are amounts relating to taxation, as follows:		
Corporation tax	-	(216)
P.A.Y.E. control account	29,749	34,164
	<u>29,749</u>	<u>33,948</u>

11 Accruals and deferred income

	Government grants
	€
Balance at 1 January 2013	6,644
Grants received during the year	1,983,439
Amortisation in the year	(1,951,034)
Balance at 31 December 2013	<u>39,049</u>

Grants are deferred in respect of estimated, but specific expenditure, including monies received in 2013 for activities in 2014.

12 Pension and other post-retirement benefit commitments
Defined contribution

	2013	2012
	€	€
Contributions payable by the company for the year	<u>59,138</u>	<u>64,596</u>

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2013

13 Statement of movements on income and expenditure account

	Income and Expenditure Account	€
Total unrestricted funds at 1 January 2013	508,493	
Surplus for the year	20,971	
	<u>529,464</u>	
Total unrestricted funds at 31 December 2013	<u>529,464</u>	

14 Reconciliation of movements in funds

	2013	2012
	€	€
Surplus/(Deficit) for the financial year	20,971	(15,929)
Opening unrestricted funds	508,492	524,421
	<u>529,464</u>	<u>508,492</u>
Closing unrestricted funds	<u>529,464</u>	<u>508,492</u>

15 Pension information

	2013	2011
	€	€
Employer contribution to pension scheme	59,138	64,596
	<u>59,138</u>	<u>64,596</u>

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

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2013

16 Employees

Number of employees

The average monthly number of employees during the year was:

	2013	2012
	Number	Number
	30	34
	<u> </u>	<u> </u>

Employment costs

	2013	2012
	€	€
Salaries	1,014,054	1,064,938
Social security costs	101,730	108,854
Other pension costs	59,138	64,596
	<u> </u>	<u> </u>
	<u>1,174,922</u>	<u>1,238,388</u>

The Chief Executive Officer was the highest earning employee and received a gross salary of €98,424 in 2013.

The directors did not receive any remuneration during the year and vouched expenses to attend board

17 Directors interests

The directors have no interests in the company.

18 Liability of members

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

19 Approval of financial statements

The directors approved the financial statements on 26th February 2014.

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
MANAGEMENT INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2013

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DETAILED TRADING AND INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2013

	2013		2012	
	€	€	€	€
Income				
Department of Education & Skills Grants		1,700,000		1,818,041
Other Government Grants		89,448		76,566
Other Income		117,344		153,686
Resource Room		4,077		6,606
Investment Income		4,977		13,234
		<u>1,915,846</u>		<u>2,068,133</u>
Charitable Activities	1,617,983		1,818,032	
Cost of generating funds	-		-	
Management, Admin & Governance Costs	276,892		265,710	
		<u>(1,894,875)</u>		<u>(2,083,742)</u>
SURPLUS/(DEFICIT) FOR THE YEAR		<u>20,971</u>		<u>(15,609)</u>

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
SCHEDULE OF MANAGEMENT, ADMIN & GOVERNANCE COSTS
FOR THE YEAR ENDED 31 DECEMBER 2013

	2013		2012
	Restricted	Unrestricted	Total
	€		€
MANAGEMENT, ADMIN & GOVERNANCE COSTS			
Rent & Cleaning		144,411	112,510
Insurance		3,334	5,335
Light & Heat		6,559	6,874
Repairs & Maintenance		1,864	2,959
Telephone		13,263	14,453
Stationery & Printing		10,735	14,596
Postage & Storage		13,844	13,049
Bank Charges		1,369	1,415
Accountancy		12,850	14,602
Audit Fees		9,338	10,701
Miscellaneous		1,312	1,781
Professional Fees		3,250	2,522
Office Machine Maintenance		11,903	23,251
Depreciation		13,289	12,802
EU Projects		-	61
Executive Committee Expenses		9,516	8,964
Travel Expenses		10,582	10,519
Staff & Executive Development		9,218	9,316
Bad Debts		255	-
		<u>276,892</u>	<u>265,710</u>
Recharge of Admin Expenses	12,498	(12,498)	-
	<u>12,498</u>	<u>264,394</u>	<u>265,710</u>

**NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
SCHEDULE OF CHARITABLE ACTIVITY EXPENSES
YEAR ENDED 31 DECEMBER 2013.**

	2013 Restricted	2013 Unrestricted	2013 Total	2012 Total
Salaries	33,772	1,102,377	1,136,149	1,238,388
LMETF				
<i>Expenses</i>	<u>48,782</u>		48,782	3,099
LMAF				12,507
EBS	14,194		14,194	0
Literacy advisory Service Training		1,373	1,373	11,779
Donations (BWB Donations)		2,509	2,509	3,525
The Wheel				
Expenses	<u>1,957</u>		1,957	16,450
FAS/SOLAS				
Expenses	1,488		1,488	33,548
Staff Expenses				10,519
Family Literacy				2319
Numeracy Project				15,914
Campaign				-318
Health Literacy				10,812
Plain English		22,413	22,413	49,786
Research		29,507	29,507	15,537
Development		45,410	45,410	53,604
Std Development		34,683	34,683	43,673
Dist Learning		133,929	133,929	185,150
Promotion & Ads		86,097	86,097	36,405
Web Dev		35,109	35,109	57,342
		<u>1,493,407</u>	<u>1,618,158</u>	<u>1,800,039</u>