

**NATIONAL ADULT LITERACY AGENCY LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**DIRECTORS' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

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

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**Directors**

Pat Hallinan  
Thomas McManus  
Trevor Moore  
Mairin Kenny (Appointed 29 March 2014)  
Edwin O'Hora  
Theresa Byrne (Appointed 29 March 2014)  
Laura Foley  
Frank Locke (Appointed 29 March 2014)  
Mary Hilda Cavanagh  
Sonia Weafer  
Mary Bambrick (Appointed 29 March 2014)  
Nuala Glanton  
Bernadette Hurley  
Gretta Vaughan

**Secretary**

Trevor Moore

**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.

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**NATIONAL ADULT LITERACY AGENCY LIMITED**  
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**COMPANY INFORMATION**

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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 2014**

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The directors present their report and financial statements for the year ended 31 December 2014.

**Principal activities and review of the business**

**OBJECTIVES AND ACTIVITIES**

The National Adult Literacy Agency (NALA) is committed to making sure people with literacy and numeracy difficulties can fully take part in society and that they have access to learning opportunities that meet their needs. Drawing from our strategic plan 2014 - 2016, we aim to provide solutions to improve outcomes for adults with literacy and numeracy difficulties and highlight the value of improved literacy and numeracy skills to Ireland's social and economic development. We do this by working with three groups of people: policy makers, practitioners and the general public, including learners.

Our plan has three main objectives:

- 1) to support implementation of policy
- 2) to improve quality of teaching, learning and information provision
- 3) to build awareness of literacy and numeracy.

**ACHIEVEMENT AND PERFORMANCE**

To advance our objectives in 2014, the following work was carried out:

- We worked with SOLAS and other key stakeholders on the creation of the first ever further education and training strategy, in particular on its adult literacy strategy.
- We provided support to the Department of Social Protection in order to enhance its work with people in the North Dublin area who are unemployed and have literacy difficulties.
- We advanced health literacy awareness with health practitioners and agreed literacy-friendly policies with a number of local authorities.
- We supported practitioners in the areas of further education and training to enhance their approach to teaching literacy and numeracy in the curriculum and through the use of blended learning solutions.
- We encouraged people with literacy difficulties to take up free learning opportunities, in particular through our AN POST sponsored advertising campaign.
- We referred hundreds of callers to adult literacy and numeracy tuition, including our distance learning service and online learning programme, writeon.ie, to which we added new learning content.
- We asked adult learners to share their thoughts on how best to develop adult literacy levels in Ireland and to improve services for people with literacy difficulties.
- We promoted the importance of parents helping their children learn by broadcasting "The Family Project" and developed and promoted helpmykidlearn.ie as a resource for parents.
- We advanced research in the area of adult literacy and worked to draw up an agreed framework for numeracy CPD.
- We provided a plain English and editing service as well as promoting the importance of the use of plain English in government communications.

NALA is funded primarily by SOLAS and also receives additional funding from state agencies, the EU, from donations and membership subscriptions.

The results for the year and the financial position at the year end were considered satisfactory by the directors, who have worked in 2014 to cut costs and maintain a reserve in line with reduced income, in anticipation of ongoing funding reductions in 2015.



**NATIONAL ADULT LITERACY AGENCY LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**DIRECTORS' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

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**PLANS FOR FUTURE PERIODS**

NALA plans to continue the activities outlined above in the coming years, subject to satisfactory funding arrangements. We plan to work towards the achievement of the objectives set out in the Strategic Plan 2014 - 2016 by:

- Supporting policy implementation - by working with a range of policy makers concerned with the implementation of Government policy;
- Improving the quality of teaching, learning and information provision- by providing supports to improve the quality of teaching and learning;
- Building awareness of literacy and numeracy - by working with the general public, including learners, to build awareness of the importance of having strong literacy and numeracy skills to more effectively manage their employment, health and family and community life.

**PRINCIPAL RISKS AND UNCERTAINTIES**

The principal risk facing the organisation in the coming year is the level of funding it will receive from SOLAS 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 cuts to future funding levels and are reviewing expenditure in order to reduce costs, where possible.

**Risk Management**

The Executive Committee has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects.

**Health and Safety**

"Procedures are in place to ensure the health and safety of staff and visitors".

**STRUCTURE , GOVERNANCE AND MANAGEMENT**

**Governing Document**

NALA is a charitable company limited by guarantee, incorporated on 8 August 1992. The company was established under a Memorandum of Association that established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding €1.27 per member of the company. NALA'S goals and approaches are guided by its charitable objectives as laid out in these documents.

**Recruitment and Appointment of the Executive Committee**

NALA is a members-based organisation. Its members are individuals and organisations interested and involved in adult literacy. At the Annual General Meeting members elect an Executive Committee that oversees the work.

All members of the Executive Committee give their time voluntarily and receive no financial benefits from the charity. Any expenses reclaimed from the charity are detailed in the accounts. The Executive Committee seeks to ensure that the needs of learners are appropriately reflected through the diversity of the Executive Committee. To enhance the potential pool of the Executive Committee members, the charity has sought to identify adult learners who would be willing to become members of NALA and use their own experience to assist the charity.

The more traditional business and educational skills are well represented on the Executive Committee.

**NATIONAL ADULT LITERACY AGENCY LIMITED**  
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**DIRECTORS' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

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In an effort to maintain this board skill mix, individuals are approached to offer themselves for election to the Executive Committee.

**Organisational Structure**

NALA has an Executive Committee of up to 14 members who meet eight times a year and are responsible for the strategic direction and policy of the charity. At present, the Committee has 14 members from a variety of backgrounds relevant to the work of the charity.

A scheme of delegation is in place and day-to-day responsibility for the provision of the services rest with the director. The director is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met.

The directors are committed to maintaining the highest standards of Corporate Governance. At its January 2013 meeting, the Executive Committee formally adopted the Governance Code for Community, Voluntary and Charitable Organisations. In line with the Compliance requirements of the Governance Code the directors wish to make the following confirming statement,

*We comply with the Governance Code for community, voluntary and charitable organisations in Ireland. We reviewed our organisation's compliance with the principles in the Code on 28 January 2015. We based this review on an assessment of our organisational practice against the recommended actions for each principle.*

**Executive Committee Induction and Training**

New members of the Executive Committee are invited and encouraged to attend a training session to familiarise themselves with the charity and the content within which it operates. It covers:

- the obligations of Executive Committee members;
- the main documents which set out the operational framework for the charity including the Memorandum and Articles;
- resourcing and the current financial position, as set out in the latest published accounts.
- future plans and objectives.

A document called functions and duties of NALA Executive Committee and its officers is distributed to all new members of the Executive Committee, along with the Memorandum and Articles and the latest financial statements

**Results and dividends**

The results for the year are set out on .

**Directors**

The following directors were in office in 2014:

Patricia Ayton	(Resigned 29 March 2014)
Pat Hallinan	
Denis Foley	(Resigned 29 March 2014)
Thomas McManus	
Trevor Moore	
Mairin Kenny	(Appointed 29 March 2014)
Edwin O'Hora	
Noelle O'Kane	(Resigned 29 March 2014)
Theresa Byrne	(Appointed 29 March 2014)



**NATIONAL ADULT LITERACY AGENCY LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**DIRECTORS' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

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Laura Foley	
Cora Rafter	(Resigned 29 March 2014)
Frank Locke	(Appointed 29 March 2014)
Mary Hilda Cavanagh	
Sonia Weafer	
Mary Bambrick	(Appointed 29 March 2014)
Nuala Glanton	
Bernadette Hurley	
Gretta Vaughan	

**Reserves Level Statement**

The purpose of the reserves policy for NALA is to ensure the stability of the mission, programmes, employment, and ongoing operations of the organisation. The reserve is intended to provide an internal source for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. The Executive Committee of NALA judges that it needs to have a prudent reserves level that allows it to:

- meet its obligations as an employer by paying redundancy payments to its staff at the statutory minimum level
- continue to implement its activity plans should an important income stream cease unexpectedly or be delayed
- address an appropriate level of liability associated with the lease that it has on its office premises.

The calculation of the required level of reserves is an integral part of the organisation's planning, budget and forecast cycle

It takes into account:

- risks associated with each stream of income and expenditure being different from that budgeted
- planned activity level
- the organisation's commitments.

This policy will be reviewed every year by the Audit Sub-committee of the Executive Committee, or sooner if warranted by internal or external events or changes. Changes to the policy will be recommended by the Audit Sub-committee to the Executive Committee.

**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 2014**

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**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.

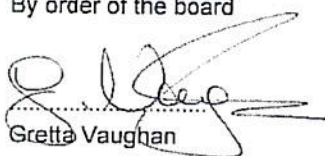
Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period.

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

...28/01/15



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**

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We have audited the financial statements of National Adult Literacy Agency Limited for the year ended 31 December 2014 set out on pages 8 to 18. The financial reporting framework that has been applied in their preparation is Irish law and accounting standards issued by the Financial Reporting Council and promulgated by the Institute of Chartered Accountants in Ireland (Generally Accepted Accounting Practice in Ireland).

This report is made solely to the company's members, as a body, in accordance with Section 193 of the Companies Act, 1990. Our 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 auditor's 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 work, for this report, or for the opinions we have formed.

**Respective responsibilities of the directors and auditors**

As explained more fully in the Directors' Responsibilities Statement set out on pages 1 to 5 the directors are responsible for the preparation of the financial statements giving a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with Irish law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

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 2014 and of its deficit for the year then ended ; and
- have been properly prepared in accordance with the requirements of the Companies Acts, 1963 to 2013.

**Matters on which we are required to report by the Companies Acts 1963 to 2013**

- We have obtained all the information and explanations which 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.

**NATIONAL ADULT LITERACY AGENCY LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**INDEPENDENT AUDITORS' REPORT (CONTINUED)**  
**TO THE MEMBERS OF NATIONAL ADULT LITERACY AGENCY LIMITED**

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**Matters on which we are required to report by exception**

We have nothing to report in respect of the provisions in the Companies Acts 1963 to 2013 which requires us to report to you if, in our opinion, the disclosures of directors' remuneration and transactions specified by law are not made.



Jon Byrne

for and on behalf of Browne Murphy & Hughes

18/2/15

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 2014**


		2014 €	2014 €	2014 €	2013 €
	Notes	Restricted funds	Unrestricted funds	Total funds	Total funds
<b>Incoming Resources</b>	<b>2 - 4</b>				
Incoming resources from generated funds					
-Voluntary Income		256,908	1,680,268	1,937,176	1,908,481
-Investment Income	5	-	4,385	4,385	7,365
		<u>256,908</u>	<u>1,684,653</u>	<u>1,941,561</u>	<u>1,915,846</u>
<b>Resources Expended</b>					
Charitable activities		135,813	1,541,984	1,677,797	1,617,983
Cost of generating funds		-	-	-	-
Management, Admin & Governance Costs		<u>130,809</u>	<u>153,049</u>	<u>283,858</u>	<u>276,892</u>
<b>Total resources expended</b>		<u>266,622</u>	<u>1,695,033</u>	<u>1,961,655</u>	<u>1,894,875</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR BEFORE TAXATION</b>		(9,714)	(10,380)	(20,094)	20,971
Tax on (deficit)/surplus on commissions received.	6	-	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR AFTER TAXATION</b>		<u>(9,714)</u>	<u>(10,380)</u>	<u>(20,094)</u>	<u>20,971</u>

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 ...28/01/15

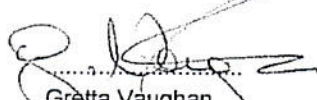
  
Gretta Vaughan  
Chairperson

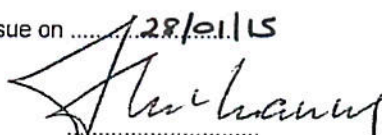
  
Thomas McManus  
Honorary Treasurer

**NATIONAL ADULT LITERACY AGENCY LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**BALANCE SHEET**  
**AS AT 31 DECEMBER 2014**

	Notes	2014 €	€	2013 €	€
<b>Fixed assets</b>					
Tangible assets	7		8,072		12,891
<b>Current assets</b>					
Stocks	8	19,435		9,110	
Debtors	9	46,389		43,629	
Cash at bank and in hand		528,135		630,447	
		<u>593,959</u>		<u>683,186</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(81,412)</u>		<u>(127,563)</u>	
<b>Net current assets</b>			<u>512,547</u>		<u>555,623</u>
<b>Total assets less current liabilities</b>			<u>520,619</u>		<u>568,514</u>
<b>Accruals and deferred income</b>	11		<u>(11,249)</u>		<u>(39,049)</u>
			<u>509,370</u>		<u>529,465</u>
<b>Represented by:</b>					
Unrestricted Funds	12		<u>509,370</u>		<u>529,465</u>
	13		<u>509,370</u>		<u>529,465</u>

Approved by the board and authorised for issue on .....28/01/15

  
Greta 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 2014**

	€	2014 €	€	2013 €
Net cash outflow from operating activities		(1,969,038)		(1,852,665)
Taxation		-		216
Capital expenditure				
Payments to acquire tangible assets	(4,205)		(4,868)	
Net cash outflow for capital expenditure		(4,205)		(4,868)
Net cash outflow before management of liquid resources and financing		(1,973,243)		(1,857,317)
Financing				
Government grant received	1,870,596		1,952,028	
Net cash inflow from financing		1,870,596		1,952,028
(Decrease)/increase in cash in the year		(102,647)		94,711



**NATIONAL ADULT LITERACY AGENCY LIMITED**  
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**NOTES TO THE CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

1	Reconciliation of operating (deficit)/surplus to net cash outflow from operating activities		2014	2013
			€	€
	Operating (deficit)/surplus		(20,094)	20,971
	Depreciation of tangible assets		9,023	13,289
	(Increase)/decrease in stocks		(10,325)	16,754
	Increase in debtors		(2,760)	(21,957)
	(Decrease)/Increase in creditors within one year		(46,486)	37,901
	Movement on grant provision		(1,898,396)	(1,919,623)
	Net cash outflow from operating activities		(1,969,038)	(1,852,665)

2	Analysis of net funds	1 January 2014	Cash flow	Other non-cash changes	31 December 2014
		€	€	€	€
	Net cash:				
	Cash at bank and in hand	630,447	(102,312)	-	528,135
	Credit Card Balance	(4,127)	(335)	-	(4,462)
		626,320	(102,647)	-	523,673
	Bank deposits	-	-	-	-
	Net funds	626,320	(102,647)	-	523,673

3	Reconciliation of net cash flow to movement in net funds	2014	2013
		€	€
	(Decrease)/increase in cash in the year	(102,647)	94,711
	Movement in net funds in the year	(102,647)	94,711
	Opening net funds	626,320	531,609
	Closing net funds	523,673	626,320

**NATIONAL ADULT LITERACY AGENCY LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

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**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 Incoming Resources**

Income is recognised in the statement of financial activities (SoFA) when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities. Income is only recognised in the accounts of

the charity where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Grant income may be classified as restricted or unrestricted dependant on the conditions included in each agreement. Where terms and conditions have not been met or uncertainty exists as to whether the charity can meet the terms or conditions otherwise within its control, the income is not be recognised but deferred as a liability until it is probable that the terms or conditions imposed have being met.

**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 2014**

**2 Voluntary Income**  
**Government grants**

		<b>2014</b>	<b>2014</b>	<b>2013</b>
		<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>
		<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
			<b>€</b>	<b>€</b>
Department of Education & Skills	-Core Grant	-	298,000	298,000
	-Special Allocation	-	1,258,400	1,272,000
	-Rent Grant	130,000	-	130,000
LMETF Income		37,324	-	90,540
LMETF Income Deferred 2014		(1,000)	-	-
LMETF Income Deferred 2013		5,921	-	(5,921)
FAS Deferred 2012		-	-	4,829
		<u>172,245</u>	<u>1,556,400</u>	<u>1,789,448</u>

**3 Voluntary Income**  
**Other income**

	<b>2014</b>	<b>2014</b>	<b>2013</b>
	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>
		<b>€</b>	<b>€</b>
Membership Fees	-	13,596	21,810
Membership Fees Deferred 2012	-	-	1,815
Membership Fees Deferred 2013	-	3,392	(3,392)
Membership Fees Deferred 2014	-	(3,199)	-
Conference Fees	-	5,280	7,235
Miscellaneous	-	341	820
EU Learning Fund	30,000	-	10,000
EU Learning Fund Deferred 2013	10,000	-	(10,000)
EBS	-	-	30,000
EBS Deferred 2013	15,806	-	(15,806)
Solas Training	7,290	-	2,430
Solas Training Deferred 2013	2,430	-	(2,430)
HSE Funding	-	-	1,500
HSE Funding Deferred 2013	1,500	-	(1,500)
HSE Funding Deferred 2014	(1,500)	-	-
EU Projects	13,791	-	-
Distance Learning Support	-	-	2,123
Plain English	-	95,791	54,431
Plain English Deferred 2014	-	(690)	-
Literacy Advisory Service & Training	-	6,034	4,466
Donations	3,033	-	3,785
Better World Books	2,313	-	2,767
The Wheel	-	-	7,669
	<u>84,663</u>	<u>120,545</u>	<u>117,723</u>



**NATIONAL ADULT LITERACY AGENCY LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

4	Voluntary Income Resource room	2014	2013
		Unrestricted Funds €	Total Funds €
	Opening stock of books	8,025	12,261
	Purchases for the year	7,453	5,799
		<u>15,478</u>	<u>18,060</u>
	Closing stock of books	(7,432)	(8,025)
		<u>8,046</u>	<u>10,035</u>
	Sale of books	11,369	14,112
		<u>3,323</u>	<u>4,077</u>
	Surplus for the year	<u>3,323</u>	<u>4,077</u>

5	Investment Income	2014	2014	2013
		Restricted Funds	Unrestricted Funds €	Total Funds €
	Bank Interest Received	-	4385	7365
		<u>-</u>	<u>4385</u>	<u>7365</u>
		<u>-</u>	<u>4385</u>	<u>7365</u>

**6 Taxation**

The company is tax exempt in Ireland as it is a registered charity CHY 8506 with regard to it's activiites.

**NATIONAL ADULT LITERACY AGENCY LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

**7 Tangible fixed assets**

	Office Equipment	Fixtures, fittings & equipment	Total
	€	€	€
<b>Cost</b>			
At 1 January 2014	111,464	26,009	137,473
Additions	4,205	-	4,205
	<hr/>	<hr/>	<hr/>
At 31 December 2014	115,669	26,009	141,678
	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>			
At 1 January 2014	98,574	26,009	124,583
Charge for the year	9,023	-	9,023
	<hr/>	<hr/>	<hr/>
At 31 December 2014	107,597	26,009	133,606
	<hr/>	<hr/>	<hr/>
<b>Net book value</b>			
At 31 December 2014	8,072	-	8,072
	<hr/>	<hr/>	<hr/>
At 31 December 2013	12,890	-	12,890
	<hr/>	<hr/>	<hr/>

<b>8 Stocks</b>	<b>2014</b>	<b>2013</b>
	€	€
Stock of stationery	12,003	1,085
Stock of books	7,432	8,025
	<hr/>	<hr/>
	19,435	9,110
	<hr/>	<hr/>

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

<b>9 Debtors</b>	<b>2014</b>	<b>2013</b>
	€	€
Trade debtors	28,440	17,575
Staff travel tickets	5,449	6,162
Prepayments and accrued income	12,500	19,892
	<hr/>	<hr/>
	46,389	43,629
	<hr/>	<hr/>

**NATIONAL ADULT LITERACY AGENCY LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

<b>10 Creditors: amounts falling due within one year</b>	<b>2014</b>	<b>2013</b>
	<b>€</b>	<b>€</b>
Credit card balance	4,462	4,127
Trade creditors	23,014	78,265
Other creditors	31,061	29,749
Accruals and deferred income	22,875	15,422
	<u>81,412</u>	<u>127,563</u>
Included in other creditors are amounts relating to taxation, as follows: P.A.Y.E. control account	<u>31,061</u>	<u>29,749</u>

**11 Accruals and deferred income**

	<b>Government grants</b>
	<b>€</b>
Balance at 1 January 2014	39,049
Grants received during the year	1,870,596
Amortisation in the year	(1,898,396)
Balance at 31 December 2014	<u>11,249</u>

Grants are deferred in respect of estimated, but specific expenditure, including monies received in 2014 for activities in 2015.

**12 Statement of movements on income and expenditure account**

	<b>Income and Expenditure Account</b>
	<b>€</b>
Total unrestricted funds at 1 January 2014	529,464
(Deficit) for the year	(20,094)
Total unrestricted funds at 31 December 2014	<u>509,370</u>



**NATIONAL ADULT LITERACY AGENCY LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

13 Reconciliation of movements in funds	2014	2013
	€	€
(Deficit)/Surplus for the financial year	(20,094)	20,971
Opening unrestricted funds	529,463	508,492
	<hr/>	<hr/>
Closing unrestricted funds	509,370	529,463
	<hr/> <hr/>	<hr/> <hr/>
14 Pension information	2014	2011
	€	€
Employer contribution to pension scheme	59,138	64,596
	<hr/>	<hr/>
	59,138	64,596
	<hr/> <hr/>	<hr/> <hr/>

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 2014**

**15 Employees**

**Number of employees**

The average monthly number of employees during the year was:

2014 Number	2013 Number
30	30

**Employment costs**

	2014 €	2013 €
Salaries	1,046,802	1,068,193
Social security costs	104,212	101,730
Other pension costs	57,112	59,138
	<u>1,208,126</u>	<u>1,229,061</u>

The number of employees whose remuneration was greater than €60,000 is 2 (2013:2). This is broken down as follows:

Salary Range	2014	2013
€60,000 to €70,000	-	-
€70,000 to €80,000	1	1
€80,000 to €90,000	-	-
€90,000 to €100,000	1	1

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

**16 Auditors' Ethical Standards**

In common with many businesses of our size and nature we engage our auditors to assist in the preparation and submission of secretarial returns.

**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 the 28/01/15

**NATIONAL ADULT LITERACY AGENCY LIMITED**

**(A COMPANY LIMITED BY GUARANTEE)**

**MANAGEMENT INFORMATION**

**FOR THE YEAR ENDED 31 DECEMBER 2014**

**NATIONAL ADULT LITERACY AGENCY LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**DETAILED TRADING AND INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

	2014		2013	
	€	€	€	€
<b>Income</b>				
Department of Education & Skills Grants	1,686,400		1,700,000	
Other Government Grants	88,279		89,448	
Other Income	159,174		114,956	
Resource Room	3,323		4,077	
Bank Interest Received	4,385		7,365	
	<u>1,941,561</u>		<u>1,915,846</u>	
 <b>Charitable Activities</b>	 1,677,797		 1,617,983	
 <b>Cost of generating funds</b>	 -		 -	
 <b>Management, Admin &amp; Governance Costs</b>	 283,858		 276,892	
	<u>(1,961,655)</u>		<u>(1,894,875)</u>	
 <b>(DEFICIT)/SURPLUS FOR THE YEAR</b>	 <u>(20,094)</u>		 <u>20,971</u>	



**NATIONAL ADULT LITERACY AGENCY LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**SCHEDULE OF MANAGEMENT , ADMIN & GOVERNANCE COSTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

	Restricted	2014 Unrestricted €	2013 Total €
<b>MANAGEMENT, ADMIN &amp; GOVERNANCE COSTS</b>			
Rent & Cleaning		139,150	144,411
Insurance		2,962	3,334
Light & Heat		7,162	6,559
Repairs & Maintenance		2,368	1,864
Telephone		13,440	13,263
Stationery & Printing		10,610	10,735
Postage & Storage		15,288	13,844
Bank Charges		1,840	1,369
Accountancy		10,997	12,850
Audit Fees		9,225	9,338
Miscellaneous		706	1,312
Professional Fees		4,480	3,250
Office Machine Maintenance		23,513	11,903
Depreciation		9,023	13,289
Executive Committee Expenses		12,525	9,516
Travel Expenses		13,113	10,582
Staff & Executive Development		7,456	9,218
Bad Debts		-	255
		<hr/>	<hr/>
		283,858	276,892
Recharge of Admin Expenses	130,809	(130,809)	(12,498)
	<hr/>	<hr/>	<hr/>
	130,809	153,049	264,394
	<hr/>	<hr/>	<hr/>