

Company Registration No. 342807 (Eire)

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

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

Directors

Edwin O'Hora
Laura Foley
Sonia Weafer
Thomas McManus
Trevor Moore
Mary Bambrick
Olive Phelan
Denis Foley (Appointed 16 April 2016)
Sandra Nicholson (Appointed 30 June 2016)
Liam Ahearn (Appointed 30 June 2016)
Louise Canavan (Appointed 30 June 2016)
Billy Molloy (Appointed 30 June 2016)

Secretary Sonia Weafer

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.

An Post
GPO,
Dublin 1.

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2016

The directors present their annual report and financial statements for the year ended 31 December 2016.

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 2016, the following work was carried out:

- We worked with SOLAS and other key stakeholders on the implementation 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 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 thousands 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 Plain English, ETB Customer Charters and the planned National Learning Forum.
- We promoted the importance of parents helping their children learn through the broadcast of "The Family Project" and developed and promoted helpmykidlearn.ie as a resource for parents.
- We advanced research in the area of adult literacy.
- We provide a plain English and editing service and promoted the importance of using plain English in government communications.

NALA is funded primarily by SOLAS and also receives additional funding from donations and membership subscriptions.

The results for the year and the financial position at the year end were considered satisfactory by the directors.

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2016

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 2017 - 2019 by:

- Building awareness of the importance of literacy for a more inclusive Ireland;
- Leading innovation in the teaching and learning of adult literacy, numeracy and basic digital skills;
- Seeking further investment in raising adult literacy and numeracy levels in Ireland.

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 Board 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. A new Constitution pursuant to the Companies Act 2014 was adopted on the 16th April 2016.

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 its Constitution.

Recruitment and Appointment of the Board

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 a Board that oversees the work.

All members of the Board give their time voluntarily and receive no financial benefits from the charity. Any expenses reclaimed from the charity are detailed in the accounts. The Board seeks to ensure that the needs of learners are appropriately reflected through the diversity of the Board. To enhance the potential pool of the Board 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 Board.

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

Organisational Structure

NALA has a Board of up to 14 directors who meet eight times a year and are responsible for the strategic direction and policy of the charity. At present, the Board has 12 directors from a variety of backgrounds relevant to the work of the charity.

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2016

A scheme of delegation is in place and day-to-day responsibility for the provision of the services rest with the CEO. The CEO 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 Board 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 3 February 2016. We based this review on an assessment of our organisational practice against the recommended actions for each principle.

Board Induction and Training

New members of the Board 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 Board 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 Board and its officers is distributed to all new members of the Board, along with the Memorandum and Articles and the latest financial statements.

The Board has three sub-committees;

- 1) Audit and Finance sub-committee
- 2) Staff and Policy sub-committee
- 3) Student sub-committee

each with their own terms of reference.

Results and dividends

The results for the year are set out on page 8.

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2016

Directors

The following directors were in office in 2016:

Edwin O'Hora	
Mairin Kenny	(Resigned 16 April 2016)
Frank Locke	(Resigned 16 April 2016)
Laura Foley	
Bernadette Hurley	(Resigned 16 April 2016)
Sonia Weafer	
Mary Hilda Cavanagh	(Resigned 16 April 2016)
Thomas McManus	
Trevor Moore	
Mary Bambrick	
Olive Phelan	
Theresa Byrne	(Resigned 4 February 2016)
Denis Foley	(Appointed 16 April 2016)
Sandra Nicholson	(Appointed 30 June 2016)
Liam Ahearn	(Appointed 30 June 2016)
Louise Canavan	(Appointed 30 June 2016)
Billy Molloy	(Appointed 30 June 2016)

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 Board 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 cost associated with maintaining an 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 is reviewed every year by the Audit and Finance sub-committee of the Board, or sooner if warranted by internal or external events or changes. Changes to the policy are recommended by the Audit and Finance sub-committee to the Board.

**NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2016**

Accounting Records

The company's directors are aware of their responsibilities under sections 281 to 285 of the Companies Act 2014 as to whether in their opinion, the accounting records of the company are sufficient to permit the financial statements to be readily and properly audited and are discharging their responsibility by employing experienced staff and ensuring that sufficient company resources are available for the task.

The accounting records are held at the company's registered office Sandford Lodge, Sandford Close, Ranelagh, Dublin 6.

Taxation status

The company is a registered charity CHY 8506.

Auditors

In accordance with the company's articles, a resolution proposing that Browne Murphy & Hughes be reappointed as auditor of the company will be put at a General Meeting.

Statement of directors' responsibilities

The directors are responsible for preparing the Annual Report and the financial statements in accordance with Irish law and regulations.

Irish company law requires the directors to prepare financial statements for each financial year. Under that law, the directors have elected to prepare the financial statements in accordance with FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland issued by the Financial Reporting Council. Under company law, the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the assets, liabilities and financial position of the company as at the financial year end date and of the surplus or deficit of the company for that financial year and otherwise comply with the Companies Act 2014.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies for the company financial statements and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- 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 ensuring that the company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets, liabilities, financial position and surplus or deficit of the company to be determined with reasonable accuracy, enable them to ensure that the financial statements and Directors' Report comply with the Companies Act 2014 and enable the financial statements to be audited. 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

.....
Trevor Moore
Director
.....

.....
Thomas McManus
Director

**NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT AUDITOR'S 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 2016 set out on pages 8 to 18. The relevant financial reporting framework that has been applied in their preparation is the Companies Act 2014 and FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland issued by the Financial Reporting Council.

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. 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 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 audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditor

As explained more fully in the Directors' Responsibilities Statement set out on , the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and otherwise comply with the Companies Act 2014. 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 annual 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 of the state of the assets, liabilities and financial position of the company as at 31 December 2016 and of its deficit for the year then ended; and
- have been properly prepared in accordance with FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland issued by the Financial Reporting Council and, in particular, the requirements of the Companies Act 2014.

Matters on which we are required to report by the Companies Act 2014

- We have obtained all the information and explanations which we consider necessary for the purposes of our audit.
- In our opinion the accounting records of the company were sufficient to permit the financial statements to be readily and properly audited.
- The financial statements are in agreement with the accounting records.
- 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 AUDITOR'S REPORT (CONTINUED)
TO THE MEMBERS OF NATIONAL ADULT LITERACY AGENCY LIMITED**

Matters on which we are required to report by exception

We have nothing to report in respect of our obligation under the Companies Act 2014 to report to you if, in our opinion, the disclosures of director's remuneration and transactions specified by sections 305 to 312 of the Act are not made.

Jon Byrne
for and on behalf of Browne Murphy & Hughes

.....

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 2016

		2016 €	2016 €	€	2015 €
	Notes	Restricted Funds €	Unrestricted Funds €	Total Funds €	Total Funds €
Incoming Resources					
Voluntary Income	2	1,907,781	211,547	2,119,328	2,057,150
Investment Income		-	395	395	981
		<u>1,907,781</u>	<u>211,942</u>	<u>2,119,723</u>	<u>2,058,131</u>
Resources Expended					
Charitable Activities		(1,522,744)	(129,977)	(1,652,721)	(1,785,837)
Management, Admin & Governance Costs		(385,053)	(89,419)	(474,472)	(286,655)
Total Resources Expended		<u>(1,907,797)</u>	<u>(219,396)</u>	<u>(2,127,193)</u>	<u>(2,072,492)</u>
Deficit for the financial year	11	<u>(16)</u>	<u>(7,454)</u>	<u>(7,470)</u>	<u>(14,361)</u>
Total comprehensive income for the year		<u><u>(16)</u></u>	<u><u>(7,454)</u></u>	<u><u>(7,470)</u></u>	<u><u>(14,361)</u></u>

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2016

	Notes	2016 €	€	2015 €	€
Fixed assets					
Tangible assets	5		9,211		12,338
Current assets					
Stocks		3,205		4,906	
Debtors	7	68,759		70,247	
Cash at bank and in hand		507,616		500,051	
		<u>579,580</u>		<u>575,204</u>	
Creditors: amounts falling due within one year	8	<u>(83,955)</u>		<u>(83,645)</u>	
Net current assets			495,625		491,559
Total assets less current liabilities			<u>504,836</u>		<u>503,897</u>
Accruals and deferred income			(17,297)		(8,888)
Net assets			<u>487,539</u>		<u>495,009</u>
Reserves					
Unrestricted Funds	11		<u>487,539</u>		<u>495,009</u>

The financial statements were approved by the board of directors and authorised for issue on
and are signed on its behalf by:

.....
Thomas McManus
Director

.....
Trevor Moore
Director

Company Registration No. 342807

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2016

	Notes	2016 €	€	2015 €	€
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	15		9,810		(17,707)
Investing activities					
Purchase of tangible fixed assets		(2,640)		(11,358)	
Interest received		395		981	
Net cash used in investing activities			(2,245)		(10,377)
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			7,565		(28,084)
Cash and cash equivalents at beginning of year			500,051		528,135
Cash and cash equivalents at end of year			<u>507,616</u>		<u>500,051</u>

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

1 Accounting policies

Company information

National Adult Literacy Agency Limited is a limited company domiciled and incorporated in Eire. The registered office is Sandford Lodge, Sandford Close, Ranelagh, Dublin 6.

1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with FRS 102 . 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 2015.

The financial statements are prepared in euros, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest €.

1.2 Income and expenditure

Income and expenses are included in the financial statements as they become receivable or due.

Expenses include VAT where applicable as the company cannot reclaim it.

1.3 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

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

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to surplus or deficit.

1.4 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2016

1 Accounting policies **(Continued)**

1.5 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition.

Stocks held for distribution at no or nominal consideration are measured at cost, adjusted where applicable for any loss of service potential.

At each reporting date, an assessment is made for impairment. Any excess of the carrying amount of stocks over its estimated selling price less costs to complete and sell is recognised as an impairment loss in profit or loss. Reversals of impairment losses are also recognised in profit or loss.

1.6 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial assets

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's statement of financial position when the company becomes party to the contractual provisions of the instrument.

Loans and receivables

Trade debtors and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method, less any impairment.

1.8 Financial liabilities

Basic financial liabilities, including creditors are classified as debt, are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

1.9 Taxation

The company has obtained exemption from the Revenue Commissioners in respect of corporation tax, it being a company not carrying on a business for the purposes of making a profit. DIRT tax is payable on any interest income received in excess of €32.

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2016

1 Accounting policies **(Continued)**

1.11 Retirement benefits

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.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease except where another more systematic basis is more representative of the time pattern in which economic benefits from the lease asset are consumed.

1.13 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 Income

The total turnover of the company for the year has been derived from its principal activity wholly undertaken in Eire.

	2016	2016	2015
	Restricted	Unrestricted	Total
	Funds	Funds	Funds
	€	€	€
Solas Core Grant	1,489,611	-	1,478,467
Solas Rent Grant	-	-	130,000
Solas National Awareness Campaign	214,183	-	175,275
Solas Writeon	203,987	-	-
Health Literacy	-	17,032	8,500
Eirgrid	-	56,700	
Plain English	-	98,784	99,609
The Wheel	-	5,475	1,628
EU Projects	-	-	5,019
PIACC Research Income	-	-	33,000
Plain Conference Income	-	-	80,290
Elinet Income	-	-	12,541
LMEFT Income	-	-	1,000
Donations	-	3,230	4,230
Miscellaneous Income	-	37	63
Membership Fees	-	21,800	18,495
LIAT Training	-	3,760	800
Conference Fees	-	6,858	5,790
Resource Room		(2,129)	2,443
	<u>1,907,781</u>	<u>211,547</u>	<u>2,057,150</u>

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2016

3	Operating deficit	2016	2015
		€	€
	Operating deficit for the year is stated after charging/(crediting):		
	Fees payable to the company's auditors for the audit of the company's financial statements	9,225	9,225
	Depreciation of tangible fixed assets	5,767	7,092
		<u> </u>	<u> </u>

4 **Employees**

The average monthly number of persons employed by the company during the year was 26 (2015 - 29).

	2016	2015
	Number	Number
Total	26	29
	<u> </u>	<u> </u>

	2016	2015
	€	€
Wages and salaries	1,015,914	1,069,145
Pension costs	47,356	51,521
	<u> </u>	<u> </u>
	<u>1,063,270</u>	<u>1,120,666</u>

The number of employees whose remuneration was greater than €60,000 is 2 (2015: 2).

This is broken down as follows:

	2016	2015
€60,000 to €70,000	1	-
€70,001 to €80,000	-	1
€80,001 to €90,000	-	-
€90,001 to €100,000	1	1

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2016

5	Tangible fixed assets	
	<i>Current financial year</i>	Office Equipment
		€
	Cost	
	At 1 January 2016	143,622
	Additions	2,640
		<hr/>
	At 31 December 2016	146,262
		<hr/>
	Depreciation and impairment	
	At 1 January 2016	131,284
	Depreciation charged in the year	5,767
		<hr/>
	At 31 December 2016	137,051
		<hr/>
	Carrying amount	
	At 31 December 2016	9,211
		<hr/> <hr/>
	At 31 December 2015	12,338
		<hr/> <hr/>

NATIONAL ADULT LITERACY AGENCY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2016

5	Tangible fixed assets	(Continued)	
	<i>Prior financial year</i>	Office Equipment	
			€
	Cost		
	At 1 January 2015		141,674
	Additions		11,362
	Disposals		(9,414)
	At 31 December 2015		<u>143,622</u>
	Depreciation and impairment		
	At 1 January 2015		133,606
	Depreciation charged in the year		7,092
	Eliminated in respect of disposals		(9,414)
	At 31 December 2015		<u>131,284</u>
	Carrying amount		
	At 31 December 2015		<u>12,338</u>
	At 31 December 2014		<u>8,072</u>
6	Financial instruments	2016	2015
		€	€
	Carrying amount of financial assets		
	Debt instruments measured at amortised cost	568,544	536,889
		<u>568,544</u>	<u>536,889</u>
	Carrying amount of financial liabilities		
	Measured at amortised cost	14,340	39,464
		<u>14,340</u>	<u>39,464</u>
7	Debtors	2016	2015
	Amounts falling due within one year:	€	€
	Trade Debtors	60,928	36,838
	Other debtors	7,831	33,409
		<u>68,759</u>	<u>70,247</u>

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8 Creditors: amounts falling due within one year

	2016	2015
	€	€
Trade creditors	9,423	37,209
Other taxation and social security	29,179	25,609
Other creditors	45,353	20,827
	<u>83,955</u>	<u>83,645</u>
	<u><u>83,955</u></u>	<u><u>83,645</u></u>

9 Deferred Income

	2016	2015
	€	€
Other deferred income	17,297	8,888
	<u>17,297</u>	<u>8,888</u>
	<u><u>17,297</u></u>	<u><u>8,888</u></u>

Deferred income is included in the financial statements as follows:

	2016	2015
	€	€
Non-current liabilities	17,297	8,888
	<u>17,297</u>	<u>8,888</u>
	<u><u>17,297</u></u>	<u><u>8,888</u></u>

10 Members' liability

The company is limited by guarantee, not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding €1.27.

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11 Income and expenditure account

	2016	2015
	€	€
At beginning of year	495,009	509,370
Deficit for the year	(7,470)	(14,361)
	<u> </u>	<u> </u>
At end of year	<u>487,539</u>	<u>495,009</u>

12 Operating lease commitments

Lessee

The company has a lease of nine years and eleven months relating to its business premises at Sandford Lodge, Sandford Close, Ranelagh, Dublin 6. There are seven months remaining on this lease and the total remaining obligations under this lease total €24,315.

13 Related party transactions

There were no related party transactions during the year which are required to be disclosed.

14 Control

The company is controlled by the board of directors.

15 Cash generated from operations

	2016	2015
	€	€
Deficit for the year after tax	(7,470)	(14,361)
Adjustments for:		
Investment income	(395)	(981)
Depreciation and impairment of tangible fixed assets	5,767	7,092
Movements in working capital:		
Decrease in stocks	1,701	14,529
Decrease/(increase) in debtors	1,488	(23,858)
Increase in creditors	310	2,233
Increase/(decrease) in deferred income	8,409	(2,361)
	<u> </u>	<u> </u>
Cash generated from/(absorbed by) operations	<u>9,810</u>	<u>(17,707)</u>

16 Approval of financial statements

The directors approved the financial statements on the