



An Chomhairle Náisiúnta Curaclaim agus Measúnachta
National Council for Curriculum and Assessment

**FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER
2016**

NATIONAL COUNCIL FOR CURRICULUM AND ASSESSMENT

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

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INFORMATION

Council Address:

35 Fitzwilliam Square
Dublin D02 KH36

Senior professional staff:

Dr Anne Looney, Chief Executive (to 1 August 2016)
Mr John Hammond, Deputy Chief Executive (Acting Chief Executive from 1 August 2016)
Arlene Forster, Deputy Chief Executive (from 1 March 2016)
Ms Majella O'Shea, Acting Deputy Chief Executive (from 1 August 2016)

**Directors,
Curriculum and Assessment:**

Mr Norman Emerson
Ms Arlene Forster (to 29 February 2016)
Mr John Halbert
Mr Patrick Sullivan
Ms Majella O'Shea, Acting Deputy Chief Executive (to 31 July 2016)
Mr Barry Slattery (from 1 March 2016)

Assistant Principal:

Mr Paul Brady

Members of the Council:

Chairperson
Deputy Chairperson
Deputy Chairperson
Association of Community and Comprehensive Schools
Association of Secondary Teachers, Ireland
Association of Secondary Teachers, Ireland
Catholic Primary Schools Management Association
Church of Ireland Board of Education
Department of Education and Skills
Department of Education and Skills
Education and Training Boards, Ireland
Foras na Gaeilge
Irish Business and Employers Confederation
Irish Congress of Trade Unions
Irish Federation of University Teachers
Irish National Teachers' Organisation
Irish National Teachers' Organisation
Joint Managerial Body for School Management in Voluntary Secondary Schools
National Association of Boards of Management in Special Education
National Association of Boards of Management in Special Education
National Parents Council Post-Primary
National Parents Council Primary
Nominee of the Minister for Children and Youth Affairs
Nominee of the Minister for Education and Skills
State Examinations Commission
Teachers' Union of Ireland
Teachers' Union of Ireland

Ms Brigid McManus
Mr Declan Kelleher
Dr Michael Redmond
Ms Áine O Sullivan
Máire Ní Chiarba, Uasal
Mr Philip Irwin
Ms Maria Spring
Ms Rosemary Eager
Pádraig Mac Fhlannchadha, Uasal (to 24 September 2016)
Ms Suzanne Dillion (from 25 September 2016)
Mr David Leahy
Pádraig Ó Duibhir, Uasal
Mr Kevin Marshall
Dr Rose Malone
Mr Michael Delargey
Dr Deirbhile Nic Craith
Ms Emma Dineen
Ms Marie-Thérèse Kilmartin
Mr John Gearty (to 29 April 2016)
Ms Patricia Harrington (from 14 September 2016)
Mr Don Myers
Ms Áine Lynch
Ms Avril McMonagle
Mr Clive Byrne
Brid Uí Riordáin, Uasal
Ms Joanne Irwin
Mr David Duffy

Bank:

Bank of Ireland
50-55 Baggot Street Lower
Dublin 2

Accountants:

Mazars
Block 3 Harcourt Centre
Harcourt Road
Dublin 2
Ireland

Web Site :

www.ncca.ie

NATIONAL COUNCIL FOR CURRICULUM AND ASSESSMENT

STATEMENT OF RESPONSIBILITIES OF THE COUNCIL

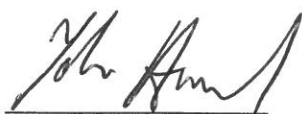
Section 46 of the Education Act 1998 requires the Council to prepare financial statements for each financial year in such form as may be approved by the Minister for Education and Skills.

In preparing those financial statements, the Council is 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 Council will continue in operation
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

The Council confirms that it has complied with the above requirements in preparing the financial statements. The Council is responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time its financial position and enable it to ensure that the financial statements comply with Irish accounting standards and applicable law. The Council is also responsible for safeguarding its assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Council



Mr John Hammond
Chief Executive



Ms Brigid McManus
Chairperson

Date: 22/12/2017

NATIONAL COUNCIL FOR CURRICULUM AND ASSESSMENT

STATEMENT ON INTERNAL FINANCIAL CONTROL

1. On behalf of the Council of the NCCA I acknowledge our responsibility for ensuring that an effective system of internal financial control is maintained and operated.
2. The system can only provide reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected in a timely period.
3. The following procedures have been put in place by the Council and are designed to provide effective internal financial control:
 - i an appropriate control environment is ensured by clearly defined management responsibilities and procedures to identify and react to control failures
 - ii a formal process to identify and evaluate organisational business risks is in place
 - iii a comprehensive planning and budgetary system is in operation and expenditure trends are reviewed on a monthly basis
 - iv procedures for addressing the financial implications of major business risks include financial instructions and notes of procedures, delegation practices such as authorisation limits approved by Council and segregation of duties between processing and approval of payments
 - v the procedures for monitoring the effectiveness of internal financial control include a system of reporting based on project codes within the financial management system, an internal audit function which operates in accordance with the Code of Practice for the Governance of State Bodies and reports to the Audit Committee.
4. The Council's monitoring and review of the system of internal financial control is informed by the work of the executive within the NCCA who have responsibility for the development and maintenance of the financial management system, the work of our internal auditors and audit committee and comments made by the Comptroller and Auditor General in his management letter and reports.
5. I confirm that in respect of the year ended 31st December 2016, the Council conducted a review of the effectiveness of the system of internal financial controls.

On behalf of Council



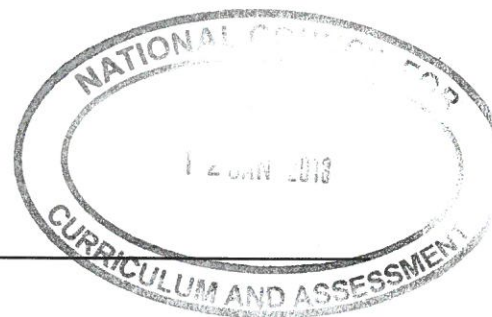
Ms Brigid McManus
Chairperson

Date: 22/12/2017



Comptroller and Auditor General

Report for presentation to the Houses of the Oireachtas



National Council for Curriculum and Assessment

I have audited the financial statements of the National Council for Curriculum and Assessment for the year ended 31 December 2016 under the Education Act 1998. The financial statements comprise the statement of income and expenditure and retained revenue reserves, the statement of financial position, the statement of cash flows and the related notes. The financial statements have been prepared in the form prescribed under Section 46 of the Act, and in accordance with generally accepted accounting practice.

Responsibilities of the Members of the Council

The Council is responsible for the preparation of the financial statements, for ensuring that they give a true and fair view and for ensuring the regularity of transactions.

Responsibilities of the Comptroller and Auditor General

My responsibility is to audit the financial statements and to report on them in accordance with applicable law.

My audit is conducted by reference to the special considerations which attach to State bodies in relation to their management and operation.

My audit is carried out in accordance with the International Standards on Auditing (UK and Ireland) and in compliance with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of 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 Council's circumstances, and have been consistently applied and adequately disclosed
- the reasonableness of significant accounting estimates made in the preparation of the financial statements, and
- the overall presentation of the financial statements.

I also seek to obtain evidence about the regularity of financial transactions in the course of audit.

Opinion on the financial statements

In my opinion, the financial statements:

- give a true and fair view of the assets, liabilities and financial position of the National Council for Curriculum and Assessment as at 31 December 2016 and of its income and expenditure for 2016; and
- have been properly prepared in accordance with generally accepted accounting practice.

In my opinion, the accounting records of the Council were sufficient to permit the financial statements to be readily and properly audited. The financial statements are in agreement with the accounting records.

Matters on which I report by exception

I report by exception if I have not received all the information and explanations I required for my audit, or if I find

- any material instance where money has not been applied for the purposes intended or where the transactions did not conform to the authorities governing them, or
- the statement on internal financial control does not reflect the Council's compliance with the Code of Practice for the Governance of State Bodies, or
- there are other material matters relating to the manner in which public business has been conducted.

I have nothing to report in regard to those matters upon which reporting is by exception.

Patricia Sheehan
For and on behalf of the
Comptroller and Auditor General
22 December 2017

NATIONAL COUNCIL FOR CURRICULUM AND ASSESSMENT

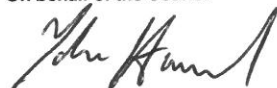
STATEMENT OF INCOME AND EXPENDITURE AND RETAINED REVENUE RESERVES
FOR THE YEAR ENDED 31 DECEMBER 2016

	Notes	2016 €	2015 €
Income			
Department of Education and Skills grants and other income	3	4,814,947	4,401,823
Transfer (to) / from Capital Account	10	(31,394)	9,607
		<u>4,783,553</u>	<u>4,411,430</u>
Expenditure			
Staff Costs	4	3,164,382	3,124,090
Administration and Projects Costs	5	1,565,017	1,304,741
		<u>4,729,399</u>	<u>4,428,831</u>
Surplus / (Deficit) for the year		54,154	(17,400)
Retained revenue reserves at 1 January		<u>(70,212)</u>	<u>(52,812)</u>
Retained revenue reserves at 31 December		<u>(16,058)</u>	<u>(70,212)</u>

The Statement of Income and Expenditure and Revenue Reserves includes all gains and losses recognised in the year.

The Statement of Cash Flows and notes 1 to 14 form part of these Financial Statements.

On behalf of the Council



Mr John Hammond
Chief Executive



Ms Brigid McManus
Chairperson

Date: 22/12/2017

NATIONAL COUNCIL FOR CURRICULUM AND ASSESSMENT
STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2016


	Notes	2016	2015
		€	€
Property, Plant and Equipment	7	<u>86,164</u>	<u>54,770</u>
Current Assets			
Cash and Cash equivalents		113,157	64,797
Receivables and Prepayments	8	<u>38,870</u>	<u>67,645</u>
		152,027	132,442
Current Liabilities			
Payables and Accruals	9	<u>(168,085)</u>	<u>(202,654)</u>
Net Current Assets / (Liabilities)		<u>(16,058)</u>	<u>(70,212)</u>
Net Assets / (Liabilities)		<u><u>70,106</u></u>	<u><u>(15,444)</u></u>
Represented By:			
Capital Account	10	86,164	54,768
Retained revenue reserves		<u>(16,058)</u>	<u>(70,212)</u>
		<u><u>70,106</u></u>	<u><u>(15,444)</u></u>

The Statement of Cash Flows and notes 1 to 14 form part of these Financial Statements.

On behalf of the Council



Mr John Hammond
Chief Executive



Ms Brigid McManus
Chairperson

Date: 22/12/2017

NATIONAL COUNCIL FOR CURRICULUM AND ASSESSMENT

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2016

	Notes	2016	2015
		€	€
Reconciliation of operating surplus / (deficit) to net cash inflow from operating activities			
Operating surplus / (deficit) for the year		54,154	(17,400)
Depreciation	7	50,630	40,669
Transfer to / (from) Capital Account	10	31,394	(9,607)
(Increase) / decrease in receivables	8	28,775	(49,733)
Increase / (decrease) in payables	9	(34,569)	86,572
Net cash inflow from operating activities		<u>130,384</u>	<u>50,501</u>
Cashflow from investing activities			
Payments to acquire Property, Plant and Equipment	7	(82,024)	(31,062)
Increase in cash and cash equivalents		<u>48,360</u>	<u>19,439</u>
Cash and cash equivalents at 1 January		64,797	45,358
Cash and cash equivalents at 31 December		<u>113,157</u>	<u>64,797</u>
Increase in cash and cash equivalents		<u>48,360</u>	<u>19,439</u>

NATIONAL COUNCIL FOR CURRICULUM AND ASSESSMENT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

1 Background note on NCCA

The National Council for Curriculum and Assessment was established on 12 July 2001 under Section 39 of the Education Act, 1998. The brief of the Council as outlined in the Education Act, is to advise the Minister for Education and Skills on matters relating to the curriculum for early childhood education, primary and post-primary schools and the assessment procedures employed in schools and examinations on subjects which are part of the curriculum

The Council is a representative structure, the membership of which is determined by the Minister for Education and Skills. The 25-member Council comprises nominees of the partners in education, industry and trade union interests, parents' organisations and one nominee each of the Minister for Education and Skills and the Minister for Children and Youth Affairs. The Minister appoints the Chairperson.

2 Accounting Policies

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

2.1 Basis of Preparation

The financial statements have been prepared in compliance with Financial Reporting Standard 102 "The Financial Reporting Standard Applicable in the UK and Republic of Ireland" ("FRS102"). The financial statements have been prepared on the accruals basis of accounting in accordance with generally accepted accounting principles and under the historical cost convention.

The financial statements of the Council are presented in Euro ("€") which is also the functional currency of the Council.

The Council is of the opinion that there are no critical judgements that have a significant impact on the amounts recognised in the financial statements.

2.2 Oireachtas Grants

Grants from the Department of Education and Skills are accounted for on a cash receipt basis.

State grants for capital expenditure (including grants for recurrent purposes utilised for the purchase of equipment and minor works) are transferred to the Capital Account in the year in which the expenditure is incurred and are credited to income over the estimated useful lives of the related assets.

Other Income shown in the financial statements represents the actual receipts in the period.

NATIONAL COUNCIL FOR CURRICULUM AND ASSESSMENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

2.3 **Tangible Fixed Assets**

Tangible fixed assets are stated at cost or valuation less accumulated depreciation.

Depreciation is provided on a straight line basis at rates which are estimated to reduce the assets to realisable values by the end of their expected useful lives as follows:

Computer Equipment	33.33%
Office Equipment	20%
Office Furniture	10%

2.4 **Foreign Currencies**

Transactions in currencies other than Euro are recorded at the rate ruling at the date of the transaction or at a contracted rate. Monetary assets and liabilities are translated into Euro at the balance sheet rate or a contracted rate. Exchange differences are dealt with in the statement of income and expenditure and retained revenue reserves.

2.5 **Capital Account**

The Capital Reserve represents the unamortised portion of income applied for capital purposes. Tangible assets are funded from current revenue. This funding is transferred to the capital account, which is amortised in line with depreciation of tangible assets. The net funding transferred to the capital account and related amortisation is recorded in the Statement of Income and Expenditure and Retained Revenue Reserves.

2.6 **Retirement Benefits**

NCCA staff are normally recruited from the established civil service or by way of secondment. Their staff members are already members of a pension scheme and as such the council has no liability in this regard.

There are currently three NCCA staff members employed on short term contracts that are members of the Single Public Pensions Scheme in accordance with the Public Service Pension (single Scheme and Other Provisions) Act 2012. The Council makes the necessary deductions from salaries for staff who are part of the scheme. Contributions are paid to the Department of Public Expenditure and Reform.

Benefits accruing to the Single Scheme members at 31 December 2016 are not considered material and have not been included on these financial statements.

NATIONAL COUNCIL FOR CURRICULUM AND ASSESSMENT

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016**

2.7 Operating Leases

Rental expenditure under operating leases is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves over the life of the lease. Expenditure is recognised on a straight line basis over the lease period, except where there are rental increases linked to the expected rate of inflation, in which case the increases are recognised when incurred. Any lease incentives received are recognised over the life of the lease.

2.8 Employee benefits

Short-term benefits such as holiday pay are recognised as an expense in the year and benefits that are accrued at year-end are included in the Payables figure in the Statement of Financial Position.

3 Income

	2016	2015
	€	€
Department of Education and Skills (DES) grants	4,684,061	4,341,053
A11.1 Department of Education and Skills	<u>4,684,061</u>	<u>4,341,053</u>
Other Income		
EU KeyCoNet Project	-	14,476
Deposit interest	18	18
DES - GMGY Project	-	10,790
EU Folio Project	-	2,049
Leadership for Learning	10,000	-
Dept of Children and Youth Affairs - Aistear/ Siolta Project	89,341	-
COGG refund for Shared Services	20,334	33,436
European Schoolnet CoLab Partnership (European Commission)	11,193	-
	<u>130,886</u>	<u>60,769</u>
Total Income	<u>4,814,947</u>	<u>4,401,823</u>

NATIONAL COUNCIL FOR CURRICULUM AND ASSESSMENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

4 Salary Costs	2016	2015
The staff costs of the Council comprises	€	€
Salaries and wages	3,053,405	2,982,357
Travel and subsistence - Staff:	-	
Travel and subsistence - Local	24,088	47,076
Travel and subsistence - Foreign	20,243	19,970
Staff development, health and safety expenses	66,646	66,704
	<u>3,164,382</u>	<u>3,116,107</u>

€16,392 (2015: €18,484) was deducted from staff by way of pension related deduction and was paid over to the Department of Education and Skills. The pension related deduction in respect of staff on secondment is deducted by the staff members' parent employer.

The average number of persons employed by the Council during the period was 32.5 (2015: 30).

The Council's employment control framework figure for 2016 was 37 (2015: 33).

Range of total employee benefits		Number of Employees	
From	To	2016	2015
€60,000	- €69,999	4	3
€70,000	- €79,999	5	3
€80,000	- €89,999	6	3
€90,000	- €99,999	4	7
€100,000	- €109,999	2	2
€110,000	- €119,999	1	1

NATIONAL COUNCIL FOR CURRICULUM AND ASSESSMENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

5 Expenditure	2016 €	2015 €
Administration and Projects Costs		
Research:		
Research fees	209,056	50,909
Reference books, documents and subscriptions	46,371	32,703
Consultation expenses	55,864	20,073
Curriculum development & promotion:		
Publications and digital media	103,736	59,670
General advertising, design and photography	33,405	92,808
Conference expenses	38,480	3,645
School Networks	11,055	41,113
Room hire and catering, including hospitality	120,761	103,185
Travel and subsistence - Council Members		
Travel and subsistence - Council Members	11,925	8,901
Committee travel and subsistence	142,487	92,661
Information Technology:		
Information technology	264,015	308,685
Office and related costs:		
Rent rates, security and storage	217,329	201,122
Office equipment and repairs and maintenance	36,474	38,351
Telephone, postage, stationery	105,367	111,604
Light and heat	31,505	27,918
Cleaning	29,970	32,175
Professional Fees:		
Accountancy and other professional fees	42,251	34,803
Audit fee	13,500	11,000
Other Expenses:		
Bank charges	836	730
Depreciation	50,630	40,669
	1,565,017	1,312,724

	2016	2015
<u>Breakdown of travel and subsistence - Council Members:</u>		
Mr Michael Delargey	1,489	-
Ms Rosemary Eager	225	66
Mr John Gearty	-	37
Ms Patricia Harrington	1,024	-
Ms Christina Henehan	-	279
Ms Joanne Irwin	-	667
Mr Declan Kelleher	1,967	2,300
Mr David Leahy	2,038	-
Ms Avril McMonagle	1,430	842
Mr Jim Moore	-	1,697
Mr Don Myers	2,893	2,133
Dr Deirbhile Nic Craith	-	32
Mr Michael O'Brien	-	753
Sr Betty O'Riordan	-	94
Ms Aine O'Sullivan	330	
Ms Maria Spring	529	
	11,925	8,901

NATIONAL COUNCIL FOR CURRICULUM AND ASSESSMENT

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016**

5 Expenditure (continued)

There were no grant payments made to schools and settings in 2016. Included in School Networks for 2015 above is an amount of €15,000 in respect of grant payments made to 35 schools and settings to support work in early childhood, primary and post-primary networks.

€2,526 (2015 €1,499) was paid to the Executive in the year for the use of home broadband

In 2016, Committee travel and subsistence includes no foreign travel (2015: €0).

Hospitality costs amounted to €2,296 in 2016.

6 Director's Fees and Salary of the Chief Executive

Members of the Council act entirely in a voluntary capacity and no fees were paid to members of the Council in 2016.

The Chief Executive was granted a secondment from 1 August 2016 to act as Interim Chief Executive of the Higher Education Authority (HEA). Her salary paid to 31 July, 2016 was €78,424 (2015: €35,747). No bonus payments were made. She recouped expenses of €2,512 in 2016 (2015: €623).

The Chief Executive is a member of an unfunded defined benefit public sector scheme and her pension entitlements do not extend beyond standard entitlements in the public sector defined benefit superannuation scheme. Her salary comprises a salary based on the teachers' common basic scale and an additional allowance. There are no pension benefits associated with the latter.

The Acting Chief Executive was appointed from 2nd August, 2016. His salary from 2nd August, 2016 was €44,343. He also acted as Chief Executive to 7 September 2015. His salary as Acting Chief Executive in 2015 was €68,977. No bonus payments were made. He recouped expenses of €2,222 (2015: €2,878).

The Acting Chief Executive is a member of an unfunded defined benefit public sector scheme and his pension entitlements do not extend beyond standard entitlements in the public sector defined benefit superannuation scheme.

7 Property, Plant and Equipment	Office Furniture €	Office Equipment €	Computer Equipment €	Total €
Cost				
1 January 2016	81,036	93,758	455,080	629,874
Additions	16,473	-	65,551	82,024
As at 31 December 2016	97,509	93,758	520,631	711,898
Depreciation				
1 January 2016	72,864	93,471	408,769	575,104
Charge for the period	2,359	95	48,176	50,630
As at 31 December 2016	75,223	93,566	456,945	625,734
At 31 December 2016	22,286	192	63,686	86,164
At 31 December 2015	8,172	287	46,311	54,770

8 Receivables and Prepayments

	2016 €	2015 €
Trade Debtors	16,418	44,174
Prepayments	22,452	23,471
	38,870	67,645

NATIONAL COUNCIL FOR CURRICULUM AND ASSESSMENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

9	Payables and Accruals	2016			2015
		€			€
	Trade creditors	303			94,996
	Other creditors	10,577			25,839
	Accruals	157,205			81,819
		<u>168,085</u>			<u>202,654</u>

10	Capital Account	2016	2016	2015	2015
		€	€	€	€
	Balance at 1 January		54,770		64,377
	Funds allocated to acquire fixed assets	82,024		44,923	
	Amortisation in line with depreciation	(50,630)		(54,530)	
			<u>31,394</u>		<u>(9,607)</u>
	Balance at 31 December		<u>86,164</u>		<u>54,770</u>

11 Council members' interests

The Council adopted procedures in accordance with guidelines issued by the Department of Finance in relation to the disclosure of interests by Council members and these procedures have been adhered to in the year. There were no transactions in the year in relation to the Council's activities in which Council members had any beneficial interest.

12 Rental Obligations

On 5th July 2013, the NCCA entered into a lease agreement to 27th April 2024, with the National Transport Authority in relation to office accommodation at 35 Fitzwilliam Square, Dublin 2. The annual rent is €80,000.

The Office of Public Works have also provided office accommodation for an advance party under the Government's Decentralisation Programme at James Fintan Lawlor Avenue, Portlaoise, Co. Laois, for which no rent was payable by NCCA. The OPW entered into a renewed 10 year lease on this accommodation on NCCA's behalf from 1st April, 2014 for an annual rent of €50,000 which is payable by the NCCA.

13 Operating Lease commitments

At 31 December 2016, the Council had outstanding commitments under operating leases that fall due as follows:

	2016	2015
	€	€
Expiry date:		
Within 1 year	130,000	144,033
Between 2 and 5 years	520,000	520,033
After more than 5 years	<u>299,167</u>	<u>509,167</u>

14 Approval of Financial Statements

The financial statements were approved by the Council on 4th May 2017.