



# Waterford County Enterprise Board Annual Report 2008



Ireland's EU Structural Funds  
Programmes 2007 - 2013

Co-funded by the Irish Government  
and the European Union



Waterford County  
Enterprise Board

## Contents

Page 3	Chairman's Statement
Page 5	Financial Assistance Approval and Payments
Page 8	Financial Statements
Page 8	Board Membership and General Information
Page 9	Director's Report
Page 11	Statement on the System of Internal Financial Control
Page 12	Report of the Comptroller and Auditor General
Page 14	Statement of Accounting Policies
Page 16	Income and Expenditure
Page 17	Balance Sheet
Page 18	Notes to the Financial Statements

## Chairman's Statement



**As Chairman of the Waterford County Enterprise Board, it gives me great pleasure to present the Annual Report for 2008.**

2008 was a difficult year for business as the effects of the global downturn reached all business sectors. The construction industry contracted significantly with knock-on effects for the engineering sector in the County. Unemployment figures increased in 2008 following years of employment growth. Client companies of the Board were hit by the downturn and overall 77 jobs were lost during the year. The Board has made every effort to support clients in difficult economic circumstances. However business continues and there will always be some opportunities for new business to develop. In 2008 the Board allocated €583,172 to 21 projects. This included an allocation of €200,000 in respect of the proposed Dungarvan Enterprise Centre.

384 companies or individuals took part in a diverse range of management skills programmes this year that included strategic marketing, financial planning and control, sales and customer services and human resources management.

The Board continued to support the Network for Women in Business with 17 active members.

In addition, assistance was given to a variety of companies to bring their products to both national and international markets. This was achieved by supporting participation in shows such as Showcase for designer/makers and in the Shop exhibition for food companies.

Once again, the Student Enterprise Scheme was a great success and Waterford had a total of 330 students taking part. The promotion of entrepreneurship continues to be a major objective of the Board and it is encouraging to see that all schools in the County participate in this Programme. A new initiative [www.businessgame.ie](http://www.businessgame.ie) was introduced to schools in Waterford in 2008.

The 'Spirit of Enterprise' programme which is designed to encourage entrepreneurship in the region was held in October 2008. Special mentoring and training sessions were held around the county and 208 people attended a networking event which was addressed by David Williams, Economist as keynote speaker.

The Board would like to thank the Members of the Evaluation Committee who have given time and commitment in consideration of each project submitted for assistance and to the Chief Executive Officer and his Staff for their continued contribution to business in the County.

The Board is committed to the provision of quality supports to assist business in this difficult economic climate.

A handwritten signature in black ink, appearing to read 'Ray O'Dwyer'. The signature is stylized and written over a horizontal line.

**Ray O'Dwyer, Chairman**

## Customer Charter

**The objective of the Waterford County Enterprise Board with regard to customer service, is to discharge the duties and functions entrusted to it by the Minister for Enterprise Trade and Employment in accordance with the Operating Agreement signed between the County Enterprise Board and the Minister for Enterprise Trade and Employment in an efficient and professional manner.**

The Waterford County Enterprise Board is governed by the “Code of Practice for the Governance of State Bodies” which ensures that customers and the public in general are afforded an excellent service, decisions are made fairly without bias, CEB staff observe the highest standard of business ethics and that no actions of the CEB staff shall ever weaken the public's faith in the integrity of the CEB.

This Code applies to Directors of the Board, Evaluation Committee members and employees of the Board. When you are dealing with the Enterprise Board, staff will seek to ensure that you are fully informed of all services and supports and that you are facilitated in gaining proper access to these services and supports.

### **Courtesy and Helpfulness:**

You can expect that in all your contacts and dealings with the County Enterprise Board to be:

- at all times dealt with by the staff in a courteous and helpful manner;
- given the name of the staff member with whom you are dealing;
- directed to the appropriate staff member dealing with your enquiry.

### **Information:**

You can expect that in all your contacts and dealings with the County Enterprise Board to be:

- given full and accurate information in relation to any query you may raise.

### **Efficiency:**

You can expect that in all your contacts and dealings with the County Enterprise Board to have:

- your query dealt with in a speedy and efficient manner, while recognising the need to keep to the minimum any cost which you might necessarily have to incur.

### **Privacy and Confidentiality:**

You can expect that in all your contacts and dealings with the County Enterprise Board to have:

- all information, both personal and business, provided by you dealt with in total confidence.

### **Redress:**

You can expect that in all your contacts and dealings with the Waterford County Enterprise Board that any legitimate complaint will be dealt with speedily and sympathetically and in accordance with the Board's Client Care and Complaints Procedures. These procedures are without prejudice to an individual's normal rights in law or to any independent review systems that might be put in place.



**Gerard Enright, Chief Executive Officer**

## Financial Assistance Approvals 2008

### *Capital Grants Approved in 2008*

<b>Firm</b>	<b>Product/Service</b>	<b>Amt. Approved €</b>
Billy Butler	Adventure Centre	15,300
Barron's Bakery	Bakery	30,000
Ocean Telecommunications Ltd	Broadband Provider	30,000
Peter Flanagan	Hurley Manufacture	20,000
Elizabeth & Mike Healy	Food Production	13,000
Rally Connection Ltd	Rally School	55,000
Neon Communications Solutions Ltd	Software Development	10,000
Brendan Glody	Tourist Angling	1,250
O'Flynn Foods Ltd	Food Production	19,000
Dungarvan Community Enterprise Centre Ltd	Enterprise Centre	200,000
David Power	Recycling	75,000
Jeff Allen	Elite Paintball	5,000
Sharon Barker	Food Production	6,337
Shane Molloy	Product Design Service	5,785
<b>Total</b>		<b>485,672</b>

### *Employment Grants Approved in 2007*

<b>Firm</b>	<b>Product/Service</b>	<b>Amt. Approved €</b>
Carol Ann McCarthy	Software Development	37,500
Andrew Balestrieri	Tropical Fish	7,500
Biocide Ltd	Chemical Database	15,000
Exigent Networks Integration Ltd	Network Services	7,500
Sabrina Douglas	Blind Manufacture	7,500
Mary Rockett	Facility for Disabled	7,500
Colm Breslin	Respite Centre	15,000
<b>Total</b>		<b>97,500</b>

***Total Financial Assistance Approved in 2007: €583,172***

## Financial Assistance Payments 2008

### *Capital Assistance Paid in 2008*

<b>Firm</b>	<b>Amount Paid €</b>
Glenwood Design	2,750
Maria Power	20,000
O'Flynn Foods Ltd	19,000
Elizabeth & Michael Healy	11,881
Denis Murray	4,930
Barron's Bakery	30,000
Elaine Sarah Comerford	2,112
Neon Communications Solutions Ltd	4,500
Freedom Adventure Ltd	15,183
Rally Connection Ltd	55,000
Ocean Telecommunications Ltd	20,362
Sasta Hardware Ltd	33,795
Peter Flanagan	2,715
Sunstream Energy Ltd	10,599
<b>Total</b>	<b>232,827</b>

### *Employment Assistance Paid in 2008*

<b>Firm</b>	<b>Amount Paid €</b>
Brendan Griffin	3,750
Mary Rockett	3,750
<b>Total</b>	<b>7,500</b>

### *Feasibility Study Assistance Paid in 2008*

<b>Firm</b>	<b>Amount Paid €</b>
Knockanore Farmhouse Cheese	5,000
<b>Total</b>	<b>5,000</b>

### *Preference Shares Paid in 2008*

<b>Firm</b>	<b>Amount Paid €</b>
Celsus Solutions	36,000
<b>Total</b>	<b>36,000</b>

**Total Financial Assistance Paid in 2008: €281,327**

**Details of Financial Assistance Approved by Type 2008**

Grant Type	Amt. Approved	No. of Projects	% of Total
Capital	485,672	14	83
Employment	97,500	7	17
<b>Totals</b>	<b>583,172</b>	<b>21</b>	<b>100%</b>

**Details of Financial Assistance Approved on a Sectoral Basis 2008**

Sector	No. of Projects	Amt. of Funding	Average Grant
Services	13	212,335	16,333
Manufacturing	7	170,837	24,405
Enterprise Centre	1	200,000	200,000
<b>Totals</b>	<b>21</b>	<b>583,172</b>	<b>27,770</b>

**% of Financial Assistance Refundable/Non-Refundable**

	Amount	% of total
Non-Refundable	340,961	58
Refundable	242,211	42
<b>Total</b>	<b>583,172</b>	<b>100%</b>

**Profile of Applicants**

Status	Percentage
Male	62%
Female	33%
Female/Male in Partnership	5%
<b>Total</b>	<b>100%</b>

**Number of Start-Up Versus Expansion of Existing Companies**

Status	No.
Start-up	10
Expansion	11
<b>Total</b>	<b>21</b>

**Employment Status of Applicants at Start-Up**

Status	No.	Percentage
Self-employed	2	20%
Unemployed	8	80%
Employed	-	-
<b>Total</b>	<b>10</b>	<b>100%</b>

## Financial Statement

*For the year ended 31 December 2008*

**Board Members** Mr. Ray O'Dwyer, Chairman  
Mr. Billy Kyne, MCC  
Mr. Tony Mansfield  
Mr. Hugh O'Rourke (retired January 2008)  
Mr. Martin Doyle (appointed February 2008)  
Ms. Eleanor Kiely  
Mr. Michael Holland  
Mr. Eamon McGettigan  
Mr. Damien Geoghegan, MCC  
Mr. Liam Brazil, MCC  
Mr. Kevin Wilkinson, MCC (appointed February 2008)  
Ms. Geraldine Veale  
Ms. Ann Marie Rossiter

**Secretary** Gerard Enright

**Chief Executive Officer** Gerard Enright

**Registered Office** The Courthouse  
Dungarvan  
Co. Waterford.

**Auditors** Comptroller and Auditor General  
Treasury Building  
Dublin Castle  
Dublin 2.

**Bankers** Allied Irish Bank  
3 TF Meagher Street  
Dungarvan  
Co. Waterford.

**Solicitors** Lanigan and Curran  
Solicitors  
Cross Bridge Street  
Dungarvan  
Co. Waterford.

## Directors' Report

### *For the year ended 31 December 2008*

#### **Principal Activities:**

Waterford County Enterprise Board is a local economic development agency for the administrative County of Waterford. The Board provides assistance to small enterprise, within the context of its Enterprise Plan. Principal activities include:

- (i) Creating enterprise awareness and developing an enterprise culture.
- (ii) Provision of Business Information, Advice, Counselling and Mentoring Support.
- (iii) Financial Assistance.
- (iv) Management Development Training.

#### **Highlights of the Year:**

Highlights of the period for the Board include:

- Financial assistance of €281,327, paid to 21 projects.
- Companies assisted by the Board experienced a reduction of 77 jobs during 2008, arising from the economic downturn.
- 330 Second level students took part in the Student Enterprise Programme in County Waterford and students from Blackwater Community College, Lismore won the Senior Category in the County Final.
- 384 Companies or individuals took part in diverse programmes including mentoring, training, financial management and marketing.
- 3 Businesses were assisted in bringing their products to the National and International markets through the Board's participation in Showcase.
- The Board continued to support Network for Women in Business with 12 members.
- 64 Businesses attended a business network event with Brody Sweeney as a keynote speaker and another 208 businesses attended a network event with David McWilliams as keynote speaker.
- 50 participants attended eBay Ireland Academy event.
- The Board established a Craft Incubation Centre in Kilmacthomas in conjunction with County Waterford VEC.
- To assist with the development of an enterprise culture in education an online business simulation game [www.businessgame.ie](http://www.businessgame.ie) was developed. A student enterprise workbook and a new website were developed for the Student Enterprise Awards and a study of enterprise education at primary level was commissioned.

#### **Results:**

Details of the accounting results for the year are set out in the financial statements and in the related notes on pages 9 to 15.

## Directors' Report

### *For the year ended 31 December 2008*

#### **Health and Safety**

The well being of the Board's employees is safeguarded by reference to the requirements of the Safety, Health and Welfare at Work Act 2005.

#### **Auditors**

The Comptroller and Auditor General is responsible for the audit of the Board in accordance with Section 5 of the Comptroller and Auditor General (Amendment) Act 1993.

#### **Statement of Directors' Responsibilities**

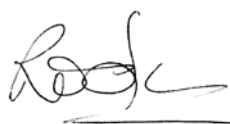
Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the income and expenditure for that year. In preparing those financial statements, the directors are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the statements on a going concern basis unless that basis is inappropriate.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

The directors are responsible for keeping proper books of account 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 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the detection of fraud and other irregularities.

#### **Books of Account**

To ensure that proper books and accounting records are kept in accordance with Section 202 of the Companies Act 1990, the Company maintained appropriate accounting systems. The books of accounts are located at the company's registered office.



**Ray O'Dwyer, Chairman**



**Billy Kyne, Director**

## System of Internal Financial Control

On behalf of the Board of Directors of Waterford County Enterprise Board Ltd., we acknowledge our responsibilities for ensuring that an effective system of internal financial control is maintained and operated.

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.

### Key Control Procedures

The Board has taken steps to ensure an appropriate control environment by

- clearly defining management responsibilities;
- establishing formal procedures for reporting significant control failures and ensuring appropriate corrective action.

The Board has established processes to identify and evaluate business risks by

- identifying the nature, extent and financial implications of risks facing the Board including the extent and categories which it regards as acceptable;
- assessing the likelihood of identified risks occurring;
- assessing the Board's ability to manage and mitigate the risks that do occur;
- assessing the costs of operating particular controls relative to the benefits obtained.

The system of internal financial control is based on a framework of regular management information, administrative procedures including segregation of duties (in as much as staff levels allow), and a system of delegation and accountability. In particular it includes:

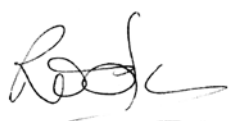
- comprehensive budgeting system with an annual budget agreed by the Board of Directors;
- reviews by the Board of Directors of financial performance against forecasts;
- setting targets to measure performance.

To date the Board's monitoring and review of the effectiveness of the system of internal financial control has relied on the work of the executives employed by the Board who have responsibility for the development and maintenance of the financial control framework and also on an annual internal audit and review of the system of internal financial control conducted by an Internal Auditor appointed by the Board. The review is also informed by management letters issued following the audit.

### Annual Review of Controls

I confirm that the Board carried out a review of the system of internal financial controls for 2008.

Signed on behalf of the Board



**Ray O'Dwyer, Chairman**



**Billy Kyne, Director**

## **WATERFORD COUNTY ENTERPRISE BOARD LIMITED**

### **Report of the Comptroller and Auditor General for presentation to the Houses of the Oireachtas**

I have audited the financial statements of Waterford County Enterprise Board Limited for the year ended 31 December 2008 under the Comptroller and Auditor General (Amendment) Act, 1993.

The financial statements, which have been prepared under the accounting policies set out therein, comprise the Statement of Accounting Policies, the Income and Expenditure Account, the Balance Sheet and the related notes.

#### **Respective Responsibilities of the Directors and the Comptroller and Auditor General**

The Directors' responsibilities for preparing the financial statements in accordance with applicable law and Generally Accepted Accounting Practice in Ireland are set out in the Directors' Report. The Directors are also responsible for ensuring the regularity of transactions.

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

I report my opinion as to whether the financial statements give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland and are properly prepared in accordance with the Companies Acts 1963 to 2009. I also report whether in my opinion proper books of account have been kept by the Company; and whether the information given in the Directors' Report is consistent with the financial statements. In addition, I state whether I have obtained all the information and explanations necessary for the purposes of my audit, and whether the financial statements are in agreement with the books of account.

I report any material instance where moneys have not been applied for the purposes intended or where the transactions do not conform to the authorities governing them.

I review whether the Statement on Internal Financial Control reflects the Company's compliance with the Code of Practice for the Governance of State Bodies and report any material instance where it does not do so, or if the statement is misleading or inconsistent with other information of which I am aware from my audit of the financial statements. I am not required to consider whether the Statement on Internal Financial Control covers all financial risks and controls, or to form an opinion on the effectiveness of the risk and control procedures.

I read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the financial statements.

### **Basis of audit opinion**

In the exercise of my function as Comptroller and Auditor General, I conducted my audit of the financial statements in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board and by reference to the special considerations which attach to State bodies in relation to their management and operation. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures and regularity of the financial transactions included in the financial statements. It also includes an assessment of the significant estimates and judgments made in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Company's circumstances, consistently applied and adequately disclosed.

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

Without qualifying my opinion, I draw attention to the Accounting Policy on pensions which explains why the provisions of Financial Reporting Standard 17 have not been implemented.

### **Opinion**

In my 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 at 31 December 2008 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with the Companies Acts 1963 to 2009.

I have obtained all the information and explanations that I consider necessary for the purpose of my audit. In my opinion proper books of account have been kept by the Company. The financial statements are in agreement with the books of account.

In my opinion, the information given in the Directors' Report is consistent with the financial statements.



**Gerard Smyth**  
**For and on behalf of the**  
**Comptroller and Auditor General**

31 August 2009

## Statement Of Accounting Policies

### 1. Basis of Accounting

The financial statements have been prepared under the accruals method of accounting and in accordance with generally accepted accounting principles under the historical cost convention. Financial Reporting Standards recommended by the recognised accounting bodies are adopted as they become operative.

### 2. Fixed Assets and Depreciation

Fixed assets are stated at their historical cost or valuation less accumulated depreciation.

Depreciation is charged to the income and expenditure account, on a straight line basis, at the rates set out below, so as to write off the assets, adjusted for estimated residual value, over their expected useful lives.

Furniture	12.5%
Office Equipment	20%

### 3. Oireachtas Grants

Oireachtas Grants are accounted for on an accruals basis. Oireachtas Grants are provided by Enterprise Ireland on behalf of the Minister for Enterprise, Trade and Employment.

### 4. Grants Payable

Grants are accrued in the financial statements when the grantees have complied with stipulated conditions.

### 5. Capital Account

The Capital Account represents the unamortised value of income used for capital purposes.

### 6. Deferred Income

Refundable aid may take the form of repayable grants or investments in Preference or Ordinary Shares. Amounts received, inclusive of any interest or gains, may only be used to make further payments under Measure 1. As refunds depend on the performance of the enterprise, they are taken into account only when received. Recognition of such receipts as income is deferred pending their reallocation as Measure 1 expenditure.

### 7. Superannuation

Section 10(4)(g) of the Industrial Development Act 1995 provides that County Enterprise Boards may employ such personnel (including a chief executive officer) in such manner and on such

terms as have been approved by the minister (with the consent of the Minister for Finance) as the Board may think desirable or necessary for the furtherance of its objectives.

The Minister for Enterprise, Trade and Employment, with the consent of the Minister for Finance, approved the introduction of Superannuation and associated Spouses and Childrens Superannuation Schemes for the Board. Superannuation Schemes for staff of the board were introduced in 2008 and pending formal approval, the Minister for Enterprise, Trade and Employment, with the consent of the Minister for Finance, has authorised the Board to operate the schemes, based on the Model Superannuation scheme for Civil Servants, on an administrative basis. The schemes operate on a “pay as you go” basis which means that benefits are not pre-funded through the making of contributions to a separate fund controlled by trustees.

The arrangements involve the payment of employee contributions to Enterprise Ireland and the Department of Enterprise, Trade and Employment with the Department of Enterprise, Trade and Employment making funds available to the Board, through Enterprise Ireland, to meet the cost of benefits as they fall due.

The Department is currently considering the possibility of restructuring the schemes to ones which incorporate all of the County Enterprise Boards.

Pending resolution of these uncertainties about the schemes, the Board has not implemented the defined benefit scheme disclosure provisions of FRS17.

## **8. National Enterprise Education Initiative**

The Board accounts for the costs of implementing the National Enterprise Education Initiative which is administered by the National Enterprise Education Committee on behalf of the Network of County and City Enterprise Boards. This Committee is tasked with raising educational awareness of enterprise activities in Irish schools at primary and post-primary level. Funding is provided by Enterprise Ireland from specific funding provided by the Department of Enterprise, Trade and Employment for enterprise education and an agreed contribution made by all County and City Enterprise Boards. Income is applied to meet expenditure incurred.

## Income and Expenditure Account

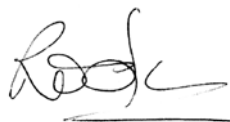
*For the year ended 31 December 2008*

	Notes	2008 (€)	2007 (€)
<b>Income</b>			
Oireachtas Grants	1	740,020	740,004
Other Income		10,594	11,775
Repayable Aid	3 (c)	82,985	69,133
National Enterprise Education Initiative	6	189,601	205,165
		<hr/>	<hr/>
		1,023,200	1,026,077
Transfer (to)/from Capital Account	8	2,381	1,612
<b>Total</b>		<hr/> <hr/>	<hr/> <hr/>
		1,025,581	1,027,689
<b>Expenditure</b>			
Selective Financial Assistance	2	281,327	295,172
Entrepreneurial and Capability Development	4	259,119	236,138
National Enterprise Education Initiative	6	189,601	205,165
Administration	5	295,534	291,214
		<hr/>	<hr/>
<b>Total</b>		1,025,581	1,027,689
		<hr/>	<hr/>
<b>Surplus (Deficit) for Year</b>		0	0

The Board had no gains or losses in the financial year or the preceding financial year other than those dealt with in the Income and Expenditure Account.

The results of the year relate to continuing operations.

The statement of accounting policies together with notes 1 to 14 form part of these financial statements.



**Ray O'Dwyer, Chairman**



**Billy Kyne, Director**



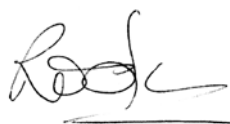
**Gerard Enright, Chief Executive Officer**

## Balance Sheet

*For the year ended 31 December 2008*

	Notes	2008 (€)	2007 (€)
<b>Fixed Assets</b>			
Tangible Assets	7	3,862	6,243
<b>Current Assets</b>			
Grants Receivable		14,731	0
Debtors		5,825	11,271
Bank	6	454,188	352,193
		<u>474,744</u>	<u>363,464</u>
<b>Current Liabilities</b>			
Oireachtas Grants in advance		0	9,737
Creditors and Accruals		21,990	17,345
Deferred Income	3 (c)	302,976	281,303
National Enterprise Education Initiative	6	149,778	55,079
		<u>474,744</u>	<u>363,464</u>
<b>Net Current Assets</b>		<u>0</u>	<u>0</u>
<b>Net Assets</b>		<u>3,862</u>	<u>6,243</u>
<b>Financed by:</b>			
Capital Account	8	3,862	6,243
Income and Expenditure Account		0	0
		<u>3,862</u>	<u>6,243</u>

The statement of accounting policies together with notes 1 to 14 form part of these financial statements.



**Ray O'Dwyer, Chairman**



**Billy Kyne, Director**



**Gerard Enright, Chief Executive Officer**

## Notes to the Financial Statements

### 1. Funding and Expenditure of the Board

#### Local Enterprise

Section 10 (2) of the Industrial Development Act, 1995 provides for payment of grants by the Minister for Enterprise, Trade and Employment to the Board. Under Statutory Instrument No. 655 of 2006, Enterprise Ireland pays grants on behalf of the Minister. Expenditure by The Board is applied on measures under the Local Enterprise Sub-Programme of the National Development Plan 2007-2013.

The Measures are as follows:

Measure 1 - Selective Financial Assistance

Measure 2 - Entrepreneurial and Capability Development

#### 2. Selective Financial Assistance

The Board makes an offer of grant assistance which, if accepted, remains valid as a commitment of the Board for a specified period or in the circumstances specified on approval.

Funding provided by Enterprise Ireland for payment of Selective Financial Assistance in 2008, was €204,743. The outstanding commitments of the Board at 31 December 2008 arose as follows:

	Grants €	Repayable Grant Aid €	Total €
Commitments at 1 January 2008	87,220	120,220	207,440
Approvals	340,961	242,211	583,172
	428,181	362,431	790,612
Decommitted			
- 2008 approvals	37,500	0	37,500
- pre 2008 approvals	36,163	38,162	74,325
	73,663	38,162	111,825
Expenditure	127,038	154,289	281,327
Commitments at 31 December 2008	227,480	169,980	397,460

Expenditure of €281,327 comprises Capital Assistance €232,827  
Employment Assistance €7,500, Feasibility Study Grant €5,000 and Preference Share  
Investment €36,000

Outstanding commitments at 31 December 2008 were entered into as follows:

	€
Prior to 31st December 2007	14,179
After 1 January 2008	383,281
	<u>397,460</u>

**3. Refundable Aid****(a) Investments**

The amount invested by way of preference shares was €36,000 at 31 December 2008. As it is not possible to accurately assess the value of these shares, which is dependent on the performance of the enterprises, the shares are not capitalised on the Balance Sheet. Dividends, interest and repayments received, are taken to account on a cash basis. Such receipts may only be used by the Enterprise Board to fund further grants in the form of refundable aid. The following investments were held by the Board at 31 December;

The following investments were held by the Board:

<b>Company</b>	<b>Type of Investment</b>	<b>2008</b>	<b>2007</b>
K-Med Ltd	Redeemable Preference Shares	-	25,395
Celsus Innovations Solutions Ltd	Redeemable Preference Shares	36,000	-
		<u>36,000</u>	<u>25,395</u>

The investment in K-Med Ltd amounting to €25,395 was written off in 2008 as the Board considered that the amount could not be recovered due to failure of the business.

**(b) Repayable Grant Aid**

As repayment is dependent on the performance of these enterprises, the amount outstanding is not included as an asset in the Balance Sheet. Repayments received are taken to account on a cash basis. Such receipts may only be used by the Enterprise Board to fund further grants in the form of refundable aid.

	<b>2008 (€)</b>	<b>2007 (€)</b>
Balance 1st January 2008	412,693	349,971
Issued in 2008	154,289	142,470
Repaid in 2008	(104,658)	(79,748)
Written off in 2008 - D. Kelly	(8,732)	0
Balance 31st December 2008	<u>453,592</u>	<u>412,693</u>
Due within 12 months	98,231	87,337
Due after 12 months	<u>355,361</u>	<u>325,356</u>

The Board reviews balances due and when it considers that repayment is unlikely the Board will decide to write off that amount.

**(c) Reallocation of Refundable Aid Receipts**

	<b>2008 (€)</b>	<b>2007 (€)</b>
Balance of refundable aid receipts at 1 January	281,303	270,688
Refundable Aid payments advanced from deferred income	(82,985)	(69,133)
Refundable receipts: Repayments Grant-aid	104,658	79,748
Balance of Refundable Aid receipts on hand at 31 December	<u>302,976</u>	<u>281,303</u>

**4. Entrepreneurial and Capability Development**

	<b>2008 (€)</b>	<b>2007 (€)</b>
Management Development Programme	42,540	26,315
Training	30,743	43,787
Mentoring	83,662	84,533
Enterprise Education	2,469	19,715
Enterprise Promotion	27,730	22,919
Other	71,975	38,869
	<u>259,119</u>	<u>236,138</u>

**5. Administration Costs**

		<b>2008 (€)</b>	<b>2007 (€)</b>
Salaries	Note 10	225,488	223,696
Travel Expenses		15,118	12,697
Office Accommodation		15,000	15,000
Telephone		4,531	4,262
Stationery		7,146	4,823
Office Expenses		11,346	12,582
Audit Fees		6,800	6,800
Accountancy		1,800	1,800
Advertising		423	968
Insurance		4,896	4,978
Depreciation		2,986	3,608
		<u>295,534</u>	<u>291,214</u>

**6. National Enterprise Education Initiative**

Waterford County Enterprise Board administers all funds received from Enterprise Ireland, CEB Central Co-ordination Unit and other CEBs in respect of Enterprise Education National Initiatives on behalf of all 35 County and City Enterprise Boards.

	<b>2008 (€)</b>	<b>2007 (€)</b>
Balance at 1 January	55,079	44,853
<b>Receipts</b>		
Enterprise Boards' Contributions	56,800	175,000
Enterprise Ireland	227,500	40,391
	<u>284,300</u>	215,391
<b>Amounts Applied</b>		
Student Enterprise Awards	(52,498)	(53,774)
Exploring Enterprise Resource	(3,765)	(94,334)
Case Studies DVD	0	(57,057)
Additional PR Student Enterprise Awards	(17,726)	0
Student Enterprise Website	(29,567)	0

Student Enterprise Workbook	(35,909)	o
Online Business Game	(30,136)	o
Primary Sector Study	(20,000)	o
	(189,601)	(205,165)
Balance at 31 December	149,778	55,079

The 2007 figures have been restated in line with additional disclosures made in 2008

## 7. Fixed Assets

	Furniture (€)	Equipment (€)	Total (€)
<b>Cost</b>			
Balance at 1st January 2008	12,645	27,030	39,675
Additions in Year	-	605	605
Disposals in Year	-	(1,948)	(1,948)
Balance at 31st December 2008	12,645	25,687	38,332
<b>Accumulated Depreciation</b>			
Balance at 1st January 2008	11,588	21,844	33,432
Charge for Year	366	2,620	2,986
Disposals for Year	-	(1,948)	(1,948)
Balance at 31st December 2008	11,954	22,516	34,470
<b>Net Book Value at 31st December 2008</b>	691	3,171	3,862
<b>Net Book Value at 31st December 2007</b>	1,057	5,186	6,243

## 8. Capital Account

	(€) 2008 (€)	(€) 2007 (€)
Balance at 1st January 2008	6,243	7,855
Transfer (to)/from Income and Expenditure Account Funds allocated to acquire fixed assets	605	1,996
Amount amortised in line with asset depreciation	(2,986)	(3,608)
	(2,381)	(1,612)
Balance at 31st December 2008	3,862	6,243

## 9. Taxation

No provision has been made for taxation in the financial statements.

## **10. Employees and Remuneration**

Remuneration costs of the Board amounted to a total of €225,488 (2007: €223,696) all of which has been charged to Administration.

All staff are employed on a secondment or contract basis. The average number of staff during the period was 4. One of the staff of the Board is an employee of Waterford County Council and is seconded to the Board from the Waterford County Council.

The Board employed a Business Development Executive on a 2 year contact. The salary for this position is paid by Waterford County Council with contributions received from Enterprise Ireland, FÁS and Waterford Crystal.

## **11. Superannuation**

The Board introduced a standard public service Superannuation Scheme in 2008. One staff member has opted to join the scheme. Pension contributions of 12% of salary payments made directly by the Board are paid to one staff member provided that the contribution is paid into a personal private pension scheme approved by the Revenue Commissioners.

The salaries of seconded staff are reimbursed to Waterford County Council. This includes an element of superannuation.

## **12. Board Members-Disclosures of Transactions**

The Board adopted procedures in accordance with the Code of Practice for the governance of State Bodies in relation to the disclosure of interests by Board Members and these procedures have been adhered to in the year. There were no transactions in the year in relation to the Board's activities in which members had any beneficial interest, however, G. Enright, Chief Executive Officer and Company Secretary has an interest as a Voluntary Director in Dungarvan Enterprise Centre Ltd. This Company was allocated €200,000 financial assistance in 2008. Mr. Enright did not participate in the decision regarding this project.

## **13. Operating Lease**

The Board has entered a letting agreement with Waterford County Council in respect of a period of 4 years 9 months commencing on 1st September 2004.

The annual rent is €15,000.

## **14. Approval of Financial Statements**

The Financial Statements were approved by the directors on 2nd July 2009.