

MEDICAL BUREAU OF ROAD SAFETY

REPORTS & FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31st DECEMBER 2019

MEDICAL BUREAU OF ROAD SAFETY
REPORTS & FINANCIAL STATEMENTS

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MEDICAL BUREAU OF ROAD SAFETY

BOARD MEMBERS AND OTHER INFORMATION

Board Members

Dr. Declan Bedford - Chairperson
Professor Denis A. Cusack - Director
Mr. Paul Burns
Professor Patricia Fitzpatrick
Mr. Michael McDermott – (Deceased 19/08/2019)

Secretary

Ms. Tina Clarke

Address

Medical Bureau of Road Safety
Health Sciences Centre
UCD
Belfield
Dublin 4

Bankers

Bank of Ireland
College Green
Dublin 2

Auditors

Office of the Comptroller and Auditor General
3A Mayor Street Upper
North Wall
Dublin 1
D01 PF72

Solicitors

Hayes Solicitors
Lavery House
Earlsfort Terrace
Dublin 2

MEDICAL BUREAU OF ROAD SAFETY

GOVERNANCE STATEMENT AND BOARD MEMBERS' REPORT

Governance

The Board of the Medical Bureau of Road Safety was established under the Medical Bureau of Road Safety (establishment) Order, 1968. The functions of the Board are laid down in the Road Traffic Acts 1968 – 2016 and their regulations. The Board is accountable to the Minister for Transport, Tourism and Sport and is responsible for ensuring good governance and performs this task by setting strategic objectives and targets and taking strategic decisions on all key business issues. The regular day-to-day management, control and direction of the Medical Bureau of Road Safety are the responsibility of the Director and the senior management team. The Director and the senior management team must follow the broad strategic direction set by the Board, and must ensure that all Board members have a clear understanding of the key activities and decisions related to the entity, and of any significant risks likely to arise. The Director acts as a direct liaison between the Board and management of the Medical Bureau of Road Safety.

Board Responsibilities

The work and responsibilities of the Board are set out in its Terms of Reference, which also contain the matters specifically reserved for Board decision. Standing items considered by the Board include:

- declaration of interests,
- reports from committees,
- financial reports/management accounts,
- performance reports, and
- reserved matters.

Section 17 of the Medical Bureau of Road Safety (establishment) Order, 1968 requires that the Board of Medical Bureau of Road Safety keep, in such form as may be approved by the Minister for Transport, Tourism and Sport with consent of the Minister for Public Expenditure and Reform, all proper and usual accounts of money received and expended by it.

In preparing these financial statements, the Board of the Medical Bureau of Road Safety is required to:

- select suitable accounting policies and 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 it will continue in operation, and
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

The Board is responsible for keeping adequate accounting records which disclose, with reasonable accuracy at any time, its financial position and enables it to ensure that the financial statements comply with the Medical Bureau of Road Safety's (establishment) Order, 1968. The maintenance and integrity of the corporate and financial information on the Medical Bureau of Road Safety's website is the responsibility of the Board.

The Board is responsible for approving the annual plan and budget. An evaluation of the performance of the Medical Bureau of Road Safety by reference to the annual plan and budget was carried out on 5th December 2019.

The Board is also responsible for safeguarding its assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board considers that the financial statements of the Medical Bureau of Road Safety give a true and fair view of the financial performance and the financial position of the Medical Bureau of Road Safety at 31 December 2019.

MEDICAL BUREAU OF ROAD SAFETY

GOVERNANCE STATEMENT AND BOARD MEMBERS' REPORT (continued)

Board Structure

The Board consists of a Chairperson and four ordinary members one of which is the Director of the Medical Bureau of Road Safety all of whom are appointed by the Minister for Transport, Tourism and Sport. The members of the Board can be appointed for a period of three to five years and meet on a quarterly basis. As of the date of signing of the financial statements there are two Board vacancies. The appointments are expected to be made by the Minister in the coming months. The table below details the appointment period for members:

Name	Role	Start Date	Future End Date
Dr. Declan Bedford	Chairperson	1 st April 2018	31 st March 2021
Professor Denis Cusack	Director / Ordinary Member	1 st July 2017	30 th June 2022
Mr. Paul Burns	Ordinary Member	1 st April 2018	24 th March 2020
Professor Patricia Fitzpatrick	Ordinary Member	1 st December 2017	20 th November 2022
Mr. Michael McDermott	Ordinary Member	25 th May 2018	Deceased 19 th August 2019

The Board completed a Board Effectiveness and Evaluation Review on the 5th December 2019.

The Board has established two committees, as follows:

1. Audit and Risk Committee

The Audit and Risk Committee comprises of three Board members. The role of the Audit and Risk Committee (ARC) is to support the Board in relation to its responsibilities for issues of risk, control and governance and associated assurance. The ARC is independent from the financial management of the organisation. In particular the Committee ensures that the internal control systems including audit activities are monitored actively and independently. The ARC reports to the Board after each meeting, and formally in writing annually.

The members of the Audit and Risk Committee are: Mr. Paul Burns (Chairperson), Professor Patricia Fitzpatrick. Mr. Michael McDermott was a member of the Committee until the 18th August 2019. There were 4 meetings of the ARC held in 2019.

2. Governance Committee

The role of the Governance Committee (GC) is to support the Board in meeting legal and statutory requirements, as well as adopting good practice. The members of this committee are: Representatives from the Department of Transport, Tourism and Sport and the Senior Administrative Officer and Administrative Officer from the Medical Bureau of Road Safety. There were 2 meetings of the GC held in 2019.

MEDICAL BUREAU OF ROAD SAFETY

GOVERNANCE STATEMENT AND BOARD MEMBERS' REPORT (continued)

Schedule of Attendance, Fees and Expenses

A schedule of attendance at the Board and Committee meetings for 2019 is set out below including the fees and expenses received by each member:

	Board	Audit & Risk Committee	Governance Committee	Fees €	Expenses €
Number of meetings held in 2019	4	4	2		
Meetings attended by:					
Dr. Declan Bedford	4	-	-	8,978	Nil
Mr. Paul Burns	4	4	-	5,985	Nil
Professor Denis Cusack*	4	-	-	Nil	Nil
Professor Patricia Fitzpatrick*	4	4	-	Nil	Nil
Mr. Michael McDermott	2	2	-	3,797	Nil
Ms. Lorraine Mc Gurk (DTTAS)	1	-	1	-	Nil
Ms. Mary Lally (DTTAS)	1	-	1	-	Nil
Mr. Oisin Timoney (DTTAS)	1	-	-	-	Nil
Ms Tina Clarke (MBRS)	2	-	2	-	Nil
Ms. Olivia Fielding (MBRS)	2	-	2	-	Nil
Total				18,760	Nil

* The One Person One Salary rules applies in respect of public servants who are board members.

Key Personnel Changes

There were no key personnel changes for the Medical Bureau of Road Safety during 2019.

Disclosures Required by Code of Practice for the Governance of State Bodies (2016)

The Board is responsible for ensuring that the Medical Bureau of Road Safety has complied with the requirements of the Code of Practice for the Governance of State Bodies ("the Code"), as published by the Department of Public Expenditure and Reform in August 2016. The following disclosures are required by the Code:

Employee Benefits Breakdown

Employee salaries in excess of €60,000 are shown in Note 15 of the Financial Statements.

Consultancy Costs

The Medical Bureau of Road Safety incurred no expenditure in 2019 for consultancy costs outside its 'business-as-usual' functions.

MEDICAL BUREAU OF ROAD SAFETY

GOVERNANCE STATEMENT AND BOARD MEMBERS' REPORT (continued)

Legal Costs and Settlements

The Medical Bureau of Road Safety incurred no expenditure in the reporting period in relation to legal costs, settlements and conciliation and arbitration proceedings relating to contracts with third parties.

Travel and Subsistence Expenditure

Travel and subsistence expenditure is categorised as follows:

	2019 €	2018 €
Domestic		
- Board	0	0
- Employees	51,047	48,496
International		
- Board	0	0
- Employees	15,009	18,076
Total	66,056	66,572

The total amount spent on travel expenses by the Director for the year ended 31 December 2019 was €3,906 (2018: €4,189).

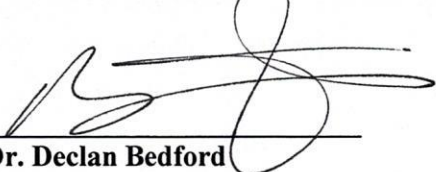
Hospitality Expenditure

The Medical Bureau of Road Safety had no hospitality expenditure in 2019.

Statement of Compliance

The Board has adopted the Code of Practice for the Governance of State Bodies (2016) and has put procedures in place to ensure compliance with the Code. The Medical Bureau of Road Safety was in full compliance with the Code of Practice for the Governance of State Bodies for 2019.

On behalf of the Board of the Medical Bureau of Road Safety:



Dr. Declan Bedford
Chairman



Professor Denis A. Cusack
Director

Date: 22.9.20

MEDICAL BUREAU OF ROAD SAFETY

STATEMENT ON INTERNAL CONTROL

Scope of Responsibility

I, Dr. Declan Bedford, Chairman of the Medical Bureau of Road Safety, acknowledge the Board's responsibility for ensuring that an effective system of internal control is maintained and operated. This responsibility takes account of the requirements of the Code of Practice for the Governance of State Bodies (2016).

Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a tolerable level rather than to eliminate it. The system can therefore 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 detected in a timely way.

The system of internal control, which accords with guidance issued by the Department of Public Expenditure and Reform has been in place in Medical Bureau of Road Safety for the year ended 31 December 2019 and up to the date of approval of the financial statements.

Capacity to Handle Risk

The Medical Bureau of Road Safety has an Audit and Risk Committee (ARC) comprising of three Board members. The ARC met four times in 2019.

The Medical Bureau of Road Safety has also established an internal audit function which is adequately resourced and conducts a programme of work agreed with the ARC. The internal audit function has been outsourced to an external company.

The ARC has developed a risk management policy which sets out its risk appetite, the risk management processes in place and details the roles and responsibilities of staff in relation to risk. The policy has been issued to all staff who are expected to work within the Medical Bureau of Road Safety's risk management policies, to alert management on emerging risks and control weaknesses and assume responsibility for risks and controls within their own area of work.

Risk and Control Framework

The Medical Bureau of Road Safety has implemented a risk management system which identifies and reports key risks and the management actions being taken to address and, to the extent possible, to mitigate those risks.

A risk register is in place which identifies the key risks facing the Medical Bureau of Road Safety and these have been identified, evaluated and graded according to their significance. The register is reviewed and updated by the ARC and Board on an annual basis. The outcome of these assessments is used to plan and allocate resources to ensure risks are managed to an acceptable level.

The risk register details the controls and actions needed to mitigate risks and responsibility for operation of controls assigned to specific staff. I confirm that a control environment containing the following elements is in place:

- procedures for all key business processes have been documented,
- financial responsibilities have been assigned at management level with corresponding accountability,
- there is an appropriate budgeting system with an annual budget which is kept under review by senior management,
- there are systems aimed at ensuring the security of the information and communication technology systems,
- there are systems in place to safeguard the assets, and

MEDICAL BUREAU OF ROAD SAFETY

STATEMENT ON INTERNAL CONTROL (continued)

- control procedures over grant funding to outside agencies ensure adequate control over approval of grants and monitoring and review of grantees to ensure grant funding has been applied for the purpose intended.

Ongoing Monitoring and Review

Formal procedures have been established for monitoring control processes and control deficiencies are communicated to those responsible for taking corrective action and to management and the Board, where relevant, in a timely way. I confirm that the following ongoing monitoring systems are in place:

- key risks and related controls have been identified and processes have been put in place to monitor the operation of those key controls and report any identified deficiencies,
- reporting arrangements have been established at all levels where responsibility for financial management has been assigned, and
- there are regular reviews by senior management of periodic and annual performance and financial reports which indicate performance against budgets/forecasts.

Procurement

I confirm that the Medical Bureau of Road Safety has procedures in place to ensure compliance with current procurement rules and guidelines and that during 2019 the Medical Bureau of Road Safety complied with those procedures.

Review of Effectiveness

I confirm that the Medical Bureau of Road Safety has procedures to monitor the effectiveness of its risk management and control procedures. Medical Bureau of Road Safety's monitoring and review of the effectiveness of the system of internal control is informed by the work of the internal and external auditors, the Audit and Risk Committee which oversees their work, and the senior management within the Medical Bureau of Road Safety responsible for the development and maintenance of the internal financial control framework.

I confirm that the Board conducted an annual review of the effectiveness of the internal controls for 2019 on the 26th March 2020.

Internal Control Issues

No weaknesses in internal control were identified in relation to 2019 that require disclosure in the financial statements.

Tax Compliance

The Medical Bureau of Road Safety is committed to compliance with taxation laws and was compliant during 2019.

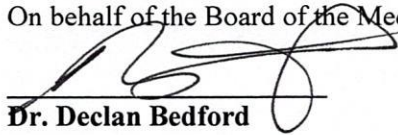
Breaches in Control

No breaches in control were identified in relation to 2019 that require disclosure in the financial statements.

Material Losses or Frauds

There were no material losses or frauds identified in relation to 2019 that require disclosure in the financial statements.

On behalf of the Board of the Medical Bureau of Road Safety:


Dr. Declan Bedford
Chairman

22.9.20
Date



Ard Reachtaire Cuntas agus Ciste **Comptroller and Auditor General**

Report for presentation to the Houses of the Oireachtas

Medical Bureau of Road Safety

Opinion on the financial statements

I have audited the financial statements of the Medical Bureau of Road Safety for the year ended 31 December 2019 as required under the provisions of section 5 of the Comptroller and Auditor General (Amendment) Act 1993. 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, including a summary of significant accounting policies.

In my opinion, the financial statements give a true and fair view of the assets, liabilities and financial position of the Medical Bureau of Road Safety at 31 December 2019 and of its income and expenditure for 2019 in accordance with Financial Reporting Standard (FRS) 102 — *The Financial Reporting Standard applicable in the UK and the Republic of Ireland*.

Basis of opinion

I conducted my audit of the financial statements in accordance with the International Standards on Auditing (ISAs) as promulgated by the International Organisation of Supreme Audit Institutions. My responsibilities under those standards are described in the appendix to this report. I am independent of the Medical Bureau of Road Safety and have fulfilled my other ethical responsibilities in accordance with the standards.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Report on information other than the financial statements, and on other matters

The Medical Bureau of Road Safety has presented certain other information together with the financial statements. This comprises the governance statement and Board members' report and the statement on internal control. My responsibilities to report in relation to such information, and on certain other matters upon which I report by exception, are described in the appendix to this report.

I have nothing to report in that regard.

Orla Duane
For and on behalf of the
Comptroller and Auditor General

23 September 2020

Appendix to the report

Responsibilities of Board members

As detailed in the governance statement and Board members' report, the Board members are responsible for

- the preparation of financial statements in the form prescribed under section 17 of the Medical Bureau of Road Safety (Establishment) Order 1968
- ensuring that the financial statements give a true and fair view in accordance with FRS 102
- ensuring the regularity of transactions
- assessing whether the use of the going concern basis of accounting is appropriate, and
- such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Responsibilities of the Comptroller and Auditor General

I am required under the provisions of section 5 of the Comptroller and Auditor General (Amendment) Act 1993 to audit the financial statements of the Medical Bureau of Road Safety and to report thereon to the Houses of the Oireachtas.

My objective in carrying out the audit is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement due to fraud or error. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with the ISAs, I exercise professional judgment and maintain professional scepticism throughout the audit. In doing so,

- I identify and assess the risks of material misstatement of the financial statements whether due to fraud or error; design and perform audit procedures responsive to those risks; and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- I obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal controls.
- I evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures.

- I conclude on the appropriateness of the use of the going concern basis of accounting and, based on the audit evidence obtained, on whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Medical Bureau of Road Safety's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my report. However, future events or conditions may cause the Medical Bureau of Road Safety to cease to continue as a going concern.
- I evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Information other than the financial statements

My opinion on the financial statements does not cover the other information presented with those statements, and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, I am required under the ISAs to read the other information presented and, in doing so, consider whether the other information is materially inconsistent with the financial statements or with knowledge obtained during the audit, or if it otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

Reporting on other matters

My audit is conducted by reference to the special considerations which attach to State bodies in relation to their management and operation. I report if I identify material matters relating to the manner in which public business has been conducted.

I seek to obtain evidence about the regularity of financial transactions in the course of audit. I report if I identify any material instance where public money has not been applied for the purposes intended or where transactions did not conform to the authorities governing them.

I also report by exception if, in my opinion,

- I have not received all the information and explanations I required for my audit, or
- the accounting records were not sufficient to permit the financial statements to be readily and properly audited, or
- the financial statements are not in agreement with the accounting records.

MEDICAL BUREAU OF ROAD SAFETY

STATEMENT OF INCOME AND EXPENDITURE AND RETAINED REVENUE RESERVES

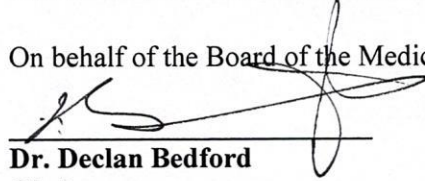
FOR THE YEAR ENDED 31 DECEMBER 2019


		31/12/2019	31/12/2018
<u>INCOME</u>	Note	€	€
Oireachtas grants	5	5,843,000	4,912,000
Professional fee income		1,880	7,730
Total Income		5,844,880	4,919,730
<u>EXPENDITURE</u>			
Salaries and wages	15	2,920,397	2,669,815
Board fees	16	18,760	18,567
Direct costs associated with service delivery	6a	1,329,208	1,121,647
Office and laboratory supplies	6b	408,471	536,262
Administration costs	6c	768,578	649,311
Depreciation	7	783,623	757,539
Total Expenditure		6,229,037	5,753,141
Deficit for the Year before Appropriations		(384,157)	(833,411)
Transfer from/(to) Capital Account	8	397,940	545,488
Surplus/(Deficit) for the Year after Appropriations		13,783	(287,923)
Balance Brought Forward at 1 January		585,287	873,210
Balance Carried Forward as at 31 December 2019		599,070	585,287

The statement of income and expenditure and retained revenue includes all gains and losses recognised in the year.

The statement of cash flows and notes 1 to 19 form part of these financial statements.

On behalf of the Board of the Medical Bureau of Road Safety:


Dr. Declan Bedford
Chairman


Professor Denis A. Cusack
Director

Date: 22.5.20

MEDICAL BUREAU OF ROAD SAFETY

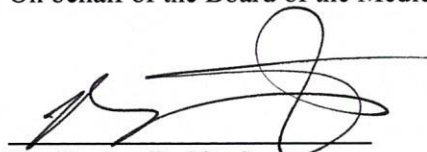
STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2019

	Note	31/12/2019	31/12/2018
		€	€
Fixed Assets			
Property, plant & equipment	7	5,244,557	5,642,497
Total Fixed Assets		5,244,557	5,642,497
Current Assets			
Inventory	9	241,992	145,581
Receivables	10	121,157	108,205
Cash and cash equivalents		417,716	476,029
		780,865	729,815
Current Liabilities (amounts falling due within one year)			
Payables	11	(181,795)	(144,528)
Net Current Assets		599,070	585,287
Net Assets		5,843,627	6,227,784
Capital and reserves			
Capital account	8	5,244,557	5,642,497
Retained revenue reserves		599,070	585,287
		5,843,627	6,227,784

The statement of cash flows and notes 1 to 19 form part of these financial statements.

On behalf of the Board of the Medical Bureau of Road Safety:



Dr. Declan Bedford
Chairman



Professor Denis A. Cusack
Director

Date: 22.9.20

MEDICAL BUREAU OF ROAD SAFETY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2019

	31/12/2019	31/12/2018
	€	€
Net Cash Flows from Operating Activities		
Surplus/(Deficit) for the year	13,783	(287,923)
Transfer (from) Capital Account	(397,940)	(545,488)
Depreciation of Fixed Assets	783,623	757,539
Decrease/(Increase)in Inventory	(96,411)	(17,537)
(Increase)/Decrease in Receivables	(12,952)	110,319
(Decrease)/Increase in Payables	37,267	82,534
	<hr/>	<hr/>
Net Cash Inflow from Operating Activities	327,370	99,444
	<hr/>	<hr/>
Cash Flows from Investing Activities		
Payments to acquire Plant & Equipment	(385,683)	(212,051)
	<hr/>	<hr/>
Net Cash Flows from Investing Activities	(385,683)	(212,051)
	<hr/>	<hr/>
Net (Decrease) in Cash and Cash Equivalents	(58,313)	(112,607)
Cash and Cash Equivalents at 1 January	476,029	588,636
	<hr/>	<hr/>
Cash and Cash Equivalents at 31 December 2019	417,716	476,029
	<hr/>	<hr/>

MEDICAL BUREAU OF ROAD SAFETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

1. General information

The Medical Bureau of Road Safety was established under the Medical Bureau of Road Safety (establishment) Order, 1968, with a head office at Health Sciences Centre, UCD, Belfield, Dublin 4.

The Medical Bureau of Road Safety's primary objective is the analysis of samples given by drivers in the course of the enforcement of the Road Traffic Acts.

2. Statement of Compliance

The financial statements have been prepared in accordance with Financial Reporting Standard 102 (FRS 102) applicable in the UK and Republic of Ireland issued by the Financial Reporting Council as promulgated by Chartered Accountants Ireland.

3. Summary of Significant Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Bureau's financial statements.

(a) Basis of Preparation

The financial statements have been prepared under the historical cost convention, except for certain assets and liabilities that are measured at fair values as explained in the accounting policies below. The financial statements are in the form approved by the Minister for Transport, Tourism and Sport with the concurrence of the Minister for Public Expenditure and Reform. The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Medical Bureau of Road Safety's financial statements.

(b) Currency

The financial statements have been presented in Euro (€) which is also the functional currency of the Bureau.

(c) Revenue

Oireachtas Grant

Revenue is generally recognised on an accruals basis; one exception to this is in the case of Oireachtas Grants which are recognised on a cash receipts basis.

Interest income

Interest income is recognised on an accruals basis using the effective interest rate method.

Other Revenue

Other revenue is recognised on an accruals basis.

MEDICAL BUREAU OF ROAD SAFETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

(CONTINUED)

(d) Property, Plant and Equipment

Property, plant and equipment are stated at cost less accumulated depreciation, adjusted for any provision for impairment. Depreciation is provided on all property, plant and equipment at rates estimated to write off the cost less the estimated residual value of each asset on a straight line basis over their estimated useful lives, as follows:

(i) Office Equipment	25% per annum
(ii) Furniture & Fittings	12.5% per annum
(iii) Laboratory Equipment	15% per annum
(iv) Buildings	4.76% per annum

Residual value represents the estimated amount which would currently be obtained from disposal of an asset, after deducting estimated costs of disposal, if the asset were already of an age and in the condition expected at the end of its useful life.

If there is objective evidence of impairment of the value of an asset, an impairment loss is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves in the year.

(e) Inventory

Inventory consists of goods not for resale, and is recognised in the financial statements at the lower of Cost and Net Realisable Value (NRV). Cost is calculated on a first-in-first-out (FIFO) basis and includes all purchase costs. NRV is the selling price (actual or estimated) less all necessary completion costs. Receivables are recognised at fair value, less a provision for doubtful debts. The provision for doubtful debts is a specific provision, and is established when there is objective evidence that the Medical Bureau of Road Safety will not be able to collect all amounts owed to it. All movements in the provision for doubtful debts are recognised in the Statement of Income and Expenditure and Retained Revenue Reserves.

(f) Receivables

Receivables are recognised at fair value, less a provision for doubtful debts. The provision for doubtful debts is a specific provision, and is established when there is objective evidence that the Medical Bureau of Road Safety will not be able to collect all amounts owed to it. All movements in the provision for doubtful debts are recognised in the Statement of Income and Expenditure and Retained Revenue Reserves.

(g) Employee Benefits

Pay Agreement with UCD

The work of the Medical Bureau of Road Safety is carried out by staff of University College Dublin (UCD) under an agreement between the Bureau and the College. The University discharges all wages and salaries and all associated costs of the staff employed in the work of the Bureau. The Bureau reimburses the University in full for such expenditure.

Retirement Benefits

The Medical Bureau of Road Safety pays 15% of staff's salary costs together with a calculated pension supplement (currently at 6.7%) to a total of 21.7% to UCD which has assumed responsibilities for the pension entitlements of staff, based on final salaries. The Medical Bureau of Road Safety is responsible for meeting the cost of post-retirement increases in pensions in respect of service after September 2003

MEDICAL BUREAU OF ROAD SAFETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

(CONTINUED)

and it pays an actuarially determined contribution to UCD in respect of this. Pension contributions are accounted for under salaries in the year in which they fall due.

(g) Employee Benefits (continued)

Retirement Benefits (continued)

The Medical Bureau of Road Safety is not in a position to identify its share of the assets and liabilities of the pension scheme on a consistent basis and accordingly it has accounted for its contributions as if they were contributions to a defined contribution scheme.

(h) Foreign Currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are retranslated at the rate of exchange ruling at the financial year end date. Non-monetary items that are measured at historical cost are translated at the foreign exchange rate ruling at the date of the transaction. Non-monetary items measured at fair value are translated at the rate of exchange at the date of the valuation. All foreign exchange differences are taken to the statement of income and expenditure account.

4. Critical Accounting Judgements and Estimates

Depreciation and Residual Values

The Directors have reviewed the asset lives and associated residual values of all fixed asset classes, and in particular, the useful economic life and residual values of fixtures and fittings, and have concluded that asset lives and residual values are appropriate.

Provisions

The Medical Bureau of Road Safety makes a provision for doubtful debts, which it knows to be outstanding at the period end date. These provisions are generally made based on historical or other pertinent information, adjusted for recent trends where relevant. However, they are estimates of the financial costs of events that may not occur for some years. As a result of this and the level of uncertainty attaching to the final outcomes, the actual out-turn may differ significantly from that estimated.

5. Oireachtas Grants

The Oireachtas Grants voted to the Medical Bureau of Road Safety from the Department of Transport, Tourism and Sport (Vote 31 subhead B4) as shown in the financial statements consist of:

	31/12/2019	31/12/2018
	€	€
Grants for current expenditure	5,383,000	4,627,000
Grants for capital expenditure	460,000	285,000
	5,843,000	4,912,000

MEDICAL BUREAU OF ROAD SAFETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

(CONTINUED)

6a. Direct Costs Associated with Service Delivery

	31/12/2019	31/12/2018
	€	€
Servicing of Equipment	495,086	476,852
Roadside Chemical Drug Testing	248,184	121,581
Equipment for Garda Stations	514,058	410,257
Laboratory Information Management System	63,225	72,257
Confirmatory Drug Analysis	(3,416)	27,210
Laboratory Accreditation	12,071	13,490
	1,329,208	1,121,647

6b. Office & Laboratory Supplies

	31/12/2019	31/12/2018
	€	€
Office Supplies	24,111	29,542
Laboratory Supplies	384,360	506,720
	408,471	536,262

6c. Administration

	31/12/2019	31/12/2018
	€	€
UCD Administration Charge	333,223	292,930
Building Utilities	196,139	158,042
Travel and Subsistence	69,962	70,761
Postage and Telephone	82,644	50,286
Insurance	33,861	30,429
Training	12,547	7,295
Increase in Bad Debt Provision	770	2,766
Conference Fees	8,274	8,351
Audit Fee	7,000	6,500
Books and Publications	6,352	2,552
Memberships and Subscriptions	3,199	2,810
Professional Fees	12,483	12,445
Miscellaneous	2,124	4,144
	768,578	649,311

MEDICAL BUREAU OF ROAD SAFETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

(CONTINUED)

7. Property, Plant & Equipment

	Office Equipment	Furniture & Fittings	Laboratory Equipment	Buildings	Total
COST	€	€	€	€	€
Balance at 01/01/2019	119,007	25,691	4,738,999	11,031,477	15,915,174
Additions	-	81,176	304,507	-	385,683
Disposals	-	-	-	-	-
Balance at 31/12/2019	119,007	106,867	5,043,506	11,031,477	16,300,857

DEPRECIATION	€	€	€	€	€
Balance at 01/01/2019	116,338	23,135	3,831,615	6,301,589	10,272,677
Charge for year	1,066	2,625	254,834	525,098	783,623
Disposals	-	-	-	-	-
Balance at 31/12/2019	117,404	25,760	4,086,449	6,826,687	11,056,300

NET BOOK VALUE	€	€	€	€	€
At 31/12/2019	1,603	81,107	957,057	4,204,790	5,244,557
At 31/12/2018	2,669	2,556	907,384	4,729,888	5,642,497

7. (a) Buildings

The premises of the Bureau are provided by University College Dublin under a Licence Agreement. In 2008 a Licence Agreement between UCD and the Medical Bureau of Road Safety was agreed. Under the terms of the agreement charges to be applied to the Bureau are for building utilities. The utilities charge for the year ended 31 December 2019 was €196,139 (2018: €158,042).

8. Capital Account

	31/12/2019	31/12/2018
	€	€
Opening balance	5,642,497	6,187,985
Add: Amount applied to purchase fixed assets	385,683	212,051
Less: Amount amortised in line with depreciation of fixed assets	(783,623)	(757,539)
Transfer to Statement of Income and Expenditure and Retained Revenue Reserves	(397,940)	(545,488)
Closing balance	5,244,557	5,642,497

The balance on the Capital Account represents the unamortized value of the funds utilised for the acquisition of fixed assets.

MEDICAL BUREAU OF ROAD SAFETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

(CONTINUED)

9. Laboratory Supplies & Office Supplies

The value of Laboratory Supplies and Office Supplies on hand at 31 December 2019 was €241,992 (2018: €145,581).

10. Receivables

	31/12/2019	31/12/2018
	€	€
Debtors	4,120	8,196
Prepayments	117,037	100,009
	121,157	108,205

All debtors are due within one year. Debtors are shown net of impairment in respect of doubtful debts.

11. Payables

Amounts falling due within one year

	31/12/2019	31/12/2018
	€	€
Trade Creditors	7,000	12,500
Accruals	168,052	132,028
Other creditors including tax and social insurance	6,743	-
	181,795	144,528

12. Administration Charge

The Bureau pays an Administration Charge of 7.5% to UCD for costs administered by UCD on behalf of the Bureau including Salaries, Wages and Supplies, with the exception of Capital Expenditure. The Administration Charge for the year ended 31 December 2019 was €333,223 (2018: €292,930).

13. Related Party Disclosures

Key management personnel in the Bureau consist of the Director and Board members. Total compensation paid to the Directors and Board members is shown in notes 15 and 16.

In the normal course of business, the Bureau may enter into contractual arrangements with undertakings in which Bureau Members are employed or otherwise interested. The Bureau adopted procedures in accordance with the Code of Practice for the Governance of State Bodies in relation to the disclosure of interests by Bureau Members and these procedures have been adhered to by the Bureau during the year. There were no disclosures of interests made in the year.

14. Taxation

In accordance with Section 227 of the Taxes Consolidation Act, 1997 no corporation tax was paid or provided for in the financial statements.

MEDICAL BUREAU OF ROAD SAFETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

(CONTINUED)

15. Staff Numbers and Costs

The average number of employees was as follows:

	31/12/2019	31/12/2018
	No.	No.
Administration & IT	10	8
Analytical & Technical	31	28
	—————	—————
	41	36
	=====	=====

These numbers do not include the Director and Board Members.

The Salaries and Wages cost for the year ended 31 December 2019 was €2,920,397 (2018: €2,669,815) and included:

	31/12/2019	31/12/2018
	€	€
Pay and Associated Costs	€2,305,374	€2,098,158
Pension Contributions	€469,110	€427,455
Gross Salaries of Staff assigned from University College Dublin	€2,774,484	€2,525,613
Director's Remuneration	€144,184	€142,473
Secretary's Honorarium	€1,729	€1,729
Total Salaries & Wages	€2,920,397	€2,669,815

	31/12/2019	31/12/2018
Number of Employee's in receipt of Salaries over €60,000 p.a.	14	10
€ 60,000 – € 69,999	7	4
€ 70,000 – € 79,999	2	3
€ 80,000 – € 89,999	3	1
€ 90,000 – € 99,999	1	1
€100,000 – €110,000	1	1

This salary band information does include the Director's salary

For the purposes of this disclosure, short term benefits in relation to services rendered during the reporting period include salary, overtime allowances and other payments made on behalf of the employee, but exclude employer's PRSI.

DIRECTORS REMUNERATION		31/12/2019	31/12/2018
Professor Denis Cusack	Ministerial Appointment – as Director of the Medical Bureau of Road Safety		
	Salary	€108,175	€106,750
	Allowance	€11,978	€11,978
	Pension Allowance	€24,031	€23,745
	Total	€144,184	€142,473

The Director receives a pension allowance in lieu of any pension entitlements.

MEDICAL BUREAU OF ROAD SAFETY STAFF	31/12/2019	31/12/2018
Total number of WTE staff	41	36
Value of allowances and overtime paid in year	-	-
Value of termination benefits paid in year	-	-

MEDICAL BUREAU OF ROAD SAFETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019
(CONTINUED)

16. Board Fees – Schedule of Fees and Remuneration

BOARD MEMBER	TYPE OF FEE	31/12/2019	31/12/2018
Dr. Declan Bedford	Fee for Chairperson of Board of State Body	€8,978	€8,978
Mr. Michael McDermott	Fee for Non-Executive Board Member of State Body	€3,797	€3,604
Mr. Paul Burns	Fee for Non-Executive Board Members of State Body	€5,985	€5,985
Professor Patricia Fitzpatrick	No Fee for Non-Executive Board Member of State Body	-	-
Total Fees & Remuneration		€18,760	€18,567

Travel & Subsistence Expenses

The total amount spent on travel expenses by the Director for the year ended 31 December 2019 was €3,906 (2018: €4,189).

17. Capital Commitments

The Bureau had no capital expenditure commitment at the 31 December 2019 (2018: €51,060).

18. Covid 19

There are no events between the reporting date and the date of approval of these financial statements for issue that require adjustment to the financial statements.

The Board recognises that the Covid-19 pandemic is a significant event which has occurred since the reporting date. The Board is taking the situation seriously and is monitoring the situation, in conjunction with management, on an ongoing basis. The business continues to operate with measures in place to protect staff and the Bureau's clients and services continue to be provided. To date, the operations and most of the entity's activities are being maintained while adjusting to the different way in which the business is being delivered. While the Bureau is unable to reliably predict the impact of Covid-19 on its cash flows, the performance and operations of the Bureau are being monitored closely and regular cash flow forecasts are provided to the Board and to our parent department, Department of Transport.

Going concern - The Bureau made a surplus of €13,783, has net current assets of €599,070 and net assets of €5,843,627 at the year end. The Board considers that, as the entity provides a public service that is 100% funded by moneys provided by the Exchequer, via the Department of Transport, it is appropriate to prepare these financial statements on a going concern basis.

19. Approval of Financial Statements

The Financial Statements were approved by the Board of the Medical Bureau of Road Safety on 26th March 2020.