

# Summary Regulatory Accounts template

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(For ease of reference, additions to existing Summary Regulatory Accounts template have been highlighted in yellow)

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# 1 Financial Summary and Business Review

## Income Statement for Universal Service and Mails Business Segment Year ended 31 December Year X

	USO		Non-USO		Total Mails	
	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year
Volumes ('000s)						
	€'000	€'000	€'000	€'000	€'000	€'000
Revenue						
Total Expenditure						
<b>Profit/(Loss)</b>						

[●Explanatory summary of An Post's accounts as required by s.31 of 2011 Act and ComReg Accounting Direction and that universal postal service set by s.16 of 2011 Act and SI 280 of 2012 (which can be amended pursuant to s.16(9) of 2011 Act):

USO Mails:

Non USO Mails:

Commentary to include, at a minimum, commentary explaining trends relating to services, and one-off exceptional events in the year and expected significant future events and how these might impact on the continued provision of the universal postal service.

**KPIs**

	Performance in current year	Performance in previous year
<b>Operating result before exceptional items</b>		
Operating profit as a percentage of revenue		
Staff costs as a percentage of total operating costs		
Postmasters' costs as a percentage of total operating costs		
Other operating costs as a percentage of total operating costs		
Cash at bank and in hand		
<b>Financial and liquidity measures</b>		
Group asset turnover ratio		
Group current ratio		
<b>Staff – Average Full Time Equivalents (FTE<sup>1</sup>)</b>		
Company		
Subsidiaries		
Group		
Company year end and FTE run rate		
<b>Mails business</b>		
Core mail volumes		
<b>Customer Service</b>		
Written enquiries		
Telephone enquiries		

[●Commentary to include, at a minimum, an explanation of any significant year-on-year movements in the reported performance and balances in the above KPI table. In this context significant is any year-on-year movement that is 10% or greater.]

<sup>1</sup> Average number of full-time employees.

## 2 Financial Review

	Current Year €'000	Previous Year €'000
Revenue		
Group Operating Profit/(Loss)		
Profit/(Loss) for Financial year		
Net Assets (Excluding Pension Liability)		
<b>Net Assets (Including Pension Liability)</b>		

[●insert text]

### Revenue

[●insert text]

### Costs

[●insert text]

### Outlook

[●insert text]

### 3 USO Performance

	Total USO Current Year	Total USO Previous Year
Volumes ('000s)		
	€'000	€'000
Revenue		
Total Expenditure		
<b>Profit/(Loss) for the year</b>		

[●insert text]

#### USO Performance

[●insert text]

#### USO Volumes and Revenues

[●Commentary on trends for volume and revenues by service.]

#### Price

[●insert text]

#### Costs

[●insert text]

## Profit/ (Loss)

Profit/(Loss) (€'000)	Total USO Current Year	Total USO Previous Year
Domestic		
Inbound International		
Intra-Community		
Rest of World		
Outbound International		
<b>Profit/(Loss)</b>		

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

[●insert text]



**5 Report of the independent auditor on summary regulatory financial statements to the directors of An Post and to ComReg**

## 6 Regulatory Accounting Principles and basis of preparation

### Obligation to produce the Regulatory Financial Statements

[●insert text]

### General

[●insert text]

### Accounting Manual

[●insert text]

### Accounting Records

[●insert text]

### General Principles

[●insert text]

### Income Statements

[●insert text]

### Adjustments in production of the Regulatory Accounts

[●Commentary of any large adjustments made to produce the Regulatory Accounts.]

### Volumes

[●insert text]

### Operating costs

[●insert text]

### Activity analysis

[●insert text]

### Changes in accounting policies, methodologies and estimation techniques

[●Commentary on the impact of changes in accounting policies, methodologies and estimation techniques.]

### Internal Trading and Transfer Charging

[●Commentary to include an expanded explanation summarising the basis of transfer charges similar to that found in sections 9.2, 9.3 and 9.4 of An Post 2015 Accounting Manual.]

### Disposal of property, plant and equipment

[●insert text]

### Excluded items

[●insert text]

### Comparatives

[●insert text]

### Reconciliation to Statutory Accounts

[●insert text]

### Statement of Net Assets

[●insert text]

### Cash Flow Statement

[●insert text]



## 7 Income Statement for Universal Service and Mails Business Segment

	Year Ended 31 December (Current Year)			Year Ended 31 December (Previous Year)		
	USO	Non USO	Total Mails	USO	Non USO	Total Mails
<b>Volumes ('000s)</b>						
	€'000	€'000	€'000	€'000	€'000	€'000
<b>Revenue</b>						
Payroll Costs						
Non Payroll Costs						
<b>Total Expenditure</b>						
<b>Total Operating Profit/(Loss)</b>						

Note – Volumes stated refer to addressed volumes.









## 11 Summary Income Statement for Mails Business Segment - USO

All Geographical Segments	Universal Services												Note 1 - Other USO Services		Total USO	
	Letters		Flats		Packets		Parcels		Proof of Delivery		Insured Items		Current Year	Previous Year	Current Year	Previous Year
	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year
<b>Volume ('000s)</b>																
<b>Year-on-year % change in volumes</b>																
	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000
<b>Revenue</b>																
Directly Attributable																
Allocated using Sampling																
<b>Total Segment Revenue</b>																
Intra-segment Revenue																
<b>Service Revenue</b>																
<b>Year-on-year % change in revenue</b>																
Total Direct Costs																
Total Indirect Costs																
Total Common Costs																
<b>Service Expenditure</b>																
<b>Year-on-year % change in expenditure</b>																
<b>Net Segment Profit/(Loss)</b>																

Note 1 - Other Services include Redirections, MailMinder & PO Boxes

**Summary Income Statement for Mails Business Segment Continued – Non USO**

All Geographical Segments	Total Non USO		Mails Results	
	Current Year	Previous Year	Current Year	Previous Year
<b>Volume ('000s)</b>				
	€'000	€'000	€'000	€'000
<b>Revenue</b>				
Directly Attributable				
Allocated using Sampling				
<b>Total Segment Revenue</b>				
Intra-segment Revenue				
<b>Service Revenue</b>				
Total Direct Costs				
Total Indirect Costs				
Total Common Costs				
<b>Service Expenditure</b>				
<b>Net Segment Profit/(Loss)</b>				



## Summary Income Statement for Mails Business Segment continued - USO

Domestic Segment	Universal Services															
	Letters		Flats		Packets		Parcels		Proof of Delivery		Insured Items		Note 2 – Other USO Services		Total USO	
	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year
<b>Volume ('000s)</b>																
	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000
<b>Revenue</b>																
Directly Attributable																
Allocated using Sampling																
<b>Total Segment Revenue</b>																
Intra-segment Revenue																
<b>Service Revenue</b>																
Total Direct Costs																
Total Indirect Costs																
Total Common Costs																
<b>Service Expenditure</b>																
<b>Net Segment Profit/(Loss)</b>																

Note 1 - Free postal service for blind and partially sighted persons, Sending books abroad etc. are included under the appropriate category (i.e. letters, flats, packets) above

Note 2 - Other services include Redirections, MailMinder & PO Boxes

**Summary Income Statement for Mails Business Segment Continued – Non USO**

Domestic Segment	Total Non USO		Total Domestic Segment	
	Current Year	Previous Year	Current Year	Previous Year
<b>Volume ('000s)</b>				
	€'000	€'000	€'000	€'000
<b>Revenue</b>				
Directly Attributable				
Allocated using Sampling				
<b>Total Segment Revenue</b>				
Intra-segment Revenue				
<b>Service Revenue</b>				
Total Direct Costs				
Total Indirect Costs				
Total Common Costs				
<b>Service Expenditure</b>				
<b>Net Segment Profit/(Loss)</b>				



**Summary Income Statement for Mails Business Segment continued – Non USO**

International (Inbound) - Total	Total Non USO		Total International (Inbound) Segment	
	Current Year	Previous Year	Current Year	Previous Year
<b>Volume ('000s)</b>				
	€'000	€'000	€'000	€'000
<b>Revenue</b>				
Directly Attributable				
Allocated using Sampling				
<b>Total Segment Revenue</b>				
Intra-segment Revenue				
<b>Service Revenue</b>				
Total Direct Costs				
Total Indirect Costs				
Total Common Costs				
<b>Service Expenditure</b>				
<b>Net Segment Profit/(Loss)</b>				





Summary Income Statement for Mails Business Segment continued – Non USO

International (Inbound) – intra EU	Total Non USO		International (Inbound) – intra EU	
	Current Year	Previous Year	Current Year	Previous Year
Volume ('000s)				
	€'000	€'000	€'000	€'000
<b>Revenue</b>				
Directly Attributable				
Allocated using Sampling				
<b>Total Segment Revenue</b>				
Intra-segment Revenue				
<b>Service Revenue</b>				
Total Direct Costs				
Total Indirect Costs				
Total Common Costs				
<b>Service Expenditure</b>				
<b>Net Segment Profit/(Loss)</b>				



Summary Income Statement for Mails Business Segment continued – Non USO

International (Inbound) – rest of world	Total Non USO		International (Inbound) – rest of world	
	Current Year	Previous Year	Current Year	Previous Year
Volume ('000s)				
	€'000	€'000	€'000	€'000
<b>Revenue</b>				
Directly Attributable				
Allocated using Sampling				
<b>Total Segment Revenue</b>				
Intra-segment Revenue				
<b>Service Revenue</b>				
Total Direct Costs				
Total Indirect Costs				
Total Common Costs				
<b>Service Expenditure</b>				
<b>Net Segment Profit/(Loss)</b>				

## Summary Income Statement for Mails Business Segment continued - USO

International (Outbound) Segment	Universal Services												Total USO	
	Letters		Flats		Packets		Parcels		Proof of Delivery		Insured Items			
	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year		
<b>Volume ('000s)</b>														
	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000	€'000
<b>Revenue</b>														
Directly Attributable														
Allocated using Sampling														
<b>Total Segment Revenue</b>														
Intra-segment Revenue														
<b>Service Revenue</b>														
Total Direct Costs														
Total Indirect Costs														
Total Common Costs														
<b>Service Expenditure</b>														
<b>Net Segment Profit/(Loss)</b>														

Note - Free postal service for blind and partially sighted persons, Sending books abroad etc. are included under the appropriate category (i.e. letters, flats, packets) above

**Summary Income Statement for Mails Business Segment continued – Non USO**

International (Outbound) Segment	Total Non USO		Total International (Outbound) Segment	
	Current Year	Previous Year	Current Year	Previous Year
<b>Volume ('000s)</b>				
	€'000	€'000	€'000	€'000
<b>Revenue</b>				
Directly Attributable				
Allocated using Sampling				
<b>Total Segment Revenue</b>				
Intra-segment Revenue				
<b>Service Revenue</b>				
Total Direct Costs				
Total Indirect Costs				
Total Common Costs				
<b>Service Expenditure</b>				
<b>Net Segment Profit/(Loss)</b>				

**Note 1 – Bulk mail including IBMS Extra and IBMS DSA**



Summary Income Statement for each universal service continued - USO

Domestic Letter Services continued	Bulk Deferred Delivery		Bulk Delivery Only		Total USO Domestic Letter Services	
	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year
Volume ('000s)						
	€'000	€'000	€'000	€'000	€'000	€'000
<b>Revenue</b>						
Directly Attributable						
Allocated using Sampling						
<b>Total Segment Revenue</b>						
Intra-segment Revenue						
<b>Service Revenue</b>						
Total Direct Costs						
Total Indirect Costs						
Total Common Costs						
<b>Service Expenditure</b>						
<b>Net Segment Profit/(Loss)</b>						





Summary Income Statement for each universal service continued - USO

Domestic Flats Services continued	Bulk Deferred Delivery		Bulk Delivery Only		Total USO Domestic Flats Services	
	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year
Volume ('000s)						
	€'000	€'000	€'000	€'000	€'000	€'000
<b>Revenue</b>						
Directly Attributable						
Allocated using Sampling						
<b>Total Segment Revenue</b>						
Intra-segment Revenue						
<b>Service Revenue</b>						
Total Direct Costs						
Total Indirect Costs						
Total Common Costs						
<b>Service Expenditure</b>						
<b>Net Segment Profit/(Loss)</b>						

















## 13 Notes to the Regulatory Financial Statements

### 1. Reconciliation of Revenue to the Statutory Accounts

	Current Year	Previous Year
	€m	€m
Mails USO		
Mails Non USO		
Consolidation Adjustments		
Regulatory Accounts Adjustments*		
<b>Postage: Letters &amp; Parcels</b>		
Retail		
Interest Income & Other Services		
<b>Revenue Per Statutory Accounts</b>		
*Regulatory Accounts Adjustments(List all items that apply)		
Stamp Retailing Commission etc.		
Terminal Dues		
Prior year items		

## 2. Reconciliation of Operating Costs to the Statutory Accounts

	Current Year	Previous Year
	€m	€m
Mails USO Per Regulatory Accounts		
Mails Non USO		
Regulatory Accounts Adjustments*		
Retail		
Corporate/Subsidiaries etc.		
<b>Operating Costs per Statutory Accounts</b>		
*Regulatory Accounts Adjustments (List all items that apply)		
Stamp Retailing Commission etc.		
Terminal Dues		
Other Retrospective Payments & Provisions		

## 3. Reconciliation of Profit/(Loss) to the Statutory Accounts

	Current Year	Previous Year
	€m	€m
Mails USO Per Regulatory Accounts		
Mails Non USO		
Retail		
Regulatory Accounts Adjustments*		
Corporate/Subsidiaries etc.		
<b>Operating Profit/(Loss) – Continuing Operations</b>		
*Regulatory Accounts Adjustments		
Revenue		
Expenditure		

**4. Non Current Assets**

	Land & Buildings	Motor Vehicles	Computer & Other Equipment	Total
	€m	€m	€m	€m
Net Book Values as at previous year end				
Additions/Disposals/Other				
Depreciation				
Net Book Values as at current year end				

**5. Trade and other receivables**

	Current Year	Previous Year
	€m	€m
Trade Debtors		
Inter Group Debtors		
Prepayments & Accrued Income		

**6. Creditors (Amounts falling due within 1 year)**

	Current Year	Previous Year
	€m	€m
Trade Creditors		
Inter Group & Other Creditors		
Taxation and Social Welfare		
Accruals		
Finance Lease – Short Term		
Deferred Income – Capital Grants		
Deferred Postage Income		

**7. Creditors (Amounts falling due after 1 year)**

	Current Year	Previous Year
	€m	€m
Finance Lease – Long Term		
Deferred Income – Capital Grants		

**8. Payroll costs by cost type**

	Current Year	Previous Year
	€'000	€'000
<b>Group:</b>		
The aggregate payroll costs and postmasters' costs were as follows:		
Wages and salaries		
Postmasters' costs		
Social welfare costs		
Other pension costs		
<b>Total payroll and postmasters' costs</b>		

## 14 Universal Service

### Requirements of the Universal Service Obligation ('USO') or any future USO regulation

SI 280 of 2012...

[●insert text]

### Access to Universal Services

[●insert text]

### Tariffs

[●insert text]

### Quality of Service

[●insert text]

### Customer Complaints

[●insert text]

### Further Information

[●insert text]

## 15 Glossary and Explanation of terms

[●insert text]