

CAP - CARE AFTER PRISON LIMITED

**REPORT AND
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 DECEMBER 2013**

REGISTERED NUMBER: 506754

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CAP - CARE AFTER PRISON LIMITED

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FOR THE YEAR ENDED 31 DECEMBER 2013

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COMPANY INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2013

DIRECTORS

Anne O'Rourke
Fr. Charlie Hoey O. Carm.
Josephine Rice
Paul W. Mackay
Paul McDonald

SECRETARY

Anne O'Rourke

REGISTERED OFFICE

56 Aungier Street,
Dublin 2.

REGISTERED NUMBER

506754

CHARITABLE STATUS NUMBER

20419

BUSINESS ADDRESS

Carmelite Community Centre,
56 Aungier Street,
Dublin 2.

AUDITORS

Roberts Nathan Corporate & Private,
Incorporating Malone Power & Company,
Chartered Certified Accountants
& Registered Auditors,
First Floor,
10/11 Exchange Place,
International Financial Services Centre,
Dublin 1.

PRINCIPAL BANKERS

Allied Irish Banks plc,
7/12 Dame Street,
Dublin 2.

DIRECTORS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2013

AUDITED FINANCIAL STATEMENTS

The directors present herewith their report and the audited financial statements for the year ended 31 December 2013. In preparing these financial statements, the directors have exercised the options available to a small sized private company under the Companies (Amendment) Act, 1986.

RESULTS

	€
Surplus on ordinary activities before taxation for the financial year	4,816
Surplus on ordinary activities after taxation for the financial year	<u>4,816</u>
Retained surplus for the financial year	<u><u>4,816</u></u>

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review is to benefit the community of Dublin 2 and Dublin 8 and its environs by the provision of support, information and referral services, for ex-prisoners, which in turn will assist them in their re-integration into society and will help prevent re-offending.

REVIEW OF THE BUSINESS AND FUTURE DEVELOPMENTS

A review of the operations of the company during the financial year and the results of those operations are as follows:

Key achievements in 2013 include:

- a) We supported over 300 people affected by imprisonment to turn their lives around.
- b) Care After Prison was selected to run the Irish Prison Service's Community Support Scheme in May.
- c) We hired our first staff member in May, and had five staff by the end of December.
- d) Care After Prison is the first peer-led organisation working with this particular target group in Ireland.
- e) Care After Prison successfully partnered with the YMCA to offer a peer gym programme to our service users.
- f) Initially set up to support service users in Dublin 2 and Dublin 8. By mid-2013 our service had been expanded to nationwide cover.

The future objectives of the company are to:

- a) Secure funding through funding streams and fundraising initiatives.
- b) The development and annual review of HR and governance policies.
- c) Professional development of staff to enhance skillsets.
- d) Develop intellectual property in relation to the development of workshops to create awareness and promotion of better decision making among young people.
- e) Expand learning opportunities for service users with the support of CDETb.
- f) Development of in-prison clinics.

**DIRECTORS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2013**

- g) Development of a comprehensive marketing plan to assist with the promotion and delivery of services.
- h) Development of a volunteer plan for the community.
- i) Development of the Board of Directors.

GOVERNANCE

The Board is committed to maintaining the highest standards of Corporate Governance and has determined that the organisation shall comply with the principles outlined in 'The Governance Code for Community, Voluntary and Charitable Organisations' (as produced by the Corporate Governance Association of Ireland, in association with various voluntary and charitable organisations).

Board members, all of whom are non-executive, are drawn from diverse backgrounds in business and the professions and bring a broad range of experience and skills to Board deliberations.

There are clear distinctions between the role of the Board and the Director (chief executive) to whom day to day management is delegated. Matters such as policy, strategic planning and budgets are prepared by the Director and the staff for consideration and approval by the Board, who then monitor the implementation of these plans. The members of the Board cannot, under the governing documents, receive remuneration for their role. They may only be reimbursed for incidental expenses claimed.

POLITICAL DONATIONS

There were no political contributions in 2013 and as a result, no disclosures are required under the Electoral Act, 1997.

PRINCIPAL RISK AND UNCERTAINTIES

In common with many charities in Ireland, the principal risk and uncertainty of CAP - Care After Prison Ltd relates to the ability of the company to obtain funding to support its operations.

IMPORTANT EVENTS SINCE THE YEAR END

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operation of the company, the results of those operations or the state of affairs of the company in financial years subsequent to the financial year ending 31 December 2013.

RESERVES POLICY

The directors are conscious of the need to incur expenditure prudently and will continue to closely monitor both the level of income and expenditure in the foreseeable future. The board accordingly, have agreed that the formulation of a Reserves Policy should be a priority for 2014 in order to ensure that the company can maintain adequate resources to finance its ongoing work, which is not covered by grants received from donors, while maintaining a prudent approach in the use of such resources.

DIRECTORS AND THEIR INTERESTS

The company is incorporated under the Companies Act of 1963 to 2013 and is limited by guarantee, therefore it does not have any share capital.

DIRECTORS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2013

AUDITORS

Malone Power & Company, Chartered Accountants and Registered Auditors, having merged their practice with Roberts Nathan Corporate & Private, Chartered Certified Accountants and Registered Auditors, with effect from 1st November, 2013, resign as auditors with effect from that date.

Roberts Nathan Corporate & Private, incorporating Malone Power & Company, were appointed by the Directors to fill the casual vacancy and have expressed their willingness to continue in office in accordance with the provisions of Section 160(2) of the Companies Act, 1963.

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 the affairs of the company and of the surplus or deficit of the company for that year. In preparing these the directors are 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 the company will continue in business;
- comply with applicable Accounting Standards, subject to any material departure disclosed and explained in the financial statements.

The directors are responsible for taking the necessary steps to ensure compliance with the requirements of Section 202 of the Companies Act 1990, regarding proper books of account and the implementation of necessary policies and procedures for recording transactions, the employment of competent accounting personnel with appropriate expertise and the provision of adequate resources to the financial function. The books of account of the company are maintained at the company's registered office.

In the employment of accounting personnel, the directors will consider whether such personnel:

- are suitably qualified;
- have the knowledge and experience needed to understand the business and how its particular circumstances impact the books of account;
- and are able, without undue difficulty to ascertain at all times the financial position and results of the company.

The directors are responsible for keeping proper accounting records 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 2013. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board:

.....
Anne O'Rourke
Director

.....
Paul W. Mackay
Director

Date:

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CAP - CARE AFTER PRISON LIMITED

We have audited the financial statements of CAP - Care After Prison Limited for the year ended 31 December 2013 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is Irish Law and accounting standards issued by the Financial Reporting Council and promulgated by the Association of Chartered Certified Accountants in Ireland (Generally Accepted Accounting Practice in Ireland).

This report is made solely to the company's members, as a body, in accordance with Section 193 of the Companies Act 1990. Our Audit has been undertaken so that we might state to the company's members, those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As explained more fully in the Directors' Responsibilities Statement set out on page 4, the Directors are responsible for the preparation of the Financial Statements giving a true and fair view. Our responsibility is to audit and express an opinion on the Financial Statements in accordance with Irish law and International Standards on Auditing (UK and Ireland).

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the Financial Statements sufficient to give reasonable assurance that the Financial Statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the Financial Statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited Financial Statements. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

OPINION

In our 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 as at 31 December 2013 and of its surplus for the year then ended; and
- have been properly prepared in accordance with the requirements of the Companies Acts, 1963 to 2013.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY THE COMPANIES ACTS 1963 TO 2013

- We have obtained all the information and explanations which we consider necessary for the purposes of our audit.
- In our opinion proper books of account have been kept by the company.
- The Financial Statements are in agreement with the books of account.
- In our opinion the information given in the directors' report is consistent with the Financial Statements.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CAP - CARE AFTER PRISON LIMITED

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the provisions in the Companies Acts, 1963 to 2013, which require us to report to you if, in our opinion, the disclosures of directors' remuneration and transactions specified by law are not made.

.....
Brendan P. Malone
For and on behalf of,
Roberts Nathan Corporate & Private,
Incorporating Malone Power & Company,
Chartered Certified Accountants
& Statutory Auditors,
First Floor,
10/11 Exchange Place,
International Financial Services Centre,
Dublin 1.

Date:

**INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2013**

	Sch	Note	12 Month Year Ended 31 December 2013 €	13 Month Period Ended 31 December 2012 €
INCOME	1		72,961	42,228
Administration expenses	2		<u>(68,145)</u>	<u>(38,391)</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION	3		4,816	3,837
Tax on surplus on ordinary activities		4	<u>-</u>	<u>-</u>
SURPLUS ON ORDINARY ACTIVITIES AFTER TAXATION			4,816	3,837
RETAINED SURPLUS BROUGHT FORWARD			<u>3,837</u>	<u>-</u>
RETAINED SURPLUS CARRIED FORWARD		13	<u><u>8,653</u></u>	<u><u>3,837</u></u>

Continuing Operations

The company commenced operations during the period ended 31 December 2012. None of the company's activities were acquired or discontinued during the financial year ended 31 December 2013.

Total recognised gains and losses

There are no recognised gains or losses other than the surplus or deficit for the above two financial periods.

The financial statements were approved by the board on and signed on its behalf by:

.....
Anne O'Rourke
Director

.....
Paul W. Mackay
Director

BALANCE SHEET
AS AT 31 DECEMBER 2013

	Notes	2013 €	2012 €
FIXED ASSETS			
Tangible assets	5	1,767	-
		<u>1,767</u>	<u>-</u>
CURRENT ASSETS			
Cash at bank and in hand		60,661	18,777
		<u>60,661</u>	<u>18,777</u>
CREDITORS: amounts falling due within one year			
Creditors	6	41,856	4,940
Taxation creditors	7	1,919	-
		<u>(43,775)</u>	<u>(4,940)</u>
NET CURRENT ASSETS		<u>16,886</u>	<u>13,837</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		18,653	13,837
CREDITORS: amounts falling due after more than one year	8	(10,000)	(10,000)
NET ASSETS		<u><u>8,653</u></u>	<u><u>3,837</u></u>
ACCUMULATED SURPLUS			
Income and expenditure account	9	<u>8,653</u>	<u>3,837</u>

The financial statements were approved by the Board on and signed on its behalf by:

.....
 Anne O'Rourke
 Director

.....
 Paul W. Mackay
 Director

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CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2013

	Notes	2013 €	2013 €	2012 €	2012 €
NET CASH INFLOW FROM OPERATING ACTIVITIES	14		43,860		18,777
RETURNS ON INVESTMENTS AND SERVICING OF FINANCE					
Interest received		-		-	
Interest paid		-		-	
Interest element of finance lease rentals		-		-	
NET CASH INFLOW FROM RETURNS ON INVESTMENTS AND SERVICING OF FINANCE			-		-
TAXATION			-		-
CAPITAL EXPENDITURE					
Payments to acquire tangible fixed assets		(1,976)		-	
NET CASH OUTFLOW FOR CAPITAL EXPENDITURE			(1,976)		-
INCREASE IN CASH IN THE YEAR	15		41,884		18,777

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

1. STATEMENT OF ACCOUNTING POLICIES

1.1. Basis of Preparation

The financial statements are prepared on the going concern basis and in accordance with Irish Generally Accepted Accounting Practice and Irish statute comprising the Companies Acts 1963 to 2013. Accounting standards generally accepted in Ireland in preparing financial statements giving a true and fair view are those promulgated by the Association of Chartered Certified Accountants in Ireland and issued by the Accounting Standards Board.

1.2. Income

Income is recognised when CAP - Care After Prison Ltd is legally entitled to the income, virtually certain of receipt and the amounts involved can be measured sufficiently and reliably.

1.3. Tangible fixed assets and depreciation

All tangible fixed assets are stated at cost less accumulated depreciation. Provision is made for depreciation on tangible fixed assets at rates calculated to write off the cost or valuation, less estimated residual value, of each asset over its expected useful life as follows:

Fixtures, fittings and equipment - 20% Straight Line

2. INFORMATION ON DIRECTORS AND EMPLOYEES

Number of employees

The average monthly numbers of employees (including the directors) during the year were:

	2013	2012
	Number	Number
Directors	5	5
Director of Services	1	1
Employees	4	-
	<u>10</u>	<u>6</u>

Staff costs

	2013	2012
	€	€
Honorarium	14,000	16,000
Wages and salaries	27,427	-
Social welfare costs	1,950	-
	<u>43,377</u>	<u>16,000</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

3. OPERATING SURPLUS	2013	2012
	€	€
Operating surplus is stated after charging:		
Depreciation of tangible assets	209	-
Auditors' remuneration	3,385	4,920
Directors' remuneration	-	-
	<u> </u>	<u> </u>
4. TAXATION		
No provision for corporation tax has been made due to the granting by the Revenue Authorities of 'Charitable Status' on 14 February, 2013, thereby exempting the organisation from taxation.		
5. TANGIBLE FIXED ASSETS	Fixtures, fittings & equipment	Total
	€	€
Cost		
At 1 January 2013	-	-
Additions	1,976	1,976
	<u> </u>	<u> </u>
At 31 December 2013	1,976	1,976
	<u> </u>	<u> </u>
Depreciation		
At 1 January 2013	-	-
Charge for the year	209	209
	<u> </u>	<u> </u>
At 31 December 2013	209	209
	<u> </u>	<u> </u>
Net book values		
At 31 December 2013	1,767	1,767
	<u> </u>	<u> </u>
At 31 December 2012	-	-
	<u> </u>	<u> </u>
6. CREDITORS: amounts falling due within one year	2013	2012
	€	€
Deferred income	35,731	-
Accruals	6,125	4,940
	<u> </u>	<u> </u>
	41,856	4,940
	<u> </u>	<u> </u>

Deferred income represents funding received from the Irish Prison Service, but not expensed at the year end.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

7. TAXATION CREDITORS

	2013	2012
	€	€
PAYE / PRSI	1,919	-
	<u>1,919</u>	<u>-</u>
	<u><u>1,919</u></u>	<u><u>-</u></u>

8. CREDITORS: amounts falling due after more than one year

	2013	2012
	€	€
Director's loan	10,000	10,000
	<u>10,000</u>	<u>10,000</u>

9. RECONCILIATION OF MOVEMENTS IN MEMBERS' FUNDS

	2013	2012
	€	€
Surplus for the year	4,816	3,837
	<u>4,816</u>	<u>3,837</u>
Net addition to funds	4,816	3,837
Opening funds	3,837	-
Closing funds	<u><u>8,653</u></u>	<u><u>3,837</u></u>

10. TRANSACTIONS WITH DIRECTORS

The following directors had given interest free loans to the company during the year. The movements on these loans are as follows:

	Amount Outstanding		Maximum in
	2013	2012	year
	€	€	€
Anne O'Rourke	-	-	-
Fr. Charlie Hoey O. Carm.	-	-	-
Josephine Rice	-	-	-
Paul W. Mackay	10,000	10,000	10,000
Paul McDonald	-	-	-

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

11. DIRECTORS AND THEIR INTERESTS

CAP - Care After Prison Limited is a company limited by guarantee and therefore does not have any share capital.

12. MEMBERS LIABILITY

The liability of the members is limited.

Every member of the company undertakes to contribute to the assets of the association in the event of it being wound up during the time he is a member, or within one year afterwards, for payment of the debts and liabilities of the company contracted before he ceases to be a member and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding €1.27.

13. STATEMENT OF MOVEMENTS ON INCOME AND EXPENDITURE ACCOUNT

	2013	2012
	€	€
Opening balance	3,837	-
Retained surplus for the year	4,816	3,837
Closing balance	<u>8,653</u>	<u>3,837</u>

14. RECONCILIATION OF OPERATING SURPLUS TO NET CASH INFLOW FROM OPERATING ACTIVITIES

	2013	2012
	€	€
Operating surplus	4,816	3,837
Depreciation of tangible fixed assets	209	-
Increase in creditors within one year	38,835	14,940
Net cash inflow from operating activities	<u>43,860</u>	<u>18,777</u>

15. ANALYSIS OF CHANGES IN NET FUNDS

	Opening balance	Cash flows	Closing balance
	€	€	€
Cash at bank and in hand	<u>18,777</u>	<u>41,884</u>	<u>60,661</u>
Net funds	<u>18,777</u>	<u>41,884</u>	<u>60,661</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

16. ACCOUNTING PERIODS

The current Financial Statements are for a full year. The comparative Financial Statements are for a thirteen month period from 1 December 2011 (date of incorporation) to 31 December 2012.

17. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved by the Board on