

**CAP - CARE AFTER PRISON LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)**

**DIRECTORS' REPORT AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
31 DECEMBER 2014**

REGISTERED NUMBER: 506754

**CAP - CARE AFTER PRISON LIMITED**

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FOR THE YEAR ENDED 31 DECEMBER 2014**

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**CAP - CARE AFTER PRISON LIMITED**

**SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED 31 DECEMBER 2014**

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**DIRECTORS**

Anne O'Rourke  
Fr. Charlie Hoey O. Carm. (Resigned 25th September 2014)  
Josephine Rice  
Paul W. Mackay (Resigned 5th March 2015)  
Paul McDonald  
Simon David Rees (Appointed 25th November 2014)  
Caroline Norris (Appointed 11th March 2015)

**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,  
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.

## **CAP - CARE AFTER PRISON LIMITED**

### **DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2014**

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The directors present their report and the audited financial statements for the year ended 31 December 2014.

<b>RESULTS</b>	<b>€</b>
(Deficit) on ordinary activities before taxation for the financial year	(9,216)
(Deficit) ordinary activities after taxation for the financial year	<u>(9,216)</u>
Accumulated (deficit) for the financial year	<u><u>(9,216)</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 2014 include:

- a) We supported over 600 people affected by imprisonment to turn their lives around.
- b) Care After Prison delivered on contract to the Irish Prison Service's Community Support Scheme a service to 385.
- c) We hired our first staff member in May 2013, and had five staff by the end of December 2014.
- d) Care After Prison successfully partnered with the YMCA to offer a peer gym programme to our service users.

The future objectives of the company are to:

- a) Secure additional resources to expand service delivery 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) Expand learning opportunities for service users with the support of CDETB.
- e) Development of in-prison clinics.
- f) Development of a volunteer plan for the community.
- g) Development of the Board of Directors.

## **CAP - CARE AFTER PRISON LIMITED**

### **DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2014**

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#### **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 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 2014 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.

#### **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 2015 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.

#### **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 2014.

#### **DIRECTORS' AND SECRETARY'S INTERESTS**

The company is limited by guarantee, therefore it does not have any share capital.

## **CAP - CARE AFTER PRISON LIMITED**

### **DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2014**

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#### **DIRECTORS' RESPONSIBILITIES STATEMENT**

The directors are responsible for preparing the Directors' Report and the Financial Statements in accordance with Irish law and regulations.

Irish company law requires the directors to prepare Financial Statements for each financial period which give a true and fair view of the state of the affairs of the company and of the profit or loss of the company for that period. Under that law the directors have elected to prepare the Financial Statements in accordance with Irish Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Financial Reporting Council and promulgated by the Association of Chartered Certified Accountants in Ireland.

In preparing these Financial Statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for ensuring that the company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets liabilities, financial position and surplus/deficit of the company to be determined with reasonable accuracy, enable them to ensure that the Financial Statements and directors' report comply with the Companies Act 2014 and enable the Financial Statements to be audited. 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.

#### **BOOKS AND ACCOUNTING RECORDS**

The Directors acknowledge their responsibilities under Sections 281 to 285 of the Companies Act 2014 to keep accounting records for the company. The directors, through the use of appropriate procedures and systems and the employment of competent persons, have ensured that measures are in place to secure compliance with these requirements. These books and records are maintained at the company's registered office.

#### **AUDITORS**

In accordance with Section 383 (2) of the Companies Act 2014, the auditors, Roberts Nathan, Statutory Auditors will continue in office.

**CAP - CARE AFTER PRISON LIMITED**

**DIRECTORS' REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2014**

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**STATEMENT ON RELEVANT AUDIT INFORMATION**

In accordance with Section 330 of the Companies Act 2014, so far as each person who was a director at the date of approving this report is aware, there is no relevant audit information, being information needed by the auditor in connection with preparing its report, of which the auditor is unaware. Having made enquiries of fellow directors and the Company's auditor, each director has taken all the steps he/she is obliged to take as a director in order to make himself/herself aware of any relevant audit information and to establish that the auditor is aware of the information.

On behalf of the board:

.....  
Paul McDonald  
Director

.....  
Simon David Rees  
Director

Date: .....

**CAP - CARE AFTER PRISON LIMITED**

**INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2014**

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	Sch	Note	2014 €	2013 €
<b>INCOME</b>	<b>1</b>		174,165	72,961
Administration expenses	2		<u>(183,381)</u>	<u>(68,145)</u>
<b>(DEFICIT)/SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>3</b>	(9,216)	4,816
Tax on surplus on ordinary activities		4	<u>-</u>	<u>-</u>
<b>(DEFICIT)/SURPLUS ON ORDINARY ACTIVITIES AFTER TAXATION</b>			(9,216)	4,816
<b>ACCUMULATED SURPLUS BROUGHT FORWARD</b>			<u>8,653</u>	<u>3,837</u>
<b>ACCUMULATED (DEFICIT)/SURPLUS CARRIED FORWARD</b>			<u>(563)</u>	<u>8,653</u>

**Continuing Operations**

None of the company's activities were acquired or discontinued during the above two financial periods.

**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:

.....  
Paul McDonald  
Director

.....  
Simon David Rees  
Director



**CAP - CARE AFTER PRISON LIMITED**

**BALANCE SHEET  
AS AT 31 DECEMBER 2014**

	Notes	2014 €	2013 €
<b>FIXED ASSETS</b>			
Tangible assets	5	1,507	1,767
<b>CURRENT ASSETS</b>			
Debtors	6	1,359	-
Cash at bank and in hand		56,154	60,661
<b>CREDITORS: amounts falling due within one year</b>			
Creditors	7	(49,583)	(43,775)
<b>NET CURRENT ASSETS</b>		7,930	16,886
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		9,437	18,653
<b>CREDITORS: amounts falling due after more than one year</b>	8	(10,000)	(10,000)
<b>NET (LIABILITIES)/ASSETS</b>		(563)	8,653
<b>ACCUMULATED (DEFICIT)/ SURPLUS</b>			
Income and expenditure account	9	(563)	8,653

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

.....  
Paul McDonald  
Director

.....  
Simon David Rees  
Director

**CAP - CARE AFTER PRISON LIMITED**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2014**

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	Notes	2014 €	2014 €	2013 €	2013 €
<b>NET CASH (OUTFLOW)/INFLOW FROM OPERATING ACTIVITIES</b>	13		(4,338)		43,860
<b>RETURNS ON INVESTMENTS AND SERVICING OF FINANCE</b>					
Interest received		-		-	
Interest paid		-		-	
Interest element of finance lease rentals		-		-	
<b>NET CASH INFLOW FROM RETURNS ON INVESTMENTS AND SERVICING OF FINANCE</b>			-		-
<b>TAXATION</b>			-		-
<b>CAPITAL EXPENDITURE</b>					
Payments to acquire tangible fixed assets		(169)		(1,976)	
<b>NET CASH OUTFLOW FOR CAPITAL EXPENDITURE</b>			(169)		(1,976)
<b>(DECREASE)/INCREASE IN CASH IN THE YEAR</b>	14		(4,507)		41,884

**1. STATEMENT OF ACCOUNTING POLICIES**

**1.1. Accounting Policies**

The financial statements are prepared on the going concern basis and in accordance with the Irish Generally Accepted Accounting Practice and Irish statute comprising the Companies Act 2014. 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 and issued by the Financial Reporting Council.

**1.2. Income**

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

**1.3. Deferred Income**

Income from Grants is recognised only when the related expenditure is incurred. The balance of the grant is deferred until the following year.

**1.4. Fund Accounting**

The organisation maintains various types of funds as follows:

**Unrestricted funds**

Unrestricted funds consists of General Funds and designated funds.

General Funds represent amounts which are expensed at the discretion of the directors in furtherance of the objectives of the organisation. Such funds may be held in order to finance working capital or to finance the start up of new programmes.

Designated funds represent amounts that the directors may at their discretion set aside for specific purposes, which would otherwise form part of the general reserves of the organisation. Specifically, the directors set aside funds so that they can protect the organisation's ongoing programme of work from unexpected variations in income, to finance fixed assets, both tangible and financial, for ongoing use by the organisation and to cover future planned deficits.

**Restricted Funds**

Restricted funds represent income, which has been received and recognised in the Financial Statements and is subject to specific conditions imposed by the donors or grant making institutions. Donations or grants may become repayable in the event that the conditions of the related agreements are not adhered to.

## CAP - CARE AFTER PRISON LIMITED

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

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#### 1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at historical costs or revalued amounts less accumulated depreciation and provisions for impairment.

The cost of an asset is made up of the purchase price of the asset plus any costs directly attributable to bringing the asset into working condition for its intended use.

Depreciation is calculated to write off the original cost of the asset or the revalued amount less the estimated residual value over its estimated useful economic life as follows:

Fixtures & fittings - 20% Reducing Balance

The carrying value of tangible fixed assets is reviewed for impairment if events or changes in circumstances indicate that the carrying amount value may not be recoverable. Under Irish GAAP impairment is assessed by comparing the carrying value of the asset with its recoverable amount (the higher of net realisable value and value in use). Net realisable value is defined as the amount at which an asset could be disposed net of any direct selling costs. Value in use is defined as the present value of the future cash flows obtainable through the continued use of an asset including those expected to be realised on its eventual disposal.

#### 2. INFORMATION ON DIRECTORS AND EMPLOYEES

##### Number of employees

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

	2014 Number	2013 Number
Directors	5	5
Director of Services	1	1
Employees	5	1
	<u>11</u>	<u>7</u>

##### Staff costs

	2014 €	2013 €
Honorarium	24,649	14,000
Wages and salaries	121,588	27,427
Social welfare costs	12,766	1,950
	<u>159,003</u>	<u>43,377</u>

**CAP - CARE AFTER PRISON LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014**

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<b>3. OPERATING (DEFICIT)/ SURPLUS</b>	<b>2014</b>	<b>2013</b>
	<b>€</b>	<b>€</b>
Operating surplus is stated after charging:		
Depreciation of tangible assets	429	209
	<u>          </u>	<u>          </u>
<b>4. TAXATION</b>		
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.		
<b>5. TANGIBLE FIXED ASSETS</b>		
	<b>Fixtures, fittings &amp; equipment</b>	<b>Total</b>
	<b>€</b>	<b>€</b>
<b>Cost</b>		
At 1 January 2014	1,976	1,976
Additions	169	169
At 31 December 2014	<u>2,145</u>	<u>2,145</u>
<b>Depreciation</b>		
At 1 January 2014	209	209
Charge for the year	429	429
At 31 December 2014	<u>638</u>	<u>638</u>
<b>Net book values</b>		
At 31 December 2014	<u>1,507</u>	<u>1,507</u>
At 31 December 2013	<u>1,767</u>	<u>1,767</u>
<b>6. DEBTORS</b>	<b>2014</b>	<b>2013</b>
	<b>€</b>	<b>€</b>
Other debtors	1,359	-
	<u>          </u>	<u>          </u>

**CAP - CARE AFTER PRISON LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014**

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<b>7. CREDITORS: amounts falling due within one year</b>	<b>2014</b>	<b>2013</b>
	<b>€</b>	<b>€</b>
Deferred income	35,636	35,731
Accruals	4,325	6,125
	<u>39,961</u>	<u>41,856</u>
<b>TAXATION CREDITORS</b>		
PAYE / PRSI	9,622	1,919
	<u>49,583</u>	<u>43,775</u>

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

<b>8. CREDITORS: amounts falling due after more than one year</b>	<b>2014</b>	<b>2013</b>
	<b>€</b>	<b>€</b>
Director's loan	<u>10,000</u>	<u>10,000</u>

**9. ACCUMULATED (DEFICIT)/SURPLUS**

	<b>2014</b>	<b>2013</b>
	<b>€</b>	<b>€</b>
(Deficit)/Surplus for the year	<u>(9,216)</u>	<u>4,816</u>
Net (deduction)/addition to funds	(9,216)	4,816
Opening funds	<u>8,653</u>	<u>3,837</u>
<b>Closing (deficit)/funds</b>	<u>(563)</u>	<u>8,653</u>

**10. DIRECTORS AND SECRETARY'S INTERESTS**

CAP - Care After Prison Limited is a company limited by guarantee and therefore does not have any share capital, therefore the directors do not hold any beneficial interest at the balance sheet date.

**11. 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 year €
	2014 €	2013 €	
Anne O'Rourke	-	-	-
Fr. Charlie Hoey O. Carm.	-	-	-
Josephine Rice	-	-	-
Paul W. Mackay	10,000	10,000	10,000
Paul McDonald	-	-	-
Simon David Rees	-	-	-
Caroline Norris	-	-	-

**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. RECONCILIATION OF OPERATING (DEFICIT)/SURPLUS TO NET CASH (OUTFLOW)/INFLOW FROM OPERATING ACTIVITIES**

	2014 €	2013 €
Operating (deficit)/ surplus	(9,216)	4,816
Depreciation of tangible fixed assets	429	209
Decrease/(increase) in debtors	(1,359)	-
Increase in creditors within one year	5,808	38,835
Net cash (outflow)/inflow from operating activities	<u>(4,338)</u>	<u>43,860</u>

**CAP - CARE AFTER PRISON LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014**

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**14. ANALYSIS OF CHANGES IN NET FUNDS**

	<b>Opening balance €</b>	<b>Cash flows €</b>	<b>Closing balance €</b>
Cash at bank and in hand	60,661	(4,507)	56,154
Net funds	<u>60,661</u>	<u>(4,507)</u>	<u>56,154</u>

**15. LEGAL STATUS**

The company is limited by guarantee and has no share capital.

**16. GOING CONCERN**

These Financial Statements have been prepared on the assumption that the company will continue as a going concern for the foreseeable future. The ability of the company to meet its liabilities as they fall due and to carry on its business is dependent on the continued support of its funders and supporters. The directors are of the opinion that such support will continue for the foreseeable future and that it is appropriate to prepare the company's Financial Statements on a going concern basis.

**17. ACCOUNTING PERIODS**

The current Financial Statements are for a twelve month period. The comparative Financial Statements are for a full year.

**18. APPROVAL OF FINANCIAL STATEMENTS**

The financial statements were approved by the Board on .....