Registration Number 167824 CHY Number 9974

The Social and Health Education Project Limited A company limited by guarantee

Directors' Report and Financial Statements for the year ended 31 December 2014

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#### **Company Information**

**Directors** Kieran Campbell - Resigned 31/12/14
Padraic Reilly - Resigned 17/06/14

Julie Murphy Carmel Brosnan Denise Gregg Siobhan O'Connor

Sean Long

Margaret Murphy - Resigned 31/12/14
Una Furey - Appointed 17/06/14
Stephen Griffin - Appointed 17/06/14

Secretary Stephen Griffin - Appointed 31/12/14

Padraic Reilly - Resigned 31/12/14

Company Number 167824

Registered Office Village Chambers

The Village Centre Ballincollig Co. Cork

Auditors O'Donovan Keyes & Co. Limited

13 Bridge House St. Patrick's Quay

Cork

Business Address Village Chambers

The Village Centre
Ballincollig
Co. Cork

Bankers Permanent TSB

88/89 North Main Street

Cork

Solicitors Noonan Linehan Carroll Coffey

54 North Main Street

Cork

## Directors' Report for the year ended 31 December 2014

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

#### **Principal Activity**

The company was incorporated on 13 December 1990. The main object of the company is to promote and support the development of people toward a responsible and healthy lifestyle through the provision of educational services. The directors are pleased with the progress of the company for the year.

The company's name was changed from The Cork Social & Health Education Project Limited to The Social & Health Education Project Ltd on 27 July 2005.

#### **Principal Risks and Uncertainties**

The directors foresee no major risks facing the company in the next twelve months.

### Surplus/(deficit) for the year and state of affairs at 31 December 2014

The surplus/(deficit) for the year was €5,033 (2013 - €(31,747)). This has been brought forward and added to the balance of the Profit & Loss Account brought forward of €89,763.

Significant reserves had been built up by the company over a number of years. The directors made deliberate efforts in 2012 and 2013 to reduce its net assets in order to continue to qualify for supplementary HSE funding. This was done through offering more courses at reduced costs, and offering course concessions. This strategy was particularly timely as many course participants were negatively impacted by the recession. This has resulted in losses and a notable decrease in net assets over the last two years. The directors wish to emphasise that this was a planned exercise by the company to maintain its eligibility for HSE funding and that the company continues to operate as a going concern.

#### **Dividends and Retention**

The company is precluded by its Memorandum of Association from paying dividends.

#### **Directors**

In accordance with the Articles of Association, the directors are not required to retire by rotation. The directors of the company are listing on page 1.

#### Important Events since the Year End

The company continues to expand the range of services it offers to communities.

#### **Future Developments**

The directors anticipate that, following a period of marked expansion in the volume and range if services it offers, the company will move to consolidate its position over the coming year.

#### **Directors and their Interests**

The Social and Health Education Project Limited is a company limited by guarantee having no share capital.

#### Directors' Responsibilities

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable Irish Law and Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Financial Reporting Council and published by The Institute of Chartered Accountants in Ireland.

## Directors' Report for the year ended 31 December 2014

Irish company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit of the company for that period. In preparing these financial statements the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors confirm that they have complied with the above requirements in preparing the financial statements.

The directors are responsible for keeping proper books of account that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements are prepared in accordance with accounting standards generally accepted in Ireland and with Irish statute comprising 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.

Where financial statements are to be published on the web, the directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website.

In so far as the directors are aware:

- -there is no relevant audit information (information needed by the company's auditors in connection with preparing their report) of which the company's auditors are unaware, and
- -the directors have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

#### **Books of Account**

The measures taken by the directors to ensure compliance with the requirements of Section 202, Companies Act, 1990 regarding proper books of account are 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 are maintained at Village Chambers, The Village Centre, Ballincollig, Co. Cork.

#### **Auditors**

The auditors, O'Donovan Keyes & Co. Limited, have indicated their willingness to continue in office in accordance with the provisions of Section 160(2) of the Companies Act, 1963.

On behalf of the Board

Directors:

Stephen Griffin

Sean Long

Date: 21 May 2015

## The Social and Health Education Project Limited Independent Auditors Report to the Members of The Social and Health Education Project Limited

We have audited the financial statements of The Social and Health Education Project Limited for the year ended 31 December 2014 which comprise the Income & Expenditure Account, the Balance Sheet, the Cash Flow Statement 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 Institute of Chartered 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 work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's 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 pages 2 - 3, 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). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### 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 to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

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 2014 and of its Profit/(loss) 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.

#### 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.

Eileen Keyes
for and on behalf of
O'Donovan Keyes & Co. Limited
Chartered Accountants and Registered Auditors
13 Bridge House
St. Patrick's Quay
Cork

Dated: 21 May 2015

## Income and Expenditure Account for the year ended 31 December 2014

#### **Continuing operations**

	Notes	2014 €	2013 €
Income			
Grants & course fees	3	1,178,739	1,222,335
Related expenditure		(461,970)	(506,392)
		716,769	715,943
Administrative expenses		(718,542)	(754,468)
Interest received	5	6,806	6,778
Surplus/(Deficit) for the year		5,033	(31,747)
Surplus brought forward		107,425	139,172
Surplus carried forward		112,458	107,425

In accordance with FRS 3 - Reporting Financial Performance, a Statement of Total Recognised Gains and Losses for the year ended 31 December 2014 is not required, as there were no recognised gains or losses during the year other than those included above.

The financial statements were approved by the Board on 21 May 2015 and signed on its behalf by

#### **Directors:**

Stephen Griffin

Sean Long

## Balance Sheet as at 31 December 2014

	20	014	20	)13
Notes	€	€	€	€
8		5,832		5,277
9	54,898		111,387	
	213,381		259,763	
	268,279		371,150	
10	(161,653)		(269,002)	
		106,626		102,148
		112,458		107,425
11		94 796		89,763
11(a)		17,662		17,662
		112,458		107,425
	8 9 10	Notes €  8  9 54,898 213,381 268,279  10 (161,653)	\$ 5,832  9 54,898 213,381 268,279  10 (161,653) 106,626 112,458 11 94,796 17,662	Notes       €       €         8       5,832         9       54,898 213,381 259,763 371,150         10       (161,653) (269,002) 106,626 269         11       112,458 17,662 17,662         11       94,796 17,662 17,662

The financial statements were approved by the Board on 21 May 2015 and signed on its behalf by

#### **Directors:**

Stephen Griffin

Sean Long

# Cash Flow Statement for the year ended 31 December 2014

		2014	2013
	Notes	€	€
Reconciliation of operating surplus/(deficit) to net cash inflow from operating activities			
Operating surplus/(deficit)		(1,773)	(38,525)
Depreciation/amortisation		3,487	3,407
Decrease in debtors		56,489	(15,111)
Increase in creditors		5,998	(1,540)
Net cash inflow from operating activities		64,201	(51,769)
Cash Flow Statement			
Net cash inflow from operating activities		64,201	(51,769)
Returns on investments and servicing of finance	15	6,806	6,778
Capital expenditure	15	(4,041)	(5,438)
		66,966	(50,429)
Financing	15	(113,347)	(178,666)
Increase/(Decrease) in cash in the year		(46,381)	(229,095)
Reconciliation of net cash flow to movement in net fund	ls (Note 16)		
Increase/(Decrease) in cash in the year		(46,381)	(229,095)
Net funds at 1 January 2014		259,763	488,857
Net funds at 31 December 2014		213,381	259,763

## Notes to the Financial Statements for the year ended 31 December 2014

#### 1. Accounting Policies

#### 1.1. Accounting convention

The financial statements have been prepared in accordance with accounting standards generally accepted in Ireland and Irish statute comprising the Companies Acts 1963 to 2013. Accounting standards generally accepted in Ireland in preparing the financial statements giving a true and fair view are those published by the Institute of Chartered Accountants in Ireland and issued by the Financial Reporting Council.

The financial statements are prepared in accordance with the historical cost convention.

#### 1.2. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Office equipment - 25% S.L. Fixtures & fittings - 33% S.L.

#### 1.3. Pensions

The pension costs charged in the financial statements represent the contribution payable by the company during the year.

#### 1.4. Foreign currencies

Monetary assets and liabilities denominated in foreign currencies are translated into Irish pounds at the rates of exchange prevailing at the accounting date. Transactions in foreign currencies are recorded at the date of the transactions. All differences are taken to the Income and Expenditure account.

#### 1.5. Government grants

Grants are credited to deferred revenue. Grants towards capital expenditure are released to the income and expenditure account over the expected useful life of the assets. Grants towards revenue expenditure are released to the income and expenditure account as the related expenditure is incurred.

#### 1.6. Going Concern

The financial statements have been prepared under the going concern basis of accounting.

#### 1.7. Currency

These financial statements are expressed in Euro.

#### 1.8. Comparative Amounts

Comparative amounts have been restated where necessary on the same basis as current year amounts.

#### 2. Limited by guarantee

The Social and Health Education Project Limited is a company limited by guarantee and not having a share capital. The amount of each member's guarantee is limited to €1.

## Notes to the Financial Statements for the year ended 31 December 2014

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#### 3. Income

The total income of the company for the year has been derived from its principal activity wholly undertaken in Ireland.

		2014 €	2013 €
	Class of business	•	·
	Income from grants and course fees	1,178,739	1,222,335
4.	Operating Surplus/(Deficit)	2014	2013
		€	€
	Operating surplus/(deficit) is stated after charging:		
	Depreciation of tangible assets	3,487	5,318
	Auditors' remuneration - audit of statutory accounts*	5,000	5,000
	* Auditors' remuneration is stated net of VAT	175	
5.	Interest receivable and similar income	2014	2013
		€	€
	Bank interest	6,806	6,778
6.	Employees		
		2014 Number	2013 Number
		Number	Number
	Employees	15	14
	Employment costs	2014 €	2013 €
	Wages and salaries	437,478	428,326
	Employer's PRSI	46,557	46,709
	Employer pension contributions	37,496	32,037
		521,531	507,072

#### 7. Taxation

The company has charitable status and consequently no provision has been made for corporation tax.

# Notes to the Financial Statements for the year ended 31 December 2014

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8.	Tangible assets	Fixtures & fittings €	Office equipment €	Total €
	Cost			100
	At 1 January 2014 Additions	60,720 1,500	61,302 2,541	122,022 4,041
	At 31 December 2014	62,220	63,843	126,063
	<b>Depreciation</b> At 1 January 2014 Charge for the year	59,543 1,088	57,201 2,399	116,744 3,487
	At 31 December 2014	60,631	59,600	120,231
	Net book values At 31 December 2014	1,589	4,243	5,832
	At 31 December 2013	1,176	4,101	5,277
9.	Debtors		2014 €	2013 €
	Grants and course fees receivable Prepayments and accrued income		45,695 9,203	99,959 11,428
			54,898	111,387
			4.	
10.	Creditors: amounts falling due within one year		2014 €	2013 €
	Grants and course fees received		78,926	170,116
	PAYE		11,561	9,459
	PRSI		6,471	5,592
	Other creditors		49,777	71,934
	Accruals		14,918	11,901
			161,653	269,002

## Notes to the Financial Statements for the year ended 31 December 2014

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11.	Reconciliation	of	movements in reserves
11.	Neconcination	U	Indventents in reserves

		2014 €	2013 €
	Surplus/(deficit) for the year	5,033	(31,747)
	Opening reserves	89,763	121,510
		94,796	89,763
11(a).	Capital Reserve		
	Amount transferred from SHEP on incorporation	17,662	17,662

#### 12. Capital commitments

There were no capital commitments contracted or provided for at the year end.

#### 13. Contingent liabilities

The company had no contingent liabilities at 31 December 2014.

#### 14. Related party transactions

There were no related party transactions in the year ended 31 December 2014.

#### 15. Gross Cash Flows

	2014 €	2013 €
		·
Returns on investments and servicing of finance		
Interest received	6,806	6,778
Capital expenditure		
Payments to acquire tangible assets	(4,041)	(5,438)
Financing		
Advances on training income	-	(10,000)
Deferral of grants and course fees	(113,347)	(168,666)
	(113,347)	(178,666)

# Notes to the Financial Statements for the year ended 31 December 2014

..... continued

### 16. Analysis of changes in net funds

	Opening balance €	Cash flows €	Closing balance €
Cash at bank and in hand	259,763	(46,382)	213,381
Net funds	259,763	(46,382)	213,381

### 17. Approval of financial statements

The financial statements were approved by the Board on 21 May 2015.

Supplementary Information
For the year ended 31 December 2014

(not covered by the report of the auditors)

# Summary of Income & Expenditure Account for the year ended 31 December 2014

	2014		2013	
	€	€	€	€
Net Income: Grants/Fees				
Dept of Community, Equality & Gaeltacht Affairs				
Janssen	2,063		4,260	
Training	217,224		286,824	
Other	138,877		67,512	
International	115,211		186,791	
International	-			
	473,375		545,387	
HSE Grant Aid	705,364		676,948	
		1,178,739		1,222,335
Direct Expenditure on Projects				
Dept of Community, Equality & Gaeltacht Affairs			1,054	
Janssen	2,063		4,260	
Training	215,803		262,636	
Other	117,221		51,651	
International	126,883		186,791	
	461,970		506,392	
HSE funded operating expenses	702,683		716,747	
	He	(1,164,653)	150	(1,223,139)
General Overheads				
Depreciation	3,487		5,318	
Amortisation of capital grants			(1,911)	
SHEP Travel & subsistence	51		79	
SHEP Office stationery	89		222	
SHEP Training & development	-		3,000	
SHEP Organisational development	3,666		1,190	
SHEP Contract fees	978		8,572	
SHEP Contract expenses	137		2,266	
SHEP Program supplies	- L-		132	
SHEP General expenses	84		439	
SHEP Venue costs	660		330	
SHEP Premises expenses	6,707		-	
SHEP Concessions granted			17,309	
SHEP Advertising	100		775	
		(15,859)		(37,721)
0.1				
Other Income Deposit interest	6,806		6,778	
		6.006		( 770
		6,806		6,778
		5,033		(31,747)

# HSE Income and Expenditure Account for the year ended 31 December 2014

	2014	2013
	€	€
Income		
HSE grants - opening balance	1000	141,578
HSE grants received	714,636	535,370
HSE grants - closing balance	(9,272)	
	705,	261 676 049
Expenses	703,	364 676,948
Salaries - HSE	418,732	415,846
Employer's PRSI - HSE	45,381	46,247
Pension - HSE	36,409	30,950
Rent & rates - HSE	63,749	64,128
Insurance - HSE	2,643	2,532
Light & heat - HSE	15,981	14,287
Repairs and maintenance - HSE	5,698	8,272
Post - HSE	3,684	4,369
Office stationery - HSE	5,535	5,719
Advertising - HSE	246	-
Telephone - HSE	9,814	7,820
Computers & software - HSE	1,561	-
Organisational development - HSE	1,864	1,411
Travel - HSE	8,255	6,472
Training & development - HSE	4,922	3,657
Networks - HSE	15	30
Book-keeping fees - HSE	10,000	10,200
Legal & professional fees - HSE	800	
Audit fees - HSE	6,150	6,150
Bank interest & charges - HSE	555	68
Contract fees & expenses - HSE	2,882	3,215
Counsellors fees - HSE	35,250	53,326
Participant refunds - HSE		825
Concessions granted - HSE	20,258	24,650
General expenses - HSE	2,299	6,573
	(702,6	92) (716 747)
	(702,0	83) (716,747)
	2,6	81 (39,799)
Capital expenditure	(4,0	41) (3,886)
	(1,3	60) (43,685)

#### Note:

The capital expenditure has been shown here for informational purposes. It has been accounted for in the Balance Sheet, and does not form part of the surplus/deficit relating to this department.

# Janssen Income and Expenditure Account for the year ended 31 December 2014

	2014		2013	
	€	€	€	€
Income				
Janssen grants - opening balance	2,740			
Janssen grants	and the factor of the		7,000	
Janssen grants - closing balance	(677)		(2,740)	
		2,063		4,260
Expenses				
Program supplies - Janssen	e 1 1 2 4 5		11	
Contract fees & expenses - Janssen	1,793		4,005	
General expenses - Janssen			4	
Venue hire - Janssen	270		240	
		(2,063)		(4,260)
		-		

# Dept of Community, Equality & Gaeltacht Affairs Income and Expenditure Account for the year ended 31 December 2014

	2014		2013	
	€	€	€	€
Income				
				-
Expenses				
Concessions granted - DCRGA			1,054	
				(1,054)
		- 1		(1,054)

# Training Income and Expenditure Account for the year ended 31 December 2014

	2014		2013	
	€	€	€	€
Income				
Training income - opening balance	10,000		-	
Training course fees	207,224		296,824	
Training income - closing balance			(10,000)	
		217,224		286,824
Expenses		217,224		200,024
Salaries - Training	3,660			
Rent & rates - Training	3,850		1,100	
Light & heat - Training	21		57	
Post - Training	748		600	
Office stationery - Training	38		5,421	
Advertising - Training	1,345		1,762	
Program supplies - Training	751		1,702	
Organising costs - Training	1,343		1,775	
Travel - Training	293		1,773	
	3,035		3,878	
Training & development - Training	103			
Bank interest & charges - Training		1000	(37)	
Bad debts - Training	20,343		10,000	
Contract fees & expenses - Training	171,060 1,961		226,445	
Participant refunds - Training			2 151	
General expenses - Training	2,717		3,151	
Venue hire - Training	4,535		6,663	
		(215,803)		(262,636)
		1,421		24,188

# Other Income and Expenditure Account for the year ended 31 December 2014

2014		2013	
€	€	€	€
45,388		35,958	
165,689		76,942	
(72,200)		(45,388)	
	138,877		67,512
4,186		-	
290			
7		all and	
925		(295)	
627		1,055	
7,613		664	
15,222		231	
5,564		50	
		50	
41			
73,598		35,240	
6,095		14,436	
891		-	
		100	
2,162		120	
	(117,221)		(51,651)
	21,656		15,861
	€  45,388 165,689 (72,200)  4,186 290 7 925 627 7,613 15,222 5,564  41 73,598 6,095 891	€ €  45,388 165,689 (72,200)  138,877  4,186 290 7 925 627 7,613 15,222 5,564	€ € € €  45,388 35,958 165,689 76,942 (72,200) (45,388)   138,877   4,186

# International Partnership Income and Expenditure Account for the year ended 31 December 2014

	2014		2013		
	€	€	€	€	
Income					
International grants - opening balance	111,988		181,298		
International grants - Dept. of Foreign Affairs	-		117,481		
International grants - closing balance	3,223		(111,988)		
		115,211		186,791	
Expenses					
Salaries - International	10,900		12,480		
Employer's PRSI - International	886		462		
Pension - International	1,087		1,087		
Office stationery - International			107		
Travel - International	2,022		1,735		
Training & development - International	-		85		
Book-keeping fees - International			1,800		
Bank charges - International	-		(32)		
Contract fees & expenses - International	6,927				
Grant to Sahakarmi Samaj - International	105,061		169,067		
		(126,883)		(186,791)	
		(11,672)			