

Registered number: 330937
Charity numbers: CHY 13743 and CRA 20043568

OFFALY CENTRE FOR INDEPENDENT LIVING T/A OCIL
(A company limited by guarantee)

DIRECTORS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

OFFALY CENTRE FOR INDEPENDENT LIVING T/A OCIL
(A company limited by guarantee)

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2019**

Directors

Frances Berry, Treasurer
Mary Culliton
Mary Grogan, Chairperson
Oliver McCormack
Mary Guest
Gavin Von Mollendorff
Brian Cowen
Mary Morgan (appointed 22 October 2019)

Company registered number

330937

Charity registered number

CHY 13743 and CRA 20043568

Registered office

Clonminch
Tullamore
Co. Offaly

Company secretary

Mary Guest

Interim general manager

Mary Delaney

Independent auditors

Woods and Partners Limited
Chartered Accountants and Registered Auditor
2 Dublin Landings
North Wall Quay
Dublin 1

Bankers

Bank of Ireland
Bridge Street
Tullamore
Co. Offaly

Permanent TSB
6 Bridge Lane
Tullamore
Co. Offaly

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2019

Advisers (continued)

Solicitors

Hoey & Denning
High Street
Tullamore
Co. Offaly

OFFALY CENTRE FOR INDEPENDENT LIVING T/A OCIL
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DIRECTORS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2019

The Directors present their annual report together with the audited financial statements of Offaly Centre for Independent Living Company Limited by Guarantee t/a "OCIL" (the Charity) for the year ended 31 December 2019. The Directors confirm that the annual report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 (Charities SORP FRS 102) (second edition - October 2019).

Objectives and Activities

a. Policies and objectives

The Charity is dedicated to supporting adults with physical and sensory disabilities by empowering and enabling them to achieve independent living, equality and inclusion in mainstream society.

There has been no change in the objectives of the Charity in the year.

b. Strategies for achieving objectives

The Charity has produced a strategic plan which lays out the strategic direction for the Charity for the short to medium term. An annual operational plan is produced which contains the goals and objectives of each department for the year. The operational plan ensures that every activity is related to its goals and objectives as outlined in the strategic plan. The Directors are satisfied with the Charity's progress in 2019 towards its overall aim, goals and strategic plans.

c. Activities for achieving objectives

At OCIL, the individual with a disability is called a "Leader", because OCIL's philosophy is that they should be in charge of their own life. The main activity of the Charity is the provision of personal assistant services to Leaders. In 2019, 101 (2018: 100) Leaders were supported by personal assistants. The Charity appreciates the continued passion and commitment of all personal assistants as they strive to achieve the principal objective of the company and enable independent living for all Leaders.

Achievements and performance

a. Key financial performance indicators

The Charity has identified key performance indicators, which are focused on by management and the Board of Directors, as follows:

- Number of Leaders supported
- Net income generated
- Cash balance at period end to fund objectives

These key performance indicators are reviewed on a bi-monthly basis by management and discussed at each Board meeting. Each year, the Board agrees a budget which incorporates targets for income generation in various areas and expenditure levels for charitable activities and overheads. Reports are prepared on a quarterly basis and reviewed by the Board and any variance between budget and actual is discussed.

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DIRECTORS' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2019

b. Review of activities

During the year, the Charity raised funds primarily from the Health Service Executive ("HSE") grant income and Muiriosa Foundation Services. Costs included direct costs of charitable activities as well as various indirect support and administrative costs.

The Charity had a busy year and the number of Leaders supported in the year was 101 (2018: 100).

A key part of the Charity's activities is to provide a Residential Respite Care facility for Leaders. The aim of this service is to be Leader driven and to be utilised as a holiday for Leaders with a break from everyday routine where they can relax in a 'home away from home' setting. The Charity manages the respite facility in Clochán House which provides a high quality respite service in a comfortable and safe environment for Leaders.

OCIL wishes to provide Leaders with a high standard of support and advocacy whilst enjoying their stay in Clochán House. We encourage the emotional, spiritual and social growth of the individual leader to improve their quality of life and encourage them to take part in recreational activities of their choice to promote a fulfilling stay.

The results for the year are set out in the Statement of Financial Activities on page 12 of the financial statements.

c. Investment policy and performance

The objective of the Charity's investment policy is to maintain sufficient liquidity while ensuring maximum security, meeting ethical standards and achieving the highest possible returns. Interest earned is applied to the causes of the Charity.

Financial review

a. Results and performance

The Charity incurred a surplus on ordinary activities of €179,219 (deficit in 2018: €202,119). The Charity reserves at the year end amounted to €553,874 (2018: €374,655). Of reserves, €173,415 (2018: €7,411) are held for restricted purposes. The unrestricted reserves comprise of general funds.

b. Going concern

The Charity achieved a significant surplus during the year. The Charity is funded primarily by the HSE and services provided to the Muiriosa Foundation. The contract with Muiriosa is likely to continue for the medium to long-term and consequently this will have a positive impact on the costs and income, given that the Charity has already undertaken and implemented a restructuring programme during 2019.

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DIRECTORS' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2019

c. Financial risk management objectives and policies

The Charity's financial risk management objectives and policies involve identifying risks and opportunities across the Charity, assessing the potential impact of these risks and providing a method for addressing these impacts by either reducing threats to an acceptable level or achieving opportunities. The Charity maintains a risk register which is reviewed annually.

The risk review process consists of activities to identify, categorise, describe, and assess risks. The outcome is a list of described risks which are clearly mapped to objectives and prioritised according to risk assessment criteria which are reviewed, challenged, discussed and agreed by the Directors. The described risks are reviewed bi-annually and any additional risks that are recognized are incorporated into the register and given an appropriate risk score.

d. Principal risks and uncertainties

The Directors have assessed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity. The Directors are satisfied that systems and procedures are in place to mitigate against exposure to the major risks. The Charity has prepared a risk register which the Directors review and update annually to ensure that all risks are identified and risk management processes are implemented, so as, to mitigate against and manage such risks. The most recent review was conducted in December 2018.

The principal risks and uncertainties facing the Charity are as follows:

1. Regulatory compliance risk

The Charity is a regulated Charity which is regulated by the Charities Regulatory Authority. The Directors of the Charity are aware that non compliance with charity legislation such as the Charities Act 2009 and regulations overseen by the Charities Regulatory Authority would jeopardise the future of the Charity. To manage this risk, the Charity employs suitably qualified professionals, has appointed a highly skilled and expertise led board of directors, and takes advice from experts in the Charity sector. The board are confident that these collectively assist to manage this risk.

2. HSE & HIQA regulatory compliance risk

The Charity must comply and adhere with all elements of HSE and HIQA policies and legislation in respect of care for Leaders. In the event of breach of regulations in this area, the Charities future existence would be in doubt. The Charity employs suitably qualified healthcare professionals and managers to help manage this risk.

During the year, the respite centre in Clochan House had two inspections by HIQA in January 2019 and July 2019. Both reports were very positive and are available on the HIQA website. Additionally, the renewal of the licence to operate the respite centre for the three year term from January 2020 to December 2022 has been approved.

3. Data protection risk

The Charity receives and manages sensitive information in the course of its charitable activities. The Charity may be exposed to information technology security risks and cyber crime. In May 2018, the GDPR came into effect which has significant implications for how personal data is managed and protected. The Charity has retained external consultants to assist it with its ongoing compliance with GDPR. The Charity makes ongoing strategic and tactical efforts to address the evolving nature of cyber threats and the challenges posed, including the revision of internal practices and controls in this area.

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DIRECTORS' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2019

4. Going concern

The directors have prepared the financial statements on the going concern basis. The directors have confirmed that the HSE has renewed the service level agreements with the Charity, and have prepared projections for 2020 which indicate the Charity can meet short to medium financial obligations as they fall due. The Charity has a strong and trusted relationship with the HSE, and the directors consider that it is appropriate to prepare the financial statements on the going concern basis.

5. COVID-19

Since the year end, the world has encountered a pandemic virus which has caused illness and fatalities across the world. The World Health Organisation (WHO) has classed this a global pandemic. Whilst this has far reaching implications for the global economy, the Directors do not consider this to bear a significant threat on the ability of Offaly Centre for Independent Living CLG to continue as a going concern. Firstly, the Charity enjoys the support of the HSE through its SLA. This is expected to continue for the foreseeable future because the Charity provides essential services for adults living independently in the community. The Directors feel that it is appropriate to disclose and note the presence of COVID-19 post year end, however they note that this pandemic will not impact the carrying value of fixed assets or other assets at year end or the ability of the Charity to continue as a going concern for the foreseeable future. The financial statements do not reflect any adjustments at year end to reflect the emergences of COVID-19 at the date of approving the financial statements.

e. Reserves policy

The Charity's available reserves at the year end were €553,874 (2018: €374,655).

It is the plan of the Directors of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level of up to two months operating costs. The Directors consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. Whilst the Charity is not at this level yet, it is the strategic plan to get up to this level in the medium term.

Structure, governance and management

a. Constitution

The Charity is registered as a company limited by guarantee, not having a share capital and was set up and constituted under a Memorandum and Articles of Association and is a registered charity (CHY 13743) and was granted charitable status under sections 207 and 208 of Taxes Consolidation Act, 1997. The Charity is also registered with the Charities Regulatory Authority (No. 20043568). The company constitution was updated as the Charity transitioned to a company limited by guarantee under part 18 of the Companies Act 2014.

The principal object of the Charity is to provide services which empower people with disabilities to live independent, self determined lives in an equal and inclusive society.

b. Method of appointment or election of Directors

The present directors who served during the year are listed on page 1.

The oversight of the Charity is the responsibility of the Board of Directors who are elected and co-opted under the terms of the Company Constitution and the management of the company is the responsibility of the Executive.

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DIRECTORS' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2019

All Directors go through an induction programme when initially appointed to the Board. This programme covers the roles and responsibilities of Directors.

The Nominations, Remuneration and Performance Committee identify and nominate, for the approval of the Board, candidates to fill board vacancies as and when they arise. Candidates are interviewed by the Chair and presented with an induction pack detailing information about the Charity and the role and responsibilities of directors.

c. Organisational structure and decision making

The Charity Board is governed by the Chair and the Board of Directors, who make decisions at Board level regarding strategy in relation to the Charity. The Board met 8 times in 2019 (2018: 7). The Directors have appointed a strategic leadership team and have delegated a range of day to day decision making powers to this strategic leadership team including the chief operations manager, departmental managers and other responsible staff members.

An agenda is prepared in advance of each Board meeting which covers reporting on all aspects of the Charity's activities since the last meeting, review of ongoing events and proposals for any future plans that are being examined. Any decisions that are reserved for the Board are made at the meeting, recorded in the minutes and acted on post the Board meeting.

Board members are advised to avoid conflict between their personal interests, or the interests of any associated company or person, and their duties to the charity. None of the Directors receive remuneration from their work with the Charity.

The Charity has two committees that act in conjunction with the Board. The Finance, Risk and Audit Committee comprises Frances Berry, Oliver McCormack and Martin Connolly. Its primary responsibility is to assist the Board in fulfilling its responsibilities for ensuring proper accounting, financial reporting, proper internal controls and corporate governance procedures in the Charity.

The Nominations, Remuneration and Performance Committee comprises Mary Grogan, Mary Guest and Gavin Von Mollendorff. Its primary responsibility is to regularly review the structure of the Board, identify and nominate suitable candidates and put in place processes for succession planning.

d. Related party relationships

Details of all related party transactions are noted in the notes to the financial statements.

e. Transparency and public accountability

The Board agree policies, procedures and reporting mechanisms to make sure there is compliance with all relevant legal and regulatory requirements. The Charity is registered with the Charities Regulatory Authority (CRA) and an annual audit is conducted according to International Standards on Auditing and financial statements are prepared in accordance with best practice standard - SORP (Statement of Recommended Practice) FRS 102 and is signed off on an annual basis by the Board.

Plans for future periods

a. Future developments

The Charity's main target for 2020 is to continue to generate funds in order to continue to provide a top class

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DIRECTORS' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2019

personal assistant service to Leaders.

Planned restructure

The restructuring plan has been largely implemented during 2019, however this will be supported with new and up to date training in 2020 to support a leaner and more efficient management and administration team capable of delivering a top class service fit for purpose and sustainable into the future.

Clochán House

The Board intend to engage with funders in 2020 with a view to improving the specific line of funding for Clochán House and to ensure the sustainability of the service to Leaders.

Accounting records

The measures taken by the Directors to ensure compliance with the requirements of Sections 281 to 285 of the Companies Act 2014 with regard to the keeping of accounting records, are the employment of appropriately qualified accounting personnel and the maintenance of computerised accounting systems. The company's accounting records are maintained at the company's registered office at Clonminch, Tullamore, Co. Offaly.

Events since the year end

There were no events subsequent to the balance sheet date that requires disclosure or adjustment to the financial statements.

Directors' responsibilities statement

The Directors are responsible for preparing the Directors' report and the financial statements in accordance with applicable Irish law and Accounting Standards (Financial Reporting Standard 102), applying Section 1A of that standard.

Company law requires the Directors to prepare financial statements for each financial year. Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2014. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

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DIRECTORS' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2019

Each of the persons who are Directors at the time when this Directors' report is approved has confirmed that:

- so far as that Director is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Director has taken all the steps that ought to have been taken as a Director in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

Auditors

Woods and Partners have expressed a willingness to continue in office in accordance with the provisions of Section 383(2) of the Companies Act 2014. The Directors will propose a motion re-appointing the auditor at the annual general meeting.

This report was approved by the Directors, on **20/5/20** and signed on their behalf by:



Mary Grogan



Frances Berry

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF OFFALY CENTRE FOR INDEPENDENT LIVING T/A OCIL

Opinion

We have audited the financial statements of Offaly Centre for Independent Living Company Limited by Guarantee t/a "OCIL" (the 'Charity') for the year ended 31 December 2019 which comprises the Statement of financial activities, Balance sheet, Statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable Irish law and Charities SORP Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

In our opinion the financial statements:

- give a true and fair view of the assets, liabilities and financial position of the charitable company's affairs as at 31 December 2019 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"; and
- have been prepared in accordance with the requirements of the Companies Act 2014.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in Ireland including the Ethical Standard issued by the Irish Auditing and Accounting Supervisory Authority (IAASA), and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (Ireland) require us to report to you where:

- the Directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Directors are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF OFFALY CENTRE FOR INDEPENDENT LIVING T/A OCIL

misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion of other matters prescribed by the Companies Act 2014

Based solely on the work undertaken in the course of the audit, we report that:

- in our opinion, the information given in the Director's report is consistent with the financial statements; and
- in our opinion, the Directors' report has been prepared in accordance with applicable legal requirements.

We have obtained all the information and explanations which we consider necessary for the purposes of our audit.

In our opinion, the accounting records of the company were sufficient to permit the financial statements to be readily and properly audited, and financial statements are in agreement with the accounting records.

Matters on which we are required to report by exception

Based on the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' report.

The Companies Act 2014 requires us to report to you if, in our opinion, the disclosures of directors' remuneration and transactions required by sections 305 to 312 of the Act are not made. We have nothing to report in this regard.

Responsibilities of Directors for the financial statements

As explained more fully in the Directors' responsibilities statement, the Directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. and for such internal control as the Directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Directors are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF OFFALY CENTRE FOR INDEPENDENT LIVING T/A OCIL

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (Ireland) 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.

A further description of our responsibilities for the audit of the financial statements is located on the IAASA's website at: [https://www.iaasa.ie/Publications/ISA-700-\(Ireland\)](https://www.iaasa.ie/Publications/ISA-700-(Ireland)). The description forms part of our Auditor's report.

Use of our report

This report is made solely to the Company's members, as a body, in accordance with Section 391 of the Companies Act 2014. 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.

Conor Woods

Conor Woods

for and on behalf of

Woods and Partners Limited

Chartered Accountants and Registered Auditor

2 Dublin Landings

North Wall Quay

Dublin 1

Date: *20 May 2020.*

OFFALY CENTRE FOR INDEPENDENT LIVING T/A OCIL
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STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2019

| | Note | Unrestricted funds 2019 € | Restricted funds 2019 € | Total funds 2019 € | Total funds 2018 € |
|--|------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income from: | | | | | |
| Donations and legacies | 2 | - | - | - | 1,055 |
| Charitable activities | 3 | 218,264 | 4,461,101 | 4,679,365 | 4,281,856 |
| Other income | | 35,431 | - | 35,431 | 13,541 |
| Total income | | 253,695 | 4,461,101 | 4,714,796 | 4,296,452 |
| Expenditure on: | | | | | |
| Charitable activities | | 237,404 | 4,295,097 | 4,532,501 | 4,493,816 |
| Other expenditure | | 3,076 | - | 3,076 | 4,755 |
| Total expenditure | 6 | 240,480 | 4,295,097 | 4,535,577 | 4,498,571 |
| Net income / (expenditure) before other recognised gains and losses | | 13,215 | 166,004 | 179,219 | (202,119) |
| Net movement in funds | | 13,215 | 166,004 | 179,219 | (202,119) |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | 15 | 367,244 | 7,411 | 374,655 | 576,774 |
| Total funds carried forward | | 380,459 | 173,415 | 553,874 | 374,655 |

All activities relate to continuing operations.

The company had no gains or losses in the year other than those stated in the statement of financial activities.

The notes on pages 16 to 28 form part of these financial statements.

OFFALY CENTRE FOR INDEPENDENT LIVING T/A OCIL
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REGISTERED NUMBER: 330937

BALANCE SHEET
AS AT 31 DECEMBER 2019

| | Note | € | 2019 € | € | 2018 € |
|---|------|------------------|------------------------------|------------------|------------------------------|
| Fixed assets | | | | | |
| Tangible assets | 10 | | 279,239 | | 296,604 |
| Current assets | | | | | |
| Debtors | 11 | 163,269 | | 84,603 | |
| Cash at bank and in hand | 18 | 394,628 | | 416,400 | |
| | | | <u>557,897</u> | <u>501,003</u> | |
| Creditors: amounts falling due within one year | 12 | (283,262) | | (422,952) | |
| Net current assets | | | <u>274,635</u> | | <u>78,051</u> |
| Net assets | | | <u><u>553,874</u></u> | | <u><u>374,655</u></u> |
| Charity Funds | | | | | |
| Restricted funds | 15 | | 173,415 | | 7,411 |
| Unrestricted funds | 15 | | 380,459 | | 367,244 |
| Total funds | | | <u><u>553,874</u></u> | | <u><u>374,655</u></u> |

The Charity's financial statements have been prepared in accordance with the Charities SORP Financial Reporting Standards 102; the Financial Reporting Standard applicable in the UK and Republic of Ireland ("FRS 102").

The financial statements were approved and authorised for issue by the Directors on DD MM 2020 and signed on their behalf, by:



Mary Grogan



Frances Berry

The notes on pages 16 to 28 form part of these financial statements.

OFFALY CENTRE FOR INDEPENDENT LIVING T/A OCIL
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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2019

| | Note | 2019 € | 2018 € |
|--|------|----------------|----------------|
| Cash flows from operating activities | | | |
| Net cash (used in)/provided by operating activities | 17 | (19,934) | 11,023 |
| Cash flows from Investing activities: | | | |
| Purchase of tangible fixed assets | | (1,838) | (4,257) |
| Net cash used in investing activities | | (1,838) | (4,257) |
| Change in cash and cash equivalents in the year | | | |
| Cash and cash equivalents brought forward | 18 | 416,400 | 409,634 |
| Cash and cash equivalents carried forward | | 394,628 | 416,400 |

The notes on pages 16 to 28 form part of these financial statements.

OFFALY CENTRE FOR INDEPENDENT LIVING T/A OCIL
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition - October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2014.

Offaly Centre for Independent Living t/a OCIL meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

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

1.2 Company status

The Charity is an Irish registered company limited by guarantee under part 18 of the Companies Act 2014 with a registered office at Clonminch, Tullamore, Co. Offaly under company number 330937. The members of the company are the Directors named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to €1 per member of the Charity.

1.3 Going concern

The Charity achieved a significant surplus during the year. The Charity is funded primarily by the HSE and services provided to the Muiriosa Foundation. The contract with Muiriosa is likely to continue for the medium to long-term and consequently this will have a positive impact on the costs and income, given that the Charity has already undertaken and implemented a restructuring programme during 2019.

1.4 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

1. Accounting policies (continued)

1.5 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donated services or facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the Charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general time of volunteers is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the Charity which is the amount the Charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Grant income is recognised when the specific performance criteria of the grant is met.

Income from management administration services and rental income are recognised on an accruals basis as the service is provided.

Income from Clochán House is recorded when a leader takes up residency for one week's residence.

1.6 Expenditure

Charitable activities and Governance costs are costs incurred on the Charity's educational operations, including support costs and costs relating to the governance of the Charity apportioned to charitable activities.

Support costs are apportioned on the basis of 90% towards Personal Assistant Services and 10% towards Muiriosa Foundation Services.

1.7 Tangible fixed assets and depreciation

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is not charged on freehold land. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

| | | |
|-----------------------|---|-------------------|
| Freehold property | - | 2% Straight line |
| Motor vehicles | - | 20% Straight line |
| Fixtures and fittings | - | 20% Straight line |
| Office equipment | - | 25% Straight line |

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1. Accounting policies (continued)

1.8 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

1.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.10 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.11 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities incorporating income and expenditure account over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities incorporating income and expenditure account as the grant conditions are performed.

1.12 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.13 Financial Instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

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FOR THE YEAR ENDED 31 DECEMBER 2019**

1. Accounting policies (continued)

1.14 Critical accounting estimates and areas of judgment

In the application of the Charity's accounting policies, the directors are required to make judgments, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

2. Donations and legacies

| | Unrestricted funds 2019 € | Restricted funds 2019 € | Total funds 2019 € | Total funds 2018 € |
|-------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Donations | - | - | - | 1,055 |
| <i>Total 2018</i> | <i>1,055</i> | <i>-</i> | <i>1,055</i> | |

3. Income from charitable activities

| | Unrestricted funds 2019 € | Restricted funds 2019 € | Total funds 2019 € | Total funds 2018 € |
|-----------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| HSE - Personal Assistant Services | 14,670 | 1,623,946 | 1,638,616 | 1,551,548 |
| Muirfosa Foundation Services | 203,594 | 2,837,155 | 3,040,749 | 2,730,308 |
| | 218,264 | 4,461,101 | 4,679,365 | 4,281,856 |
| <i>Total 2018</i> | <i>201,646</i> | <i>4,080,210</i> | <i>4,281,856</i> | |

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

4. Analysis of expenditure on Charitable Activities (Direct)

| | HSE - Personal Assistant Services € | Muirfiosa Foundation Services € | Total 2019 € | Total 2018 € |
|--------------------|---|--|--------------------|--------------------|
| Subcontract labour | 46,569 | - | 46,569 | 25,832 |
| Redundancy costs | 7,620 | - | 7,620 | 148,834 |
| Staff training | 11,691 | - | 11,691 | 19,241 |
| Motor expenses | 6,549 | - | 6,549 | 6,788 |
| Insurance | 13,776 | 29,273 | 43,049 | 35,977 |
| Requisites | 316 | - | 316 | 587 |
| Wages and salaries | 1,440,566 | 2,450,584 | 3,891,150 | 3,747,750 |
| National insurance | 139,140 | 256,871 | 396,011 | 378,932 |
| Depreciation | - | - | - | 7,299 |
| | <u>1,666,227</u> | <u>2,736,728</u> | <u>4,402,955</u> | <u>4,371,240</u> |
| <i>Total 2018</i> | <u>1,832,765</u> | <u>2,538,475</u> | <u>4,371,240</u> | |

5. Support costs

| | HSE - Personal Assistant Services € | Muirfiosa Foundation Services € | Total 2019 € | Total 2018 € |
|----------------------------------|---|--|--------------------|--------------------|
| Motor expenses | 3,875 | 431 | 4,306 | 3,882 |
| Audit fees | 6,864 | 763 | 7,627 | 8,288 |
| Finance software licences | 1,868 | 208 | 2,076 | 3,619 |
| HR, legal and professional fees | 22,554 | 2,506 | 25,060 | 18,090 |
| Light and heat | 4,992 | 555 | 5,547 | 5,071 |
| Telephone | 8,013 | 890 | 8,903 | 12,516 |
| Printing, postage and stationary | 13,339 | 1,482 | 14,821 | 16,318 |
| Repairs and maintenance | 7,690 | 854 | 8,544 | 13,475 |
| Bank charges | 1,248 | 139 | 1,387 | 1,345 |
| Advertising and promotions | 4,890 | 543 | 5,433 | 8,501 |
| Sundry expenses | 8,042 | 893 | 8,935 | 7,096 |
| Hotels, travel and subsistence | 3,190 | 354 | 3,544 | 4,663 |
| IT maintenance and support | 12,743 | 1,416 | 14,159 | 3,131 |
| Depreciation | 17,284 | 1,920 | 19,204 | 16,581 |
| | <u>116,592</u> | <u>12,954</u> | <u>129,546</u> | <u>122,576</u> |
| <i>Total 2018</i> | <u>109,042</u> | <u>13,534</u> | <u>122,576</u> | |

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**NOTES TO THE FINANCIAL STATEMENTS
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6. Analysis of Expenditure by expenditure type

| | Staff costs 2019 € | Depreciation 2019 € | Other costs 2019 € | Total 2019 € | Total 2018 € |
|-----------------------------------|--------------------------|---------------------------|--------------------------|--------------------|--------------------|
| HSE - Personal Assistant Services | 1,579,706 | 17,284 | 185,829 | 1,782,819 | 1,941,807 |
| Muiriosa Foundation Services | 2,707,455 | 1,920 | 40,307 | 2,749,682 | 2,552,009 |
| Charitable activities | 4,287,161 | 19,204 | 226,136 | 4,532,501 | 4,493,816 |
| Other expenditures | - | - | 3,076 | 3,076 | 4,755 |
| | 4,287,161 | 19,204 | 229,212 | 4,535,577 | 4,498,571 |
| <i>Total 2018</i> | <i>4,126,682</i> | <i>23,880</i> | <i>348,009</i> | <i>4,498,571</i> | |

7. Net income/(expenditure)

This is stated after charging:

| | 2019 € | 2018 € |
|--|---------------|---------------|
| Depreciation of tangible fixed assets: - owned by the charity | 19,203 | 23,879 |

During the year, no Directors received any remuneration (2018 - €NIL).

During the year, no Directors received any benefits in kind (2018 - €NIL).

During the year, no Directors received any reimbursement of expenses (2018 - €NIL).

8. Auditors' remuneration

| | 2019 € | 2018 € |
|---|--------------|--------------|
| Fees payable to the Charity's auditor for the audit of the Charity's annual accounts | 6,873 | 6,256 |
| Fees payable to the Charity's auditor in respect of: The auditing of accounts of associates of the Charity | 1,415 | 1,415 |

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**NOTES TO THE FINANCIAL STATEMENTS
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9. Staff costs

Staff costs were as follows:

| | 2019 € | 2018 € |
|-----------------------|------------------|------------------|
| Wages and salaries | 3,891,150 | 3,747,750 |
| Social security costs | 396,011 | 378,932 |
| | <u>4,287,161</u> | <u>4,126,682</u> |

Wages and salaries include statutory redundancy and termination payments of €119,569 following the organisational restructure that occurred during the year. The accrual of €148,834 in respect of redundancy costs were made in the 2018 financial statements. Furthermore, an accrual remains in the financial statements at 31 December 2019 for an amount of €29,265.

The average number of persons employed by the Charity during the year was as follows:

| | 2019 No. | 2018 No. |
|------------------------------------|-------------|-------------|
| Muirfosa support workers | 76 | 75 |
| OCIL management and administration | 5 | 7 |
| OCIL personal assistants | 34 | 37 |
| | <u>115</u> | <u>119</u> |

The number of higher paid employees was:

| | 2019 No. | 2018 No. |
|-------------------------------|-------------|-------------|
| In the band €60,001 - €70,000 | 0 | 1 |

No employee received salary or benefits in excess of €60,000.

The key management personnel of the Charity comprise the Directors, CEO and finance manager. The total employee benefits of the key management personnel of the Charity were €90,442.

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**NOTES TO THE FINANCIAL STATEMENTS
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10. Tangible fixed assets

| | Freehold property € | Motor vehicles € | Fixtures and fittings € | Office equipment € | Total € |
|-------------------------|---------------------------|------------------------|-------------------------------|--------------------------|----------------|
| Cost / Valuation | | | | | |
| At 1 January 2019 | 295,000 | 36,500 | 101,588 | 41,010 | 474,098 |
| Additions | - | - | 1,010 | 828 | 1,838 |
| At 31 December 2019 | <u>295,000</u> | <u>36,500</u> | <u>102,598</u> | <u>41,838</u> | <u>475,936</u> |
| Depreciation | | | | | |
| At 1 January 2019 | 18,801 | 27,839 | 96,176 | 34,678 | 177,494 |
| Charge for the year | 4,699 | 4,661 | 4,682 | 5,161 | 19,203 |
| At 31 December 2019 | <u>23,500</u> | <u>32,500</u> | <u>100,858</u> | <u>39,839</u> | <u>196,697</u> |
| Net book value | | | | | |
| At 31 December 2019 | <u>271,500</u> | <u>4,000</u> | <u>1,740</u> | <u>1,999</u> | <u>279,239</u> |
| At 31 December 2018 | <u>276,199</u> | <u>8,661</u> | <u>5,412</u> | <u>6,332</u> | <u>296,604</u> |

Included in land and buildings is freehold land at valuation of €60,000. The original cost of this land was €150,000

11. Debtors

| | 2019 € | 2018 € |
|--------------------------------|----------------|---------------|
| Trade debtors | 51,572 | 54,839 |
| Other debtors | 20,000 | - |
| Prepayments and accrued income | 91,697 | 29,764 |
| | <u>163,269</u> | <u>84,603</u> |

12. Creditors: Amounts falling due within one year

| | 2019 € | 2018 € |
|--|----------------|----------------|
| Trade creditors | 12,367 | 26,167 |
| Other taxation and social security (see below) | 78,667 | 82,445 |
| Accruals | 192,228 | 314,340 |
| | <u>283,262</u> | <u>422,952</u> |

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12. Creditors: Amounts falling due within one year (continued)

Other taxation and social security

| | 2019 | 2018 |
|------|--------|--------|
| | € | € |
| PAYE | 32,412 | 33,299 |
| USC | 7,002 | 6,934 |
| PRSI | 39,253 | 42,212 |
| | 78,667 | 82,445 |

13. Prior year adjustment

In 2018, the Charity made a prior year adjustment to the opening reserves of the financial statements of €88,576. This adjustment related to net wages accrued for week 52 which are paid in the first week of the following year. These net wages were not previously accrued for by the Charity.

The effect on reserves is as following:

Prior year adjustment

| | 2019 | 2018 |
|---------------------------------------|---------|----------|
| | € | € |
| General reserves as previously stated | 360,530 | 449,106 |
| Prior year adjustment | - | (88,576) |
| Total | 360,530 | 360,530 |

14. Taxation

The Charity is exempt from tax on income and gains as it is a tax exempt Charity under TCA Act 1997.

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15. Statement of funds

Statement of funds - current year

| | Balance at 1 January 2019 € | Income € | Expenditure € | Balance at 31 December 2019 € |
|---------------------------|--------------------------------------|------------------|--------------------|---|
| Unrestricted funds | | | | |
| General funds | 367,244 | 253,695 | (240,480) | 380,459 |
| Restricted funds | | | | |
| Restricted funds | 7,411 | 4,461,101 | (4,295,097) | 173,415 |
| Total of funds | 374,655 | 4,714,796 | (4,535,577) | 553,874 |

Statement of funds - prior year

| | Balance at 1 January 2018 € | Income € | Expenditure € | Balance at 31 December 2018 € |
|-------------------------|--------------------------------------|------------------|--------------------|---|
| General funds | 360,530 | 216,242 | (209,528) | 367,244 |
| Restricted funds | | | | |
| Restricted funds | 216,244 | 4,080,210 | (4,289,043) | 7,411 |
| Total of funds | 576,774 | 4,296,452 | (4,498,571) | 374,655 |

Summary of funds - current year

| | Balance at 1 January 2019 € | Income € | Expenditure € | Balance at 31 December 2019 € |
|------------------|--------------------------------------|------------------|--------------------|---|
| General funds | 367,244 | 253,695 | (240,480) | 380,459 |
| Restricted funds | 7,411 | 4,461,101 | (4,295,097) | 173,415 |
| | 374,655 | 4,714,796 | (4,535,577) | 553,874 |

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

15. Statement of funds (continued)

Summary of funds - prior year

| | <i>Balance at 1 January 2018</i> | <i>Income</i> | <i>Expenditure</i> | <i>Balance at 31 December 2018</i> |
|------------------|--|------------------|--------------------|--|
| | € | € | € | € |
| General funds | 360,530 | 216,242 | (209,528) | 367,244 |
| Restricted funds | 216,244 | 4,080,210 | (4,289,043) | 7,411 |
| | <u>576,774</u> | <u>4,296,452</u> | <u>(4,498,571)</u> | <u>374,655</u> |

16. Analysis of net assets between funds

Analysis of net assets between funds - current year

| | <i>Unrestricted funds 2019</i> | <i>Restricted funds 2019</i> | <i>Total funds 2019</i> |
|-------------------------------|--|--------------------------------------|---------------------------------|
| | € | € | € |
| Tangible fixed assets | 271,500 | 7,739 | 279,239 |
| Current assets | 108,959 | 449,128 | 558,087 |
| Creditors due within one year | - | (283,452) | (283,452) |
| | <u>380,459</u> | <u>173,415</u> | <u>553,874</u> |

Analysis of net assets between funds - prior year

| | <i>Unrestricted funds 2018</i> | <i>Restricted funds 2018</i> | <i>Total funds 2018</i> |
|-------------------------------|--|--------------------------------------|---------------------------------|
| | € | € | € |
| Tangible fixed assets | 276,199 | 20,405 | 385,180 |
| Current assets | 91,045 | 409,958 | 501,003 |
| Creditors due within one year | - | (422,952) | (422,952) |
| | <u>367,244</u> | <u>7,411</u> | <u>463,231</u> |

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

17. Reconciliation of net movement in funds to net cash flow from operating activities

| | 2019 € | 2018 € |
|--|-----------------|---------------|
| Net income/(expenditure) for the year (as per Statement of Financial Activities) | 179,219 | (202,119) |
| Adjustment for: | | |
| Depreciation charges | 19,203 | 23,879 |
| Increase in debtors | (78,666) | (6,969) |
| (Decrease)/increase in creditors | (139,690) | 196,232 |
| Net cash (used in)/provided by operating activities | (19,934) | 11,023 |

18. Analysis of cash and cash equivalents

| | 2019 € | 2018 € |
|--------------|----------------|----------------|
| Cash in hand | 394,628 | 416,400 |
| Total | 394,628 | 416,400 |

19. Related party transactions

OCIL act as sponsor for a related charity, Offaly Personal Assistant Services (OPAS). OPAS is related by virtue of common directors and management personnel. OPAS runs a community employment scheme in conjunction with the Department of Social Protection. As sponsor, OCIL is committed to meeting any shortfall in funding in OPAS i.e. expenditure not covered by the Department.

OCIL made a contribution of €6,385 (2018: €4,754) relating to sponsorship fees to OPAS in the financial year.

At the reporting date, an amount of €20,000 (2018: €NIL) was owed to OCIL from OPAS.

At the reporting date, OPAS paid OCIL €6,600 (2018: €6,600) in respect of rent. €3,300 of this amount was outstanding from OPAS at the year end.

20. Post balance sheet events

Since the year end, the world has encountered a pandemic virus which has caused illness and fatalities across the world. The World Health Organisation (WHO) has classed this a global pandemic. Whilst this has far reaching implications for the global economy, the Directors do not consider this to bear a significant threat on the ability of Offaly Centre for Independent Living CLG to continue as a going concern. Firstly, the Charity enjoys the support of the HSE through its SLA. This is expected to continue for the foreseeable future because the Charity provides essential services for adults living independently in the community. The Directors feel that it is appropriate to disclose and note the presence of COVID-19 post year end, however they note that this pandemic will not impact the carrying value of fixed assets or other assets at year end or the ability of the Charity to continue as a going concern for the foreseeable future. The financial statements do not reflect any adjustments at year end to reflect the emergences of COVID-19 at the date of approving the financial statements.

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21. Approval of financial statements

The financial statements for the year ended 31 December 2019 were approved and authorised for issue by the Directors on *20 May 2020.*