

Company registration number: 330650

**National Federation of Voluntary Service Providers
Supporting People with Intellectual Disability CLG
(A Company Limited by Guarantee and not having Share Capital)**

Financial statements

for the financial year ended 31st December 2019

GROGANS

4/5 High Street
Galway

National Federation of Voluntary Service Providers
(A Company Limited by Guarantee and not having Share Capital)

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**National Federation of Voluntary Service Providers
Company limited by guarantee**

Directors and other information

Directors	Mr. Sean Abbott (Chairman) Mr. Bernard O'Regan (Resigned July 2019) Mr. Brendan Broderick (Resigned March 2019) Ms. Johanna Cooney (Resigned March 2019) Ms. Breda Crehan Roche (Resigned December 2019) Mr Joe Mason Ms. Clare Dempsey Mr. Michael Hennessy (Appointed March 2019) Ms. Natalya Jackson Ms. Marie Linehan Ms. Gere O'Byrne (Resigned March 2020) Mr. Vincent O'Flynn Ms. Breda O'Neill (Appointed March 2019) Ms. Fiona O'Neill Mr. Pat Reen (Resigned March 2020) Ms. Anna Shakespeare (Resigned July 2019) Ms. Liz Reynolds
Secretary	Mr. Michael Hennessy
Company number	330650
Charities Regulatory Authority Number	20045500
Charity Number	CHY14080
Registered office	Unit 4D Oranmore Business Park Oranmore Galway
Business address	Unit 4D Oranmore Business park Oranmore Galway
Auditor	Grogans 4/5 High Street Galway
Bankers	Bank of Ireland Oranmore Co. Galway
Solicitors	A & L Goodbody IFS Centre North Wall Quay Dublin 1

**National Federation of Voluntary Service Providers
(A Company Limited by Guarantee and not having Share Capital)**

Directors report

The directors present their annual report and the audited financial statements of the company for the financial year ended 31 December 2019.

The company is a registered charity and the report and the results are presented in a form which complies with the requirements of the Companies Act 2014 and the Statement of Recommended Practice (Charities SORP effective January 2015) has been adopted.

The company is limited by guarantee not having a share capital.

Directors

The names of the persons who at any time during the financial year acted as trustees and directors of the company are as follows:

Mr. Sean Abbott (Chairman)
Mr. Bernard O'Regan (Resigned July 2019)
Mr. Brendan Broderick (Resigned March 2019)
Ms. Johanna Cooney (Resigned March 2019)
Ms. Breda Crehan Roche (Resigned December 2019)
Mr Joe Mason
Ms. Clare Dempsey
Mr. Michael Hennessy (Appointed March 2019)
Ms. Natalya Jackson
Ms. Marie Linehan
Mr. Vincent O'Flynn
Ms. Gere O'Byrne (Resigned March 2020)
Ms. Breda O'Neill (Appointed March 2019)
Ms. Fiona O'Neill
Mr. Pat Reen (Resigned March 2020)
Ms. Anna Shakespeare (Resigned July 2019)
Ms. Liz Reynolds

Principal activities

The company is a national umbrella organisation of voluntary/non-statutory agencies who provide direct services to people with intellectual disability in Ireland on the basis of service arrangements with the HSE. The risk of reduction in funding from the HSE is managed by a close working relationship with this granting body.

**National Federation of Voluntary Service Providers
(A Company Limited by Guarantee and not having Share Capital)**

Directors report (continued)

OBJECTIVES AND ACTIVITIES:

The National Federation of Voluntary Service Providers Supporting People with Intellectual Disability is a national umbrella organisation of voluntary/non-statutory agencies who provide direct services to people with intellectual disability in Ireland on the basis of service arrangements with the HSE. Our 59 Member Organisations account for at least two-thirds of this country's direct service provision to people with an intellectual disability.

The services & supports provided to people with an intellectual disability are founded on the values as set out in the O'Brien (1987) Principles of Inclusion, Choice, Dignity, Respect, Participation and Contribution. They are rooted in the rights based perspective that people with intellectual disability have the right to live full and active lives, and be active participating members of their own community.

Our Mission

To provide the leadership and support that will enable voluntary organisations to adapt to a radically changing operating environment, with the ultimate aim of ensuring that people with intellectual disability live a life of their choosing.

Guiding Principles

People with an intellectual disability have the right:

- To be supported to live a life of their choosing;
- To be included in all decisions that affect their lives;
- To have meaningful, freely chosen relationships;
- To be included as a contributing member of their own communities;
- To choose their own supports and have access to the resources to do this;
- To have the same rights, responsibilities and opportunities as every other citizen

Our Vision

Above all people have a deep rooted desire to belong, to be in relationship, to live within the intimacy and security of their family and friends, to be included in the greater life around them with all its attendant possibilities for hope and fulfilment and to do so, to the greatest extent possible, on their own terms. The implications of this simple truth will determine our actions on behalf of all citizens with Intellectual Disabilities.

ACHIEVEMENTS & PERFORMANCE

The National Federation engages with a wide range of external stakeholders to represent the views of its members in relation to policy and practice in the intellectual disability sector. A range of Working Groups and Forums on which the National Federation was represented in 2019 is outlined below:

- IRG Dialogue Forum established on foot of the Independent Review on the role of voluntary organisations in the health and social care sector (Catherine Day Report)
- Oireachtas Disability Group - highlighting and advocating the need for multi-annual investment and adequate resourcing of disability services.
- Housing Sub Group - implementation of National Housing Strategy for People with a Disability.
- Nominated Health Agencies Superannuation Scheme (NHASS) Working Group
- National Safeguarding Committee
- Department of Health Disability Consultative Committee
- National Council for Special Education Forum

Representation on and contribution to HSE Reference / Working Groups

**National Federation of Voluntary Service Providers
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Directors report (continued)

Children First
National Children's Oversight Group
National Child Disability Management Information System Implementation Group
HSE Disability Quality Improvement Forum
New Directions National Steering Group
School Leavers National Working Group
Safeguarding Reference Group
European Working Time Directive Working Group
On-Call Allowance Working Group
HSE HR/Finance Working Group
Working group developing a guidance document on 'Managing the Finances of Vulnerable Adults'
National Joint Council
Joint Information and Consultation Forum
Ad Hoc Working Group on Fire Safety (Fire Safety Code of Practice in Community Dwellings)
Comprehensive Employment Strategy Implementation Group

The National Federation worked closely with the HSE in implementing key policies and work programmes during 2019 - this included the following submissions:

Submission in response to the Call for Input (CFI) on Key Aspects to be included in a National Volunteering Strategy (Feb 2019)
Funding Crisis in Disability Services - Drivers and deficits in Intellectual Disability Services - Submission to the Oireachtas Committee on Health (June 2019)
Submission to the HSE on the National Framework for Medicines Management for Disability Services (July 2019)
Draft Guidance on a Human Rights-Based Approach to Care and Support in Health and Social Care Settings
Submission to the Department of Education & Skills regarding the Independent Review of Career Guidance

Research and publications

Listen to our Voices - Report on the Therapy Services for Adults with an Intellectual Disability in Ireland was published in July 2019.

Records Retention Guidelines was published in July 2019.

Inclusive Research Network publications: "Doctors and Us" Report and easy to read report on the findings of the Inclusive Research Network study was published in November 2019.

FINANCIAL REVIEW

The core income from all sources as shown in the National Federation's Statement of Financial Activities are set out in the attached Accounts. In 2019, income was €589,435 against expenditure of €638,972, over the same period, resulting in a deficit of €49,537 in 2019. The net assets of the company at the year end was €455,634.

The principal funding sources of the company in the reporting period were:

**National Federation of Voluntary Service Providers
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Directors report (continued)

Health Service Executive
Dept of Health
National Lottery
Membership fees
National Federation of Voluntary Bodies Pension Scheme
Seminars

Resources from each of these sources support the key objectives of the National Federation in that they contribute to the funding of staff, project costs, office administration costs in each area of delivery as described in the main activities section.

The reserves policy requires that reserves be maintained at a level which ensures the core activity could continue during a period of unforeseen difficulty and a proportion of reserves be maintained in a readily realisable form. The level of reserves is kept under constant review through ongoing financial reporting to the Board.

STRUCTURE, GOVERNANCE & MANAGEMENT:

Member Organisations: We have 59 member organisations.

General Assembly: Each member organisation can be represented by 2 people from their organisation at the National Federation General Assembly which meets on a quarterly basis.

There are 5 Area Federation Committees:

Dublin North-East Area Federation Committee
Dublin Mid-Leinster Area Federation Committee
Southern Area Federation Committee
South-Eastern Area Federation Committee
Western Area Federation Committee

Each Area Federation Committee is made up of representatives from member organisations in the area/region in which they provide services.

Board of Directors: In accordance with the Memorandum & Articles of Association, the National Federation of Voluntary Bodies arranges for the election of its Board of Directors as follows

Each Area Federation Committee has the power to elect two directors to the Board and the directors have the power to nominate up to 5 co-options, however, one must come from each of the following geographical areas: Dublin North East; Dublin Mid Leinster and Western Region.

The Board elects a Chairperson every two years.

REFERENCE AND ADMINISTRATION DETAILS

Reference and administrative information is outlined on page 1.

Accounting records

**National Federation of Voluntary Service Providers
(A Company Limited by Guarantee and not having Share Capital)**

Directors report (continued)

The measures taken by the directors to secure compliance with the requirements of sections 281 to 285 of the Companies Act 2014 with regard to the keeping of accounting records 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 accounting records of the company are located at Unit 4D Ornamore Business Park, Oranmore, Galway..

Auditors

The auditors, Grogans Accountancy Ltd were appointed in the year following a casual vacancy and have indicated their willingness to continue in office in accordance with the provisions of Section 380 of the Companies Act 2014.

This report was approved by the board of directors on 22 September 2020 and signed on behalf of the board by:

Director

Director

**National Federation of Voluntary Service Providers
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Directors responsibilities statement

The directors are responsible for preparing the directors report and the financial statements in accordance with applicable Irish law and regulations.

Irish company law requires the directors to prepare financial statements for each financial year. Under the law, the directors have elected to prepare the financial statements in accordance with the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" issued by the Financial Reporting Council. 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 assets, liabilities and financial position of the company as at the financial year end date and of the profit or loss of the company for the financial year and otherwise comply with the Companies Act 2014.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting 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 profit or loss 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.

**Independent auditor's report to the members of
National Federation of Voluntary Service Providers**

Report on the audit of the financial statements

Opinion

We have audited the financial statements of National Federation of Voluntary Service Providers for the financial year ended 31 December 2019 which comprise the profit and loss account, statement of comprehensive income, balance sheet, statement of changes in equity, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies set out in note 3. The financial reporting framework that has been applied in their preparation is Irish law and FRS 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 company as at 31 December 2019 and of its loss for the financial year then ended;
- have been properly prepared in accordance with FRS 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 section of our report. We are independent of the 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 the provisions available for small entities, in the circumstances set out in note 16 to the financial statements, 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 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 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 auditor's 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 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.

**Independent auditor's report to the members of
National Federation of Voluntary Service Providers (continued)**

Opinions on 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 directors' 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 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.

Respective responsibilities

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 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 management either intends to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's 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.

**Independent auditor's report to the members of
National Federation of Voluntary Service Providers (continued)**

As part of an audit in accordance with ISAs (Ireland), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

The purpose of our audit work and to whom we owe our responsibilities

Our 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.

Richard Grogan

For and on behalf of

Grogans Accountancy Ltd

Chartered Accountants

4/5 High Street

Galway

22 September 2020

National Federation of Voluntary Service Providers
(A Company Limited by Guarantee and not having Share Capital)

Statement of Financial Activities
Financial year ended 31 December 2019

	Note	Restricted €	Unrestricted €	2019 Total €	2018 Total €
Incoming Resources					
<u>Generated funds:</u>					
Voluntary Income					
Seminars			2,075	2,075	38,844
Activities Income for generating funds					
Membership Fees			169,233	169,233	169,233
NFVB Pension Scheme		100,000		100,000	100,000
Investment Income					
<u>Charitable Activities:</u>					
HSE Grants		238,728		238,728	294,892
HSE-Next Steps		16,100		16,100	27,713
National Lottery-Informing Families		17,615		17,615	10,006
HSE AIMS		-		-	8,366
HSE-Adult Day Services		45,684		45,684	-
Total Income Resources	7	<u>418,127</u>	<u>171,308</u>	<u>589,435</u>	<u>649,054</u>
Administrative expenses restricted		619,716	19,256	(638,972)	637,142
Total Resources Expended	8	<u>(619,716)</u>	<u>(19,256)</u>	<u>(638,972)</u>	<u>(637,142)</u>
Surplus/(deficit) for the year		<u>(201,589)</u>	<u>152,052</u>	<u>(49,537)</u>	<u>11,912</u>
Net movement in funds for the year		<u>(201,589)</u>	<u>152,052</u>	<u>(49,537)</u>	<u>11,912</u>
Transfer between funds		201,589	(201,589)	-	
Reconciliation of funds					
Balances brought forward at start of year			505,171	505,171	493,259
Balances carried forward at end of year		<u>-</u>	<u>455,634</u>	<u>455,634</u>	<u>505,171</u>

The financial statements were approved by the Directors on 22 September 2020 and signed on its behalf by

Sean Abbott
Director

Vincent O'Flynn
Director

The notes on pages 15 to 22 form part of these financial statements.

National Federation of Voluntary Service Providers
(A Company Limited by Guarantee and not having Share Capital)

Balance sheet
As at 31 December 2019

	Note	2019 €	€	2018 €	€
Fixed assets					
Tangible assets	10	294,705		307,518	
			294,705		307,518
Current assets					
Debtors	11	14,740		14,875	
Cash at bank and in hand		253,411		347,796	
		268,151		362,671	
Creditors: amounts falling due within one year	12	(107,222)		(165,018)	
Net current assets			160,929		197,653
Total assets less current liabilities			455,634		505,171
Net assets			455,634		505,171
Capital and reserves					
Unrestricted designated funds			-		16,111
General fund (unrestricted)			455,634		489,060
Members funds			455,634		505,171

These financial statements were approved by the board of directors on 22 September 2020 and signed on behalf of the board by:

Sean Abbott
Director

Vincent O'Flynn
Director

The notes on pages 15 to 22 form part of these financial statements.

National Federation of Voluntary Service Providers
(A Company Limited by Guarantee and not having Share Capital)

Statement of changes in Reserves/Funds
Financial year ended 31 December 2019

	Unrestricted designated funds €	General fund (unrestricted) €	Profit and loss account €	Total €
At 1 January 2018	16,111	477,148	-	493,259
(Deficit)/Surplus for the financial year			11,912	11,912
Total comprehensive income for the financial year	-	-	11,912	11,912
At 31 December 2018 and 1 January 2019	16,111	489,060	-	505,171
(Deficit)/Surplus for the financial year			(49,537)	(49,537)
Other comprehensive income for the financial year:				
Movement from designated reserves to general reserves	(16,111)	16,111		
Transfer	-	(49,537)	49,537	-
At 31 December 2019	-	455,634	-	455,634

National Federation of Voluntary Service Providers
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Statement of cash flows
Financial year ended 31 December 2019

	2019	2018
	€	€
Cash flows from operating activities		
(Deficit)/Surplus for the financial year	(49,537)	11,912
<i>Adjustments for:</i>		
Depreciation of tangible assets	12,813	12,813
Accrued expenses/(income)	23,149	(33,935)
<i>Changes in:</i>		
Trade and other debtors	135	17,621
Trade and other creditors	(67,103)	8,373
Cash generated from operations	<u>(80,543)</u>	<u>16,784</u>
Net cash (used in)/from operating activities	<u>(80,543)</u>	<u>16,784</u>
Cash flows from financing activities		
Reduction in borrowings	<u>(13,842)</u>	<u>(29,340)</u>
Net cash used in financing activities	<u>(13,842)</u>	<u>(29,340)</u>
Net increase/(decrease) in cash and cash equivalents	(94,385)	(12,556)
Cash and cash equivalents at beginning of financial year	<u>347,796</u>	<u>360,352</u>
Cash and cash equivalents at end of financial year	<u><u>253,411</u></u>	<u><u>347,796</u></u>

National Federation of Voluntary Service Providers
(A Company Limited by Guarantee and not having Share Capital)

Notes to the financial statements
Financial year ended 31 December 2019

1. General information

The company is a company limited by guarantee and is a public benefit entity, registered in Ireland. The address of the registered office is Unit 4D Oranmore Business Park, Oranmore, Galway and its company registration number is 330650.

2. Statement of compliance

The charity has applied the Charities SORP on a Voluntary basis as its application is not a requirement of the current regulations for charities registered in the Republic of Ireland however it is considered best practice. As noted above the directors consider the adoption of the SORP requirements as most appropriate accounting practice and presentation to properly reflect and disclose the activities of the organisation.

3. Accounting policies and measurement bases

Basis of preparation

These financial statements have been prepared in compliance with the Statement of Recommended Practice (Charities SORP in accordance with FRS 102, effective January 2015) and with generally accepted accounting policies in Ireland and Irish statute comprising the Companies Act 2014. They comply with the financial reporting standards of the Financial Reporting Council. The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charitable company's financial statements.

The financial statements are prepared in Euro, which is the functional currency of the entity.

Judgements and key sources of estimation uncertainty

Estimates and judgements made in the process of preparing the entity financial statements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The directors make estimates and assumptions concerning the future in the process of preparing the financial statements. The resulting accounting estimates will, by definition, seldom equal the related actual results. There are no estimates and assumptions made in preparing these financial statements that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year.

Establishing useful economic lives for depreciation purposes of buildings

Long lived assets, consisting of the company property comprise a significant portion of the total assets. The annual depreciation charge depends primarily on the estimated useful economic life of the building and estimates of its residual value. The directors regularly review the buildings useful life and change if necessary to reflect current thinking of remaining life in light of prospective economic utilisation and physical condition of the building. Changes in asset useful life can have a significant impact on depreciation. Details of the useful economic life is included in these accounting policies.

**National Federation of Voluntary Service Providers
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**Notes to the financial statements (continued)
Financial year ended 31 December 2019**

Reserves

In accordance with recommended best practice, each charity should have a reserves policy. This policy is concerned with how much "free" (or unallocated) reserves a charity retains. This excludes the following:

Restricted funds

Funds that could only be realised by disposing of fixed assets held for charity use

The Board has the responsibility for establishing an appropriate reserve policy. It is the policy of the Board to retain sufficient reserves to safeguard the continuity of its operations, while committing the maximum possible resources to its current services. The objective is that the organisation would be able to carry on its work, even if faced with a combination of difficult circumstances and have time to adjust its strategy to meet these changing circumstances. It is deemed that a minimum of 4 months working capital should be retained in reserves to meet any unforeseen financial shocks.

The level and adequacy of the reserves are reviewed annually by the Audit & Financial Risk Committee and brought to the Board.

Restricted funds

Restricted funds represent grants, donations and sponsorships received which can only be used for particular purposes specified by the donors or sponsorship programmes binding on the directors. Such purposes are within the overall aims of the charity.

Unrestricted free reserves

Unrestricted funds represent amounts which are expendable at the discretion of the directors in furtherance of the objectives of the charity and which have not been designated for other purposes. Such funds may be held in order to finance working capital or capital expenditure.

Unrestricted designated funds

Designated funds are unrestricted funds earmarked by the directors for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. The designations have an administrative purpose only and do not legally restrict the Board's discretion in applying the funds.

Incoming Resources

Voluntary Income or capital is included in the Statement of Financial Activities when the company is legally entitled to it, its financial value can be quantified with reasonable certainty and there is reasonable certainty of its ultimate receipt. Entitlement to legacies is considered established when the company has been notified of a distribution to be made by the executors. Income received in advance of due performance under a contract is accounted for as deferred income until earned. Grants for activities are recognised as income when the related conditions for legal entitlement have been met. All other income is accounted for on an accruals basis.

Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates.

Taxation

The company is exempt from corporation tax due to its Charitable Status.

**National Federation of Voluntary Service Providers
(A Company Limited by Guarantee and not having Share Capital)**

**Notes to the financial statements (continued)
Financial year ended 31 December 2019**

Tangible assets

Tangible assets are initially recorded at cost, and are subsequently stated at cost less any accumulated depreciation and impairment losses.

Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Land and buildings freehold	-	4%	straight line
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If there is an indication that there has been a significant change in depreciation rate, useful life or residual value of tangible assets, the depreciation is revised prospectively to reflect the new estimates.

Impairment

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

When it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that are largely independent of the cash inflows from other assets or groups of assets.

Government grants

Under the performance model, where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

Grants from governments and institutional donors are recognised as income when the activities which they are intended to fund have been undertaken, the related expenditure incurred, and there is a reasonable certainty of receipt.

Financial instruments

Debtors

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

Creditors

Creditors and provisions are recognised where the entity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discount due.

National Federation of Voluntary Service Providers
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Notes to the financial statements (continued)
Financial year ended 31 December 2019

Defined contribution plans

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. Annual contributions payable to the company's pension scheme are charged to the income and expenditure account in the period to which they relate.

4. Net incoming resources

Net incoming resources are stated after charging/(crediting):

	2019	2018
	€	€
Depreciation of tangible assets	12,813	12,813
Fees payable for the audit of the financial statements	3,444	3,075
	16,257	15,888

5. Staff costs

The average number of persons employed by the company during the financial year, including the directors, was as follows:

	2019	2018
	Number	Number
Core Staff	7	8
WTE (weekly full-time equivalent)	5.05	5.6

The aggregate payroll costs incurred during the financial year were:

	2019	2018
	€	€
Wages and salaries	349,664	400,561
Social insurance costs	36,672	42,979
Other retirement benefit costs	31,687	37,014
	418,023	480,554

The CEO's salary was €117,816 (2018: €142,535). The employer contributed €15,580 (2018: €21,380) in pension contributions for the CEO in 2019.

	2019	2018
The number of higher paid employees:		
In the band €60,000 to €70,000	2	1
In the band €110,000 to €120,000	0	0
In the band €140,000 to €150,000	0	1

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Notes to the financial statements (continued)
Financial year ended 31 December 2019

6. Employee benefits

The amount recognised in profit or loss in relation to defined contribution plans was €30,255 (2018: €37,014).

7. Income Resources

	Core Services	Pension Administration	Projects	Events/ Seminars	Total 2019	Total 2018
	€	€	€	€	€	€
HSE Grants	238,728	-	-		238,728	294,892
Membership Fees	169,233	-	-		169,233	169,233
NFVB Pension Scheme	-	100,000		-	100,000	100,000
HSE-Next Steps	-	-	16,100		16,100	27,713
National Lottery-Informing Families	-	-	17,615		17,615	10,006
HSE AIMs	-	-	-		-	8,366
HSE-Adult Day Services	-	-	45,684		45,684	-
Seminars	-	-	-	2,075	2,075	38,844
	<u>407,961</u>	<u>100,000</u>	<u>79,399</u>	<u>2,075</u>	<u>589,435</u>	<u>649,054</u>

8. Analysis of expenditure on Charitable Activities & Raising Funds

	Core Services	Pension Administration	Projects	Events/ Seminars	Total
	€	€	€	€	€
Activities undertaken directly	301,742	72,500	79,399	1,607	455,248
Support costs	<u>156,224</u>	<u>27,500</u>	-	-	<u>183,724</u>
Total	<u>457,966</u>	<u>100,000</u>	<u>79,399</u>	<u>1,607</u>	<u>638,972</u>

9. Analysis of Support Costs by Activity

	Core Services	Pension Administration	Projects	Events/ Seminars	Total
	€	€	€	€	€
Governance	124,119	-	-	-	124,119
Finance	16,612	-	-	-	16,612
Information Technology	616	10,000	-	-	10,616
Establishment	14,877	17,500	-	-	32,377
Total support costs	<u>156,224</u>	<u>27,500</u>	-	-	<u>183,724</u>

National Federation of Voluntary Service Providers
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Notes to the financial statements (continued)
Financial year ended 31 December 2019

10. Tangible assets

	Freehold property	Total
	€	€
Cost		
At 1 January 2019 and 31 December 2019	488,118	488,118
Depreciation		
At 1 January 2019	180,600	180,600
Charge for the financial year	12,813	12,813
At 31 December 2019	193,413	193,413
Carrying amount		
At 31 December 2019	294,705	294,705
At 31 December 2018	307,518	307,518

11. Debtors

	2019	2018
	€	€
Prepayments	-	135
Accrued income	14,740	14,740
	<u>14,740</u>	<u>14,875</u>

12. Creditors: amounts falling due within one year

	2019	2018
	€	€
Amounts owed to credit institutions	1	13,843
Other creditors (note 14)	-	45,684
Tax and social insurance:		
PAYE and social welfare	5,803	-
Accruals	51,623	28,474
Deferred income (note 13)	49,795	77,017
	<u>107,222</u>	<u>165,018</u>

A €3,000 guarantee is in place for EFT with Bank of Ireland.

National Federation of Voluntary Service Providers
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Notes to the financial statements (continued)
Financial year ended 31 December 2019

13. Deferred Income

	Deferred Income 2018	Grant received 2019	Released to Income in 2019	Deferred Income 2019
HSE Next Steps	17,287	-	16,100	1,187
National Lottery-Informing families	57,850	1,500	17,615	41,735
HR Masterclass	1,439	-	1,439	-
HR GDPR	441	-	441	-
HR Training	-	6,873	-	6,873
	<u>77,017</u>	<u>8,373</u>	<u>35,595</u>	<u>49,795</u>

14. Accounting for Funds received as Agent

	2019	2018
	€	€
At 1 January 2019	45,684	45,684
Expended in year	(45,684)	-
At 31 December 2019	<u>-</u>	<u>45,684</u>

While the funds are not bound by an agency agreement, the substance of the agreement is that the directors have no discretion about the use to which the funds are put. The organisation acts only in accordance with the instructions or directions of the HSE.

15. Contingent assets and liabilities

In August 202 the National Federation of Voluntary Service Providers received formal notification of its inclusion and enjoinder in legal action against the Trustees of the National Federation of Voluntary Services Providers' Pension and Life Assurance Scheme taken by a provider of pension administration, investment and consultancy services. The legal action brought by the provider follows from the outcome of a procurement competition undertaken by the Trustees of the National Federation of Voluntary Services Providers' Pension & Life Assurance Scheme for the supply of pension administration, investment and consultancy services.

In its initial response to this recent legal action the Board of the National Federation of Voluntary Service Providers is seeking legal representation in order to protect its position and has also notified its Insurers. The Directors believe that the claim is unlikely to succeed and therefore no provision for any liability has been made.

National Federation of Voluntary Service Providers
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Notes to the financial statements (continued)
Financial year ended 31 December 2019

16. Ethical standards

In common with many other charitable companies of our size and nature, we use our auditors to assist with the preparation of the financial statements or other reports as required.

17. Government Grants

Income from government grants comprise of:

Performance related grants made up by various government agencies to fund the provision of specific charity services to the members in the community. The amount of such grants received in the year amounted to €318,127 (2018 €340,977).

The Board can confirm that the organisation held an active tax clearance certificate for the duration of 2019. The National Federation of Voluntary Service Providers is compliant with relevant circulars, including Circular 44/2006 "Tax Clearance Procedures Grants, Subsidies and Similar type payments".

18. Limited by guarantee

The company is limited by guarantee not having a share capital. The liability of the members is limited.

Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while they are members, or within one year thereafter, for the payment of debts and liabilities of the company contracted before they ceased to be members, and the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount as may be required, not exceeding €2.

19. Events after the end of the reporting period

Other than the general business disruption that the Covid19 pandemic has had on all companies in Ireland in 2020, there have been no significant events affecting the Charity since the year end.

20. Approval of financial statements

The board of directors approved these financial statements for issue on 22 September 2020.

**National Federation of Voluntary Service Providers
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The following pages do not form part of the statutory accounts.

National Federation of Voluntary Service Providers
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Supplementary information relating to the
Financial year ended 31 December 2019

	2019	2018
	€	€
Expenses		
Wages and salaries	(324,692)	(374,465)
Project Salaries	(24,972)	(26,096)
Employer's PRSI contributions	(34,432)	(39,836)
Social Security costs Projects	(2,240)	(3,143)
Staff pension costs - defined contribution	(30,255)	(37,014)
Staff pension costs-Projects	(1,432)	-
Property management expenses	(4,836)	(4,643)
Insurance	(1,496)	(1,490)
Website costs	(2,140)	(1,907)
Light and heat	(3,345)	(2,935)
Office expenses	(7,665)	(12,066)
Postage	(402)	(513)
Publishing	(2,452)	(487)
Telephone	(5,239)	(5,192)
IT support	(8,476)	(7,416)
Travelling and subsistence	(20,413)	(20,588)
Project expenses	(5,071)	(16,846)
EASPD expenses	-	(716)
Adult Day Services	(45,684)	-
Legal and professional	(22,532)	(10,460)
Consultancy fees	(64,956)	(6,852)
Auditors remuneration	(3,444)	(3,075)
Seminars	(1,607)	(37,533)
Meetings	(1,081)	(2,743)
Bank charges	(339)	(351)
General expenses	(1,920)	(2,647)
Subscriptions	(5,022)	(4,762)
Depreciation of tangible assets	(12,813)	(12,813)
Bank interest paid	(16)	(553)
	(638,972)	(637,142)