

Transparency Legal Advice Centre
(A company limited by guarantee, not having a share capital)
Report and Financial Statements
for the year ended 31 December 2016

Transparency Legal Advice Centre
(A company limited by guarantee, not having a share capital)
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Transparency Legal Advice Centre

(A company limited by guarantee, not having a share capital)

REFERENCE AND ADMINISTRATIVE INFORMATION

Directors

Sarah Jane Barrett
Lauren Mary Kierans
Gavin Elliott
Patricia Cronin

Company Secretary

Lauren Mary Kierans

Company Number

552538 (CHY: 21331 CRA: 20104870)

Registered Office and Principal Address

Floor 3
69 Middle Abbey Street
Dublin 1

Auditors

Anne Brady McQuillans DFK
Chartered Accountants and Registered Auditors
Iveagh Court
Harcourt Road
Dublin 2

Bankers

Ulster Bank
2-4 Lower O'Connell Street
Dublin 1

Transparency Legal Advice Centre

(A company limited by guarantee, not having a share capital)

DIRECTORS' ANNUAL REPORT

for the year ended 31 December 2016

The directors present their Directors' Annual Report, combining the Directors' Report and Trustees' Report, and the audited financial statements for the year ended 31 December 2016.

The company is a registered charity and hence the report and results are presented in a form which complies with the requirements of the Companies Act 2014 and, although not obliged to comply with the Statement of Recommended Practice (Charities SORP effective January 2015), the organisation has implemented its recommendations where relevant in these financial statements.

The directors, who are also the trustees of the company, at the date of this report and those who served during the financial year together with the dates of any changes are set out on page 3.

Principal Activities

The principal activity of the company is the operation of an Independent Law Centre pursuant to and regulated by the Solicitors Acts 1954-2002.

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

Principal Risks and Uncertainties

The directors have assessed the risks and have taken measures to manage these risks in Transparency Legal Advice Centre (TLAC) as follows:

Fraud Risk

The directors have put the processes and controls in place to ensure that detailed checking is carried out in all areas of the business and to ensure the accuracy and validity of all transactions.

Income Risk

In common with other organisations operating in Ireland in this sector, the company is dependent upon voluntary income donations and grants. The company is also affected by the budgetary constraints of the government and other grant offering entities. The company's policy is to ensure that sufficient resources are available either from cash balances and cash flows to ensure all obligations can be met when they fall due. The directors are of the opinion that the company is well positioned to manage the costs of running the company.

Achievements and Performance

TLAC engaged 22 individuals as legal clients and issued 21 initial letters of advice during 2016.

Financial Review

The market value of legal advice offered to whistleblowers by TLAC's Managing Solicitor is estimated to be between €10,000 and €13,000 per client. We believe that the total market value of the free legal advice to whistleblowers was between €220,000 and €260,000 in 2016.

Structure, Governance and Management

The Managing Solicitor is responsible for the day-to-day running of TLAC, including case management. However, the Managing Solicitor will seek prior approval from the Board of Directors in respect of significant or material financial, legal, tax, corporate governance or company structural matters.

Reference and Administrative details

In November 2014, Transparency International Ireland established TLAC to provide free, specialist legal advice to people who are making protected disclosures. TLAC was founded to meet the needs of the growing number of helpline clients who sought legal advice but were unable to afford the relevant legal fees, or who were looking for specialist guidance and seeking protections arising from client-solicitor privilege. TLAC first started seeing clients in March 2016 and was designated as an Independent Law Centre by the Law Society of Ireland on 27 May 2015. TLAC became fully operational after its charitable status was confirmed by the Charities Regulatory Authority in June 2016.

Auditors

The auditors, Anne Brady McQuillans DFK, have indicated their willingness to continue in office in accordance with the provisions of Section 380 of the Companies Act, 2014.

Transparency Legal Advice Centre
(A company limited by guarantee, not having a share capital)
DIRECTORS' ANNUAL REPORT
for the year ended 31 December 2016

Accounting Records

To ensure that adequate accounting records are kept in accordance with Sections 281 to 285 of the Companies Act, 2014, the directors have employed appropriately qualified accounting personnel and have maintained appropriate computerised accounting systems. The accounting records are located at the company's office at Floor 3, 69 Middle Abbey Street, Dublin 1.

Objectives and Activities

The company is supported by Transparency International (Ireland) which operates a helpline service called "Speak Up" for workers who are considering raising a concern, as well as witnesses and victims of corruption and other wrongdoing. The Speak Up service offers general information, referral advice and advocacy support.

Where there is a need for legal advice, we assess whether the caller's case falls within our practice area. We focus on offering legal advice to workers intending to make a report under the Protected Disclosures Act 2014 (commonly known as 'whistleblowing'). We also serve workers who have already made a protected disclosure. In addition, we seek to provide legal advice to individuals wishing to make a disclosure as otherwise provided for in Irish law. We do not offer legal services beyond our core mission.

The provision of our legal advice and services is dependent upon resources and client need.

In order to facilitate supportive working environments for those who speak up, we also provide training and legal education to organisations and others, including government departments, employers, regulators, trade unions and legal practitioners.

Research and Development

The company did not engage in any research and development during the year.

Post Balance Sheet Events

There have been no significant events affecting the company since the year end.

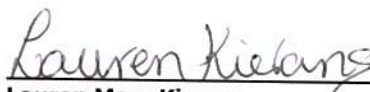
Payment of Creditors

The directors acknowledge their responsibility for ensuring compliance with the provision of the EC (Late Payment) Regulation 2002. It is the company's policy to agree payment terms with all suppliers and to adhere to those payment terms.



Gavin Elliott
Director

Date: 25 May 2017



Lauren Mary Kierans
Director

Date: 25th May 2017

Transparency Legal Advice Centre

(A company limited by guarantee, not having a share capital)

STATEMENT OF DIRECTORS' RESPONSIBILITIES

for the year ended 31 December 2016

The directors are responsible for preparing the financial statements in accordance with applicable Irish law and Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Financial Reporting Council.

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 surplus or deficit 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 apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the Charities SORP (updated January 2015) has been followed;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements are prepared in accordance with accounting standards generally accepted in Ireland and with Irish Statute comprising the Companies Act 2014, and all Regulations to be construed as one with those Acts. 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.

In so far as the directors are aware:

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



Gavin Elliott
Director

Date: 25 May 2017



Lauren Mary Kierans
Director

Date: 25th May 2017

INDEPENDENT AUDITOR'S REPORT

to the Members of Transparency Legal Advice Centre

(A company limited by guarantee, not having a share capital)

We have audited the financial statements of Transparency Legal Advice Centre for the year ended 31 December 2016 which comprise the Statement of Financial Activities (incorporating an Income and Expenditure Account), the Balance Sheet, the Cash Flow Statement, the Accounting Policies and the related notes. These financial statements have been prepared under the accounting policies set out therein.

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.

Respective responsibilities of directors and auditors

As described in the Statement of Directors' Responsibilities, the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and the accounting standards issued by the Financial Reporting Council (Generally Accepted Accounting Practice in Ireland).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, and are properly prepared in accordance with the Companies Act 2014. We state whether we have obtained all the information and explanations we consider necessary for the purposes of our audit and whether the financial statements are in agreement with the books of account. We also report to you our opinion as to:-

- whether the company has kept proper books of account; and
- whether the Directors' Annual Report is consistent with the financial statements.

We report to the members if, in our opinion, any information specified by law regarding directors' remuneration and directors' transactions is not given and, where practicable, include such information in our report.

We read the Directors' Annual Report and consider the implications for our report if we become aware of any apparent misstatement within it.

Scope of the audit of the financial statements

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

Opinion

In our opinion the financial statements:

- give a true and fair view of the assets, liabilities and financial position of the company as at 28th February 2017 and of its surplus for the year then ended; and
- have been properly prepared in accordance with the relevant financial reporting framework and, in particular, the requirements of the Companies Act 2014.

Matters on which we are required to report by the Companies Act 2014.

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.

The financial statements are in agreement with the accounting records.

INDEPENDENT AUDITOR'S REPORT
to the Members of Transparency Legal Advice Centre
(A company limited by guarantee, not having a share capital)

Matters on which we are required to report by exception

We have nothing to report in respect of the provisions in the Companies Act 2014 which require us to report to you if, in our opinion, the disclosures of directors' remuneration and transactions specified by Sections 305 to 312 of the Act are not made.

Natalie Kelly

Natalie Kelly

for and on behalf of

ANNE BRADY MCQUILLANS DFK

Chartered Accountants and Registered Auditors

Iveagh Court

Harcourt Road

Dublin 2

Date: *25/5/17*

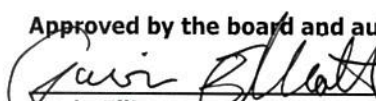
Transparency Legal Advice Centre
(A company limited by guarantee, not having a share capital)
STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating an Income and Expenditure Account)
for the year ended 31 December 2016

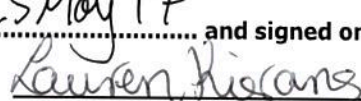
	Notes	Unrestricted Funds 2016 €	Restricted Funds 2016 €	Total 2016 €	Total 2015 €
Incoming Resources					
Generated funds:					
Voluntary Income					
Donations		31,629	16,000	31,629	-
Total incoming resources		31,629	16,000	47,629	-
Resources Expended					
Net Incoming Resources available for charitable application		31,629	16,000	47,629	-
Resources Expended on Charitable Activities					
Legal Advice		31,629	2,423	34,052	1,230
Total Resources Expended	2	31,629	2,423	34,052	1,230
Surplus/(deficit) for the year		13,577	-	13,577	(1,230)
Net movement in funds for the year		-	13,577	13,577	(1,230)
Reconciliation of funds					
Balances brought forward at 1 January 2016		(1,230)	-	(1,230)	-
Balances carried forward at 31 December 2016		(1,230)	13,577	12,347	(1,230)

Transparency Legal Advice Centre
(A company limited by guarantee, not having a share capital)
BALANCE SHEET
as at 31 December 2016

	Notes	2016 €	2015 €
Current Assets			
Cash and cash equivalents		14,837	-
Creditors: Amounts falling due within one year	6	(2,490)	(1,230)
Net Current Assets/(Liabilities)		12,347	(1,230)
Total Assets less Current Liabilities		12,347	(1,230)
Funds			
General fund (unrestricted)		(1,230)	(1,230)
General fund (restricted)		13,577	-
Total funds	9	12,347	(1,230)

Approved by the board and authorised for issue on 25 May 17 and signed on its behalf by


Gavin Elliott
Director


Lauren Mary Kierans
Director

Transparency Legal Advice Centre
CASH FLOW STATEMENT
for the year ended 31 December 2016

	Notes	2016 €	2015 €
Cash flows from operating activities			
Net movement in funds		13,577	(1,230)
		13,577	(1,230)
Movements in working capital:			
Movement in creditors		1,260	1,230
Cash generated from operations		14,837	-
Cash and cash equivalents at 31 December 2016		14,837	-

Transparency Legal Advice Centre
(A company limited by guarantee, not having a share capital)
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2016

1. ACCOUNTING POLICIES

Restricted funds

Restricted funds are accounted for in accordance with the particular terms of trust arising from the express or implied wishes of donors in so far as these are intended to be binding on the charitable company. Where any such wishes are not intended to be legally binding, they are taken into account and recognised in appropriately designated funds.

Unrestricted free reserves

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

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

All resources expended are accounted for on an accruals basis. Charitable activities include costs of services and grants, support costs and depreciation on related assets. Costs of generating funds similarly include fundraising activities. Non-staff costs not attributed to one category of activity are allocated or apportioned pro-rata to the staffing of the relevant service. Finance, HR, IT and administrative staff costs are directly attributable to individual activities by objective. Governance costs are those associated with constitutional and statutory requirements.

Basis of Preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice (Charities SORP in accordance with FRS 102, effective January 2015) and with generally accepted accounting principles in Ireland and Irish statute comprising the Companies Act 2014. They comply with the financial reporting standards of the Accounting Standards Board, as promulgated by Chartered Accountants Ireland. 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.

Taxation

The company is exempt from Corporation Taxation in respect of its activities. Passive income, if any (such as deposit interest) remains taxable.

2. ANALYSIS OF RESOURCES EXPENDED

	Legal Advice €	Total €
Other costs		
Wages	32,721	32,721
Governance Costs:	1,331	1,331
Totals	34,052	34,052

Transparency Legal Advice Centre

(A company limited by guarantee, not having a share capital)

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2016

continued

3. ANALYSIS OF RESOURCES EXPENDED AND RELATED INCOME FOR CHARITABLE ACTIVITIES

	Legal Advice 2016 €	Total 2016 €	Total 2015 €
Charitable activities:			
Direct and other costs			
Costs	(34,052)	(34,052)	(1,230)

4. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS

	Support 2016 Governance 2016 €	Basis of Apportionment
Audit Fees	1,329	Single Activity
Bank Fees	2	Single Activity
	1,331	
Total	1,331	

5. EMPLOYEES AND REMUNERATION

Number of employees

The average number of persons employed (including executive directors) during the year was as follows:

	2016 Number	2015 Number
Admin	1	-
Manager	1	-
Total	2	-

The staff costs comprise:

	2016 €	2015 €
Wages and salaries	29,545	-
Social security costs	3,176	-
	32,721	-

6. CREDITORS

Amounts falling due within one year

	2016 €	2015 €
Taxation and social security costs (Note 7)	1,210	-
Accruals	1,280	1,230
	2,490	1,230

Transparency Legal Advice Centre
(A company limited by guarantee, not having a share capital)
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2016

continued

7. TAXATION AND SOCIAL SECURITY

	2016 €	2015 €
Creditors:		
PAYE	701	-
PRSI	509	
	<u>1,210</u>	

8. ANALYSIS OF NET ASSETS BY FUND

	Current assets	Current liabilities	Total
	€	€	€
Unrestricted Funds	-	(1,230)	(1,230)
Restricted Funds	14,837	(1,260)	13,577
	<u>14,837</u>	<u>(2,490)</u>	<u>12,347</u>

9. ANALYSIS OF MOVEMENTS ON FUNDS

	Balance 1 January 2016 €	Incoming resources €	Resources expended €	Balance 31 December 2016 €
Restricted Funds	-	16,000	(2,423)	13,577
Unrestricted income				
Unrestricted Funds	(1,230)	31,629	(31,629)	(1,230)
Total funds	<u>(1,230)</u>	<u>47,629</u>	<u>34,052</u>	<u>12,347</u>

10. STATUS

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 the 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 € 1.

11. RELATED PARTY TRANSACTIONS

TLAC and Transparency International (Ireland) CLG are related parties by way of a dual employee, who is employed as TLAC's Managing Solicitor and Transparency International (Ireland) CLG's Legal Counsel. During the year Transparency International (Ireland) CLG made donations of €31,629 to Transparency Legal Advice Centre. This was a charitable donation and the amount will not be repaid.

12. POST-BALANCE SHEET EVENTS

There have been no significant events affecting the company since the year-end.

Transparency Legal Advice Centre
(A company limited by guarantee, not having a share capital)
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2016

continued

13. INCOME DISCLOSURE

In accordance with policy, the following donations in excess of €1,000 were made:

	€
Transparency International (Ireland)	31,629
Public Interest Law Alliance	16,000

14. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved and authorised for issue by the Board of Directors on
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TRANSPARENCY LEGAL ADVICE CENTRE
(A company limited by guarantee, not having a share capital)

SUPPLEMENTARY INFORMATION

RELATING TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2016

NOT COVERED BY THE REPORT OF THE AUDITORS

Transparency Legal Advice Centre

(A company limited by guarantee, not having a share capital)

SUPPLEMENTARY INFORMATION RELATING TO THE FINANCIAL STATEMENTS OPERATING STATEMENT

for the year ended 31 December 2016

	Schedule	2016 €	2015 €
Income		47,629	-
Charitable activities and other expenses	1	(34,052)	(1,230)
Net surplus/(deficit)		13,577	(1,230)

Transparency Legal Advice Centre

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SUPPLEMENTARY INFORMATION RELATING TO THE FINANCIAL STATEMENTS

SCHEDULE 1 : CHARITABLE ACTIVITIES AND OTHER EXPENSES

for the year ended 31 December 2016

	2016 €	2015 €
Expenses		
Wages and salaries	29,545	-
Social security costs	3,176	-
Auditor's/Independent Examiner's remuneration	1,329	1,230
Bank charges	2	-
	<u>34,052</u>	<u>1,230</u>