

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

Report and Financial Statements

for the year ended 31 December 2017

Kilcoyne Accountants
Certified Public Accountants and Registered Auditors
Merchants House
27-30 Merchant's Quay
Dublin 8
D08K3KD

Company Number: 552538
Charity Number: 21331
Charities Regulatory Authority Number: 20104870

Transparency Legal Advice Centre
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Transparency Legal Advice Centre

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REFERENCE AND ADMINISTRATIVE INFORMATION

Directors	Gavin Elliott Patricia Mary Cronin Sarah Jane Barrett Lauren Mary Kierans (Resigned 5 December 2017)
Company Secretary	Sarah Jane Barrett (Appointed 5 December 2017)
Charity Number	21331
Charities Regulatory Authority Number	20104870
Company Number	552538
Registered Office and Principal Address	Floor 3 69 Middle Abbey Street Dublin 1
Auditors	Kilcoyne Accountants Certified Public Accountants and Registered Auditors Merchants House 27-30 Merchant's Quay Dublin 8 D08K3KD
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 2017

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 2017.

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) in accordance with FRS 102, the organisation has implemented its recommendations where relevant in these financial statements.

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.

Directors

The directors who served throughout the year, except as noted, were as follows:

Gavin Elliott
Patricia Mary Cronin
Sarah Jane Barrett
Lauren Mary Kierans (Resigned 5 December 2017)

In accordance with the Constitution, the directors retire by rotation and, being eligible, offer themselves for re-election.

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 offered appointments to 26 individuals during 2017. Of these, 14 individuals were engaged as legal clients. TLAC issued 33 letters/emails containing advice, both initial advice letters and follow-up advice during the year.

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 €140,000 and €182,000 in 2017.

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.

Transparency Legal Advice Centre
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DIRECTORS' ANNUAL REPORT
for the year ended 31 December 2017

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, Kilcoyne Accountants, have indicated their willingness to continue in office in accordance with the provisions of Section 380 of the Companies Act 2014.

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.

Signed on behalf of the Board



Gavin Elliott
Director



Sarah Jane Barrett
Director

Date: 20 April 2018

Transparency Legal Advice Centre

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

DIRECTORS' RESPONSIBILITIES STATEMENT

for the year ended 31 December 2017

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.

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the net income or expenditure of the charity for that year. 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 (effective January 2015) in accordance with FRS 102 has been followed;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

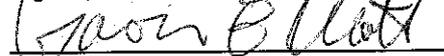
The directors confirm that they have complied with the above requirements in preparing the financial statements.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity 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 charity 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 charity's auditor in connection with preparing the auditor's report) of which the charity'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 charity's auditor is aware of that information.

Signed on behalf of the Board of Directors



Gayin Elliott
Director



Sarah Jane Barrett
Director

Date: 20 April 2018

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 2017 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.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error.

In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

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

Opinion

In our opinion the financial statements:

- give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, of the state of affairs of the company as at 31 December 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- have been properly prepared in accordance with the requirements of the Companies Act 2014

We have obtained all the information and explanations that we consider necessary for the purposes of our audit. In our opinion proper books of account have been kept by the company. The financial statements are in agreement with the books of account.

In our opinion the information given in the Directors' Annual Report is consistent with the financial statements.

Matters on which we are required to report by exception

we have nothing to report in respect of the provisions in the Companies 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.

Tony Kilcoyne
for and on behalf of
KILCOYNE ACCOUNTANTS
Certified Public Accountants and Registered Auditors
Merchants House
27-30 Merchant's Quay
Dublin 8
D08K3KD

Date:.....

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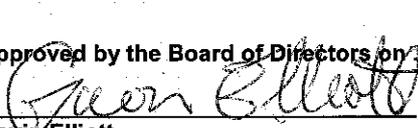
STATEMENT OF FINANCIAL ACTIVITIES

(Incorporating an Income and Expenditure Account)

for the year ended 31 December 2017

	Unrestricted Funds 2017 €	Restricted Funds 2017 €	Total 2017 €	Total 2016 €
Incoming Resources				
Generated funds:				
Voluntary Income				
Donations	1,230	16,000	17,230	47,629
Resources Expended				
Net Incoming Resources available for charitable application	1,230	16,000	17,230	47,629
Resources Expended on Charitable Activities				
Legal Advice	-	21,290	21,290	34,052
Total Resources Expended	2	21,290	21,290	34,052
Gross transfers between funds	-	-	-	-
Surplus/(deficit) for the year	1,230	(5,290)	(4,060)	13,577
Net movement in funds for the year	1,230	(5,290)	(4,060)	13,577
Reconciliation of funds				
Balances brought forward at 1 January 2017	(1,230)	13,577	12,347	(1,230)
Balances carried forward at 31 December 2017	-	8,287	8,287	12,347

Approved by the Board of Directors on 20 April 18 and signed on its behalf by:

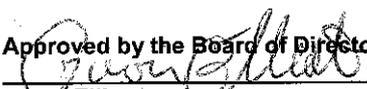

Gavin Elliott
Director

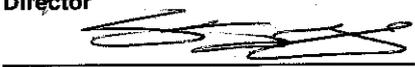

Sarah Jane Barrett
Director

Transparency Legal Advice Centre
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BALANCE SHEET
 as at 31 December 2017

	Notes	2017 €	2016 €
Current Assets			
Debtors	6	1,230	-
Cash and cash equivalents		11,930	14,837
		<u>13,160</u>	<u>14,837</u>
Creditors: Amounts falling due within one year	7	(4,873)	(2,490)
Net Current Assets		<u>8,287</u>	<u>12,347</u>
Total Assets less Current Liabilities		<u>8,287</u>	<u>12,347</u>
Funds			
Restricted trust funds		8,287	13,577
General fund (unrestricted)		-	(1,230)
Total funds	10	<u>8,287</u>	<u>12,347</u>

Approved by the Board of Directors on 20 April 18 and signed on its behalf by:


 Gavin Elliott
 Director


 Sarah Jane Barrett
 Director

Transparency Legal Advice Centre

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NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2017

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice Charities SORP (effective January 2015) in accordance with FRS 102 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.

Cash flow statement

The company has availed of the exemption in FRS 102 from the requirement to produce a cash flow statement because it is classified as a small company.

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.

Taxation

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date where transactions or events have occurred at that date that will result in an obligation to pay more tax in the future, or a right to pay less tax in the future. Timing differences are temporary differences between the company's taxable income and its results as stated in the financial statements.

Deferred tax is measured on an undiscounted basis at the tax rates that are anticipated to apply in the periods in which the timing differences are expected to reverse, based on tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

2. ANALYSIS OF RESOURCES EXPENDED

	Legal Advice 2017 €	Total 2017 €	Total 2016 €
Other costs			
Wages	14,704	14,704	32,721
Governance Costs:	6,586	6,586	1,331
Totals	21,290	21,290	34,052

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

	Legal Advice 2017 €	Total 2017 €	Total 2016 €
Charitable activities:			
Direct and other costs			
Costs	(21,290)	(21,290)	(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 2017

continued

4. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS

	Governance 2017 €	Basis of Apportionment
Insurance	3,983	
Audit Fees	2,561	
Bank charges	42	
	<u>6,586</u>	
Total	<u><u>6,586</u></u>	

5. EMPLOYEES AND REMUNERATION

The staff costs comprise:	2017 €	2016 €
Wages and salaries	13,303	29,545
Social security costs	1,401	3,176
	<u>14,704</u>	<u>32,721</u>

6. DEBTORS

	2017 €	2016 €
Trade debtors	1,230	-
	<u>1,230</u>	<u>-</u>

7. CREDITORS
Amounts falling due within one year

	2017 €	2016 €
Taxation and social security costs (Note 8)	1,032	1,210
Accruals	3,841	1,280
	<u>4,873</u>	<u>2,490</u>

8. TAXATION AND SOCIAL SECURITY

	2017 €	2016 €
Creditors:		
PAYE / PRSI	1,032	1,210
	<u>1,032</u>	<u>1,210</u>

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 2017

continued

9. ANALYSIS OF NET ASSETS BY FUND

	Current assets	Current liabilities	Total
	€	€	€
Restricted income			
Restricted Funds	11,930	(3,643)	8,287
Unrestricted Funds	1,230	(1,230)	-
	13,160	(4,873)	8,287

10. ANALYSIS OF MOVEMENTS ON FUNDS

	Balance 1 January 2017 €	Incoming resources €	Resources expended €	Balance 31 December 2017 €
Restricted income				
Restricted Funds	13,577	16,000	(21,290)	8,287
Unrestricted Funds	(1,230)	1,230	-	-
Total funds	12,347	17,230	21,290	8,287

11. 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.

12. POST-BALANCE SHEET EVENTS

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

13. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved and authorised for issue by the Board of Directors on

20 April 2018

