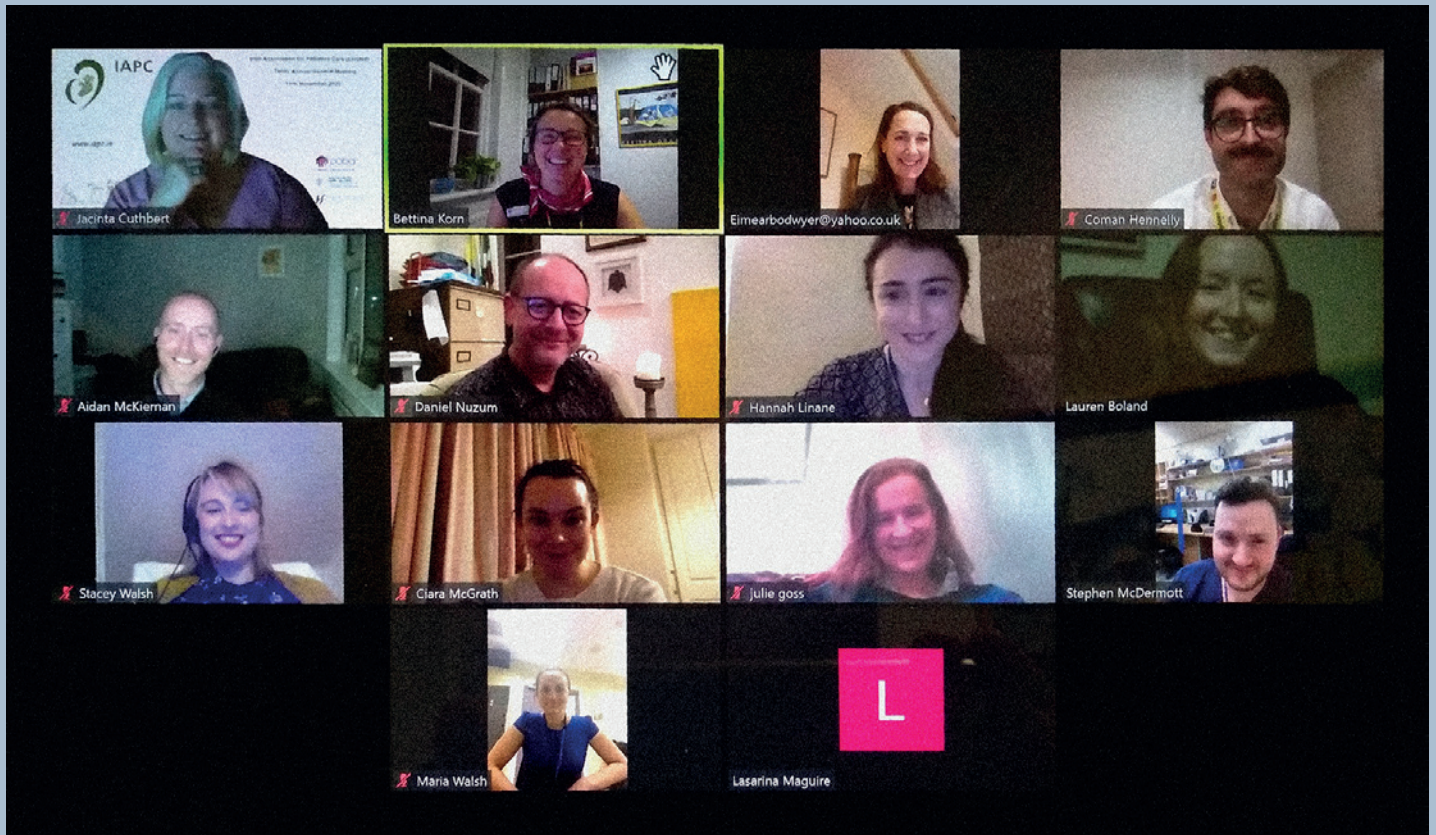


Irish Association for Palliative Care (Limited)

10th Annual General Meeting • 11th November 2020





Irish Association For Palliative Care (Limited) · 2020/2021 Board Members



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IAPC gratefully acknowledges the Scheme to Support National Organisations is funded by the Government of Ireland through the Department of Rural and Community Development 2019–2022. IAPC gratefully acknowledgement HSE Primary Care funding under Services for Older Person January 2020–December 2020.



A Word from The General Manager

Having started a year ago in October 2019, as the new General Manager of the Irish Association for Palliative Care, I can truthfully say it has been an eventful, educational and also exciting year. Being part of re-building and reinvigorating an organisation has been a wonderful experience for me to be part of, and I hope you too are aware of the new energy that we have brought to the IAPC during 2020.

My experience of Palliative Care to now, was on a personal basis only, so diving in head-first to take on the newly designated role was a challenge. During this time, I have gained the support of the Board who have guided me through some interesting, and at times, challenging experiences. Members of the Board have been freely guiding me and developing my knowledge of this sector and the uniqueness of this organisation, which has led to me having a broader knowledge base of what Palliative Care in Ireland looks like. While it has been challenging at times, it has also been extremely interesting to be on the periphery of the delivery of Palliative Care in Ireland.

My first year was focussed on stabilising the organisation from a Governing and Organisational Capacity perspective, by developing policies and procedures which have now become the bedrock of "how" we wish the IAPC to navigate themselves in this environment. As per the Secretary report, we are also now totally compliant with regulatory and legislative requirements. This means our organisation has developed a firm and solid foundation from which to build upon.

Having organised the first AGM in December 2019 then swiftly moving on to organising my first Education & Research Seminar in February 2020, it certainly was a jam-packed role that I had taken on. Recognising that I could not do this by myself, I recruited Melissa Maher as the Administration and Accounts Assistant who has been a great asset to the IAPC. With the recruitment of Melissa, we were in a position to bring our accounting practices up to date with the implementation of a new cloud-based accounting package.

During the COVID restrictions the Board moved to virtual meetings, which facilitated greater attendance at all meetings and allowed the committee to continue their work unimpeded. With everyone saying "this is the new normal" we have truly embraced this new normal in the IAPC and will host events virtually to ensure best and safe practices. Our flagship event, the Education and Research Seminar will be a virtual event, which is a large learning curve for us all, however together with the Forum and the Board we plan to deliver an innovative and interesting 20th Anniversary event.

Next year my focus will be on delivering on a well organised and engaging 20th Anniversary Seminar together with the re-development of the IAPC website. At the same time, I will continue to strive to maintain our compliance in all regulatory and legislative affairs. With thanks to POBAL we received additional funding to progress the website project, which will be very exciting for myself and you the members of this organisation.

I look forward to working with you next year, and getting to know you all, and the environment in a more substantive way. I wish to acknowledge your support and continued contribution to the financial status of the organisation and hope that you will continue to work with us on our journey in 2021.

I would like to gratefully acknowledge the funding received from the HSE and POBAL for 2020 and hope to work closely with them in 2021.

Last, but not least, I would like to thank Morna O'Hanlon for the induction training that she provided to me, and the continued and substantial support that I receive from the Board.

Jacinta Cuthbert
General Manager



Report of the Interim Chairperson,

Dr. Coman Hennelly, *Interim Chairperson* (January 2020 – November 2020)



Since my first involvement in the Irish Association for Palliative Care, as a member of the Association, through to my joining the Board in 2017 and now presenting the Report of the Interim Chairperson of the Association I am struck again and again how the organisation has aimed to support the diverse professionals who contribute to the delivery of palliative care services in Ireland. The letter head that accompanies this Report and all communications from the Association illustrates graphically those key stakeholders, physicians, nurses and health and social care professionals coming together under the branches of the Association with a truly collective voice for palliative care in Ireland.

The focus of my work as Interim Chairperson of the IAPC and that of the Board has been on maintaining IAPC's position as the sole national multidisciplinary professional membership body for those involved in the delivery of Palliative Care in Ireland, while building and securing the organisational capacity that is needed to enable the Association to develop and respond in a meaningful and relevant way to our membership's needs.

The Board of Directors

Following the 2019 IAPC AGM four board members rotated off the Board, per the Articles of the Association, along with the rotation from the Board of one co-opted board member. Unfortunately the Board was also to lose, in Spring 2020, two further board members who rotated off the Board, due to other personal and professional commitments. I would like to thank our former Chairperson Ms. Morna O'Hanlon for her service to the Board and her considerable work and effort in returning the association's operational capacity and continuing its good governance in 2019. I would also like to thank **Ms. Claire Quinn** for her contribution to Board in 2018 and 2019.

There were three Board members elected to the Board at the 2019 AGM, **Dr. Hannah Linane** Specialist Registrar in Palliative Medicine St. Francis Hospice Blanchardstown, **Dr. Ciara McGrath** Specialist Registrar in Palliative Medicine, Specialist Palliative Care Services, Our Lady of Lourdes Hospital, Drogheda and **Dr. Aidan McKiernan** Principal Clinical Psychologist Laura Lynn Ireland's Children Hospice. Following the unexpected departure of two further board members in the spring the Board moved to co-opt four further members of the association to the Board, again in line with the Articles of the Association (**Ms. Julie Goss**, rANP Palliative Care, Our Lady's Hospice and Care Services, **Ms. Eimear O'Dwyer**, Chief Pharmacist, Our Lady's Hospice and Care Services, **Ms. Lasarina Maguire**, Nurse Tutor, Coláiste Dhúlaigh and **Ms. Stacey Power Walsh** Lecturer UCC School of Nursing and Midwifery and PhD Candidate Infant Centre UCC and CUH Cork). In recent months the Board has actively engaged with its membership, key stakeholders in the palliative care community, and other professional associations and experts to seek diverse and skilled additions to the Association's Board of Directors. The Board is pleased to note the interest among our members this year in coming forward to fill Board



vacancies, and make their contribution to the continuing development of the Association and we look forward to ratifying those new Directors of the Board shortly.

I would like to personally acknowledge the continuing commitment of my fellow Directors of the Board and am grateful for their continued support for the Association during the coming year.

IAPC General Manager, Accounts and Administration Assistant

Ms. Jacinta Cuthbert formally took up the role of **IAPC** General Manager in October 2019 and we are delighted that she is to continue in her position as **IAPC** General Manager. The GM progressed the appointment of an Accounts and Administration Assistant in Spring 2020 and I would like to welcome Ms. Melissa Maher to the Association and congratulate her on such a smooth start in her post.

I would like to thank Jacinta and Melissa for their dedication, hard work and commitment to the Association over the last 12 months and for their continued support of myself as Interim Chairperson and the support they have given the Board at large. The COVID 19 pandemic has meant adapting to new roles and work practices for many workers in Ireland and the Association and Board of the **IAPC** have been truly lucky to feel so supported by our GM and Admin Assistant given that we have been unable to come together, face to face, since March of this year.

Organisational Capacity and Corporate Governance

The Board of Directors of the **IAPC** consider the strengthening and review of the corporate governance structures of the Association to be the key to its building organisational capacity. Since taking up post a large body of work has been undertaken by the GM of the Association to ensure that clear policies and procedures are in place to ensure compliance with statutory and regulatory requirements.

The Board has reviewed and, over a number of Board Meetings to allow due consideration, ratified the Associations updated policy documents on Financial Policy & Procedures, Data Protection, Employee & Board Whistleblower Policy, Health & Safety Statement and Environmental Policy. Board of Director and For a Succession Planning as outlined in the Articles of the Association has been included and highlighted in the Association's Governance Handbook and the Employee Handbook has been updated current best practice and employment legislation.

In 2021 The Charities Regulator will for the first time receive reports on charities compliance with the Charities Governance Code. The Board and Association are committed to clear compliance with the Charities Governance Code and work is ongoing to ensure that we will be able to report full compliance for the regulators first annual assessment.

Financial Administration

In 2020 the Association has continued to move towards electronic accounting and built on the work carried out in 2019 by Chairperson Morna O'Hanlon and Board Members in returning the Association's financial administration to best possible practice. The move to online purpose designed electronic accounting software represents best practice and good governance and has also lead, despite the need to purchase licensed software, to savings for the Association. We would like to thank our Accounts Kelliher Kelly & Co. for their support during this important piece of work.



Grant-Aid

The IAPC is funded and its financial viability is guaranteed by grant-aid. In 2019 the IAPC was successfully awarded ongoing grant-aid support from the POBAL Scheme to Support National Organisations funded by the Government of Ireland through the Department of Rural and Community Development and this current funding cycle will continue and be reported on until 2022. Following the appointment of our new General Manager and Administrative Assistant and the review of this POBAL Application, a significant job for the GM and Board was the retrospective approval of those personnel changes, and the adaption of our POBAL funding to ensure that key requirements of our funding would be achievable during the 2019-2022 period. This task has been completed successfully with the assistance and support of the POBAL SSNO Office and guarantees the Associations ability to fund its current staffing and engage with some of the work of its current Communication Strategy and Website Redevelopment in 2021.

The Health Service Executive (HSE) has continued to provide the IAPC with an untied operational grant in 2020 and its provision by HSE Primary Care and Services for Older Persons requires annual assessment and reporting by the GM and Treasurer. The continuance of the HSE grant is critical to enabling IAPC's mission and implementation of its strategic priorities. In line with its approval the Association is committed to find ongoing routes to outreach and partnership with stakeholders involved in the delivery of primary care palliative care services.

IAPC Strategic Plan 2019 – 2022

In 2019 The Board of Directors finalized the IAPC Strategic Plan 2019 – 2022. The implementation and aspirations of the plan has underpinned much of the work of the Board and GM over 2020 and despite the evolving and developing nature of the Charity and Voluntary Sector in Ireland and the evolution of the Palliative Care field in Ireland the Board remains committed to its strategic vision.

Communication Plan

In 2019 the Board approved as part of IAPC Strategy implementation, a comprehensive Communication Plan. The Plan is aimed at engaging the membership in a relevant way along with the further strategic development of the Association. The Board over the last 12 months has worked towards aligning this strategic vision for communication with the operational capacity of the Association and has realigned funding streams, with the support and assistance of POBAL SSNO, to support the communication strategy for the 2019-2022 funding cycle. The POBAL SSNO funding which was successfully reviewed in 2020 now makes specific provision for Website redevelopment and Outreach. It is envisaged that the ambitious Communication Plan will continue to be implemented in a measurable and achievable fashion over the coming years.

IAPC communicates via various channels with its members and with the public and those interested in palliative care. Traditionally, the most important communication channel to members was the IAPC Newsletter. However, over the past years publication became sporadic and ceased altogether. In 2020 we have moved to re-establish a virtual IAPC Newsletter and it has joined our social media outputs and the IAPC Website as the current three pillars of communications. An initial scoping exercise to redevelop the IAPC Website has commenced and it is hoped that this work in proper will be undertaken in



2021. Our social media output most specifically our Twitter account continues to engage our members, promote our events and platform and support other organisations and stakeholders in the palliative care community in Ireland.

Building Capacity

Building the professional capacity of individuals is a founding principle of IAPC. The IAPC interest groups, committees and fora reflect the multidisciplinary nature of the IAPC membership and the delivery of palliative care. The Board is keen to engage further with the renewal and engagement with the established Fora of the IAPC in 2021/2022 as part of its ongoing focus on meeting our members needs and developing and building their professional capacity.

The IAPC Annual Education and Research Seminar

The Annual Education and Research Seminar has been a leading platform in Ireland for palliative care learning and research, for networking, sharing knowledge and exchanging ideas, and for engaging in cross-disciplinary research. It is organised annually by the members of the IAPC Education and Research Forum with the support of the IAPC Board. The 19th Annual IAPC Seminar took place on Thursday the 6th of February 2020 at the Richmond Education and Event Centre.

The seminar was well attended with close to 100 attendees and overwhelmingly positive feedback and evaluation was received. The winners of the Kyowa Kirin Educational Bursaries for Best Platform Presentation and for Best Poster Presentation were, Dr. Elaine Wallace, Consultant Physician in Palliative Medicine (OMEZ Project – Opioid Medication Errors to Zero) and Mr. Aidan O'Donoghue, Registered Dietitian and PhD Scholar (Impact of Taste and Smell on Food Intake in Advanced Cancer) respectively.

The Board, and I as Interim Chairperson, would like to thank members of the Education and Research Forum that rotated off the Forum in 2020, particular mentioning Chair Dr. Karie Dennehy and Vice-Chair Dr. Bernadette Brady who expertly lead the seminar on the 6th of February 2020.

In 2021 the Education and Research Seminar will celebrate the 20th Anniversary of its inception and preparation is already well underway for a virtual seminar with the call for abstracts closing in recent weeks and invitations issued for plenary speakers. The Board is delighted that Ms. Fiona Woods will Chair the Education and Research Forum for the current year, supported by many new voices on the Forum, representing all aspects of palliative care provision in Ireland.

The IAPC Annual Lecture

The IAPC Annual Lecture, which has replaced the IAPC Annual Conference, was established in 2019. The inaugural IAPC Annual Lecture was delivered by author and philosopher, Michael Harding, and entitled "Heart to Heart" and focused on his personal perspective as a writer, and as a patient with a recent serious life threatening illness. The format was embraced by members and the Board have been eager to support its continuance as our primary Autumn event. The IAPC Annual Lecture will continue to co-occur with our Annual General Meeting and again this year we have been delighted to invite a distinguished and celebrated speaker.



Expert Voice, Shaping Policy and Collaboration

As the sole multidisciplinary professional membership body for palliative care in Ireland, **IAPC** utilises its collective expert voice to promote palliative care across the island of Ireland and internationally, by influencing the implementation of current policy and the development of future policy. Through the work of the Association's fora, committees and working groups, the collective voice of **IAPC** is mobilised and the membership is encouraged to actively engage and respond to consultations and calls for submissions as they arise.

It is a key goal of the **IAPC** Board to re-establish and engage any of our Fora which may have become inactive and ensure their support and platforming as necessary by Members of the Board. The Voluntary Board and its work external to the Association has, like many others, been deeply affected by the COVID 19 pandemic. The Board wishes to acknowledge that it's reengagement and development of the Association's Fora and Special Interest Groups has been affected by these difficult professional circumstances but its commitment to our Fora and Groups is unwavering and will form a key component of the Boards work over the coming two years.

Collaboration

Collaboration with other stakeholders in palliative care and related areas is imperative in order to promote palliative care objectives and drive for patient-centred, equitable and accessible palliative care for the patients and families who need it. We continue to join with those organisations in the sector closely aligned with **IAPC's** mission and strategic objectives, including the All Ireland Institute of Hospice and Palliative Care (AIHPC), the Irish Hospice Foundation (IHF), and the Irish Cancer Society (ICS), in promoting the palliative care agenda. The Board would like to thank and acknowledge the personal and professional support that these mentioned organisations have provided to the Association and the Board over the last 12 months and particularly during the challenges created by the COVID 19 pandemic.

IAPC Funding, Grants and Sponsorship

Financial support, in addition to its membership subscriptions, is essential to the sustainability of the **IAPC**. The Association again acknowledges the funding it receives.

- Health Service Executive (HSE)
- POBAL SSNO
- Sponsorship:
IAPC acknowledges and thanks Kyora Kirin for sponsoring the Kyora Kirin Educational Bursary which is awarded annually to the winners of the best platform and poster presentations at the **IAPC** Education and Research Seminar.
- Supporting initiatives:
Mounting promotional stands at **IAPC** events in 2020 at the **IAPC** Education and Research Seminar. This type of support greatly assists **IAPC** in running its conferences, seminars and educational events to a high standard and at the same time provides a benefit to these palliative care stakeholders.



Reserves Policy

IAPC has set a reserves policy and account that requires reserves to be maintained at a level that ensures that the organization can continue to provide a stable and quality service and to cover unrestricted expenditure for a set period, as well as all contractual obligations and any other associated costs that would arise from the winding up of the organisation, in the event that this was necessary, and any large unexpected costs defending the charity's interests are factored into this policy.

2020 will be a year not quickly forgotten by any of us that work in the provision of palliative care services in Ireland. To provide support and directorship to the Board of the IAPC and to take on the Interim Chairpersonship of the Board has been a challenge and a privilege, and at times represented a welcome distraction from what was, as it was for many of my colleagues, a difficult clinical year. It has been heartening to see the hard work and activity of so many of the Members of the Irish Association for Palliative Care at the bedside, in the media, in leadership roles and directing policy locally, nationally and internationally for the betterment of those that have palliative care needs.

The Association will enter the Spring of 2021 with a renewed and committed Board of Directors, per the Articles of the Association, made up of directly elected and co-opted members, reflecting the diverse nature of the associations members and stakeholders and holding the key skills and expertise to continue the work of the Association with a truly collective voice for palliative care in Ireland.

Dr. Coman Hennelly,
Interim Chairperson



Secretary's Report

Dr. Hannah Linane, *Company Secretary*



Directors and Secretary:

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

Dr. Coman Hennelly, *Chair 26th February 2020*

Dr. Hannah Linane, *Secretary deemed elected 3rd December 2019*

Ms. Bettina Korn, *Treasurer*

Aidan McKiernan, *deemed elected 3rd December 2019*

Dr. Ciara McGrath *deemed elected 3rd December 2019*

Lasarina Maguire, *Co-Opted 22nd April 2020*

Julie Goss, *Co-Opted 22nd April 2020*

Eimear O'Dwyer, *Co-Opted 22nd April 2020*

Stacey Power, *Co-Opted 17th June 2020*

The Secretary who served from December 31st 2018 to 26th of February 2020 was **Dr. Coman Hennelly** who then took up the role of Interim Chair from 26th February 2020 to Financial year end. The Secretary who served from 26th February 2020 was Dr. Hannah Linane who served through to the Financial year end.

The Directors and Secretary had no interests in the share capital of the company at the beginning and end of the year.

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

Great thanks is due to all for their huge service to the organisation especially noting **Dr. Coman Hennelly** and **Ms. Bettina Korn** for their additional services to the organisation over the year.

Board meetings:

The Board met 6 times during the financial year, due to COVID restrictions all board meetings were held virtually. Meeting virtually enhanced the Board experience and facilitated higher attendance at all meetings and ensured the work of the IAPC was being progressed. The Annual General Meeting is being held today on the 11th of November 2020. New Board meeting to follow the AGM to set up dates for the new financial year.



Governance

During 2018/19 the **IAPC** struggled to maintain all regulatory requirements owing to lack of personnel in the **IAPC** offices. However, since the recruitment of a General Manager in October 2019, any compliance issues have been brought up to date over the course of the financial year. A new Governance Handbook was developed to provide guidance to new and existing Board members and was ratified on 17th June 2020.

In line with all Charities **IAPC** will have to become compliant with the Governance Code by the end of 2020. This work has commenced under the direction of the General Manager. The Charities Regulator have offered an extension on compliance in this regard due to COVID restrictions and the challenges it may have presented to smaller and medium organisations.

Policies

IAPC is required to have a suite of policies in place so that everyone involved in the organisation are clear of what is expected from them, from Board, Staff and Volunteers. These policies needed to be brought up to date and were brought in line with regulatory requirements and current legislation. These policies have been updated and were ratified at the Board meeting on 17th June 2020.

Strategic Plan

It was agreed at the meeting on 15th January 2020 that the Communications Plan drawn up in 2019 would guide communications going forward but that its implementation and funding would be staggered over the coming years. It was agreed at the meeting held in January 2020 that a large focus of the Board in 2020 was to ensure; it's compliance with legislative and regulatory requirements, to build and sustain the governing body and to develop organisational capacity. This was ratified at the meeting on 17th June 2020.

Staffing

Following the appointment of the General Manager, **Ms. Jacinta Cuthbert** progressed the recruitment of an administration assistant. In January 2020 **Melissa Maher** was appointed on a temporary part-time basis. The contract for Melissa was renegotiated to a part-time two-year contract, in line with POBAL funding, and the position changed to Accounts and Administration Assistant.

Dr. Hannah Linane,

Company Secretary



Directors' Report and Unaudited Financial Statements

for the financial year ended 31 December 2019



Directors' Report

for the financial year ended 31 December 2019

Principal Activity and Review of the Business

The principal activity of the company is to promote palliative care nationally and internationally through education, publication and representation on national and international bodies.

The organisation is a charitable company and is limited by guarantee not having a share capital. Consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding one Euro (€1).

The charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association (or Constitution) and managed by its Board of Directors.

The charity has been granted charitable tax status under Sections 207 and 208 of the Taxes Consolidation Act 1997, Charity No CHY 14939 and is registered with the Charities Regulatory Authority.

There has been no significant change in these activities during the financial year ended 31 December 2019. The entity has secured grant funding for a period of three years commencing July 2016.

Financial Results

The surplus/(deficit) for the financial year after providing for depreciation amounted to €4,104 (2018 - €(14,692)).

At the end of the financial year, the company has assets of €127,289 (2018 - €113,441) and liabilities of €49,562 (2018 - €39,818). The net assets of the company have increased by €4,104.



Company Number

475267

Charity Number

CHY 14939

Registered Office

Coleraine House
Coleraine Street
Smithfield
Dublin 7

Accountants

Kelliher Kelly & Co
Chartered Accountant
129 Upper Main Street
Castleisland
Co. Kerry

Bankers

Bank of Ireland
Smithfield
Dublin 7

Directors and Secretary

The **Directors** who served throughout the financial year, except as noted, were as follows:

Kevin O'Dwyer (Resigned 3 December 2019)
Ann Marie Carroll (Resigned 3 December 2019)
Fiona Kiely (Resigned 3 December 2019)
Morna O'Hanlon (Resigned 3 December 2019)
Marie Wright (Resigned 3 December 2019)
Dr. Coman Hennelly
Ms. Bettina Korn
Claire Quinn

The **Secretary** who served throughout the financial year was **Dr. Coman Hennelly**.

The Directors and Secretary had no interests in the share capital of the company at the beginning and end of the year.

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

Future Developments

The company plans to continue its present activities and is actively seeking out new sources of funding for the future. Employees are kept as fully informed as practicable about developments within the business.

Post Balance Sheet Events

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

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 Coleraine House, Coleraine Street, Smithfield, Dublin 7.

Signed on behalf of the board

Dr. Coman Hennelly, Director
2 September 2020

Ms. Bettina Korn, Director
2 September 2020



Directors' Responsibilities Statement

for the financial year ended 31 December 2019

General responsibilities

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", applying Section 1A of that Standard, 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 for the company financial statements and then apply them consistently;
 - make judgements 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 surplus or deficit 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. 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.

Directors' declaration on unaudited financial statements

In relation to the financial statements which comprise the Income Statement, the Balance Sheet, the Reconciliation of Members' Funds and the related notes:

The directors approve these financial statements and confirm that they are responsible for them, including selecting the appropriate accounting policies, applying them consistently and making, on a reasonable and prudent basis, the judgements underlying them. They have been prepared on the going concern basis on the grounds that the company will continue in business.

The directors confirm that they have made available to Kelliher Kelly & Co, (Chartered Accountant), all the company's accounting records and provided all the information, books and documents necessary for the compilation of the financial statements.

The directors confirm that to the best of their knowledge and belief, the accounting records reflect all the transactions of the company for the financial year ended 31 December 2019.

Signed on behalf of the board

Dr. Coman Hennelly, Director
2 September 2020

Ms. Bettina Korn, Director
2 September 2020



Chartered Accountant's Report

to the Board of Directors on the unaudited financial statements
of Irish Association for Palliative Care
for the financial year ended 31 December 2019

In accordance with my engagement letter and in order to assist you to fulfil your duties under the Companies Act 2014, I have prepared for your approval the financial statements of the company for the financial year ended 31 December 2019 which comprise the Income Statement, the Balance Sheet, the Reconciliation of Members' Funds and the related notes from the company's accounting records and from information and explanations you have given to me.

This report is made solely to the Board of Directors of Irish Association for Palliative Care, as a body, in accordance with the terms of my engagement. My work has been undertaken solely to prepare for your approval the financial statements of Irish Association for Palliative Care and state those matters that I have agreed to state to the Board of Directors of Irish Association for Palliative Care, as a body, in this report in accordance with the guidance of Chartered Accountants Ireland. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than Irish Association for Palliative Care and its Board of Directors, as a body, for my work or for this report.

I have carried out this engagement in accordance with guidance issued by Chartered Accountants Ireland and have complied with the ethical guidance laid down by Chartered Accountants Ireland relating to members undertaking the compilation of financial statements.

It is your duty to ensure that Irish Association for Palliative Care has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and surplus of Irish Association for Palliative Care. You consider that Irish Association for Palliative Care is exempt from the statutory audit requirement for the financial year.

I have not been instructed to carry out an audit or a review of the financial statements of Irish Association for Palliative Care. For this reason, I have not verified the accuracy or completeness of the accounting records or information and explanations you have given to me and I do not, therefore, express any opinion on the statutory financial statements.

Kelliher Kelly & Co.
Chartered Accountant
129 Upper Main Street
Castleisland Co. Kerry
2 September 2020



Income Statement

for the financial year ended 31 December 2019

	notes	€ 2019	€ 2018
Income	5	50,250	77,405
Expenditure		(46,146)	(92,097)
Surplus/(deficit) before tax		4,104	(14,692)
Tax on surplus/(deficit)		–	–
Surplus/(deficit) for the financial year		4,104	(14,692)
Total comprehensive income		4,104	(14,692)

Approved by the board on 2 September 2020 and signed on its behalf by:

Coman Hennelly

Dr. Coman Hennelly, Director
2 September 2020

Bettina Korn

Ms. Bettina Korn, Director
2 September 2020



Balance Sheet

as at 31 December 2019

	notes	€ 2019	€ 2018
Fixed Assets			
Tangible assets		981	1,777
Current Assets			
Receivables		337	296
Cash and cash equivalents		125,971	111,968
		126,308	112,264
Payables:			
Amounts falling due within one year	10	(36,106)	(39,818)
Net Current Assets		90,202	72,446
Total Assets less Current Liabilities		91,183	73,623
Amounts falling due after more than one year	11	(13,456)	–
Net Assets		77,727	73,623
Reserves			
Income statement		77,727	73,623
Members' Funds		77,727	73,623

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard.

We as Directors of Irish Association for Palliative Care, state that -

- the company is availing itself of the exemption provided for by Chapter 15 of Part 6 of the Companies Act 2014,
- the company is availing itself of the exemption on the grounds that the conditions specified in section 358 are satisfied,
- the members of the company have not served a notice on the company under section 334(1) in accordance with section 334(2),
- we acknowledge the company's obligations under the Companies Act 2014, to keep adequate accounting records and prepare financial statements which give a true and fair view of the assets, liabilities and financial position of the company at the end of its financial year and of its profit or loss for such a financial year and to otherwise comply with the provisions of the Companies Act 2014 relating to financial statements so far as they are applicable to the company.

Approved by the board on 2 September 2020 and signed on its behalf by:

Dr. Coman Hennelly, Director
2 September 2020

Ms. Bettina Korn, Director
2 September 2020



Reconciliation of Members' Funds

as at 31 December 2019

	€	€
	Retained surplus	Total
At 1 January 2018	88,315	88,315
Deficit for the financial year	(14,692)	(14,692)
At 31 December 2018	73,623	73,623
Surplus for the financial year	4,104	4,104
At 31 December 2019	77,727	77,727



Notes to The Financial Statements

for the financial year ended 31 December 2019

1. General Information

Irish Association for Palliative Care is a company limited by guarantee and is a public benefit entity incorporated in the Republic of Ireland. Coleraine House, Coleraine Street, Smithfield, Dublin 7 is the registered office, which is also the principal place of business of the company. . The nature of the company's operations and its principal activities are set out in the Directors' Report. The financial statements have been presented in Euro (€) which is also the functional currency of the company.

2. Summary of Significant Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

Statement of compliance

The financial statements of the company for the year ended 31 December 2019 have been prepared in accordance with the provisions of FRS 102 Section 1A (Small Entities) and the Companies Act 2014.

Basis of preparation

The financial statements have been prepared on the going concern basis and in accordance with the historical cost convention except for certain properties and financial instruments that are measured at revalued amounts or fair values, as explained in the accounting policies below. Historical cost is generally based on the fair value of the consideration given in exchange for assets. The financial reporting framework that has been applied in their preparation is the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" Section 1A, issued by the Financial Reporting Council.

The company qualifies as a small company as defined by section 280A of the Companies Act 2014 in respect of the financial year, and has applied the rules of the 'Small Companies Regime' in accordance with section 280C of the Companies Act 2014 and Section 1A of FRS 102.

Income

Income consists of donations and other funds generated by voluntary activities. These are included in the financial statements when received. Incoming resources have been included in the financial statements only when realised or when the ultimate cash realisation of which can be assessed with reasonable certainty.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or at valuation, less accumulated depreciation. The charge to depreciation is calculated to write off the original cost or valuation of tangible fixed assets, less their estimated residual value, over their expected useful lives as follows:

Fixtures, fittings and equipment - 12.5% Straight Line

The carrying values of tangible fixed assets are reviewed annually for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.



Notes to The Financial Statements for the financial year ended 31 December 2019 Continued

Trade and other receivables

Trade and other receivables are initially recognised at fair value and thereafter stated at amortised cost using the effective interest method less impairment losses for bad and doubtful debts except where the effect of discounting would be immaterial. In such cases the receivables are stated at cost less impairment losses for bad and doubtful debts.

Trade and other payables

Trade and other payables are initially recognised at fair value and thereafter stated at amortised cost using the effective interest rate method, unless the effect of discounting would be immaterial, in which case they are stated at cost.

Employee benefits

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund.

Taxation

No charge to current or deferred taxation arises as the charity has been granted charitable status under Sections 207 and 208 of the Taxes Consolidation Act 1997, Charity No. CHY 14939. The charity is eligible under the 'Scheme of Tax Relief for Donations to Eligible Charities and Approved Bodies under Section 848A Taxes Consolidation Act, 1997' therefore income tax refunds arising from sponsorships exceeding €250 per annum are included in unrestricted funds. Irrecoverable value added tax is expensed as incurred.

Government grants

Capital grants received and receivable are treated as deferred income and amortised to the Income Statement annually over the useful economic life of the asset to which it relates. Revenue grants are credited to the Income Statement when received.

Foreign currencies

Monetary assets and liabilities denominated in foreign currencies are translated at the rates of exchange ruling at the Balance Sheet date. Non-monetary items that are measured in terms of historical cost in a foreign currency are translated at the rates of exchange ruling at the date of the transaction. Non-monetary items that are measured at fair value in a foreign currency are translated using the exchange rates at the date when the fair value was determined. The resulting exchange differences are dealt with in the Income Statement.

3. Departure from Companies Act 2014 Presentation

The directors have elected to present an Income and Expenditure Account instead of a Profit and Loss Account in these financial statements as this company is a not-for-profit entity.

4. Going Concern

The directors have prepared a budget and cashflow projection for a period of twelve months from the date of approval of the financial statements which indicate that there is no material uncertainty regarding the company's ability to meet its liabilities as they fall due, and to continue as a going concern. On that basis, the directors consider it appropriate to prepare the financial statements on the going concern basis. Accordingly, these financial statements do not include any adjustments to the carrying amounts and classification of assets and liabilities that may arise if the company were unable to continue as a going concern.



Notes to The Financial Statements for the financial year ended 31 December 2019 Continued

5. INCOME

The income for the financial year has been derived from:-

	€ 2019	€ 2018
Membership Income	4,920	3,731
Annual Conference	–	3,539
Education and Research Seminar	4,640	7,273
Donations	–	484
HSE Grant	23,482	23,482
Pobal Grant (Scheme to support National Organisations)	16,121	37,607
Other Grants	1,000	1,188
Other income	87	101
	50,250	77,405

Included in 'Pobal Grant' above is an amount granted by Pobal of €16,121 (2018:€37,607) received from an overall grant of €80,396 covering the period from 1st July 2016 to 30th June 2019, and a new grant of €150,702 covering the period from 1st July 2019 to 30th June 2022. €25,117 of the grant was received during the year and €13,456.17 of this has been deferred to the following year. €4,460 was received in 2018 and credited to income in 2019.

The purpose of the grant is to support staffing costs for a programme manager, and is restricted to this.

No employee falls within a payband of €60,000 upwards.

It is funded by the Department of Environment, Community and Local Government.

(See note 5 below for further information).

The whole of the company's income is attributable to its market in the Republic of Ireland and is derived from the principal activity of promoting palliative care nationally and internationally through education, publication and representation on national and international bodies.

6. Exceptional Provisions

The company had been advised by Pobal that due to an underspend of allocated Grant funds, an amount of €32,424.82 would have to be repaid by 31st October 2019, relating to the 3 year period of the grant commencing 1st July 2016. The actual amount payable was €32,424.82 and this was repaid in March 2020.

Notes to The Financial Statements for the financial year ended 31 December 2019 *Continued*

7. Operating Surplus/(Deficit)

	€ 2019	€ 2018
Operating surplus/(deficit) is stated after charging:		
Depreciation of tangible fixed assets	196	196



Notes to The Financial Statements for the financial year ended 31 December 2019 Continued

8. Employees

The average monthly number of employees, including directors, during the financial year was 0.00|0, (2018 - 2).

	2019	2018
Administration	2	2

9. Receivables

	€ 2019	€ 2018
Administration	337	296

10. Payables

Amounts falling due within one year

	€ 2019	€ 2018
Trade payables	558	–
Taxation	686	41
Accruals	34,862	39,405
	36,106	39,818

11. Payables

Amounts falling due after more than one year

	€ 2019	€ 2018
Government grants	13,456	–

12. Taxation

	€ 2019	€ 2018
Payables:		
PAYE	686	413



Notes to The Financial Statements for the financial year ended 31 December 2019 Continued

13. Status

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 of 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.

14. Capital Commitments

The company had no material capital commitments at the financial year-ended 31 December 2019.

15. Post-Balance Sheet Events

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

16. Approval of Financial Statements

The financial statements were approved and authorised for issue by the board of directors on 2 September 2020.

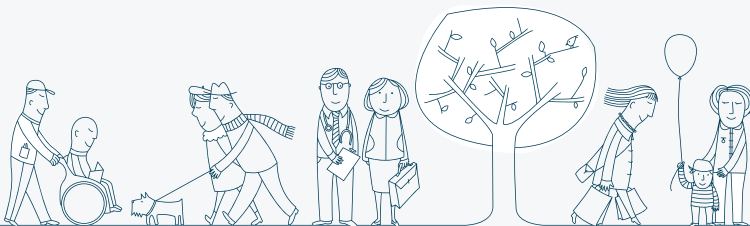


Supplementary Information Relating to The Financial Statements

For The Financial Year Ended 31 December 2019

Detailed Income and Expenditure Account

	€ 2019	€ 2018
Income		
Membership	4,920	3,731
Annual Conference	–	3,539
Education and Research Seminar	4,640	7,273
Donations	–	484
Grant - HSE	23,482	23,482
Pobal Grant	16,121	37,607
Other Grants	1,000	1,188
Interest Received	87	101
	50,250	77,405
Expenditure		
Wages and salaries	9,817	20,447
Social welfare costs	851	1,582
Annual Conference	–	152
Annual Seminar(E & R Forum)	10,254	12,859
Misc Meetings and Catering Costs	2,224	1,639
Conference Attendance	571	500
Rent payable	4,158	6,749
Insurance	29	517
Photocopying and Postage(General)	1,861	1,445
Stationery Office Supplies	1,992	1,980
Telephone	1,283	857
Computer Software	1,095	1,251
Recruitment Cost	4,613	–
Company Secretary/Consultants	2,492	340
Accountancy	1,730	2,000
Bank charges	466	766
Board Expenses	1,292	670
General expenses	162	632
Subscriptions	560	630
Depreciation	196	196
Exceptional provisions	–	36,885
	46,146	92,097
Net surplus/(deficit)	4,104	(14,692)



Established in 1993, The Irish Association for Palliative Care (**IAPC**) is an all island body that exists to promote palliative care nationally and internationally through opportunities for networking, education, publications, and representation on national bodies.

As the sole membership organisation for those involved in the provision of palliative care, the **IAPC** is the primary collective and expert voice for palliative care in Ireland. Its mission is to drive national policy for patient-centred, equitable, accessible and accountable palliative care for all who need it.

A multi-disciplinary organisation, the membership reflects the multi-disciplinary team which delivers palliative care, and includes also those with an interest in the provision of palliative care.

Led by a Chairperson and Board of Directors elected by the Association's members, the **IAPC** is organized around a number of specialist fora and working groups. These groups provide individual disciplines with the opportunity to consider specific issues relevant to their own area of interest and expertise. The working groups are designed to create a forum for shared best practice and learning opportunities, and for members to further their professional development, education and research.

Irish Association for Palliative Care

Carmichael House, 4 Brunswick Street North, Dublin 7 D07RHA8

TEL: 01 873 4735

FAX: 01 873 5737

EMAIL: info@iapc.ie

www.iapc.ie for more information and on-line membership application