

# ACT for Meningitis 2018 Annual Report



**ACT for Meningitis is a national meningitis support and awareness charity, which was set up in 2011.**



***Our Mission:*** To raise awareness, to promote education and to provide support to those affected by meningitis in Ireland.

***Our Vision:*** To see an Ireland where lives are no longer lost to Meningitis and through our support services no one faces the meningitis journey alone.

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## Chairperson's Foreword

It continues to be a great honor to serve on the board of trustees for ACT for Meningitis. In 2015 I accepted the position of Chairman, a position that I remain in today with much pride and gratitude. To be involved with a charity that is so passionate for and dedicated to their cause is a constant inspiration.

In just seven years and through self-funding, ACT have grown from a local awareness group to a national organisation, ambitiously and innovatively providing free and professional support, awareness and education at a national level.

Our board continues to be inspired by Siobhan and the relatively small

team at ACT who travel the country to raise awareness of meningitis and help those affected by the disease. In some cases individuals, in many cases wider families and in other cases whole communities will reach out to our team for support after meningitis. These much-valued and high-standard support services continue to be expanded and built on, as we focus on our strategic priorities and continue on our mission to ensure that no one in Ireland faces the meningitis journey alone.

In keeping with our overall mission, we have continued to evolve and broaden the Awareness and training programmes to reach each at-risk age group in an appropriate and innovative manner as we work to see an Ireland where lives are no longer lost to meningitis.

I would like to take this opportunity on behalf of myself and the board of directors to thank our team for their tireless work and indeed our supporters, donors and volunteers for their endless commitment to ACT's cause. Together we are making a difference. *Tim Colleran*

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**Siobhan Carroll**

## CEO's Foreword

Reflecting on the past 12 months, we realise that 2018 has been quite a significant year for ACT for Meningitis.

Once again, the increased need for everything we do, from our work in health promotion, highlighting the importance of early detection of meningitis and the provision of free support and advice to those affected by the disease throughout their meningitis journey is what drives us on as an organisation. In a world where vaccines to prevent all strains of meningitis do not exist, we endeavour to grow our innovative awareness campaigns in an effort to continuously

reach new audiences with the signs and symptoms of meningitis. The importance of reducing the impact of meningitis by raising awareness of this disease was paramount for ACT throughout 2018 and the introduction of new training workshops enabled us to create greater awareness amongst medical professionals in Ireland.

With an increase in the need for our support services this year and the demand ever growing we were delighted to introduce new group support workshops in several locations across the country. It was essential that we continued to meet the needs of all our beneficiaries by being here to provide support to anyone in Ireland whose lives have been affected by meningitis.

We were extremely proud this year to have our work endorsed on an national and professional level as we became accredited with All-Star Charity Status at the All-Ireland Business Summit in Croke Park. The status is given to organisations that have shown to have a planned growth strategy, a strong brand, and a major impact on the lives of those they are helping, and in all categories, ACT for Meningitis excelled.

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I would like to take this opportunity to thank the board of directors for their continued support and guidance as we continue to work on our strategic priorities and focus on the goals as outlined in our strategic three year plan.

Our achievement to date and our ambitious plans for the future of ACT are accredited to the people, the businesses, the community groups and the volunteers who have supported us over the past 7 years and continue to do so. For this, we are as always, most grateful.

We continue to be inspired by the individuals and families we meet through our work and remain committed to our overall mission which is to raise awareness, to promote education and to provide support to those affected by meningitis in Ireland, and encouraged by our vision to see an Ireland where lives are no longer lost to meningitis, and through our support services no-one faces the meningitis journey alone.

*Siobhán*

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## About ACT for Meningitis



ACT for Meningitis was set up in 2011 by Siobhan and Noel Carroll following the tragic loss of their daughter Aoibhe, aged just 4, to Meningitis. Losing Aoibhe changed their lives forever and they wanted to try and prevent another family going through that heart break. They felt there was an urgent need for more awareness around Meningitis and that support be made available to anyone affected by the disease, therefore, in July 2011 they set up ACT for Meningitis, with a Mission to raise awareness, to promote education and to provide support to those affected by meningitis in Ireland, and with a vision to see an Ireland where lives are no longer lost to meningitis, and through our support services no-one faces the meningitis journey alone.

A non-government funded small organisation of just four part-time staff, ACT are completely focused on making a big difference. In just 7 short years through self-fundraising ACT have become the only organisation to offer a vast range of free support services to anyone in Ireland affected by Meningitis, either through bereavement of living with the severe after affects of this life-changing disease.



## Support Services

Our support services are tailored to the needs of the individual /family to find the most appropriate and beneficial service for them. Meningitis has a wide range of severe side affects coupled with the trauma of the experience and in 1 in 10 cases it tragically results in bereavement. Our trained family support officer assesses where the charity will be most beneficial in providing support.

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Our services include creative therapies-including play and art therapy which help children deal with the impact of the disease, free counselling services for families or individuals who have been affected by Meningitis, Cranial Sacral Therapy, physiotherapy ,psychologist assessment, telephone support, one to one support, and family support days.

## Awareness & Education

ACT for Meningitis is committed to raising awareness of the signs and symptoms of Meningitis. To date, we have distributed over 250,000 awareness cards, 45,000 information brochures and have facilitated hundreds of talks and presentations to schools, community groups and the public across the country further supplying numerous facilities, such as universities, crèches, schools, pharmacies and many places of work, with these life-saving cards..



Our various annual national awareness campaigns such as our Student Awareness Campaign, the Winter Warning, our Back-to-School Campaign and ACTION Teds Crèche Campaign enable us to reach thousands of new people every year with awareness. We further continue our awareness raising activities through print, radio and social media campaigns further reaching millions with life saving awareness, and with the availability of our free downloadable ACT for Meningitis Awareness App.



Knowing the signs and symptoms of Meningitis can save a life. ACT for Meningitis will strive to ensure through our awareness and education we can reduce the impact of this disease.

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## Awareness 2018

We continued to grow our meningitis awareness raising activities throughout 2018. Rapid and early identification of meningitis has always been a priority for ACT for Meningitis and empowering to ask “Could it be meningitis?” through our awareness campaigns, we are working to reduce the impact of meningitis.



### Training Programmes

The importance of highlighting meningitis awareness amongst health professionals is key as always. As outlined in our 3 year strategic plan,

the ACT for Meningitis Training Programme was launched in 2018.

Working closely with the Education Manager of HSE West Ambulance Service, the training schedule began with a presentation to the National Ambulance Service staff in Galway.



The programme continued with a training session delivered to over 100 representatives from the National Ambulance Service, Fire Service, Garda, Coast Guard, Galway Mountain Rescue and Civil Defence. Feedback from attendees and co-facilitators has been extremely positive and as we plan into 2019, we expect to grow this service at a national level.

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## National Awareness Campaigns

Our annual national awareness campaigns continued throughout the year with our back to school campaign, winter warning campaign, our ACTION Ted creche campaigns, Viral meningitis awareness week, our student campaign “Mind your friends” and our Health facility awareness campaign. During the year we have distributed over 100,000 pieces of literature across Ireland.



Our Healthcare facility campaign being extremely successful with our flyers now available in 1,250 GP surgeries

and health centers. This campaign incorporated the design, production and distribution of Meningitis awareness and support information material to Healthcare Centres & Hospitals nationally, resulting in an increase in public awareness of meningitis, signs & symptoms, prevention, life after meningitis, and the support services & help we can offer.

Just said I would share some anecdotal feedback with you... eve though we are have not yet completed the servicing of all stands on our network for this term yet, we have already had some calls requesting more Act for Meningitis as they were already flying from our display being taking by patients and also used by the GP. A sure sign of a good brochure.



Feedback from the distribution company was very positive with high request from doctors for extra refills

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throughout the 12 months. We also experienced a 27% increase in number of members availing of our services for the first time in 2018.

Throughout the year, we also hosted various awareness stands facilitated numerous talks and presentations to community groups, workplaces, schools and colleges across the country, with all participants having a better understanding about meningitis.



## Media Awareness Campaigns

### Social Media

Our digital engagement continued to grow with total social media followers of over 23,000 across our three platforms.

Facebook continues to be our most powerful digital awareness tools with one particular post achieving an organic reach of almost 200,000 people in March 2018..



Our total social media reach (number of people having the opportunity to see ACT for Meningitis posts) is up year-on-year. Practical support continues to be provided to those reaching out with concerns or worries about meningitis via social media.

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## Other Media

Several radio interviews were giving including one occasion where we worked in collaboration with the National Mental Health Organisation, Helplink Support Services, to highlight the affect meningitis can have on your mental health. Interviews on the importance of being meningitis aware were also given throughout the year and in particular at times when meningitis cases peak in Ireland.



development, as well as presentations on specialist topics from invited expert guests. Global CoMO and members shared project updates and key learning points.



Whilst there Siobhan was filmed and a short video was produced, whereby she shared her own personal story and the work of ACT for Meningitis in Ireland. The video was used in awareness campaigns across Europe.



## Global Awareness

In March, Siobhan attended the Confederation of Meningitis Organisations (CoMO) global conference in Singapore representing ACT. The **conference** included workshops to facilitate member

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Continuing to give ACT a voice at a European level, we attended the Patient Innovation Summit 2018, where “Patient Empowerment: The Digital Perspective” was the theme. This summit included a link up with leaders in their specialist fields in various European hubs talking on the subject.



meningitis by sharing patient stories and experiences through a wide range of platforms including social, print and radio media outlets. As public and media attention was very much attuned to meningitis around this time, we also used this day as an opportunity to further spread the word about **meningitis**, how to spot it and what causes it, as well as the importance of vaccines.

As 2018 draws to a close we look forward to launching our new and exciting campaigns for 2019 and continuing to raise meningitis awareness to everyone around the country.

## World Meningitis Day

The theme for **World Meningitis Day 2018** was #AllMeningitisMatters.

We used this opportunity to further raise awareness of ALL strains of

**Meningitis and Septicaemia symptoms in babies & infants and in children & adults.**  
**Symptoms can appear in any order**  
**Some may not appear at all.**  
**Seek medical help if you suspect Meningitis**  
**TRUST YOUR INSTINCTS !**

Babies and Toddlers	Children and Adults
Fever, cold hands and feet	Fever/temperature, cold hands and feet
Refusing food and vomiting	Vomiting
Rapid breathing, moaning	Headache
Tense, bulging fontanelle (soft spot)	Drowsy, difficult to wake
Convulsions, seizures	Confusion and irritable
Limp/ Floppy	Severe muscle pain
High pitch crying	Neck stiffness
Pale, blotchy skin, spots/rash. See Glass Test.	Pale, blotchy skin, spots/rash. See Glass Test.
Irritable, not easily consoled	Neck stiffness
Neck stiffness, dislike bright lights	Seizures/ uncontrolled movements
	Dislike to bright lights

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## Fundraising in 2018



A challenging year in fundraising, as with the continued absence of multi-annual state funding, ACT for Meningitis have largely depended on community fundraising and donations to fund our growing support and awareness services once again in 2018.



The expansion of our Community Care Programme to 20 Counties this year, with an increase of 23% in the number of families availing of these private services resulted in increased costs, which were met by the 22% rise in

income through our own annual fundraising events.

The successful securing of lottery funding from the HSE allowed expansion of various Family Support Workshops to locations in Galway, Dublin and Portlaoise, while a grant from the Bon Secours Community Fund enabled the development and deliverance of a brand new workshop in Galway.



Corporate donations from various businesses in Ireland and fundraising events in aid of ACT, funded our annual National Awareness Campaigns, which grew to include our brand new Healthcare Facility Awareness Programme this year.

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We have continued to establish new and grow existing relationships with many communities, businesses, committees and individuals across Ireland who have and will continue to fundraise and advocate on behalf of us.

We remain fully compliant with the Principals of Fundraising and continue to carry out best practice in all aspects of our fundraising.



Our community fundraising has seen an increase in income for many of our own events and also an increase in the number of events in-aid-of ACT.



## Highlights:

- ACTION Teds Pyjamas Party had 39 participating crèches, raising €6,500 and distributing over 4,000 awareness cards.



- Strictly ACT raising in excess of €52,000.
- Rise in numbers for Remembering Aoibhe 5k & Duathlon 2018 (Raising €11,000)

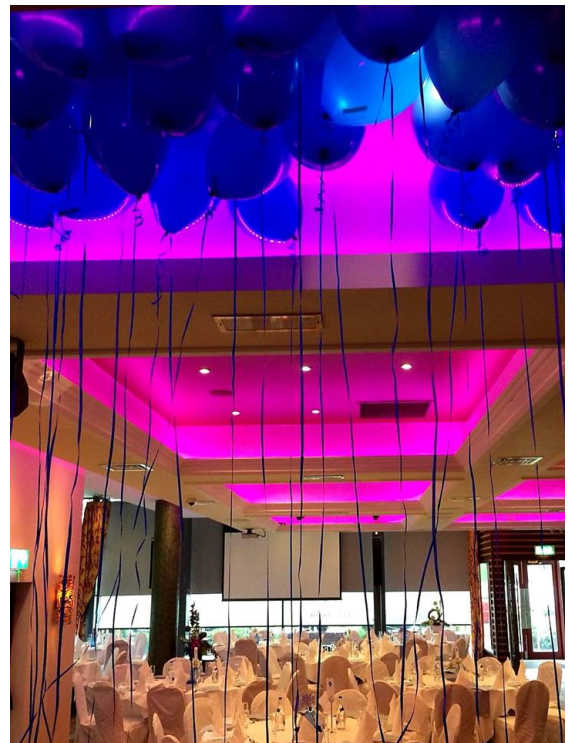
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Various events were held in aid of ACT throughout 2018 and many exceeded the targets of the volunteer fundraisers and committees.

- ACT Winter Ball sold out with 430 tickets sold, and funds raised were 110% increase on last year (Over €20,000 profit raised).
- VHI Mini Marathon with ACT had a 130-strong team in 2018 raising over €15,000
- 10 weeks to 10k raised €4,800



We are, as always most grateful for this support from communities across Ireland which we in turn offer our full support to, and take great pride in attending as many as possible to personally thank organisers and attendees.

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This years In-Aid-Of Events included:

- Up The Hill With Milena Dow, raising €3,500
- Limerick Street Collection by A Gift from Lola, raising €1,000
- Corrib Lions Table Quiz raising €1,000
- Miss Waterfords Music Night raising €2,800
- Ladies Luncheon in Memory of Grainne, raising €3,700
- Salthill Village Zombie Run, raising €1,145
- Bubbles & Brunch at The Connacht Hotel, raising €1,300

- Mr Waffles pancake Party & Easter Egg Hunt, raising €1,300
- Insurance Institute of Ireland Luncheon raffle, raising €1,200
- Train Station Kickboxing Event, raising €3,200
- Woodies Cycle (extra funds raised from 2017) €3,200



## Grants, Trusts & Large Gifts

Applications were made to nine CHOs for HSE lottery funding in 2018 of which three were successful in securing funding of €4,700 for Group Family Support Workshops in Galway, Dublin and Portlaoise (this totals to approx 2.5% of total income).

Philanthropic and corporate grants were awarded this year from Bon Secours (€5,000) to support a new workshop in Galway. Corporate donations from Pfizer Ireland €1,000

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and GSK €800 were made to support ongoing costs of awareness campaigns. Successful application was also made to The Cork Street Fund (€1,316).



2019's fundraising calendar is already filling up and as we continue to gain the support of our communities, sponsors, funders and corporate partners, so too will we continue to grow our support services and awareness campaigns and continue to reach out to anyone in Ireland affected by Meningitis.

*Thank you for  
supporting ACT  
for Meningitis in  
2018*

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## Support in 2018

2018 was a very busy year in Family Support, we have extended our supports to 20 counties in Ireland. We served 108 families in 2018 an increase of 25 families on the previous year.



Through our Community Care Programme, in 2018 ACT for Meningitis provided the following support services:

- Play Therapy
- Counselling
- Bio Energy Therapy
- Cranio Sacral Therapy
- Educational Psychologist assessment

- An adapted Filial Therapy approach provided without the child needing to attend
- Parent coaching
- Both in-person and on phone access to family support worker for emotional and practical support.



### Home Visits

Our home visits continued, allowing people to receive support in their own home and plan for additional supports in their area. Families who have availed of our Home Visit service have all reported that it helped to have the visit. Starting to engage with the charity by having someone to talk to about your experience can be the easiest way to begin to recognise the impacts that Meningitis has had on both the person and on the family. Together the family support worker and the families can identify which of our support groups for adults, teenagers and children will be of support. Home visits give people the chance to tell their stories in their own space, often as people are recovering the energy needed to go to an

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office or a service is beyond what they have available and mean that often they do not avail of services. ACT for Meningitis aspires to ensure each person on their journey of recovery from Meningitis gets ample opportunities to avail of supports.

## New Supports in 2018

We were able to support a workplace in preparing for the return of a bereaved colleague by visiting, meeting with them and giving practical and emotional support.



We have had a very active role in supporting an adult carer of a now adult survivor of meningitis, putting in place access to respite home help care and offering life skills training through our family support officer.

We also facilitated a child observation within his preschool setting and are providing support to the preschool in order to help the address his additional needs post meningitis, while offering him play therapy at the same time.

***We have received a lot of positive feedback over the year, not least of all a comment from a woman who survived meningitis just over a year ago that her husband told her it was the first time he had seen her smile since the meningitis after she begun in our support services. She said she had felt hope for the first time in a very long time.***

***Another father of a young adult who survived meningitis a year ago stated " We will be forever grateful, I feel like you have helped give her back to us" after their daughter began in our support services.***

## Group Support Workshops

The **You, Your Thoughts, Your ACTIONS** workshops ran in Dublin and Galway. A nine week course, designed for and delivered to adults who were coping with the after effects of Meningitis. The course was open to parents of children who had Meningitis, people who

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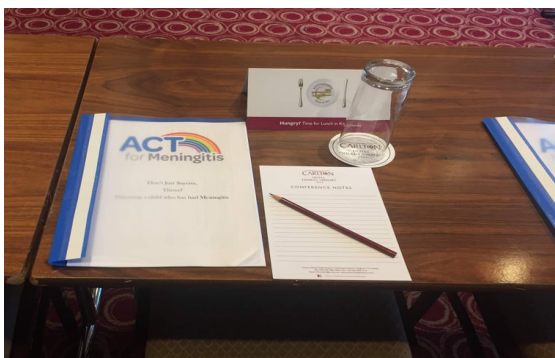


had been bereaved by Meningitis and adult survivors of Meningitis.

The course explored stress and anxiety and the part it plays in our lives, while also giving the opportunity to practice how different mindfulness practices like mindful yoga, sitting meditation and body scanning help to reduce stress.

The **Reconnecting after Meningitis** workshops were offered in Galway, Portlaoise and Dublin. The aim of these workshops is to help overcome the trauma which the families have been through after Meningitis. In some families it may be a child or a parent who has experienced meningitis or a family who has been bereaved. In each case the family dynamics have changed and the workshop focuses on rebuilding the attachment and focusing on the positives within the family, to strengthen and empower families. These have been developed and facilitated by a Child Psychotherapist specifically for the families we support.

## New Workshop in 2018



**Dont Just Survive, Thrive workshops** started this year. The purpose of these workshops is to train parents in the use of techniques which will enable them to help their children who have been affected by meningitis, to combat the side effects and reach optimal development. Using a mix of Sensory processing and modulating techniques, Filial Therapy, psycho-education, mindfulness, relationship based humanistic and integrative techniques, the training was designed and facilitated by a Child and Adolescent Psychotherapist, Play Therapist and Filial Therapist. We offered them in Dublin, Galway and Portlaoise.



Participant feedback was incredibly positive and participants asked could it be made into a series of workshops as they felt they had gotten benefit that they were eager to learn and explore more.

One mother stated “This has been the missing piece, I knew I was missing something I just didn’t know what before now”.

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## Family Days

Parents were eager to resolve some of their own residual trauma and grief from their child's meningitis experience. Attending to this need has allowed parents to be able to let go of some of the hurt and anger they hold, meaning they could be more present and available for their children.

Parents reported feeling empowered to begin to implement the range of practical strategies, one mother stated "I feel I know her better after this, I'm looking forward to connecting with her again" about her daughter who had Meningitis aged 4.

**Another father stated "You are describing her and our house to a T, understanding it all means I feel I can be more understanding and patient in it all"**

The Me Too groups have been postponed after consultation with parents until parents completed the Dont Just Survive, Thrive workshops.



Our summer family support day ran in August in Dublin zoo, we were able to extend an invitation via our Facebook page in order to include any new families who may have been interested in attending, from this we had one new family attend and made contact with two other families who were not able to attend but were interested in hearing more about our supports.



Elf Town kindly extended an invitation to our families to attend, which was gladly received and enjoyed by all who attended.

Our Christmas family day took place on 16<sup>th</sup> December and was well attended, starting with breakfast in the Athlone Springs Hotel before visiting Glendeer Pet Farm and Santa. We had arranged early entry to Glendeer Pet

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far in order to avoid crowds and allow children who may have sensory processing difficulties attend without the overwhelm of sensory input of the usual experience.



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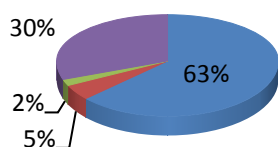
## Financial Report 2018

### Income for 2018

2017 was an extremely successful year for ACT for Meningitis, with an income of €276,121.56 to date. This is due to an increase in support from corporate partnerships, grants trusts and community events as outlined in the fundraising section of this report.

#### Income 2018

- Community Fundraising Events
- Grants & Trusts
- Corporate Sponsorship
- Donations



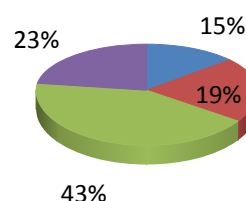
### Expenditure for 2018

The expenditure for 2017 to date is €205,024.99, with a rapid growth in all areas of the organisation throughout the year expenditure has increased. Our national awareness campaigns across the

country have grown from previous years, wide the addition of pharmaceutical training and corporate events/talks. The increase in corporate support allowed us to develop and print new awareness materials including new pocket size awareness cards, two new brochures – Anyone, Anyage, Anytime and Meningitis support services. While other expenditure went towards the increase in our family support services with the introduction of new workshops across the country

#### Expenditure 2018

- Awareness and Education Services Costs
- Support Services Costs
- Administration & Management Costs
- Fundraising Costs



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## 2018 Audited Accounts

ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE  
Annual Report and Financial Statements  
for the year ended 31 December 2018

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# ACT for Meningitis 2018 Annual Report



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## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE DIRECTORS AND OTHER INFORMATION

Directors	Edina Moylett Margaret Martin Kevin Nugent Richard Healy Tim Collieran Mary Hazlett (Appointed 18 December 2018) Dolores Freoley (Appointed 18 December 2018)
Company Secretary	Kevin Nugent
Company Number	505135
Charity Number	CHY20088
Registered Office and Business Address	Unit 7 Royal Rock Ballybane Industrial Estate Galway
Auditors	DFS & Co Audit Services Ltd Chartered Accountants & Statutory Audit Firm Innovation House, Ballybrit Business Park, Ballybrit, Galway.
Bankers	Ulster Bank Tuam Road Galway

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## **ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE DIRECTORS' REPORT**

for the year ended 31 December 2018

The directors present their report and the audited financial statements for the year ended 31 December 2018.

### **Principal Activity and Review of the Business**

The principal activity of the company is a Charity to educate and create awareness of signs and symptoms of Meningitis and fundraising to finance these activities.

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

There has been no significant change in these activities during the year ended 31 December 2018.

### **Financial Results**

The (deficit)/surplus for the year after providing for depreciation amounted to €(28,827) (2017 - €78,747).

At the end of the year, the company has assets of €107,289 (2017 - €133,303) and liabilities of €6,409 (2017 - €3,596). The net assets of the company have decreased by €(28,827).

### **Directors and Secretary**

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

Edina Moylett  
Margaret Martin  
Kevin Nugent  
Richard Healy  
Tim Colleran  
Mary Hazlett (Appointed 18 December 2018)  
Dolores Freeley (Appointed 18 December 2018)

The secretary who served throughout the year was Kevin Nugent.

There were no changes in shareholdings between 31 December 2018 and the date of signing the financial statements.

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 current trading levels. 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 year-end.

### **Auditors**

The auditors, DFS & Co Audit Services Ltd, (Chartered Accountants & Statutory Audit Firm) have indicated their willingness to continue in office in accordance with the provisions of section 383(2) of the Companies Act 2014.

### **Taxation Status**

The company is a close company within the meaning of the Taxes Consolidation Act, 1997.

### **Statement on Relevant Audit Information**

So far as the directors are aware, there is no relevant audit information of which the statutory auditors are unaware. The directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and they have established that the statutory auditors are aware of that information.

# ACT for Meningitis 2018 Annual Report




## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE DIRECTORS' REPORT

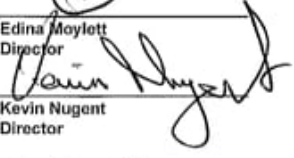
for the year ended 31 December 2018

### 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 Unit 7, Royal Rock, Ballybane Industrial Estate, Galway.

Signed on behalf of the board

  
Edina Moylett  
Director

  
Kevin Nugent  
Director

19 September 2019

# ACT for Meningitis 2018 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE DIRECTORS' RESPONSIBILITIES STATEMENT

for the year ended 31 December 2018

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

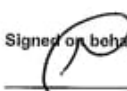
Irish company law requires the directors to prepare financial statements for each financial year. Under the law the directors have elected to prepare the financial statements in accordance with the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", 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.

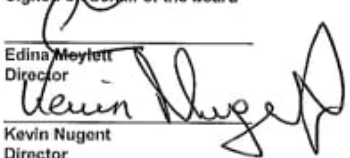
In preparing these financial statements, the directors are required to:

- 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 and enable them to ensure that the financial statements and Directors' Report comply with the Companies Act 2014 and enable the financial statements to be readily and properly audited. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the board

  
Edina Meylert  
Director

  
Kevin Nugent  
Director

19 September 2019

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# ACT for Meningitis 2018 Annual Report



## INDEPENDENT AUDITOR'S REPORT

to the Members of ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

### Report on the audit of the financial statements

#### Opinion

We have audited the financial statements of ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE (the company) for the year ended 31 December 2018 which comprise the Income and Expenditure Account, the Balance Sheet, the Reconciliation of Members' Funds and the related notes to the financial statements, including a summary of significant accounting policies set out in note 2. The financial reporting framework that has been applied in their preparation is Irish Law and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard.

In our opinion the financial statements:

- give a true and fair view of the assets, liabilities and financial position of the company as at 31 December 2018 and of its deficit for the year then ended;
- have been properly prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard; and
- have been properly prepared in accordance with the requirements of the Companies Act 2014.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with ethical requirements that are relevant to our audit of financial statements in Ireland, including the Ethical Standard for Auditors (Ireland) issued by the Irish Auditing and Accounting Supervisory Authority (IAASA), and the Provisions Available for Audits of Small Entities, in the circumstances set out in note 3 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

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

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

#### Other Information

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

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### Opinions on other matters prescribed by the Companies Act 2014

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

- in our opinion, the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- in our opinion, the Directors' Report has been prepared in accordance with 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.

#### Matters on which we are required to report by exception

Based on the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified any material misstatements in the Directors' Report. The Companies Act 2014 requires us to report to you if, in our opinion, the disclosures of directors' remuneration and transactions required by sections 305 to 312 of the Act are not made. We have nothing to report in this regard.

# ACT for Meningitis 2018 Annual Report



## INDEPENDENT AUDITOR'S REPORT

to the Members of ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

### Respective responsibilities

#### Responsibilities of directors for the financial statements

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

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

#### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (Ireland) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is contained in the appendix to this report, located at page 9, which is to be read as an integral part of our report.

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

Our report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume any 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.

Maria Doonan  
for and on behalf of  
DFS & CO AUDIT SERVICES LTD  
Chartered Accountants & Statutory Audit Firm  
Innovation House,  
Ballybrit Business Park,  
Ballybrit,  
Galway.

19 September 2019

# ACT for Meningitis 2018 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE APPENDIX TO THE INDEPENDENT AUDITOR'S REPORT

### Further information regarding the scope of our responsibilities as auditor

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

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

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

# ACT for Meningitis 2018 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE INCOME AND EXPENDITURE ACCOUNT for the year ended 31 December 2018

	Notes	2018 €	2017 €
Income		168,224	285,846
Expenditure		(197,051)	(207,099)
(Deficit)/surplus before tax		(28,827)	78,747
Tax on (deficit)/surplus		-	-
(Deficit)/surplus for the year		(28,827)	78,747
Total comprehensive income		(28,827)	78,747

Approved by the board on 19 September 2019 and signed on its behalf by:

Edina Moylett  
Director

Kevin Nugent  
Director

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# ACT for Meningitis 2018 Annual Report



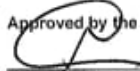
## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE BALANCE SHEET

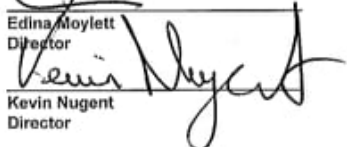
as at 31 December 2018

	Notes	2018 €	2017 €
<b>Fixed Assets</b>			
Tangible assets	6	2,242	2,942
<b>Current Assets</b>			
Debtors	7	1,196	1,160
Cash and cash equivalents		103,851	129,201
		105,047	130,361
<b>Creditors: Amounts falling due within one year</b>	8	(6,409)	(3,596)
<b>Net Current Assets</b>		98,638	126,765
<b>Total Assets less Current Liabilities</b>		100,880	129,707
<b>Reserves</b>			
Income and expenditure account		100,880	129,707
<b>Members' Funds</b>		100,880	129,707

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.

Approved by the board on 19 September 2019 and signed on its behalf by:

  
Edina Moylett  
Director

  
Kevin Nugent  
Director

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# ACT for Meningitis 2018 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE RECONCILIATION OF MEMBERS' FUNDS as at 31 December 2018

	Retained surplus	Total
	€	€
At 1 January 2017	50,960	50,960
Surplus for the year	78,747	78,747
At 31 December 2017	129,707	129,707
Deficit for the year	(28,827)	(28,827)
At 31 December 2018	100,880	100,880

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# ACT for Meningitis 2018 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2018

### 1. GENERAL INFORMATION

ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE is a company limited by guarantee incorporated in the Republic of Ireland. The registered office of the company is Unit 7, Royal Rock, Ballybane Industrial Estate, Galway 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. 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 2018 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.

#### Cash flow statement

The company has availed of the exemption in FRS 102 Section 1A from the requirement to prepare a Cash Flow Statement because it is classified as a small company.

#### Income

Income is represented by the total funds raised from the activities of the charity during the year.

#### 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.

#### Trade and other creditors

Trade and other creditors 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.

#### Taxation

Current tax represents the amount expected to be paid or recovered in respect of taxable income for the year and is calculated using the tax rates and laws that have been enacted or substantially enacted at the Balance Sheet date.

#### 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 and Expenditure Account.

# ACT for Meningitis 2018 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS

continued

for the year ended 31 December 2018

#### 3. PROVISIONS AVAILABLE FOR AUDITS OF SMALL ENTITIES

In common with many other businesses of our size and nature, we use our auditors to prepare and submit tax returns to the Revenue and to assist with the preparation of the financial statements.

4. OPERATING (DEFICIT)/SURPLUS	2018	2017
	€	€
Operating (deficit)/surplus is stated after charging:		
Depreciation of tangible fixed assets	700	700

#### 5. EMPLOYEES

The average monthly number of employees, including directors, during the year was 4, (2017 - 4).

	2018 Number	2017 Number
Employees	4	4

#### 6. TANGIBLE FIXED ASSETS

	Fixtures, fittings and equipment €	Total €
<b>Cost</b>		
At 31 December 2018	5,599	5,599
<b>Depreciation</b>		
At 1 January 2018	2,657	2,657
Charge for the year	700	700
At 31 December 2018	3,357	3,357
<b>Net book value</b>		
At 31 December 2018	2,242	2,242
At 31 December 2017	2,942	2,942

7. DEBTORS	2018	2017
	€	€
Other debtors	600	600
Prepayments	596	560
	1,196	1,160

8. CREDITORS	2018	2017
Amounts falling due within one year	€	€
Taxation	5,179	2,366
Accruals	1,230	1,230
	6,409	3,596

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# ACT for Meningitis 2018 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE NOTES TO THE FINANCIAL STATEMENTS

continued

for the year ended 31 December 2018

### 9. 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 € 1.

### 10. CAPITAL COMMITMENTS

The company had no material capital commitments at the year-ended 31 December 2018.

### 11. POST-BALANCE SHEET EVENTS

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

### 12. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved and authorised for issue by the board of directors on 19 September 2019.

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# ACT for Meningitis 2018 Annual Report



ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

SUPPLEMENTARY INFORMATION

RELATING TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

NOT COVERED BY THE REPORT OF THE AUDITORS

THE FOLLOWING PAGES DO NOT FORM PART OF THE AUDITED FINANCIAL STATEMENTS

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# ACT for Meningitis 2018 Annual Report



**ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE**  
**SUPPLEMENTARY INFORMATION RELATING TO THE FINANCIAL STATEMENTS**  
**TRADING STATEMENT**  
for the year ended 31 December 2018

	Schedule	2018 €	2017 €
Income		<u>168,224</u>	<u>285,846</u>
Gross surplus Percentage		<u>100.0%</u>	<u>100.0%</u>
Overhead expenses	1	<u>(197,051)</u>	<u>(207,099)</u>
Net (deficit)/surplus		<u>(28,827)</u>	<u>78,747</u>

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# ACT for Meningitis 2018 Annual Report



**ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE**  
**SUPPLEMENTARY INFORMATION RELATING TO THE FINANCIAL STATEMENTS**  
**SCHEDULE 1 : OVERHEAD EXPENSES**  
for the year ended 31 December 2018

	2018 €	2017 €
<b>Administration Expenses</b>		
Wages and salaries	94,482	83,347
Social welfare costs	9,435	8,418
Staff training	698	1,200
Rent payable	7,200	7,200
Insurance	1,264	1,009
Light and heat	1,353	1,932
Events costs	28,337	24,891
Printing, postage and stationery	1,104	452
Advertising & Awareness	21,172	34,661
Marketing	-	3,611
Office costs	1,689	2,540
Telephone	2,455	2,580
Travel and Subsistence	6,185	7,243
Bank charges	751	568
Family Support Expenses	18,301	25,139
General expenses	420	378
Subscriptions	275	-
Auditor's remuneration	1,230	1,230
Depreciation of tangible fixed assets	700	700
	<u>197,051</u>	<u>207,099</u>