

# ACT for Meningitis 2017 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.

**Our Future:** To build “Aoibhe’s House, a unique meningitis centre of excellence based in the west of Ireland, providing essential support, vital training and life-saving awareness at a national level.



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# ACT for Meningitis 2017 Annual Report



**Tim Colleran**

## Chairperson's Foreword

It was with great honour that I accepted a position on the ACT for Meningitis board in 2015 and was nominated to Chairman by my fellow board members. To be involved with a charity that is so passionate for and dedicated to their cause is an inspiration. ACT started very much at a local level in Galway but as you will see from our Annual Report it has grown to a national level helping people in 19

counties and reaching beyond that with our awareness campaigns.

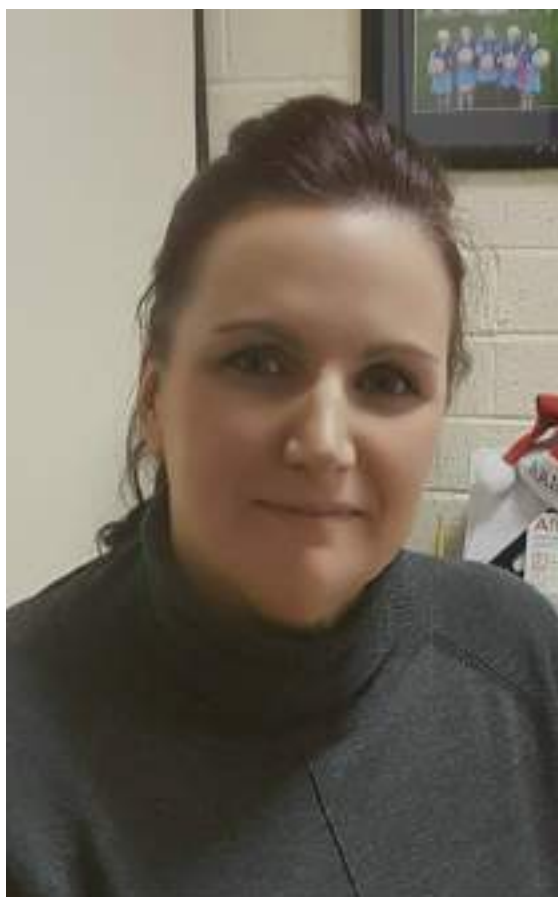
The Board and I continue to be inspired by Siobhan and the team in ACT who work tirelessly to make more people across Ireland aware of Meningitis and its effects on lives. They continue to support people and families affected by Meningitis by providing the practical supports and therapies needed. This is all done by a relatively small team in Galway who travel the country to raise awareness of meningitis and help those affected by 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 our supporters for your endless commitment to ACT's cause. You continue to help raise much needed funds which help us provide the network of supports needed to realise 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."

*Tim*

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# ACT for Meningitis 2017 Annual Report



**Siobhan Carroll**

## CEO's Foreword

The need to raise awareness around Meningitis is as great as ever as we have seen a rise in cases of Bacterial Meningitis in Ireland in 2017. Our approach to 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 would not be possible without you. The charity is growing from strength to strength and we will keep working until we see an Ireland where lives are no longer lost to Meningitis, and through our support services no-one faces the meningitis journey alone. Our national awareness campaigns reached a wide range of age groups around the country in 2017. To date thousands of you have downloaded our free Meningitis Awareness App which is available on both Android and iOS and at a touch of a button it provides users with the symptoms of Meningitis. The introduction of our new awareness bookmarks, pocket size awareness cards and support and awareness brochures which will be in over 1,300 GP surgeries, health centres and hospital waiting rooms across Ireland, reaching a potential 1.4 million patients with life-saving Meningitis awareness have ensured we are reaching a wider audience and empowering people to be assertive when it comes to Meningitis. 2017 was also in part a challenging year with regards to fundraising and meeting the growing demands of the organisation with the 32% increase in need for our support services and the expansion of our community care programme into 19 counties in Ireland. We know our support services make a real difference

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and we are committed to reaching out to everyone affected. This is expected to grow even more in 2018 as we continue to help people to rebuild their lives after Meningitis.

As we look ahead to next year we know there is still so much to be done. We are working on our new paramedic training packs, continuing with our pharmacy training program and focusing on at risk age groups which include parents, under 5's and students. We will also address the issues around insufficient follow up care when returning home from hospital after Meningitis, as we plan to introduce our after care Support Diary

My vision for the future of ACT, has always been to build "Aoibhe's House"; A Meningitis Centre of Excellence, an essential resource and community for individuals and families in Ireland affected by this life changing disease. We launched that "2020 vision" last year and well "Aoibhe's House" is no longer a vision, a hope, or a dream; it's really happening!!

Work gets under way on our house in 2018 in Kilcornan, Clarenbridge, Co Galway.

This year has seen progress made and I would like to acknowledge the continued support of the many friends and supporters of ACT for Meningitis in Ireland who are making such a

difference in the lives of those affected by Meningitis. The year ahead is ambitious as always for the organisation but embrace it we will, as we are inspired on a daily basis by the people we meet here at ACT for Meningitis. I look forward to your continued support in 2018.

*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 trying

to make a big difference. In just 6 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.

Our services include creative therapies-including play and art therapy which help children deal with the impact of the disease, free

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# ACT for Meningitis 2017 Annual Report



counselling services for families or individuals who have been affected by Meningitis, Cranial Sacral Therapy, physiotherapy, psychologist assessment, 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 170,000 awareness cards and have held numerous 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 2017

2017 was an extremely busy year for awareness with the introduction of new awareness materials and new awareness campaigns across the country. Our over 55's campaign was extremely successful as we launched our new over 55's awareness bookmark and distributed 100's of them at the Active retirement show in the RDS earlier in the year.



We were delighted to exhibit at the Irish student health conference, where we got the opportunity to liaise with student health representatives from colleges and universities across the country. Following from this we had continued success with our student awareness campaign "It might not be a

hangover" visiting several colleges across the country, including the AIT Health Fair, GMIT - #First Five Weeks programme and DCU, where we were invited to talk to the Health and Society students as part of their assignment.



Attended Leinster house and presented to over 30 members of the oireachtais, highlighting the importance of meningitis awareness and the support we offer to families across the country.



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2017 saw the launch of our new awareness material, over 55's bookmarks, our newly designed pocket size awareness card, two new brochures – Meningitis support and Anyone, Anyage, Anytime, which will be distributed to over 1300 display locations in GP Surgery, health centre and hospital waiting

rooms nationwide, with a reach of 1.4million patients per month and reaching over 2000 Gp's.



Zeminar is a new social enterprise, that focus on the well-being and education of all young people in Ireland and caters for over 7000 students at a 3 day event in the RDS, which we were

delighted to exhibit at and hand out our awareness material to students from all over Ireland.



Earlier this year we were very proud to join Rugby legends matt Dawson and Rory Best on World meningitis Day in Dublin as they launched the #TackleMeningitis campaign raining awareness about the signs and symptoms of meningitis.



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Despite an extremely busy 2017 with awareness, we look forward to the challenges ahead in 2018 and will continue to build on our awareness campaigns.



## Fundraising 2017

2017 has been our most successful year in all aspects of fundraising with a 46% increase in our income. As we continue to raise awareness of our charity so too does the support for ACT continue to grow. We have now developed relationships with many communities, corporates, committees and individuals who have and will continue to fundraise and advocate for us. We are now signed up to and are fully compliant with the Principals of Fundraising and continue to carry out best practice in all aspects of our fundraising.



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However, in the continued absence of ongoing government funding we continue to remain heavily dependant on the generosity of our donors, corporate partners, and community fundraisers to continue 100% free and immediate service provision in 19 counties across Ireland. The 25% increased cost of support service provision this year impacted on quarterly fundraising targets but with thanks to the success of each fundraising stream and the continued support of the public, these were surpassed, resulting in a surplus of €40,000 to fund Phase 1 of “Aoibhe’s House” early next year



## Community 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:

- Strictly ACT raising in excess of €43,000.
- Rise in numbers for Remembering Aoibhe 5k & Duathlon 2017 (Raising €10,000)
- ACT Winter Ball sold out with 470 tickets sold, and funds raised were 110% increase on last year (Over €21,000 profit raised). Another successful event, with many connections made and vows of support with Aoibhe’s House in 2018.
- Chosen once again for Lola’s ball and other various

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# ACT for Meningitis 2017 Annual Report



community events by this fundraising committee in Limerick

- Chosen as the charity to benefit from many events this year in memory of Grainne O Donnell in Tipperary, including 5/10k run, coffee mornings & Tractor Run
- 2<sup>nd</sup> Annual Zombie Chase, continues to grow
- Chosen charity for Trends Golf Society 2017, raising in excess of €12k for ACT.
- Amazing fundraisers taking on events across the country such as Streets of Galway, Dublin Marathon, Sea-2-Summits raising thousands of euros for ACT.



## Corporate Fundraising

Our corporate partnerships continue to grow, this year we were the chosen charity for Network Galway, Medtronic/Covidean Galway, Pfizer Ireland and Woodies Ireland and this is an area of fundraising we intend to concentrate on as we begin the fundraising drive for Aoibhe's House.



## Highlights:

- Pfizer Stat Cycle saw 160 staff in Dublin take part in a Cyclethon for ACT, raising €3,800 for ACT.
- Woodies Heroes Campaign finished in August with €68,750 transferred to our account. This

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was a wonderful partnership for ACT and we worked extremely hard to make a good impression, which we hope will stand to us during the 2018 charity selection.

- Network Galway gave us a platform to future support from many local business's for 2018 and a cheque for €6,487!
- Medtronic/Covidean Galway made a donation of €6,250 to ACT as partners for 2017.



## Grants, Trusts & Large Gifts

Applications were made to nine localities for HSE funding in 2017 of which three were successful in securing government funding of €6,100 for ACT for Meningitis in 2017 (approx 2% of annual income).

Philanthropic and corporate grants

were awarded this year from Ulster Bank (€2,000) in unrestricted donation, Creganna Medical (€5,500) for Support Workshops, GSK (€18,688) to support production and distribution of new information flyers, and Pfizer (€8,000) to support national awareness campaign. Successful applications were also made in the last 12 months to The Saturday Hospital Fund (€2,400) and The Cork Street Fund (€1,316).



For 2018, focus will be made on developing a strategy to raise the extra funds necessary for Aoibhe's House while maintaining the level of fundraising required to run the organisation and grow the services as necessary.

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2018'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  
2017*

## Support 2017

ACT for Meningitis is currently supporting 83 families Nationwide, with 45% of those families in county Galway. This was an increase of 27 families in the year, we also expanded to 19 counties nationwide. This substantial increase in families has more than doubled the number of families we now support since the beginning of 2015.



In 2017 we ran the You, Your thoughts Your ACTions course twice in Galway, one started in February and the next in September. It was decided to run the second course due to requests from families, some of which had previously attended and had found it so beneficial they wanted to repeat the course.

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In February we ran a Reconnecting after Meningitis workshop in Galway. Families provided feedback that they had enjoyed the workshops with one family stating “It’s given us the starting point to move forward differently, that we needed but couldn’t do ourselves”

- “It’s given us the starting point to move forward differently, that we needed but couldn’t do ourselves”

Parent

“I loved having fun with my mum and Dad, they played all fun games with us”

Child

In March the Family Support Worker attended the Sensational Kids conference held in Dublin which was focused on supporting children with additional learning support needed through the school system. This was a good opportunity for networking and to stay up to date with resources available to refer children onto.



Summer we offered the Me Too course supporting siblings of children left with side affects, or with parents who have been left with side affects after meningitis. This proved difficult due to holidays and summer camps that families had over this period. Feedback from families was that courses and workshops were easier for them to attend when run during the school year and we have taken this in to consideration with planning for 2018.



In August we held our ever successful family day in Dublin zoo, the focus in the groups offered was creating resources that would support families at home when they are feeling anxious, angry or need help to relax.

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In September and October we offered the You, Your thoughts Your ACTions course in Portlaoise and Dublin, to allow families from other locations ease of access to the course. The course was adapted to be delivered over a weekend. Following feedback we are planning to once again adapt this and deliver on two days with perhaps three weeks between each day.

"All weekend I'm looking forward to it, it gets me through"

"My perspective has changed, seeing things differently means I'm not as stressed all the time"

We also were able to offer the Reconnecting after Meningitis course in Portlaoise and Galway, we are continuing to attempt to source alternative locations with the capacity to meet our needs in order to vary the locations which will hopefully allow more families to access the support.

"It's a second family, who just accept and support"

17<sup>th</sup> December 2017 was our Christmas family day in Athlone. We are hosting a peer support breakfast in Athlone Springs hotel before attending Glendeer Pet Farm's Irelands Lapland where a visit to Santa and present was also included.



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This year we introduced Filial Therapy as an additional support. This approach is incredibly beneficial where the parent-child relationship has been affected by the experience of meningitis, enable parents to empower themselves in the parent role and building relationship while supporting the child.

“Even just having a chat means so much, don’t feel alone with it all”

“Nothing seems to be too much, coming out to the house means we both can get support together”



## Financial Report

### Income for 2017

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.

### Expenditure for 2017

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, with 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

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# ACT for Meningitis 2017 Annual Report



## 2016 Accounts

**ACT FOR MENINGITIS COMPANY LIMITED B**  
(A company limited by guarantee, without a share)

**Directors' Report and Financial Stat**

**for the year ended 31 December ;**

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# ACT for Meningitis 2017 Annual Report



## **ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE** (A company limited by guarantee, without a share capital) **CONTENTS**

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# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

### DIRECTORS AND OTHER INFORMATION

<b>Directors</b>	Edina Moylett Noel Carroll Gary Monroe (Resigned 4 February 2016) Fiona Keys (Resigned 4 February 2016) Margaret Martin Austin Sammon (Appointed 4 February 2016) Kevin Nugent (Appointed 4 February 2016) Richard Healy (Appointed 4 February 2016) Tim Collieran (Appointed 4 February 2016) Emma Kilgariff (Appointed 4 February 2016)
<b>Company Secretary</b>	Noel Carroll
<b>Company Number</b>	505135
<b>Charity Number</b>	CHY20088
<b>Registered Office</b>	Level one, Liosbain Business Park, Tuam Road, Galway.
<b>Business Address</b>	Unit 7 Royal Rock Ballybane Galway
<b>Auditors</b>	DFS & Co Audit Services Ltd Chartered Accountants & Registered Auditors Innovation House, Ballybrit Business Park, Ballybrit, Galway.
<b>Bankers</b>	Ulster Bank Tuam Road Galway



# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

### DIRECTORS' REPORT

for the year ended 31 December 2016

The directors present their report and the audited financial statements for the year ended 31 December 2016.

#### 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 2016.

#### Principal Risks and Uncertainties

The directors consider that the following are the principal risk factors that could materially and adversely affect the company's future operating or financial position: -

- Loss of Funding
- Negative Media Coverage of the Charities Sector

The company has organisational policies and structures to limit some of these risks and the Board of Directors and Management regular review, reassess and proactively limit the associated risk insofar as possible.

#### Financial Results

The (deficit)/surplus for the year after providing for depreciation amounted to €(18,571) (2015 - €56,537).

At the end of the year the company has assets of €57,494 (2015 - €76,087) and liabilities of €6,534 (2015 - €6,556). The net assets of the company have decreased by €(18,571).

#### Directors and Secretary

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

Edina Moylett  
Noel Carroll  
Gary Monroe (Resigned 4 February 2016)  
Fiona Keys (Resigned 4 February 2016)  
Margaret Martin  
Austin Sammon (Appointed 4 February 2016)  
Kevin Nugent (Appointed 4 February 2016)  
Richard Healy (Appointed 4 February 2016)  
Tim Collieran (Appointed 4 February 2016)  
Emma Kilgariff (Appointed 4 February 2016)

The secretary who served throughout the year was Noel Carroll

There were no changes in shareholdings between 31 December 2016 and the date of signing the financial statements.

In accordance with the Articles of Association, 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 & Registered Auditors) 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.

# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

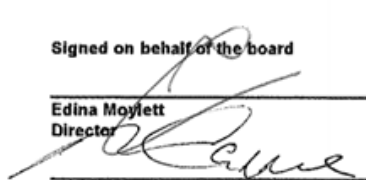
### DIRECTORS' REPORT

for the year ended 31 December 2016

#### Accounting Records

To ensure that adequate accounting records are kept in accordance with Sections 281 to 285 of the Companies Act 2014, the directors have employed appropriately qualified accounting personnel and have maintained appropriate computerised accounting systems. The accounting records are located at the company's office at Unit 7, Royal Rock, Ballybane, Galway.

Signed on behalf of the board

  
Edina Moylett  
Director

  
Noel Carroll  
Director

5 May 2017

# ACT for Meningitis 2017 Annual Report



## **ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE**

(A company limited by guarantee, without a share capital)

### **DIRECTORS' RESPONSIBILITIES STATEMENT**

for the year ended 31 December 2016

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

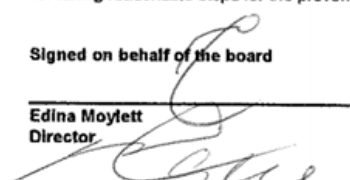
Irish company law requires the directors to prepare financial statements for each financial year. Under the law the directors have elected to prepare the financial statements in accordance with the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"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

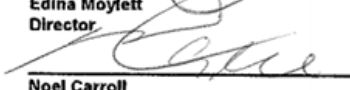
In preparing these financial statements, the directors are required to:

- select suitable accounting policies for the company financial statements and then apply them consistently;
- make judgements and 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 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 Moylett  
Director

  
Noel Carroll  
Director

5 May 2017

# ACT for Meningitis 2017 Annual Report



## INDEPENDENT AUDITOR'S REPORT

### to the Members of ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

We have audited the financial statements of ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE for the year ended 31 December 2016 which comprise the Income and Expenditure Account, the Balance Sheet, the Reconciliation of Members' Funds, the Cash Flow Statement, the Accounting Policies and the related notes. The relevant 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" issued by the Financial Reporting Council and promulgated by the Institute of Chartered Accountants in Ireland.

This report is made solely to the company's members, as a body, in accordance with Section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of directors and auditors

As 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 otherwise comply with the Companies Act 2014. Our responsibility is to audit and express an opinion on the financial statements in accordance with Irish law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practice Board's Ethical Standards for Auditors, including 'APB Ethical Standard - Provisions Available for Small Entities (Revised)', in the circumstances set out in Note 6 to the financial statements.

#### Scope of the audit of the financial statements

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

#### Opinion on financial statements

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 2016 and of its results for the year then ended; and
- have been properly prepared in accordance with the relevant financial reporting framework and, in particular, the requirements of the Companies Act 2014.

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

- We have obtained all the information and explanations which we consider necessary for the purposes of our audit.
- In our opinion the accounting records of the company were sufficient to permit the financial statements to be readily and properly audited.
- The financial statements are in agreement with the accounting records.
- In our opinion the information given in the Directors' Report is consistent with the financial statements.

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

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

Maria Doonan

for and on behalf of

DFS & CO AUDIT SERVICES LTD

Chartered Accountants & Registered Auditors

Innovation House,

Ballybrit Business Park,

Ballybrit,

Galway.

5 July 2017

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## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

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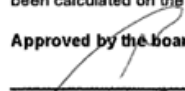
### INCOME AND EXPENDITURE ACCOUNT

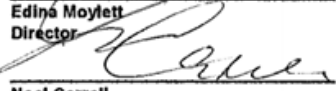
for the year ended 31 December 2016

	Notes	2016 €	2015 €
Income	7	136,000	188,400
Expenditure		(154,571)	(131,863)
(Deficit)/surplus on ordinary activities before tax		(18,571)	56,537
Tax on (deficit)/surplus on ordinary activities	10	-	-
Total Comprehensive Income		(18,571)	56,537

The company has no recognised gains or losses other than the results for the year. The results for the year have been calculated on the historical cost basis. The company's income and expenses all relate to continuing operations.

Approved by the board on 5 May 2017 and signed on its behalf by:

  
Edina Moylett  
Director

  
Noel Carroll  
Director

# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

### BALANCE SHEET

as at 31 December 2016

	Notes	2016 €	2015 €
<b>Fixed Assets</b>			
Tangible assets	11	3,642	1,492
<b>Current Assets</b>			
Debtors	12	1,050	478
Cash and cash equivalents		52,802	74,117
		53,852	74,595
<b>Creditors: Amounts falling due within one year</b>	13	(6,534)	(6,556)
<b>Net Current Assets</b>		47,318	68,039
<b>Total Assets less Current Liabilities</b>		50,960	69,531
<b>Reserves</b>			
Income and expenditure account		50,960	69,531
<b>Equity attributable to owners of the company</b>		50,960	69,531

Approved by the board on 5 May 2017 and signed on its behalf by:

Edina Moylett  
Director

Noel Carroll  
Director

# ACT for Meningitis 2017 Annual Report



**ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE**  
(A company limited by guarantee, without a share capital)  
**RECONCILIATION OF MEMBERS' FUNDS**  
as at 31 December 2016

	Retained surplus	Total
	€	€
<b>At 1 January 2015</b>	12,994	12,994
Surplus for the year	56,537	56,537
<b>At 31 December 2015</b>	69,531	69,531
Deficit for the year	(18,571)	(18,571)
<b>At 31 December 2016</b>	<b>50,960</b>	<b>50,960</b>

# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

### CASH FLOW STATEMENT

for the year ended 31 December 2016

	Notes	2016 €	2015 €
<b>Cash flows from operating activities</b>			
(Deficit)/surplus for the year		(18,571)	56,537
Adjustments for:			
Depreciation		700	344
		(17,871)	56,881
Movements in working capital:			
Movement in debtors		(572)	-
Movement in creditors		(22)	1,905
Cash (used in)/generated from operations		(18,465)	58,786
<b>Cash flows from investing activities</b>			
Payments to acquire tangible fixed assets		(2,850)	-
<b>Net (decrease)/increase in cash and cash equivalents</b>		(21,315)	58,786
<b>Cash and cash equivalents at beginning of financial year</b>		<b>74,117</b>	<b>15,331</b>
<b>Cash and cash equivalents at end of financial year</b>	<b>18</b>	<b>52,802</b>	<b>74,117</b>



# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

### NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2016

#### 1. GENERAL INFORMATION

ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE is a company limited by guarantee incorporated in the Republic of Ireland. Level one, Liosbain Business Park, Tuam Road, Galway, 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. 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 2016 have been prepared on the going concern basis and in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (FRS 102). These are the company's first set of financial statements prepared in accordance with FRS 102. There have been no transitional adjustments made.

##### 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" issued by the Financial Reporting Council and promulgated by the Institute of Chartered Accountants in Ireland.

##### Income

Turnover comprises the invoice value of goods supplied by the company, exclusive of trade discounts and value added tax.

##### 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 debtors

Trade and other debtors 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 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.

# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

### NOTES TO THE FINANCIAL STATEMENTS

continued

for the year ended 31 December 2016

#### 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.

#### 3. ADOPTION OF FRS 102

This is the first set of financial statements prepared by ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE in accordance with accounting standards issued by the Financial Reporting Council, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"). The company transitioned from previously extant Irish and UK GAAP to FRS 102 as at 1 January 2015.

#### 4. SIGNIFICANT ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

The preparation of these financial statements requires management to make judgements, estimates and assumptions that affect the application of the policies and reported amounts of assets and liabilities, income and expenses.

Judgements and estimates are continually evaluated and are based on historical experiences and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The company makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition seldom equal the related actual results. The estimates and assumptions that have significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

##### a) Establishing useful lives for depreciation purposes of Fixed Assets

Long-lived assets, consisting primarily of Premises, Machinery, and Fixtures & Fittings, comprises a significant portion of the total assets. The annual depreciation charge depends primarily on the estimated useful economic lives of each type of assets and estimates of residual values. The directors regularly review these assets useful economic lives and change them as necessary to reflect current thinking on remaining lives in light of prospective economic utilisation and physical condition of the assets concerned. Changes in assets useful lives can have a significant impact on depreciation and amortisation charges for the period. Detail of the useful economic lives is included in accounting policies.

#### 5. 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.

#### 6. PROVISIONS AVAILABLE FOR 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.

#### 7. INCOME

The income for the year has been derived from:-

	2016 €	2015 €
Grant Income	14,507	50,000
Fundraising Income	43,260	74,953
Other Funding	78,233	63,447
	<u>136,000</u>	<u>188,400</u>

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 a Charity to educate and create awareness of signs and symptoms of Meningitis.

# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

## NOTES TO THE FINANCIAL STATEMENTS

continued

for the year ended 31 December 2016

<b>8. OPERATING (DEFICIT)/SURPLUS</b>	<b>2016</b>	<b>2015</b>
	€	€
Operating (deficit)/surplus is stated after charging:		
Depreciation of tangible fixed assets	700	344
	<u>700</u>	<u>344</u>
<b>9. EMPLOYEES AND REMUNERATION</b>		
<b>Number of employees</b>		
The average number of persons employed (including executive directors) during the year was as follows:		
	<b>2016</b>	<b>2015</b>
	Number	Number
Employees	4	5
	<u>4</u>	<u>5</u>
The staff costs comprise:	<b>2016</b>	<b>2015</b>
	€	€
Wages and salaries	80,693	74,567
Social welfare costs	7,945	7,123
	<u>88,638</u>	<u>81,690</u>
<b>10. TAX ON (DEFICIT)/SURPLUS ON ORDINARY ACTIVITIES</b>	<b>2016</b>	<b>2015</b>
	€	€
<b>Analysis of charge in the year</b>		
<b>Current tax:</b>		
Corporation tax	-	-
	<u>-</u>	<u>-</u>

The company is exempt from taxation in accordance with Section 207, Section 309 and Section 266 of the Taxes Consolidation Act 1997. The exemption applies to Income Tax, Corporation Tax, Capital Gains Tax and Deposit Interest Retention Tax.

# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2016

continued

### 11. TANGIBLE FIXED ASSETS

	Fixtures, fittings and equipment €	Total €
<b>Cost</b>		
At 1 January 2016	2,749	2,749
Additions	2,850	2,850
At 31 December 2016	5,599	5,599
<b>Depreciation</b>		
At 1 January 2016	1,257	1,257
Charge for the year	700	700
At 31 December 2016	1,957	1,957
<b>Net book value</b>		
At 31 December 2016	3,642	3,642
At 31 December 2015	1,492	1,492

### 11.1. TANGIBLE FIXED ASSETS PRIOR YEAR

	Fixtures, fittings and equipment €	Total €
<b>Cost</b>		
At 31 December 2015	2,749	2,749
<b>Depreciation</b>		
At 1 January 2015	913	913
Charge for the year	344	344
At 31 December 2015	1,257	1,257
<b>Net book value</b>		
At 31 December 2015	1,492	1,492
At 31 December 2014	1,836	1,836

### 12. DEBTORS

	2016 €	2015 €
Other debtors	600	-
Prepayments and accrued income	450	478
	1,050	478

### 13. CREDITORS Amounts falling due within one year

	2016 €	2015 €
Taxation (Note 14)	5,304	5,326
Accruals	1,230	1,230
	6,534	6,556



# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

### NOTES TO THE FINANCIAL STATEMENTS

continued

for the year ended 31 December 2016

14. TAXATION	2016 €	2015 €
Creditors: PAYE	5,304	5,326

#### 15. 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.

#### 16. CAPITAL COMMITMENTS

The company had no material capital commitments at the year-ended 31 December 2016.

#### 17. POST-BALANCE SHEET EVENTS

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

18. CASH AND CASH EQUIVALENTS	2016 €	2015 €
Cash and bank balances	52,802	74,117

#### 19. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved and authorised for issue by the board of directors on 5 May 2017.

# ACT for Meningitis 2017 Annual Report



**ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE**  
(A company limited by guarantee, without a share capital)

**SUPPLEMENTARY INFORMATION**

**RELATING TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2016**

**NOT COVERED BY THE REPORT OF THE AUDITORS**

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

# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

### SUPPLEMENTARY INFORMATION RELATING TO THE FINANCIAL STATEMENTS

#### TRADING STATEMENT

for the year ended 31 December 2016

	Schedule	2016 €	2015 €
Income		136,000	188,400
Gross Percentage		100.0%	100.0%
Overhead expenses	1	(154,571)	(131,863)
Net (deficit)/surplus		(18,571)	56,537

# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

### SUPPLEMENTARY INFORMATION RELATING TO THE FINANCIAL STATEMENTS

#### SCHEDULE 1 : OVERHEAD EXPENSES

for the year ended 31 December 2016

	2016 €	2015 €
<b>Administration Expenses</b>		
Wages and salaries	80,693	74,567
Social welfare costs	7,945	7,123
Staff training	1,160	-
Rent payable	6,538	5,175
Insurance	901	1,050
Light and heat	142	-
Events costs	20,193	11,831
Printing, postage and stationery	988	2,716
Advertising	8,662	13,163
Marketing	855	4,052
Office costs	2,802	1,825
Telephone	1,844	1,983
Travelling and entertainment	2,386	1,772
Legal and professional	62	-
Bank charges	712	897
Family Support Expenses	16,150	3,520
General expenses	608	615
Auditor's remuneration	1,230	1,230
Depreciation of tangible fixed assets	700	344
	<b>154,571</b>	<b>131,863</b>



# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

## NOTES TO THE FINANCIAL STATEMENTS

continued

for the year ended 31 December 2016

<b>8. OPERATING (DEFICIT)/SURPLUS</b>	<b>2016</b>	<b>2015</b>
	<b>€</b>	<b>€</b>
Operating (deficit)/surplus is stated after charging:		
Depreciation of tangible fixed assets	<u>700</u>	<u>344</u>
<b>9. EMPLOYEES AND REMUNERATION</b>		
<b>Number of employees</b>		
The average number of persons employed (including executive directors) during the year was as follows:		
	<b>2016</b>	<b>2015</b>
	<b>Number</b>	<b>Number</b>
Employees	<u>4</u>	<u>5</u>
The staff costs comprise:		
	<b>2016</b>	<b>2015</b>
	<b>€</b>	<b>€</b>
Wages and salaries	80,693	74,567
Social welfare costs	<u>7,945</u>	<u>7,123</u>
	<u>88,638</u>	<u>81,690</u>
<b>10. TAX ON (DEFICIT)/SURPLUS ON ORDINARY ACTIVITIES</b>		
	<b>2016</b>	<b>2015</b>
	<b>€</b>	<b>€</b>
Analysis of charge in the year		
Current tax:		
Corporation tax	<u>-</u>	<u>-</u>

The company is exempt from taxation in accordance with Section 207, Section 309 and Section 266 of the Taxes Consolidation Act 1997. The exemption applies to Income Tax, Corporation Tax, Capital Gains Tax and Deposit Interest Retention Tax.

# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE (A company limited by guarantee, without a share capital) NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2016

continued

### 11. TANGIBLE FIXED ASSETS

	Fixtures, fittings and equipment €	Total €
<b>Cost</b>		
At 1 January 2016	2,749	2,749
Additions	2,850	2,850
At 31 December 2016	5,599	5,599
<b>Depreciation</b>		
At 1 January 2016	1,257	1,257
Charge for the year	700	700
At 31 December 2016	1,957	1,957
<b>Net book value</b>		
At 31 December 2016	3,642	3,642
At 31 December 2015	1,492	1,492

### 11.1. TANGIBLE FIXED ASSETS PRIOR YEAR

	Fixtures, fittings and equipment €	Total €
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<b>Net book value</b>		
At 31 December 2015	1,492	1,492
At 31 December 2014	1,836	1,836

### 12. DEBTORS

	2016 €	2015 €
Other debtors	600	-
Prepayments and accrued income	450	478
	1,050	478

### 13. CREDITORS Amounts falling due within one year

	2016 €	2015 €
Taxation (Note 14)	5,304	5,326
Accruals	1,230	1,230
	6,534	6,556

# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2016

continued

### 11. TANGIBLE FIXED ASSETS

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<b>Net book value</b>		
At 31 December 2016	3,642	3,642
At 31 December 2015	1,492	1,492

### 11.1. TANGIBLE FIXED ASSETS PRIOR YEAR

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# ACT for Meningitis 2017 Annual Report



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## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

### NOTES TO THE FINANCIAL STATEMENTS

continued

for the year ended 31 December 2016

<b>14. TAXATION</b>	<b>2016</b>	<b>2015</b>
	<b>€</b>	<b>€</b>
Creditors: PAYE	<b>5,304</b>	<b>5,326</b>

#### 15. 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.

#### 16. CAPITAL COMMITMENTS

The company had no material capital commitments at the year-ended 31 December 2016.

#### 17. POST-BALANCE SHEET EVENTS

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

<b>18. CASH AND CASH EQUIVALENTS</b>	<b>2016</b>	<b>2015</b>
	<b>€</b>	<b>€</b>
Cash and bank balances	<b>52,802</b>	<b>74,117</b>

#### 19. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved and authorised for issue by the board of directors on 5 May 2017.

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# ACT for Meningitis 2017 Annual Report



## ACT FOR MENINGITIS COMPANY LIMITED BY GUARANTEE

(A company limited by guarantee, without a share capital)

### NOTES TO THE FINANCIAL STATEMENTS

continued

for the year ended 31 December 2016

14. TAXATION	2016 €	2015 €
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# **ACT for Meningitis 2017 Annual Report**



**SUPPORT \* AWARENESS \* EDUCATION**