



Director's Report and Financial Statements  
For the year ended 31<sup>st</sup> December 2012

CHARITY NUMBER CHY7680

**COMHLÁMh DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31st DECEMBER 2012**

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**COMHLÁMh DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**YEAR ENDED 31st DECEMBER 2012**

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**The board of directors**

Ronan Moore  
Helen Ryan  
Alice Mary Higgins  
Michael O'Brien  
Johnny Sheehan  
Glenn Bradley  
Deirdre Duffy  
Davnet O'Driscoll  
Amy Anderson

**Company secretary**

Amy Anderson

**Registered office**

2nd Floor  
Ballast House  
Aston Quay  
Dublin 2

**Auditor**

Grant Thornton  
Chartered Accountants  
& Registered Auditor  
24 - 26 City Quay  
Dublin 2

**Bankers**

Permanent TSB  
2-4 Upper Baggot Street  
Dublin 4

**Solicitors**

Hughes & Liddy  
2 Upper Fitzwilliam Street  
Dublin 2

**COMHLÁMH DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**THE DIRECTORS' REPORT**

**YEAR ENDED 31st DECEMBER 2012**

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The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31st December 2012.

**Constitution**

Comhlámh is a company limited by guarantee and not having a share capital. Comhlámh is a registered charity (CHY7680) and company limited by guarantee, and is governed by a Voluntary Board.

**Comhlámh's Vision**

Our vision is of volunteers and development workers working in solidarity for a just, equitable and sustainable world.

**Comhlámh's Mission**

Our mission is to foster good practice and critical engagement in volunteering and action for development

**Comhlámh's Values**

The core values in achieving our vision and which underlie the overarching purpose of Comhlámh are:

- Solidarity – unity that produces or is based on a community of interests, objectives, and standards and results in mutual support within this community.
- Sustainability – the long-term maintenance of wellbeing which includes the concept of protecting and managing resources responsibly.
- Justice - the upholding of what is just, especially fair treatment and due reward in accordance, with honour, standards, and law.

**Supporting Values**

Other values which are fundamental to our vision and objectives are:

- Equality - equal rights for people regardless of what factors they might have that are different. Equality states that because they are human they must be equal.
- Diversity - encompasses acceptance and respect, understanding that each individual is unique, and recognising our individual differences.
- Independence - not to rely on or be controlled by others; self-subsistence or maintenance; direction of one's own affairs without interference, that is, self-governing.
- Transparency - ensure all relevant information is fully and freely available to the public.
- Accountability - liable to be held to account and be answerable for one's actions.

# COMHLÁMH DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND COMPANY LIMITED BY GUARANTEE

## THE DIRECTORS' REPORT

YEAR ENDED 31st DECEMBER 2012

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### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Board of Directors

Comhlámh is governed by a Board of Directors which provides leadership, strategic direction and controls the organisation. Each year nominations are sought for the Board of Directors based on a comprehensive skills matrix ensuring a range of knowledge and experience is represented. The Board of Directors is the primary decision-making body for Comhlámh members between AGMs. Annually, a Chairperson, Treasurer and Staff Liaison Officer are nominated; the role and responsibilities of all Directors is set out in Comhlámh's Governance Manual. Board members are provided with initial induction and training, as and when, appropriate.

The Board is responsible for decisions on the plans, the budgets and the policies, defining the scope of Comhlámh's programmes and is accountable to the membership. On a daily basis the organisation is managed by the Executive Director/Head of Comhlámh. The Board meets on a six-weekly basis, reviewing performance and financial reports; ensuring that the organisation is performing and delivering as per proposals and the Strategic Plan; adhering to financial procedures; remaining solvent while expending the budget according to the annual plan; and complying with all legal requirements.

Budgeting and expenditure are carried out under the principle of cost effectiveness. The Board work to an annual work plan and have structured into that an opportunity to review their performance and to prepare for renewal. Comhlámh has a Risk Register and Action Plan for the entire organisation that is reviewed on a six monthly basis, with risk mitigation lying with the Executive Director/Head of Comhlámh, staff and the Board.

In 2012 there were a number of changes to the makeup of the Board. Four members of the board stepped down. Seeking to replace these members and add to the strengths of the remaining board members, Comhlámh introduced five new members. These included individuals with legal and financial expertise, as well as people from the private and development sectors.

A reserves policy was agreed by the Board in 2012. The Treasurer has taken board-level responsibility for fundraising. Fundraising is now a board item on every board agenda. We have agreed that our funding base needs to be radically transformed to ensure that Comhlámh has the financial strength to continue to operate as an independent body and are in the process of engaging a professional fundraiser to implement this change. In the short term we will continue to ensure we obtain as much funding from our existing base as possible, but in the longer term, much work needs to be undertaken to maximise revenues from new funding sources.

#### Staff and Management

The executive management team oversees the implementation of programmes internally and reports to the Board.

In 2012, work was undertaken to restructure the management and staff roles. The rationale behind this was to stream-line and refocus in order to better achieve organisational objectives as well as meet the challenge of reduced funding. Development Education delivery was absorbed across all work areas. Protracted negotiations with the main funder over the adoption of a new results based framework (RBF), resulted in a significant delay in the receipt of funding. This resulted in temporary layoffs and reduced working hours for staff and management from 7 May until 19 July.

**COMHLÁMH DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
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**THE DIRECTORS' REPORT**

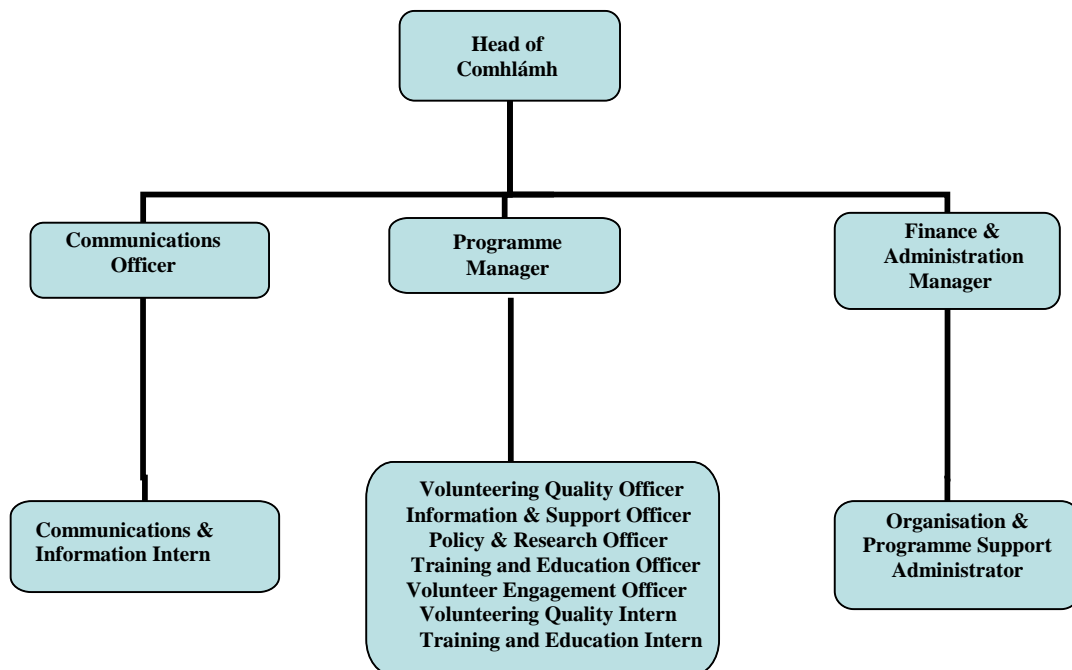
**YEAR ENDED 31st DECEMBER 2012**

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At management level, the restructuring resulted in three of the four management positions being made redundant and two new management positions being created. The process took longer than anticipated. As a result, the Executive Director left at the end of November.

The restructure at project officer level was finalised in August.

The organogram below presents an overview of the new staff structure:



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**THE DIRECTORS' REPORT**

**YEAR ENDED 31st DECEMBER 2012**

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**OBJECTIVES AND ACTIVITIES**

Comhlámh's objectives for 2012, as set out in the strategic plan, were:

1. Be the leading independent voice and source of information on volunteering for development in Ireland.
2. Strengthen our role and position as coordinator and advocate of good practice in volunteering for development.
3. Promote and support volunteers and development workers to critically engage in volunteering and action for development.
4. Grow and engage our members and network to create societal and attitudinal change on development issues.

The main activities that contributed to the achievement of the objectives in 2012 were:

- Our active engagement with the 38 volunteer sending agencies that are signatories to Comhlámh's Code of Good Practice (CoGP). This included improving the level and quality of feedback about signatories' implementation of the Code, and the provision of capacity building supports through peer networking, workshops, and one-to-one meetings;
- Encouraging the continuous engagement of returned volunteers in international development through the implementation of the second year of an EU-funded project entitled "Back to the Future! Returned volunteers as multipliers on global development issues";
- Supporting development workers to protect their social welfare and pension rights while overseas, including through the administration of the Volunteer Development Worker (PRSI) Scheme and the Public Service Pension Scheme for Volunteer Development Workers;
- Delivering training for people involved international volunteering, from the 'Volunteering Overseas: Where do I start?' course, to pre-departure training, through to coming home weekends, debriefing, and courses on continuing engagement;
- Completing the final year of a 3-year EU-funded trade justice programme, which included the publication of a report and video on Southern Alternatives to EU Trade Policy;
- Campaigning on trade justice: thanks to our supporters and global partners, we had a trade justice campaign success when the European Parliament voted to reject an unfair EPA ultimatum in favour of more time to negotiate fairer trade agreements;
- Providing our partners, supporters and the general public with timely, reliable and useful information through our social media work, our publications, our participation in Irish and international networks and conferences, and our policy work;
- Promoting good practice in international volunteering among the Irish public through the delivery of the Irish Aid Volunteering Fair (with approximately 250 attendants) and an event to celebrate International Volunteer Day in December.

# COMHLÁMH DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND COMPANY LIMITED BY GUARANTEE

## THE DIRECTORS' REPORT

YEAR ENDED 31st DECEMBER 2012

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### ACHIVEMENTS AND PERFORMANCE

#### Code of Good Practice

- By the end of 2012, there were 38 signatory organisations to the CoGP: a revised self-audit tool was developed and introduced, which ensured the quality of self-reporting by VSAs against the Code improved significantly on 2011;
- Minimum standards relating to the CoGP were identified and introduced in consultation with the Volunteering Options Working Group, and these will be piloted in 2013;
- Comhlámh actively supported the networking and exchange of information among VSA signatories during the year through peer support meetings, a workshop on crisis communications and two meetings of the volunteering and development education committee. A total of 33 VSAs participated in the two peer support meetings, with 50 participants overall.

#### Information and Support Services for Volunteers

- As part of the restructuring process, information and support services for volunteers were consolidated in 2012, with one point of contact in the organisation designated to handle enquiries;
- Comhlámh effectively managed the Volunteer Development Worker (VDW) and Public Service Pension Scheme (PSPS), processing 149 applications in total;
- On behalf of Irish Aid, a Volunteering Fair was organised and held in September: it was attended by just over 250 people, and included a keynote address by the Minister of State for Trade and Development;
- We also informed the public about good practice in international volunteering through talks, stand events, and responses to individual queries;
- Lack of funding impacted on the support services Comhlámh could offer to volunteers and development workers; we did, however, continue to organise referrals to counselling, debriefing, and careers advice, as well as running the “Coming Home Weekends”.

#### Policy work

- Comhlámh made a comprehensive submission as part of Irish Aid’s White Paper consultation, in addition to contributing to a submission on Irish Aid’s proposed Volunteering Corps. In partnership with organisations in France, we agreed and endorsed a paper on the EU Humanitarian Aid Volunteer initiative;
- We commissioned two new pieces of research that will examine emerging best practice in international volunteering, and the specific contribution of international volunteering to the economy in Ireland;
- We published a seminal policy report, along with our EU partners in Britain, France and Germany, called *Southern Alternatives to EU Trade Policy*. It presents the views of 8 activists and thinkers from the Global South on how EU trade policy could change so as to promote sustainable development and poverty eradication. This report was disseminated across European and global civil society and policy-makers, as well as within Ireland;
- We also engaged proactively at Irish and EU level in policy fora, promoting both good practice in international volunteering and trade justice within civil society and to policy makers.



# COMHLÁMH DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND COMPANY LIMITED BY GUARANTEE

## THE DIRECTORS' REPORT

YEAR ENDED 31st DECEMBER 2012

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### Engagement of Volunteers

- Comhlámh ran two pre-decision courses on overseas volunteering, as well as tailored pre-departure training for VSAs: demand for the latter remained very strong throughout the year;
- As part of our work to support VSAs, we ran two training of trainers programmes that focused on facilitation skills and pre-departure training;
- At the post-return stage, we ran two Coming Home Weekends, two group debriefings, two 'What Next' courses and four other continuous engagement sessions for VSAs, reaching a total of 200 returned volunteers;
- Comhlámh's celebration for International Volunteer Day in December highlighted the work of returned volunteers who have led interesting continuous engagement projects;
- People interested in volunteering for global justice in Ireland continued to engage with our work via the Focus Magazine editorial group, and the Trade Justice Group, while there were almost 92,000 combined visitors to comhlamh.org and volunteeringoptions.org during the year;
- In 2012, the "Back to the Future!" EU-funded project engaged 108 returned volunteers to increase their understanding of development issues and encourage them to take action in support of the MDGs.

### Trade Justice

- 2012 was a challenging year for our trade justice work, with funding to this area being discontinued by Irish Aid in April 2012. However, we continued to receive EU-funding until the end of 2012;
- We delivered workshops on trade and development to 132 people including trade union activists, development educators, returned volunteers and people interested in global issues.
- Our campaigns work focused on the importance of listening to Southern voices on trade policy and the importance of alternatives. In particular we campaigned hard to reject the EU's unfair deadline for the signing of EPAs, which are free trade agreements between the EU and African, Caribbean and Pacific Countries. A number of our members and supporters wrote personalised letters to their MEPs, helping to persuade them to vote in favour of development and rejecting the unfair deadline in the EU parliament in September 2012.
- Comhlámh's active advocacy and lobbying work on trade justice included sending briefings to members of the Joint Oireachtas Committee of Foreign Affairs and Trade, and to MEPs. We also engaged with Irish Aid throughout 2012, and met Minister Joe Costello in December 2012.

### Development Education

- The Skills in Development Education course was delivered to 20 participants
- Comhlámh was represented on the National Council of the Irish Development Education Association (IDEA), participated actively on its working groups and contributed to relevant IDEA submissions
- Comhlámh participated in the Dóchas Development Education Group during 2012

The temporary layoffs and reduced working hours outlined in the section on Structure, Governance and Management resulted in some activities being delayed.

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**THE DIRECTORS' REPORT**

**YEAR ENDED 31st DECEMBER 2012**

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**Compliance**

Comhlámh, as a member of Dóchas strives to achieve compliance with the Corporate Governance Association of Ireland's Irish Development NGO Code of Corporate Governance. Comhlámh adheres to the Dochás Code of Conduct on Images and Messages, reporting annually on this to Dóchas. Throughout 2012 we proactively referred to the Code in the context of our own publications, and promoted it externally with our service providers. We also engaged in educational activities regarding the Code in 2012, in particular with volunteers before they travelled overseas, with VSAs, and with a group of 28 design students at Ballyfermot College of Further Education. We have also signed up to the EU Transparency Code of Conduct.

**Monitoring and Evaluation**

Comhlámh monitors and evaluates its work on an on-going basis. In 2012, extensive work was put into the development of a comprehensive results-based framework (RBF), which will guide much of the organisation's activities over the period 2012 – 2015. The process included the collation of detailed baseline information: an external consultant was commissioned to conduct a survey with stakeholders and returned volunteers to inform the compilation of baselines. This will, in turn, facilitate both monitoring of activities, and the evaluation of longer-term impact. Management liaised extensively with Irish Aid around the development of the final RBF; this was very much guided by the organisation's restructuring.

Day-to-day monitoring and evaluation were ongoing throughout the year, through activities including regular course evaluations, workshop and meeting evaluations, and requests for feedback from key stakeholders. These activities are a critical part of Comhlámh's work, and enable us to reflect on an ongoing basis on what has been successful, and make adjustments, where needed.

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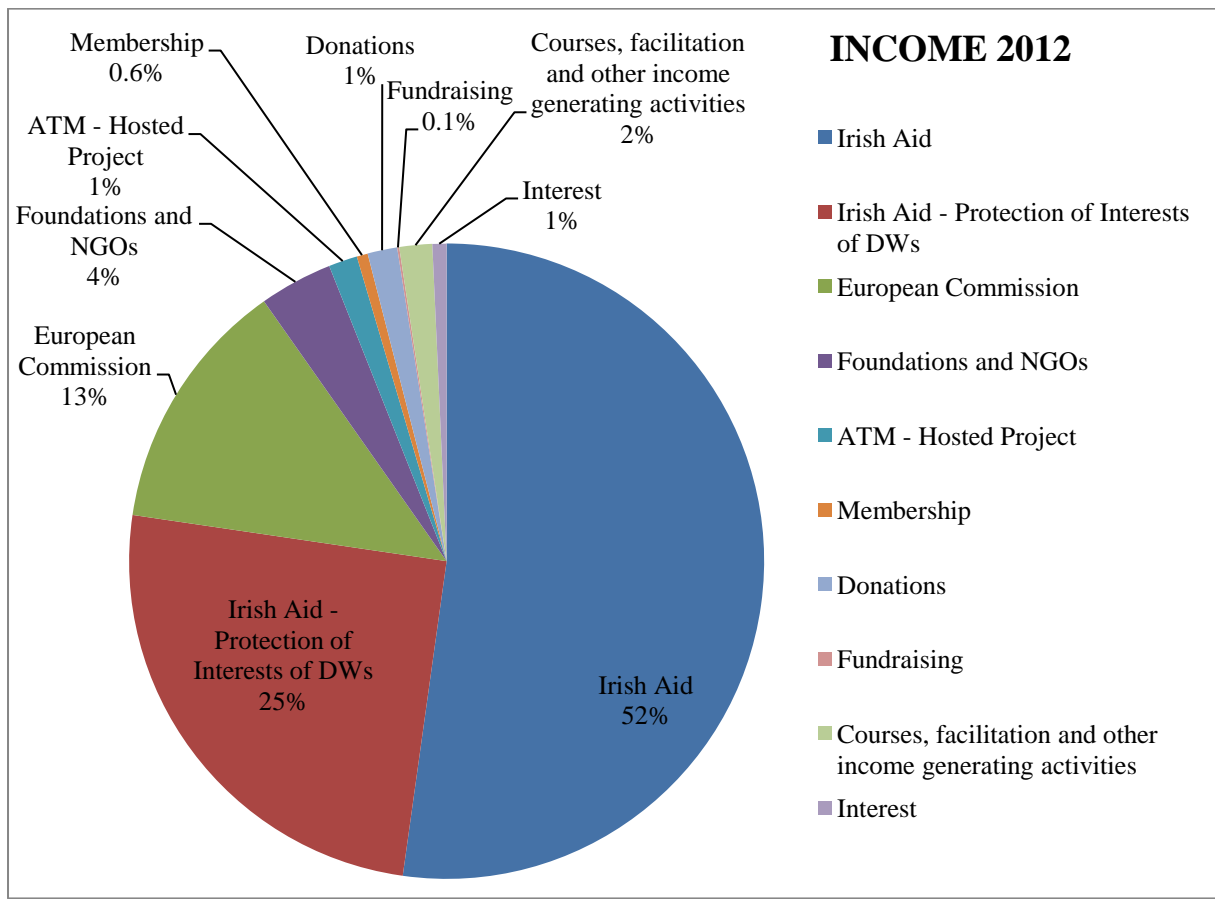
**THE DIRECTORS' REPORT**

**YEAR ENDED 31st DECEMBER 2012**

**FINANCIAL REVIEW**

**Income breakdown**

Total income for 2012 amounted to €1,000,895. This turnover figure includes the reimbursement of payments made on behalf of the PIDW scheme and the Alternative Trade Mandate (ATM) project hosted by Comhlámh. At the end of 2012 Comhlámh held €91,596 in funds provided by funders that are carried forward to 2013. These amounts are carried forward with the prior agreement of the relevant funders and constitute the organisations restricted funds.



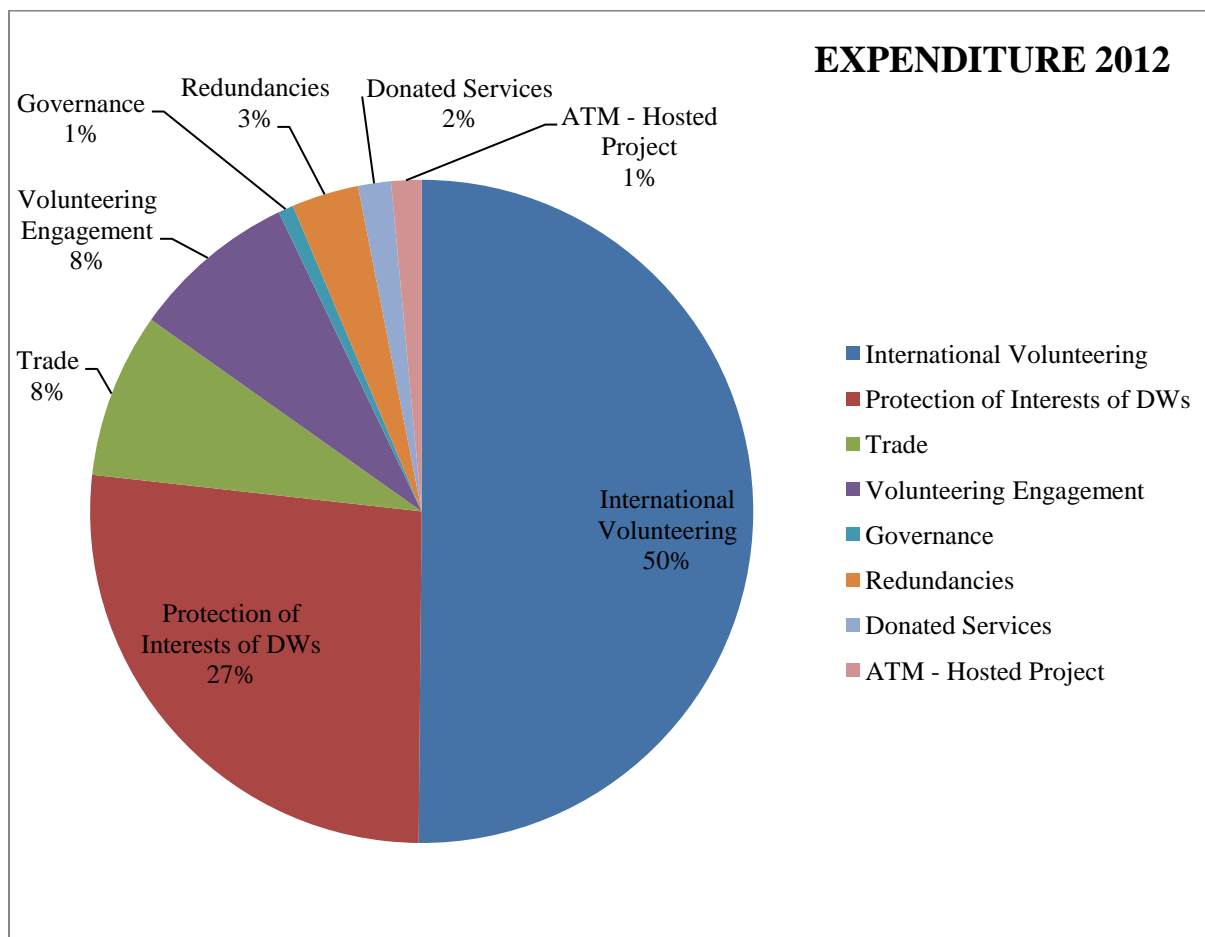
**COMHLÁMH DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
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**THE DIRECTORS' REPORT**

**YEAR ENDED 31st DECEMBER 2012**

**Expenditure breakdown**

Total expenditure for 2012 was €942,434 including the cost of payments made on behalf of the PIDW scheme and the ATM project hosted by Comhlámh.



**Reserves Policy**

In the year to December 2012 the Board approved a new reserves policy which sets out Comhlámh’s policy with regard to; the purpose of holding Reserves; the nature of Reserves that the organisation should hold; the manner in which reserves can be used; the level of Reserves that the organisation aims to hold; and the actions that must be taken in the event that the organisation’s Reserves are less than the targeted level.

The Policy is designed to provide Comhlámh with an ability to manage periods of adjustment in the event of late or reduced payments from existing funding sources. The Policy provides a safeguard to ensure that in the event of an unexpected reduction or delay in funding that the organisation has the ability to continue to implement our strategic objectives and has the financial capacity to take the time to find alternative funding. In the event of severe funding difficulties the Policy will help the organisation to have the capacity to adjust our planned level of output or in extreme circumstances to facilitate an orderly wind up of services and the organisation.

As a target, Comhlámh aims to hold normal reserves that should fund normal activity for a minimum

# COMHLÁMH DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND COMPANY LIMITED BY GUARANTEE

## THE DIRECTORS' REPORT

YEAR ENDED 31st DECEMBER 2012

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period of six months. The current level of reserves is below this target level and the board has therefore commenced the implementation of a fundraising strategy to increase the level of reserves.

### **PLAN FOR THE FUTURE**

#### **Staff and Management Structure**

During last year the organisation underwent a restructuring process that involved both management and staff roles. One of the biggest effects of this process was the restructuring of management that witnessed four positions lessen to three. Two new positions were developed from three previously existing ones and we are delighted to say that they have now been filled by Mark Cumming and Dervla King, both of whom have had a long history of commitment to and involvement with Comhlámh throughout the years. In 2013, the new management and staff structure will work towards the achievement of Comhlámh's strategic vision, mission and objectives.

#### **Volunteering**

We recognise that one of our niche areas is that of the sectoral leader in the promotion of international volunteering standards nationally and at European and international levels. Comhlámh continues to promote high standards in volunteering through the Volunteer Charter and Code of Good Practice. This is an area of strength that we will continue to develop, exploring new opportunities particularly at a European level and it is one we wish to continue to work closely with our key partner, Irish Aid.

#### **Trade**

Comhlámh appreciates the strong organisational track record that we have in exploring Trade as a development issue, from early work on food security to more recent cooperation with other EU partners in the area of resources. We recognise that this work is valued by returned volunteers and development workers as one dynamic area to become involved in within the organisation. However resources and funding for this area remains a key challenge and is something that will need to be collectively addressed in the short to medium term so that we can continue to support members positive interest in this area as one important aspect of development.

#### **Development Education**

Development education remains something Comhlámh is committed to and we will continue to integrate it across our work. While other actors in the sector play an important role in this area, one unique contribution Comhlámh can continue to make is in supporting the volunteers and development workers who have returned home and want to take their experiences to a wider community, helping to promote a deeper public understanding of Ireland's role in Development.

#### **Funding and fund-raising**

This year more than any has brought the financial sustainability of the organisation into sharper focus. We recognise that the wider development sector has become increasingly under pressure as funding opportunities continue to decrease and Comhlámh has not been immune to this.

Considering that such a high percentage of Comhlámh funding comes from Irish Aid it has become vital to first ensure we secure and stabilise this funding stream and secondly to diversify our funding base to mitigate the risk of over-dependency on one funder.

**COMHLÁMH DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**THE DIRECTORS' REPORT**

**YEAR ENDED 31st DECEMBER 2012**

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Comhlámh will continue to try and identify funding opportunities for all of the work that it is involved in so as to expand its donor base with particular attention paid towards the wider European environment and opportunities for unrestricted funding. Membership fees and fundraising initiatives by members are also gratefully acknowledged as an important contribution to our financial independence,

**Membership**

Comhlámh recognise the need to engage and strengthen its membership, who have traditionally been the life-blood of the organisation. We greatly appreciate how vibrant and active members have contributed their energy and insight to the work and campaigns of Comhlámh and we look forward to deepening that engagement in creative ways over the coming year,

**RESULTS**

The decrease in unrestricted reserves of €33,315 was mostly caused by the payment of redundancies resulting from the restructure.

**IMPORTANT EVENTS SINCE THE YEAR END**

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

**DIRECTORS**

The directors and secretary who served the company during the year were as follows:

Ronan Moore	
Helen Ryan	
Alice Mary Higgins	
Deirdre Duffy	
Michael O'Brien	(Appointed 21st April 2012)
Johnny Sheehan	(Appointed 21st April 2012)
Glenn Bradley	(Appointed 21st April 2012)
Davnet O'Driscoll	(Appointed 21st April 2012)
Amy Anderson	(Appointed 21st April 2012)
Simon Holmes	(Retired 21st April 2012)
Pamela Logan	(Retired 21st April 2012)
Justin Frewen	(Retired 21st April 2012)

**COMHLÁMh DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**THE DIRECTORS' REPORT**

**YEAR ENDED 31st DECEMBER 2012**

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**DIRECTORS' RESPONSIBILITIES**

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable Irish law and Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Accounting Standards Board and published by The Institute of Chartered Accountants in Ireland.

Irish company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that year. In preparing those financial statements, the directors are required to:

select suitable accounting policies and then apply them consistently;

make judgements and estimates that are reasonable and prudent; 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 confirm that they have complied with the above requirements in preparing the financial statements.

The directors are responsible for keeping proper books of account that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements are prepared in accordance with accounting standards generally accepted in Ireland and comply with the Companies Acts, 1963 to 2009. The directors 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.

**BOOKS OF ACCOUNT**

The directors believe that they have complied with the requirements of Section 202 of the Companies Act, 1990 with regard to books of account by employing a person with appropriate expertise and by providing adequate resources to the financial function. The books of account are held at the company's premises at 2nd Floor, Ballast House, Aston Quay, Dublin 2.

**AUDITOR**

The auditor, Grant Thornton, who were appointed during the period, will continue in office in accordance with section 160(2) of the Companies Act 1963.

Signed on behalf of the directors

Ronan Moore  
Director

Glenn Bradley  
Director

**COMHLÁMH DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
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**THE DIRECTORS' REPORT**

**YEAR ENDED 31st DECEMBER 2012**

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Approved by the directors on 23<sup>rd</sup> May 2013



**COMHLÁMH DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
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**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS**

**YEAR ENDED 31st DECEMBER 2012**

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We have audited the financial statements of COMHLÁMH DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND for the year ended 31st December 2012 which comprise the Statement of Financial Activities, Statement of Financial Position, Cash Flow Statement, Accounting Policies and the related notes. These financial statements have been prepared on the basis of the accounting policies set out therein.

**RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITOR**

As described in the Statement of Directors' Responsibilities on pages 9, the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Accounting Standards Board and published by the Institute of Chartered Accountants in Ireland.

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

This report is made solely to the company's members, as a body, in accordance with Section 193 of the Companies Act, 1990. 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.

We report to you our opinion as to whether the financial statements give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, and are properly prepared in accordance with the Companies Acts, 1963 to 2009. We also report to you whether in our opinion: proper books of account have been kept by the company; whether, at the balance sheet date, there exists a financial situation requiring the convening of an extraordinary general meeting of the company; and whether the information given in the directors' report is consistent with the financial statements. In addition, we state whether we have obtained all the information and explanations necessary for the purposes of our audit and whether the financial statements are in agreement with the books of account.

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

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

**COMHLÁMh DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
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**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS**

**THE YEAR ENDED 31st DECEMBER 2012**

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**BASIS OF AUDIT OPINION**

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

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

**OPINION**

In our opinion the financial statements:

- give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, of the state of the company's affairs as at 31st December 2012 and of its surplus and cash flows for the year then ended; and
- have been properly prepared in accordance with the requirements of the Companies Acts, 1963 to 2009.

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

In our opinion the information given in the Directors' Report on pages 2 to 9 is consistent with the financial statements.

24 - 26 City Quay  
Dublin 2

TURLOUGH MULLEN FCA  
For and on behalf of  
GRANT THORNTON  
Chartered Accountants  
& Registered Auditor

**COMHLÁMh DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31st DECEMBER 2012**

	<u>Notes</u>	<u>Restricted funds</u>	<u>Unrestricted funds</u>	<u>TOTAL 2012</u>	<u>TOTAL 2011</u>
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
<u>Voluntary income</u>					
Donations		–	11	11	21
<u>Activities for generating funds</u>					
Fundraising		–	1,057	1,057	–
<u>Investment income</u>					
Bank interest		–	7,193	7,193	7,638
<b>Incoming resources from charitable activities</b>					
Irish Aid		522,540	–	522,540	554,349
Irish Aid: Protection of Interest of DWs		251,398	–	251,398	506,140
NGO funding		37,299	–	37,299	33,401
European Commission		129,347	–	129,347	87,955
Philanthropic Foundations and Trust		–	–	–	1,000
Courses and facilitation		–	16,533	16,533	20,043
Sale of resources		–	153	153	171
Membership and AGM		–	5,608	5,608	5,402
Donated services	<b>1</b>	15,120	–	15,120	15,120
Other		–	–	–	5,413
<b>Other incoming resources</b>					
ATM - Hosted project		<u>13,926</u>	<u>710</u>	<u>14,636</u>	<u>13,031</u>
<b>TOTAL INCOMING RESOURCES</b>		<b><u>969,630</u></b>	<b><u>31,265</u></b>	<b><u>1,000,895</u></b>	<b><u>1,249,684</u></b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>	<b>2</b>	843,272	32,217	875,489	1,177,702
<b>Governance cost</b>	<b>3</b>	5,716	1,379	7,095	32,719
<b>Other resources expended</b>					
Donated services	<b>1</b>	15,120	–	15,120	15,120
ATM - Hosted project		13,926	–	13,926	13,031
Redundancies		–	<u>30,804</u>	<u>30,804</u>	–
<b>TOTAL RESOURCES EXPENDED</b>		<b><u>878,034</u></b>	<b><u>64,400</u></b>	<b><u>942,434</u></b>	<b><u>1,238,572</u></b>
Transfer from unrestricted to restricted funds		–	–	–	–
<b>NET RESOURCES INCOMING(EXPENDED)</b>	<b>4</b>	<b><u>91,596</u></b>	<b><u>(33,135)</u></b>	<b><u>58,461</u></b>	<b><u>11,112</u></b>
Fund balances brought forward at 1/1/12		=	<b><u>166,714</u></b>	<b><u>166,714</u></b>	<b><u>155,602</u></b>
Fund balances carried forward at 31/12/12		<b><u>91,596</u></b>	<b><u>133,579</u></b>	<b><u>225,175</u></b>	<b><u>166,714</u></b>

All of the activities of the company are classed as continuing. The company has no recognised gains or losses other than the results for the year as set out above.

**COMHLÁMH DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31st DECEMBER 2012**

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These financial statements were approved by the directors on the 23<sup>rd</sup> of May 2013 and are signed on their behalf by:

Ronan Moore  
Director

Glenn Bradley  
Director

**The accounting policies and notes on pages 21 to 29 form part of these financial statements.**

**COMHLÁMh DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL POSITION**

**31st DECEMBER 2012**

	<b>Note</b>	<b>2012</b>	<b>€</b>	<b>2011</b>	<b>€</b>
<b>FIXED ASSETS</b>					
Tangible assets	<b>8</b>		5,686		9,157
<b>CURRENT ASSETS</b>					
Debtors	<b>9</b>	15,516		9,420	
Cash at bank		<u>222,346</u>		<u>341,070</u>	
		237,862		350,490	
<b>CREDITORS: Amounts falling due within one year</b>	<b>10</b>	<u>17,018</u>		<u>190,865</u>	
<b>NET CURRENT ASSETS</b>			<u>220,844</u>		<u>159,625</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			226,530		168,782
<b>CREDITORS: Amounts falling due after more than one year</b>	<b>11</b>		<u>1,355</u>		<u>2,068</u>
			<u>225,175</u>		<u>166,714</u>
<b>THE FUNDS OF THE CHARITY</b>					
Restricted funds	<b>13</b>		91,596		–
Unrestricted funds			<u>133,579</u>		<u>166,714</u>
<b>MEMBERS' FUNDS</b>			<u>225,175</u>		<u>166,714</u>

These financial statements were approved by the directors and authorised for issue on 23<sup>rd</sup> May 2013, and are signed on their behalf by:

Ronan Moore  
Director

Glenn Bradley  
Director

**The accounting policies and notes on pages 21 to 29 form part of these financial statements.**

**COMHLÁMh DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**CASH FLOW STATEMENT**

**YEAR ENDED 31st DECEMBER 2012**

	Note	2012 €	€	2011 €	€
<b>NET CASH (OUTFLOW)/INFLOW FROM OPERATING ACTIVITIES</b>	<b>14</b>		(114,613)		86,766
<b>CAPITAL EXPENDITURE</b>					
Payments to acquire tangible fixed assets		(2,849)		(2,658)	
<b>NET CASH OUTFLOW FROM CAPITAL EXPENDITURE</b>			(2,849)		(2,658)
<b>CASH (OUTFLOW)/INFLOW BEFORE FINANCING</b>			(117,462)		84108
<b>FINANCING</b>					
Capital element of finance leases		(1,262)		(780)	
<b>NET CASH OUTFLOW FROM FINANCING</b>			(1,262)		(1,168)
<b>(DECREASE)/ INCREASE IN CASH</b>	<b>15</b>		(118,724)		82,940

**COMHLÁMh DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**ACCOUNTING POLICIES**

**YEAR ENDED 31st DECEMBER 2011**

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**Basis of preparation**

The financial statements have been prepared in accordance with accounting standards generally accepted in Ireland and Irish statute comprising the Companies Acts 1963 to 2012. The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) (Revised 2005) "Accounting and Reporting by Charities". The financial statements are presented in euro (€) under the historical cost convention.

**Incoming resources**

- (i) Income from voluntary donations is recognised when received.
- (ii) Grants from the government and other agencies have been included as income from activities in furtherance of the charity's objects and accounted for on a receivable basis.
- (iii) Interest income is recognised on a receivable basis.

**Recognition of expenditure**

Expenditure is included when incurred, and includes attributable VAT which cannot be recovered.

Grants payable for development projects are included in the Statement of Financial Activities (SOFA) when approved by the Trustees and agreed with the recipient organisation. The value of such grants unpaid at the year-end is accrued.

The majority of costs are directly attributable to specific activities. Certain shared staff costs are apportioned to activities in furtherance of the objects of the charity support costs. Other overhead costs are not apportioned and are shown as full administration or fundraising costs.

**Fundraising costs**

These include the salaries and direct fundraising expenditure to promote fundraising, including events.

**Support costs**

Support costs represent the cost to head office of administering projects. The resources expended on charitable activities have been classified to comply with SORP 2005. Such costs include the direct costs of the charitable activities together with those Support costs (Finance and Administration cost) incurred that enable these activities to be undertaken. These have been allocated across the activities based on headcount.

**Costs of managing and administering the charity**

These represent costs incurred running and managing the organisation, including managing and safeguarding the charity's assets, organisation administration and compliance with constitutional and statutory requirements.

**Donated services/gifts in kind**

Items donated are included in income at market value and the corresponding charge made to costs.

**Capitalisation and depreciation of tangible fixed assets**

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation of fixed assets is provided on cost in equal instalments over the estimated useful lives of the assets. The annual rates of depreciation are as follows:

Shop fittings	20% straight line
Computer equipment	25% straight line

**COMHLÁMH DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**ACCOUNTING POLICIES**

**YEAR ENDED 31st DECEMBER 2011**

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**Finance lease agreements**

Where the company enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease. The asset is recorded in the balance sheet as a tangible fixed asset and is depreciated in accordance with the above depreciation policies. Future instalments under such leases, net of finance charges, are included within creditors. Rentals payable are apportioned between the finance element, which is charged to the income and expenditure account on a straight line basis, and the capital element which reduces the outstanding obligation for future instalments.

**Funds accounting**

Funds held by the charity are:

*Unrestricted funds* – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

*Designated fund* – these are funds which have been set aside for particular purposes by the company itself, in furtherance of the company's charitable objects.

*Restricted funds* – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Reserves policy**

In order to secure the long term viability of Comhlámh and to maintain the smooth operation of the organisation, it is critical to ensure that the organisation has adequate reserves.

The Organisation implements a Reserves Policy to ensure that a satisfactory level of reserves are held to:

- Meet contractual liabilities such as lease agreements, statutory staff payments and payments to creditors.
- Maintain a required level of funding available for programmes during times of financial difficulty where fundraising income is diminished.
- Meet unanticipated expenses such as repairs and maintenance, currency variances and legal costs.
- Cover day to day expenditure of Comhlámh.
- Ensure there is adequate funding should any winding up costs ever arise.
- Provide for any other unanticipated expenditure of significance.

The Board may designate unrestricted reserves for specific future expenditure such as sinking funds to cover repairs to fixed assets (or as required under the terms of any lease relating to premises etc.) and any other potential future requirement(s).

**Investment policy**

The Trustees of Comhlámh are restricted from investing the funds of the charity in long-term investments as all monies held by the charity are deemed to be immediately available for charitable use.

**Pension scheme**

The charity operates a defined contribution scheme for employees. The assets of the scheme are held and managed separately from those of the charity. The annual contributions are charged to the Statement of



**COMHLÁMH DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**ACCOUNTING POLICIES**

**YEAR ENDED 31st DECEMBER 2011**

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Financial Activities (SOFA).

**Taxation**

No charge to taxation arises due to the exempt status of the Company and its subsidiary. Irrecoverable value added tax is expensed as incurred.

**COMHLÁMh DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st DECEMBER 2012**

**1. DONATED SERVICES**

18 CMS user licences were donated by the Salesforce Foundation, the market value of the licences was €15,120 (2011: €15,120).

**2. CHARITABLE ACTIVITIES**

	<b>2012</b>	2011
	€	€
International Volunteering	472,565	408,207
Protection of Interest of DWs	250,787	488,372
Volunteer Engagement	75,826	34,213
Trade	76,311	42,413
Development Education	–	202,490
	<u>875,489</u>	<u>1,175,695</u>

**3. GOVERNANCE**

	<b>2012</b>	2011
	€	€
Audit remuneration	6,150	6,050
Board meetings	892	203
AGM costs	53	2,006
Strategic Planning	–	26,467
	<u>7,095</u>	<u>34,726</u>

**4. FUNDS OF THE CHARITY**

	<b>Brought forward 1 Jan 12</b>	<b>Net for year</b>	<b>Carried forward 31 Dec 12</b>
	€	€	€
Restricted Funds	–	91,596	91,596
Unrestricted Funds	166,714	(33,135)	133,579
Total funds	<u>166,714</u>	<u>(33,135)</u>	<u>255,175</u>

**COMHLÁMh DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st DECEMBER 2012**

**5. ANALYSIS OF TOTAL EXPENSES**

	<b>International Volunteering</b>	<b>Protection of Interest DW's</b>	<b>Volunteer Engagement</b>	<b>Alternatrade</b>	<b>Governance</b>	<b>Total 2012</b>	<b>Total 2011</b>
	€	€	€	€	€	€	€
Rent	33,480	-	-	-	-	33,480	33,480
Rates	5,140	-	-	-	-	5,140	5,229
Electricity	3,292	-	-	-	-	3,292	3,623
Salaries	328,992	-	53,792	39,362	-	422,146	497,800
Telephone	3,458	-	360	360	-	4,178	4,629
Postage and couriers	572	-	480	4,473	-	5,525	6,737
Insurance	2,520	-	-	-	-	2,520	2,472
Bank Charges	1,187	-	-	-	-	1,187	905
Conference/Courses	80	-	5,548	-	-	5,628	8,322
Contributions – RDW's	-	250,650	-	-	-	250,650	457,115
Event expenses	6,491	-	374	472	-	7,337	7,351
Membership subs	942	-	-	-	-	942	2,042
IT expenses	14,380	-	1,614	-	-	15,994	20,810
Cleaning	1,854	-	-	-	-	1,854	1,337
Office expenses	1,641	-	480	480	-	2,601	2,940
Publications							
and							
resources	8,855	-	8,934	19,216	-	37,005	23,831
Recruitment	180	-	-	-	-	180	638
Advertising	6,495	-	-	-	-	6,495	390
Consultancy	44,643	-	3,367	10,100	-	58,110	91,277
Sundry	2,338	137	-	-	-	2,475	3,463
Training	3,360	-	-	-	-	3,360	6,925
Travel	2,665	-	877	1,848	-	5,390	20,846
Audit Fee	-	-	-	-	6,150	6,150	6,050
Board Meetings	-	-	-	-	892	892	203
AGM Costs	-	-	-	-	53	53	2,006
	<b>472,565</b>	<b>250,787</b>	<b>75,826</b>	<b>76,311</b>	<b>7,095</b>	<b>882,584</b>	<b>1,210,421</b>

**COMHLÁMh DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st DECEMBER 2012**

**6. OPERATING SURPLUS**

Operating (deficit)/surplus is stated after crediting:

	<b>2012</b>	<b>2011</b>
	€	€
Directors' remuneration	–	–
Depreciation of owned fixed assets	6,320	6,872
Depreciation of assets held under finance lease agreements	1,072	1,072
Auditor's fees	6,050	6,050
	<u>6,050</u>	<u>6,050</u>

**7. PARTICULARS OF EMPLOYEES**

The average number of staff employed by the company during the financial year amounted to 9 (2011: 11) and the number of employees with emoluments for the year falling within €60,001 to €70,000 was 1 (2011: 11).

The aggregate payroll costs of the above were:

	<b>2012</b>	<b>2011</b>
	€	€
Wages and salaries	417,677	452,964
Social welfare costs	39,933	46,866
Staff pension costs	8,317	10,928
	<u>465,927</u>	<u>510,758</u>

**8. TANGIBLE FIXED ASSETS**

	<b>Brought forward</b>	<b>Additions</b>	<b>Carried forward</b>
	<b>1 Jan 12</b>	<b>€</b>	<b>31 Dec 12</b>
	€	€	€
<b>COST</b>			
Fixtures & Fittings	43,777	–	43,777
Computer Equipment	24,490	2,849	27,339
	<u>68,267</u>	<u>2,849</u>	<u>71,116</u>
	<b>Brought forward</b>	<b>Charges</b>	<b>Carried forward</b>
	<b>1 Jan 12</b>	<b>€</b>	<b>31 Dec 12</b>
	€	€	€
<b>DEPRECIATION</b>			
Fixtures & Fittings	39,499	2,639	42,138
Computer Equipment	19,611	3,681	23,292
	<u>59,110</u>	<u>6,320</u>	<u>65,430</u>

**COMHLÁMh DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st DECEMBER 2012**

	<b>Brought forward 1 Jan 12</b>	<b>Carried forward 31 Dec 12</b>
	€	€
<b>NET BOOK VALUE</b>		
Fixtures & Fittings	4,278	1,639
Computer Equipment	4,879	4,047
	<u>9,157</u>	<u>5,686</u>

**Finance lease agreements**

Included within the net book value of €5,686 is €214 (2011 - €1,287) relating to assets held under finance lease agreements. The depreciation charged to the financial statements in the year in respect of such assets amounted to €1,072 (2011 - €1,072).

**9. DEBTORS**

	<b>2012</b>	2011
	€	€
Trade debtors	–	228
Prepayments and accrued income	15,516	9,192
	<u>15,516</u>	<u>9,420</u>

**10. CREDITORS: Amounts falling due within one year**

	<b>2012</b>	2011
	€	€
Trade creditors	572	–
Other creditors including taxation and social welfare: PAYE and social welfare	9,683	12,130
Finance lease agreements	713	1,262
Accruals and deferred income	6,050	177,473
	<u>17,018</u>	<u>190,865</u>

**11. CREDITORS: Amounts falling due after more than one year**

	<b>2012</b>	2011
	€	€
Finance lease agreements	<u>1,355</u>	<u>2,068</u>

**COMHLÁMh DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st DECEMBER 2012**

**12. COMMITMENTS UNDER FINANCE LEASE AGREEMENTS**

Future commitments under finance lease agreements are as follows:

	<b>2012</b>	2011
	€	€
Amounts payable within 1 year	713	1,262
Amounts payable between 2 to 5 years	1,355	2,068
	<u>2,068</u>	<u>3,330</u>

**13. COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee and has no share capital.

**14. RECONCILIATION OF OPERATING SURPLUS TO  
NET CASH (OUTFLOW)/INFLOW FROM OPERATING ACTIVITIES**

	<b>2012</b>	2011
	€	€
Operating surplus	58,461	11,112
Depreciation	6,320	7,948
(Increase)/decrease in debtors	(6,096)	828
(Decrease)/increase in creditors	(173,298)	66,878
Net cash (outflow)/inflow from operating activities	<u>(114,613)</u>	<u>86,766</u>

**15. RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET CASH**

	<b>2012</b>		2011	
	€	€	€	€
(Decrease)/increase in cash in the period	(118,724)		82,940	
Cash outflow in respect of finance leases	<u>1,262</u>		<u>1,168</u>	
		(117,462)		84,108
Change in net funds		(117,462)		84,108
Net funds at 1 January 2012		<u>337,740</u>		<u>253,632</u>
Net funds at 31 December 2012		<u>220,278</u>		<u>337,740</u>

**COMHLÁMh DEVELOPMENT WORKERS IN GLOBAL SOLIDARITY: IRELAND  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31st DECEMBER 2012**

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**16. ANALYSIS OF CHANGES IN NET CASH**

	<b>At 1 Jan 2012 €</b>	<b>Cash flows €</b>	<b>At 31 Dec 2012 €</b>
Net cash:			
Cash in hand and at bank	341,070	(118,724)	222,346
Debt:			
Finance lease agreements	(3,330)	1,262	(2,068)
Net funds	<u>337,740</u>	<u>(117,462)</u>	<u>220,278</u>