

POETRY IRELAND LIMITED

(a company limited by guarantee without a share capital)

DIRECTORS' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31ST DECEMBER 2013

Company Registration Number: 170768
Charity Registration Number: CHY 10231

POETRY IRELAND LIMITED

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POETRY IRELAND LIMITED

COMPANY INFORMATION

Directors	Alan Moore Gerry Smyth Helen O'Donoghue Fiona Scott Ciaran Benson Joan McBreen Christine Monk Joe Moreau
Secretary	Maureen Kennelly
Company Number	170768
Charity Number	CHY 10231
Registered Office	32 Kildare Street Dublin 2
Auditors	JPAS Ltd. Ardeen House 10/11 Marine Terrace Dun Laoghaire Co. Dublin
Business Address	32 Kildare Street Dublin 2
Bankers	AIB Bank 1 Lower Baggot Street Dublin 2

POETRY IRELAND LIMITED

DIRECTORS' REPORT

The directors have pleasure in submitting their annual report, together with the financial statements of the company, for the year ended 31st December 2013.

STRUCTURE, GOVERNANCE & MANAGEMENT

The company is a charity and hence the report and results are presented in a form, which complies both with the requirements of the Companies Acts, 1963 to 2013, and also the Statements of Recommended Practice (SORP) as issued by the Charity Commissioners for England and Wales in March 2005.

Legal Status

Poetry Ireland Limited is a company registered in Ireland, which was incorporated under the Companies Acts, 1963 to 1990 on the 1st March 1991 and is a company limited by guarantee not having a share capital. The objects of the company are charitable in nature and it has established charitable status (CHY No. 10231).

Appointment of Directors

The board of directors of Poetry Ireland elect a chairperson for their meetings following each annual general meeting. The directors of the company hold office for a period of three years. No director shall hold office for more than three consecutive terms of three years each.

In accordance with the Articles of Association of the company, every year one third of the board of directors shall retire and all retiring directors are eligible for re-election.

Directors

The present directors of the board are as follows:

Alan Moore	Fiona Scott
Gerry Smyth	Ciaran Benson
Helen O'Donoghue	Joan McBreen
Christine Monk	Joe Moreau

On 30th July 2013 Ciaran Benson was appointed to the board. On 26th September 2013 Ruth Kenny and Noel Monaghan resigned from the board. On 10th February 2014 Joe Moreau, Christine Monk and Fiona Scott were appointed to the board. There were no other changes in directors between 31st December 2013 and the date of signing the financial statements.

Members

Members of the charitable company guarantee to contribute an amount not exceeding €1 to the assets of the charitable company in the event of a winding up.

Risk Review

The directors are aware of the risks to which the company is exposed, in particular those related to the operations and finances of the company and are satisfied that systems are in place to manage exposure to risk.

Events Since The Year End

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

OBJECTIVES AND ACTIVITIES

Poetry Ireland's overarching objective is to create a vigorous presence for poetry throughout the island of Ireland and to create the widest possible audience for the art form. It achieves this through four main strands: Publications, Live Events, Education programme and general resources.

POETRY IRELAND LIMITED

DIRECTORS' REPORT

ACHIEVEMENTS AND PERFORMANCE

The organisation continues to publish Ireland's primary source of new poetry, *Poetry Ireland Review* which appears three times per year. This is sold through established bookshops and on a subscription basis. In 2013 the company continued to publish a bi-monthly newsletter with news of competitions, reading and other opportunities.

Poetry Ireland was involved in the presentation of 65 readings by poets on the island of Ireland in 2013. These were frequently presented in collaboration with some of Ireland's leading festivals and venues.

Despite the funding reduction in Poetry Ireland's core grant, it maintained an intensive education programme at both primary and post-primary level. This was achieved through existing and new partnerships with VEC's (now ETB's), local authorities and several national cultural institutions. The development education programme expanded with support from Trócaire, Concern and Irish Aid.

The main achievements in 2013 were consolidation of the organisation's activity despite the contraction of financial resources. A significant PR campaign focused around the Poetry Aloud competition achieved an excellent profile for the organisation and its activities.

In June 2013, director Joseph Woods resigned his position and Maureen Kennelly took up her post on 30th September 2013.

Results For The Year

The results for the year and the balance sheet are set out on pages 9 and 10.

FINANCIAL REVIEW

While income in 2013 increased due to the receipt of Great Book of Ireland funds, these funds are solely dedicated to the creation of a Poetry Centre for Ireland. Actual operating income for the company significantly declined in 2013 and the organisation strove to maintain its level of activity across all areas through cost saving and support in kind.

Financial Report for the Year

	2013	2012
	€	€
Income		
Voluntary Income	735,833	630,530
Activities for Generating Funds	1,024	1,287
Investment Income	5,090	2,139
Income from Charitable Activities	20,753	20,251
Other Income	(2,720)	29,622
Support in Kind	60,189	-
	<u>820,169</u>	<u>683,829</u>
Expenditure		
Publicity/Marketing	7,093	8,873
Artistic Programme	537,721	590,855
Governance Costs	42,656	40,479
Support in Kind	60,189	-
	<u>647,659</u>	<u>640,207</u>
Net Incoming Resources	<u><u>172,510</u></u>	<u><u>43,622</u></u>

POETRY IRELAND LIMITED

DIRECTORS' REPORT

Investment Powers and Policy

In accordance with the Memorandum and Articles of Association the company has the power to invest in any way the directors wish.

Reserves Policy

The directors assess on an ongoing basis the financial requirements of the company to ensure that the company has sufficient funds to operate. Due to the fact that a significant amount of the company's funding is received periodically the company maintains reserves to meet the ongoing cashflow required by the company. The board considers it necessary, in terms of financial prudence and good governance that the company should have a reserve sufficient to cover running costs for a three month period.

PLANS FOR FUTURE PERIODS

The future plans for the company can be summarised under the following headings:

Adoption of clearer accounting policies incorporating a new book-keeping system and training for relevant personnel. Tighter financial controls will be introduced and implemented.

A robust re-branding of the organisation including a significant upgrade of the website.

Appointment of new board members with significant marketing and financial expertise.

A re-invigoration of the live literature strand to present more dynamic and appealing events, incorporating use of new venues and engagement with new partners in order to reach a wider audience.

Introduction of a new literary pamphlet called *Trumpet* to replace the newsletter.

Development of a three year strategic plan for the organisation.

An intensification of practice around Human Resources including the introduction of a staff handbook.

The organisation's future plans will centre around achievement of a city centre building in order to create an all Ireland Centre for Poetry.

ACCOUNTING RECORDS

The directors acknowledge their responsibility under Section 202 of the Companies Act 1990 to keep proper books and records for the company. The books and records are kept at 32 Kildare Street, Dublin 2.

DIRECTORS RESPONSIBILITIES

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 profit or loss of the company for that period. 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;
- 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 keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1963 to 2013 and the accounting standards issued by the Accounting Standards Board (Generally Accepted Accounting Practice in Ireland). 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.


POETRY IRELAND LIMITED

DIRECTORS' REPORT

AUDITORS

The Auditors, JPAS Ltd., Chartered Accountants, have expressed their willingness to continue in office in accordance with section 160 (2) of the Companies Act, 1963.

On behalf of the Directors


Helen O'Donoghue
Director


Alan Moore
Director

7th July 2014

POETRY IRELAND LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

We have audited the financial statements on pages 9 to 16. These financial statements have been prepared under the accounting policies set out in the statement of accounting policies on page 12. The financial reporting framework that has been applied in their preparation is Irish law and accounting standards issued by the Financial Reporting Council and promulgated by the Institute of Chartered Accountants in Ireland (Generally Accepted Accounting Practice in Ireland).

Respective Responsibilities of directors and auditors

As explained more fully in the directors' responsibilities statement set out on page 5 the directors are responsible for the preparation of the financial statements giving a true and fair view. 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 Practices Board's Ethical Standards for Auditors.

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.

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. 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 in accordance with Generally Accepted Accounting Practice in Ireland of the state of the company's affairs as at 31st December 2013 and of its surplus for the year then ended; and
- have been properly prepared in accordance with the requirements of the Companies Acts 1963 to 2013.

Matters on which we are required to report by the Companies Acts 1963 to 2013


- We have obtained all the information and explanations which 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.

POETRY IRELAND LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

Matters on which we are required to report by exception

We have nothing to report in respect of the provisions in the Companies Acts 1963 to 2013 which require us to report to you if, in our opinion the disclosures of directors' remuneration and transactions specified by law are not made.



Jill Percival
For and on Behalf of

JPAS Ltd.
Chartered Accountants
and Registered Auditors

Ardeen House
10/11 Marine Terrace
Dun Laoghaire
Co. Dublin

7th July 2014


POETRY IRELAND LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDING 31ST DECEMBER 2013

	Note	2013 Unrestricted Funds €	2013 Restricted Funds €	2013 Total Funds €	2012 Total Funds €
Incoming Resources					
<i>Incoming Resources from Generated Funds</i>					
<i>Voluntary Income</i>					
Grants and Donations	3	498,833	237,000	735,833	630,530
Support in Kind		60,189	-	60,189	-
		<u>559,022</u>	<u>237,000</u>	<u>796,022</u>	<u>630,530</u>
<i>Activities for Generating Funds</i>					
Publication Sales		1,024	-	1,024	1,287
<i>Investment Income</i>					
		5,090	-	5,090	2,139
		<u>565,136</u>	<u>237,000</u>	<u>802,136</u>	<u>633,956</u>
<i>Incoming Resources from Charitable Activities</i>					
Subscriptions		10,651	-	10,651	13,177
Projects and Readings		10,102	-	10,102	7,074
<i>Other Incoming Resources</i>					
Other Income		(2,720)	-	(2,720)	29,622
		<u>18,033</u>	<u>-</u>	<u>18,033</u>	<u>49,873</u>
Total Incoming Resources		583,169	237,000	820,169	683,829
Resources Expended					
<i>Cost of Generating Funds</i>					
Publicity/Marketing		7,093	-	7,093	8,873
<i>Charitable Activities</i>					
Project Costs	4	527,721	10,000	537,721	590,855
Governance Costs	5	42,656	-	42,656	40,479
Support in Kind		60,189	-	60,189	-
		<u>637,659</u>	<u>10,000</u>	<u>647,659</u>	<u>640,207</u>
Total Resources Expended		637,659	10,000	647,659	640,207
Net Incoming/(Outgoing) Resources		(54,490)	227,000	172,510	43,622

There were no recognised gains or losses other than the incomings/outgoings for the above two financial years.

The financial statements were approved by the Board on 7th July 2014 and signed on its behalf by


Helen O'Donoghue
Director


Alan Moore
Director


POETRY IRELAND LIMITED

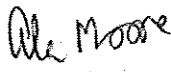
**BALANCE SHEET
AS AT 31ST DECEMBER 2013**

	Notes	2013 €	2013 €	2012 €	2012 €
Fixed Assets					
Tangible Assets	7		5,908		7,426
Current Assets					
Stock	8	500		1,000	
Debtors	9	24,994		22,370	
Cash at Bank – Restricted		277,000		50,000	
Cash at Bank and in hand		132,798		187,204	
		<u>435,292</u>		<u>260,574</u>	
Current Liabilities					
Creditors: amounts falling due within one year	10	<u>(73,708)</u>		<u>(73,018)</u>	
Net Current Assets/(Liabilities)			361,584		187,556
Total Assets less Current Liabilities			<u>367,492</u>		<u>194,982</u>
Financed By Capital and Reserves					
Opening Funds	13		194,982		151,360
Net Resources in Year	13		172,510		43,622
			<u>367,492</u>		<u>194,982</u>

The notes set out on pages 12 to 16 form an integral part of these accounts.

The financial statements were approved by the Board on 7th July 2014 and signed on its behalf by


Helen O'Donoghue
Director


Alan Moore
Director

POETRY IRELAND LIMITED

**CASH FLOW STATEMENT
FOR THE YEAR ENDING 31ST DECEMBER 2013**

	2013	2012
	€	€
Cash Flows from Operating Activities		
Net Incoming Resources	167,420	41,483
Depreciation	2,127	2,005
(Increase)/Decrease in Stock	500	-
(Increase)/Decrease in Debtors	(2,624)	(14,370)
Increase/(Decrease) in Creditors	690	(55,855)
Net Cash Inflow/(Outflow) from Operating Activities	<u>168,113</u>	<u>(26,737)</u>
Cash Flows From Investing Activities		
Net Cash Inflow/(Outflow) from Operating Activities	168,113	(26,737)
Capital Expenditure	(609)	(4,062)
Net Cash Inflow/(Outflow) from Investing Activities	<u>167,504</u>	<u>(30,799)</u>
Cash Flows From Financing Activities		
Net Cash Inflow/(Outflow) from Investing Activities	167,504	(30,799)
Bank Interest Received	5,090	2,139
Net Cash Inflow/(Outflow) from Financing Activities	<u>172,594</u>	<u>(28,660)</u>
Reconciliation of Net Cash Flow to Movement in Net Funds (Note 14)		
Increase/(Decrease) in Cash in Year	172,594	(28,660)
Net Funds at 1st January 2013	<u>237,204</u>	<u>265,864</u>
Net Funds at 31st December 2013	<u>409,798</u>	<u>237,204</u>

POETRY IRELAND LIMITED

NOTES ON THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 31ST DECEMBER 2013

1. Statement of Accounting Policies

1.1 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.

Basis of Preparation

The financial statements have been prepared in accordance with applicable accounting standards generally accepted in Ireland and Irish statute comprising the Companies Acts, 1963 to 2013. Accounting standards generally accepted in Ireland in preparing financial statements giving a true and fair view are those published by Chartered Accountants Ireland and issued by the Accounting Standards Board.

The financial statements are presented in accordance with the Statement of Recommended Practice (SORP) for Charities as issued by the Charities Commissioners for England and Wales in March 2005. Compliance with SORP is not mandatory for Irish charities, however the company has adopted a number of its disclosure requirements. As a result of adopting the SORP for Charities, the financial statements include a detailed statement of financial activities.

1.2 Incoming Resources

Activities for generating funds, investment income, income from charitable activities and other income represents total income generated by the company and are accounted for on a cash receipts basis.

1.3 Grant Income

As far as it is practical, grant income is reflected in the statement of financial activities in the period in which the expenditure for which the grant was applied is incurred and is credited to unrestricted funds. Grant income received that is restricted to its purpose by the wishes of the donor is taken to restricted funds.

1.4 Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation, which has been reasonably calculated and consistently applied. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, Fittings and Equipment	20% per annum on the straight-line basis.
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1.5 Stock

Stock is valued at the lower of cost and net realisable value. Cost is defined as the aggregate cost of direct materials. Net realisable value is based on normal selling price, less all costs to be incurred in marketing, selling and distribution.

1.6 Capital Grants

Capital grants are amortised, and released to the statement of financial activities, over the period of the estimated useful life of the asset to which they relate.

1.7 Intangible Income

Intangible income, which comprises donated services, is included in income at a value which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. Management estimate that intangible income received during 2013 totalled €60,189. The company appreciates this gesture of 'support in kind' and also the support funding of other funders during the year.

POETRY IRELAND LIMITED

**NOTES ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST DECEMBER 2013**

1.8 Resources Expended

Resources expended are analysed between publicity and marketing, project costs and governance costs. Where costs cannot be directly attributable, they are allocated on a basis consistent with the use of resources.

2. Movement in Total Funds for the Year	2013	2012
	€	€
Net Incoming Resources are stated after charging:		
Depreciation on Tangible Assets	2,127	2,005
Auditors' Remuneration	3,690	3,998
	<u>5,817</u>	<u>5,998</u>

3. Grants and Donations	Unrestricted Funds	Restricted Funds	Total Funds
	2013	2013	2013
	€	€	€
Arts Council	336,750	10,000	346,750
Arts Council Northern Ireland	48,760	-	48,760
Other Grants	3,000	-	3,000
Grants and Funding - Education	83,148	-	83,148
Grants and Funding – Writers in Schools	27,175	-	27,175
Great Book of Ireland	-	227,000	227,000
	<u>498,833</u>	<u>237,000</u>	<u>735,833</u>

4. Project Costs	2013	2012
	€	€
General Project	276,302	326,568
Education	144,126	126,499
Writers in Schools	94,248	137,788
Writers in Schools Northern Ireland	22,040	-
Poetry Aloud	1,005	-
	<u>537,721</u>	<u>590,855</u>

5. Governance Costs	2013	2012
	€	€
General Office	33,730	32,445
Finance Costs	1,526	1,786
Legal and Professional	20	2,250
Audit and Accounting	7,380	3,998
	<u>42,656</u>	<u>40,479</u>

POETRY IRELAND LIMITED

**NOTES ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST DECEMBER 2013**

6. Employees

Number of Employees

The average weekly number of employees (including directors) during the period was as follows:

	2013 Number	2012 Number
Office and Management	6	6
	<u>6</u>	<u>6</u>

Employment Costs

	2013 €	2012 €
Salaries and Pension Contributions	235,095	252,752
	<u>235,095</u>	<u>252,752</u>

None of the directors received remuneration or payments for professional or other services during the year.

7. Tangible Assets

	Fixtures Fittings & Equipment € 20%	Total €
Cost		
At 1st January 2013	58,346	58,346
Additions	609	609
At 31st December 2013	<u>58,955</u>	<u>58,955</u>
Depreciation		
At 1st January 2013	50,920	50,920
Charge for Year	2,127	2,127
At 31st December 2013	<u>53,047</u>	<u>53,047</u>
Net Book Value		
At 31st December 2012	<u>7,426</u>	<u>7,426</u>
At 31st December 2013	<u>5,908</u>	<u>5,908</u>

POETRY IRELAND LIMITED

**NOTES ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST DECEMBER 2013**

8. Stock	2013	2012
	€	€
Stock of Publications	500	1,000
	<u>500</u>	<u>1,000</u>

9. Debtors	2013	2012
	€	€
Trade Debtors	-	6,070
Other Debtors	24,994	16,300
	<u>24,994</u>	<u>22,370</u>

10. Creditors: Amounts falling due within one year

	2013	2012
	€	€
Trade Creditors	3,077	7,067
PAYE	2,685	6,831
PRSI	2,325	5,820
Accruals	15,623	3,000
Deferred Income	49,998	50,300
	<u>73,708</u>	<u>73,018</u>

11. Incorporation

Poetry Ireland Limited is a Company Limited by Guarantee and, as such, has no issued share capital. In addition, the Company is a Registered Charity, reference number CHY 10231.

12. Taxation

The company, as a charitable organisation is exempted from Corporation Tax, Income Tax and Capital Gains Tax.

13. General Fund

	Opening Funds 2013 €	Incoming Resources 2013 €	Resources Expended 2013 €	Closing Funds 2013 €
Unrestricted Funds	144,982	583,169	(637,659)	90,492
Restricted Funds	50,000	237,000	(10,000)	277,000
Total	<u>194,982</u>	<u>820,169</u>	<u>(647,659)</u>	<u>367,492</u>

Restricted Funds

During the year the company received €227,000 from the Great Book of Ireland Trust. The total received from the Great Book of Ireland Trust as at 31st December 2013 was €277,000. These funds are ring fenced for the creation of a Poetry Centre for Ireland and are held in a separate bank account.

POETRY IRELAND LIMITED

**NOTES ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST DECEMBER 2013**

14. Analysis of Changes in Net Funds

	Opening Balance €	Cash Flows €	Closing Balance €
Cash at Bank and in Hand	237,204	172,594	409,798
	<u>237,204</u>	<u>172,594</u>	<u>409,798</u>

15. Related Party Transactions


There are no related party transactions to note.

16. APB Ethical Standards – Provisions Available to Small Entities

In common with other organisations of our size and nature the directors engage the auditors to assist in the preparation of the financial statements.

17. Approval of the Financial Statements

The financial statements were approved by the Board on the 7th July 2014 and signed on its behalf by:


Helen O'Donoghue
Director


Alan Moore
Director