KARE

Promoting Inclusion for People with Intellectual Disabilities

A Company Limited by Guarantee

Annual Report 2020

Including
Directors' Report and Financial Statements
For the year ended 31st December 2020

In Memory

Edward "Eddie" Slevin
13-4-20

Edenderry Local Service was saddened to lose our friend Eddie in April 2020. Eddie was one of our long-standing members and to say Eddie was a character would be an understatement, he had a very mischievous side to him that kept us on our toes with all his antics. He had a love for Elvis, Jim Reeves, Michael Jackson and kept us all entertained playing his air guitar while singing along to all the songs. Eddie had a keen interest in Karate and Star Wars and would regularly demonstrate his moves encouraging us to do the same. He loved to re-enact the scene from Grease where the lead characters would stand on the car, singing Grease Lighting while combing his hair back. Eddie would brighten up your day with his big smile and he will be deeply missed by all who knew him.

Paul Geraghty
23-12-2020
Our Lovely Paul Geraghty

We had the privilege of knowing Paul for many years in Eyre St. Local Service. Paul moved with us to Moorefield Local Service, which was unfortunately for a very short while.
Where would one begin to describe Paul…. He was such a funny bubbly kind & caring guy with a little dollop of mischief & devilment. He was a breath of fresh air & brought a lot of happiness to everyone who met him. We miss you so much Paul.

Bill Kenna
17-07-20

It was with great sadness we lost Bill Kenna. Bill was the spine of Clane local service for many many years. Bill had a great relationship with all service users and staff within KARE and will be remembered for his loyalty and kindness to everyone.

Ar dheis Dé go raibh a n-anamacha

Contents

Company Information 1

What we do / Our Services 2

Message from Chairperson 5

Message from CEO 7

Our Vision, Mission & Values 9

Directors' Report 11

- **Structure, Governance and Management**
- **Risk Management**

KARE's response to the COVID-19 Pandemic 16

Objectives and Achievements 28

- **Highlights of 2020** 30
- **Good Practice Initiatives in KARE** 47
- **Feedback & Satisfaction Results** 51

Financial Review 52

- **Futures Plans**

Statement of Director's Responsibilities 54

Independent Auditors' Report 57

Audited Financial Statements 60

Notes to the Audited Financial Statements 63

Appendix

St Anne's School –Abridged Accounts

St Mark's School – Abridged Accounts

Company Information

Name:	KARE, promoting inclusion for people with intellectual disabilities A Company Limited by Guarantee
Registered Office	Newbridge Industrial Estate, Newbridge, Co. Kildare.
Company Registration No:	48017
Revenue Charity No:	CHY No. 5907
Registered Charity No:	CRA No. 20009700
Chief Executive Officer:	Ms. Deirdre Murphy
Board of Directors:	Mr. Sean Bagnall, Chairperson. Ms. Emily Blennerhassett, Vice Chairperson. Mrs. Teresa Donohoe, Honorary Treasurer Mr. John Weldon, Honorary Secretary Ms. Mary Conliffe Ms. Marianne O'Malley Ms. Rebecca Bolster Ms. Margaret Quinn Mr. Noel Merrick – appointed March 2021 Mr. Ger O'Shea – appointed December 2020 Mr. Tom Lambert – appointed December 2020 Ms. Frida Lowry – retired September 2020 Mr. Edward Kehoe – retired September 2020 Mr. Roger O'Shea – resigned December 2020
Independent Auditor:	JPA Brenson Lawlor, Chartered Accountants & Statutory Audit Firm, Morehampton Road, Donnybrook, Dublin 4
Solicitors:	Coughlan White & Partners Moorefield Road, Newbridge, Co. Kildare
Bankers:	Bank of Ireland, Main Street, Newbridge, Co. Kildare.
Company Secretary:	Ms. Deirdre Murphy

What we do

KARE is an innovative and progressive organisation that provides services and supports for people with intellectual disabilities and their families. KARE was founded in 1967 by a group of parents and friends of children with intellectual disabilities who set out to ensure that children with disabilities could live at home with their family and be educated locally.

Over the years the organisation has expanded the range of services and supports on offer to meet increased demand and changing needs. KARE has a wide range of community-based supports available to children and adults with an intellectual disability, including day, residential and short break (respite) services. In addition, KARE is Patron to St. Anne's and St. Mark's, both schools support children with disabilities in the Newbridge area. KAREs catchment area is Mid-South Kildare, East Offaly, West Wicklow and North-East Carlow.

OUR SERVICES

Children

KARE provides preschool supports to children aged 3-6 years with global developmental delay and / or complex needs. Children attend the specialist pre-school, Curragh Grange, or are supported to attend their local mainstream pre-school. Curragh Grange is a registered Pre-school with the Tusla Early Years Inspectorate.

KARE is lead agency for the South Kildare West Wicklow Children's Disability Network Team. This team, together with its five partner organisations, provides interdisciplinary support services to children aged 0-18 years who present with needs identified as complex. They work in partnership with families, schools and outside agencies to develop and implement integrated intervention programmes.

Adults

KARE's Community Houses which are located throughout the catchment area, provide a home in which the adults are supported to live the best life possible. All houses are registered with the Health Information and Quality Authority (HIQA) and operate within the relevant Health Act 2007 regulations and the National Standards for Residential Services for Children and Adults with Disabilities.

KARE is also a Tier 2 – Approved Housing Body managing 23 residential properties through its Housing Committee and Facilities Department, all of which are maintained to a high standard to comply with regulatory requirements. KARE works actively to increase its housing stock as required through collaboration with local County Councils or through private rental.

KARE's Local services are located throughout the catchment area. They provide day services for adults in line with best practice. All local services have begun to adapt to the future regulations which will come into place. They use the 'New Directions Interim Standards' to align their work to. The local services provide support for each person to have a personal plan to outline wishes for the future and which identifies the types of support the person needs to achieve those wishes.

Short Breaks (Respite) Services

KARE's Short Break (Respite) Services provides families of children and adults with a break.

Breaks are provided in a number of different ways including; overnight breaks provided thorough KARE's two short break houses, and alternative short breaks, which are provided through Saturday Clubs and Summer Camps for children and planned weekend activities / day activities for adults. Home Sharing is another service for breaks which offers the opportunity for respite by staying with another family.

Support Services

KARE provides a range of clinical supports in the areas of Physiotherapy, Speech and Language Therapy, Social Work, Psychology, Behaviour Support and Occupational Therapy.

Community Employment (CE) and Local Training Initiative (LTI) Schemes

KARE is sponsor for one Community Employment Adults Supports Programme and two Kildare Community Childcare Programmes funded through the Department of Employment Affairs and Social Protection (DEASP).

KARE is also sponsor for one Local Training Initiative Programme funded through Kildare and West Wicklow Education Training Board (KWETB). Both schemes support employment for people throughout our communities and catchment area.

Message from our Chairperson

I am coming to the end of my term as your Chairman and it has been a great and singular honour to have served KARE over such an important time in its continuing development. Under our governance rules this is my last year both as your Chairman and as a member of the Board of Directors.

In my long association with KARE, dating back, I think, to 1978 I have known and worked with all of the people who have served as Chief Executives over that long period. Firstly, when I joined, the late Michael Birmingham held that position. I was reminded lately when working on our new Constitution documents that Michael was one of the founding subscribers to our original Constitution. For this, above all else he is to be remembered.

Next came Brendan Sutton who initiated a serious period of growth immediately after he joined us. He aligned us to several European Social Fund initiatives and succeeded in persuading the late Peter Sutherland to attend an AGM as our guest speaker. Brendan, unfortunately, is now struggling with an illness and we wish both him and Angela well.

Brendan was followed by Christy Lynch who served as our CEO for all of 25 years. They were also years of solid growth and consolidation in our great organisation which saw new directors, new models of service and very considerable growth in numbers of Service Users. This period also saw development as a Housing Association providing group homes for our Service Users and in particular the growth of our supported employment scheme. These were all programmes which increased contact between our Service Users and their neighbours and communities and with work colleagues. All part of normal living for our Service Users and their families. Christy retired in 2018 and we wish both him and his wife Anne a long and happy retirement.

Anne Coffey next filled the role of CEO for the interim period between Christy's retirement and the appointment of Deirdre Murphy, our current CEO. Anne had been the part of our Senior Management team for many years and filled the role of CEO with the benefit of great competence and long experience with KARE. She also worked alongside Deirdre Murphy during Deirdre's first weeks with us, greatly easing that transition.

Our current CEO, Deirdre Murphy, joined us from the Health Service Executive in April 2019. Deirdre quickly got her feet under the table and has dealt with the retirement of several members of our Senior Management team and their replacement with new, impressive and competent individuals so that our future services are in very good hands indeed.

There is never a good time to mention COVID-19. 2020 was a year like no other. It was dominated by COVID-19 and the virus made the year uniquely challenging. We can only offer our sincere thanks and gratitude to Deirdre and all staff who worked so tirelessly and effectively throughout the pandemic to ensure that both our Service Users and our staff were safe and that just about all of our services and normal activities continued to be provided. I want to say on behalf of our Board how proud, immensely proud, we are of how our Organisation dealt with the pandemic and the very success of KARE since March 2020 in dealing with this emergency is testament to our CEO, and to all of our staff. Congratulations and a most sincere thank you to you all.

We also thank our colleagues in the Health Service Executive for their support this year and for their partnership with KARE during a very challenging year for all concerned. We are lucky to have a long standing and solid relationship at all levels with the HSE.

2020 was also the year when we all learned to use new technology at all levels in KARE. Starting in April 2020 all of our Board meetings and all the meetings of our Board committees were held online. We all became proficient at meeting, muting, microphone feedback, hands up, keeping our contributions brief and keeping background interruptions to a minimum in our homes. We were able to hold our virtual AGM in September with up to 86 individuals attending. Traditionally the highlight of a KARE AGM is the participation of Service Users. We made this happen in 2020 with a video

montage of short interviews depicting life for many of them during COVID. Again, on behalf of our Board, may I thank all who worked to support the Board in its work in 2020 in this new format, ensuring the business of the organisation carried on. Special thanks to Denis Clancy, our ICT Manager, whom we got to know quite well during the year.

KARE is evolving and again during this year there were further resignations from the Board of long-standing members, Frida Lowry and Edward (Ned) Kehoe who supported KARE tirelessly and expertly over many years. One of our newer members, Roger O'Shea, resigned from the Board in December 2020. Tom Lambert and Gerard O'Shea joined the Board in December 2020 bringing new, particular and important skill sets and expertise to complement existing skills on the Board. This particular work of building up a broad spectrum of necessary and complementary skills continues right up to this day and I have every confidence you will continue to see continued improvement in how our organisation is governed. I want to thank all Board members, past and present for your "extraordinary voluntary commitment" and your support and wise counsel at all stages.

And 2020 also saw two other important initiatives in KARE. Firstly, it was the year that registered charities were expected to comply with the Charities Governance Code. Significant work went into adoption of this document as it applied to KARE so that there is a documented strong governance culture in place across your Organisation.

Also in 2020, KARE appointed a consultant to explore the feasibility of re-igniting voluntary fundraising. This work is ongoing with the fact-finding stage now completed. There are considerable implications both in terms of professionalising voluntary fund raising and, in its potential, to raise considerable monies for our work.

I said last year that we hoped that by now the pandemic would be part of our history. Not quite. But second vaccines are being rolled out for both Staff and Service Users and the vaccination programme has been applied to the country as a whole. Recent re-openings indicate progress towards a return to normality. We are emerging from challenging times to a time of optimistic caution which allows some normality.

I want to congratulate and thank our CEO Deirdre Murphy who has carefully and successfully guided KARE through an extremely challenging time. Deirdre has worked with the Board and with staff at all levels so that everybody gave of their best with understanding and flexibility to keep our services running and keep our people safe. Thank you also to all of all our staff. Your professionalism, success and dedication is what makes us proud to serve you.

And finally, I want to thank all of the Board members who have worked with me and supported me in my time as Chair. And also, a special thank you to past Board members who have contributed so much to what is here now. KARE is in good hands and its continued success is assured.

Chairperson of KARE Board of Directors

Sean Bagnall

Message from our CEO

It is my great pleasure to welcome you to the KARE Annual Report for 2020. I think it is fair to say that 2020 was an unprecedented time for the world and there is nowhere that the effects of the COVID-19 pandemic were not felt. KARE was no different to any organisation in that regard. You will see that much of this year's report focuses on our response to the pandemic. I hope that the many initiatives included in this report illustrate the sheer hard work and resourcefulness demonstrated by the entire organisation and highlight how effective the response to the pandemic was.

Our Local Services were closed in March, buildings were closed in keeping with Government Policy and staff who could work remotely were supported to do so. The three main administration buildings remained open as essential hubs to support front line services. Technology assisted us more than ever before and was embraced in new and innovative ways across the organisation, ensuring that all essential services and processes were maintained. Of equal importance was the use of technology to support connections and inclusivity between all our people, which is fundamental to how the organisation works across all levels and with all people.

Staff continued to show up every day for KARE and gave their personal best and did whatever the organisation asked them to do. Their support and commitment to the organisation was humbling and every day was a reminder of the vulnerabilities of us all and the extraordinary dedication to ensuring that our core essential services were maintained. The organisation remained COVID free until October 2020, which was a remarkable achievement and again a testament to the sheer hard work and sacrifices made by all staff, whether working in frontline roles or in many of the departments within KARE.

This year's report includes some wonderful examples of how people lived their lives during COVID, and the response from the people we support in the preparation of this year's report was unprecedented as everyone wished to share their stories with you all. The personal accounts are a reminder that life continued and the necessity in supporting people to live their best lives became more pronounced than ever. My thanks to all who shared their stories and sent their photographs for inclusion here.

You will see there were several new developments also in 2020, with the move from Eyre St Local Service to a new location (Moorefield Local Service) and the opening of a new Local Service in Johnstown, just two examples of the progression of the organisation.

It may seem strange to consider now, but we did have a couple of months in early 2020, pre-pandemic, when the organisation was exceptionally busy. KARE participated in the National Pre - Election campaign with the National Federation of Voluntary Service Providers with fellow disability organisations, which centred around a collective approach and consistent messaging to advocate and communicate the key messages identified as priorities. This involved several organised events where people supported by KARE, and families came together to meet election candidates in the constituencies' most significant to KARE (Kildare North and Kildare South) to highlight issues most important to the sector. Meeting with the now Minister for Health, Stephen Donnelly, TD in

Blessington with family members was of key strategic significance, not just for KARE but for disability organisations nationally, with the National Federation of Voluntary Service Providers also in attendance.

Work continued to conclude the development of the Strategic Plan throughout 2020, and while this launch was delayed because of the pandemic, work continued to take place to develop the three strategic priorities and associated goals. The Mission, Vision and Values were also refreshed with the final version signed off by the Board of Directors at their November board meeting. The new KARE Strategic Plan, *Inclusion – Innovation – Inspiration 2021-2025* was subsequently made available early 2021 and at the time of finalising this report, the Strategic Plan was in the early stages of implementation. I look forward to sharing the full details of this in next year's Annual Report, and to describe the sense of energy and excitement across the organisation in evidencing the shared commitment of everybody in continuing to improve services.

2021 is bringing several new exciting developments as the organisation continues to grow, as we are preparing to open two new residential services in West Wicklow and Kildare and are working in partnership with the HSE to develop a new multidisciplinary clinical team to support school leavers as an innovative pilot project (See Page 27). These are examples of how KARE is continuously expanding to meet the needs of the people we support.

At the time of compiling this report, Ireland is emerging from an exceptionally hard lockdown in the early part of 2021, the country is gradually reopening, and the vaccination programme is rapidly progressing. This is bringing a sense of hope and optimism to us all. Both the people we support, and staff are receiving their 2nd vaccines and the future is once again starting to look a little brighter. Right now, the new Vision of KARE (from the 2021-2025 strategic plan) which reads *People of all abilities are supported in their right to have real opportunities and choice to live their best life* becomes more urgent, not just for KARE as an organisation, but as a society, as we strive to become more person centred and inclusive, as we support people to rebuild their lives and move forward to fulfil their wishes and dreams.

I would also like to pay a heartfelt thanks to all the KARE staff, volunteers and students. It is an absolute pleasure to work with you all, each and every day. Thank you for your unwavering support and dedication. My thanks also to Sean Bagnall and the Board of Directors, who give of their time so willingly. Your commitment and support during the most challenging of times has highlighted how fortunate we are to have you on our team. A special thanks to my colleagues on the Strategic Planning Group (senior management team), who provided direction and leadership this past year. I include colleagues who retired from the organisation and newer team members in my thanks.

And finally, thank you to all those we support and your families. I know there are times we need to do better by you, and on behalf of KARE, it is my intention that we do. I am hopeful that someday we can all live in a more inclusive and equal world. Thank you for all your feedback and honesty this year.

Enjoy the report which tells the story of our 2020.

Best Wishes

Chief Executive Officer
Deirdre Murphy

MESSAGE FROM OUR CEO

Our Vision, Mission & Values

The Vision, Mission & Values of KARE were updated and launched in early 2021 as part of the new Strategic Plan 2021-2025

"Inclusion - Innovation - Inspiration"

Vision

People of all abilities are supported in their right to have real opportunities and choice to live their best life.

Mission

We work in partnership to support people with disabilities and their families to create a present and future that fulfils their personal potential.

Values

How we work with the people we support and their families.

Values

How we work with the people we support and their families

We empower and encourage the people we support to speak for themselves and decide what is best for them.

We encourage the people we support to develop strong, diverse and positive relationships.

We listen to the wishes and dreams of the people we support and find ways to support them to own and achieve these.

We provide people with supports underpinned by the principles of access and consistency.

We support people who use our service in an individualised and creative way.

How we work with our staff and others

We ensure staff are well supported and informed.

We work collaboratively in flexible, open and innovative ways to achieve the best outcomes for the people we support.

We respect and value our people.

We are accountable to ourselves and the people we support for what we do.

We foster empathy, kindness and appreciation for each other.

We trust staff to carry out their roles in a consistent and professional manner.

Directors' Report

The Directors present their annual report together with the audited financial statements of KARE, Promoting Inclusion for People with Intellectual Disabilities ("KARE") for the year 1 January to 31 December 2020. The Directors confirm that the Directors' Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 ("FRS102").

Structure, Governance and Management

a) Constitution

KARE is registered as a charitable Company Limited by Guarantee and was set up by a Memorandum of Association on 6th May 1974. KARE is a registered charity (CHY number 5907 and CRA number 20009700) and was granted charitable status under Sections 207 and 208 of Taxes Consolidation Act, 1997.

b) Memorandum and Articles of Association

The Memorandum and Articles of Association originally adopted in 1974 was updated and approved at an Extraordinary General Meeting in 2010 having been approved by the Revenue Commissioners. The Memorandum and Articles of Association are currently being reviewed and updated by the organisation to ensure it is fit for purpose.

The Memorandum and Articles of Association lay down the details of Membership, Meetings and how the Board of Directors operate.

c) Method of Appointment or Election of Board of Directors

The governance of KARE is the responsibility of the Board of Directors who are elected and co-opted under the terms of the Articles of Association.

In March 2015, a Motion was adopted and passed unanimously by the Board to reduce the number of Directors on the Board from twenty-four to twelve. This revision was made so that the composition of the Board could fulfil the HSE Annual Compliance Statement: Board and Corporate Governance Requirements. These changes continue to be in compliance with the organisation's Memorandum and Articles of Association – Section 24.

The revised composition of the Board of Directors is as follows:

- 4 Directors are appointed from the Branches of KARE.
- 6 Directors are appointed from Family Members.
- 2 Co-Opted Members.

The Directors are appointed for a three-year period and are eligible for re-appointment up to a maximum of three periods, i.e. nine years

The CEO attends the Board of Directors Meetings in an ex officio capacity and is not a member of the Board of Directors.

The Board of Directors meet on a regular basis having met on 9 occasions in 2020.

d) Induction of Board Members

New Board Members receive induction either individually or at Board Meetings. They are provided with an overview of the organisation, its services locations, management structures, details of the current Strategic Plan, Operational Plan and Balanced Scorecard of the organisation. All Board members are provided with an overview of their roles and responsibilities, the Code of Conduct for Board members, the format for Self-Evaluation of the Board, information on confidentiality and conflict of interest along with the full range of approved Policies and Procedures operational in the organisation at the time.

They receive specific other training as required and external training on corporate governance has also made available to all Board members. All Board members receive a pack containing all the above information.

e) Board Sub Committees

The Board of Directors' governance manual was updated in July 2020. The Sub Committees of the Board are set out as follows:

Finance Audit Sub Committee

The revised terms of reference for the Finance Audit Committee are to oversee the financial management of the organisation and provide a level of assurance to the Board of Directors that there are appropriate and effective systems in place to cover all aspects of financial management and its promotion of good Corporate Governance.

The members of the Finance Audit Subcommittee are:

1. Teresa Donohoe, Chairperson Finance Audit Subcommittee
2. Edward Kehoe, Board Member (retired September 2020)
3. Sean Bagnall, Board Member
4. Emily Blennerhassett, Board Member
5. Charlie Brady, KARE Facilities Manager - (ex Officio)
6. Paul Switzer, KARE Finance & ICT Manager – (ex Officio)
7. Deirdre Murphy, KARE CEO – (ex Officio)

This Committee met four times in 2020 as per terms of reference.

Risk Quality and Safety Sub Committee

The Risk Quality and Safety Committee was established to oversee the management of risk, quality and safety in the organisation and to provide a level of assurance to the Board that

there are appropriate and effective systems in place that cover all aspects of risk management and quality improvement.

The members of the Risk Quality and Safety Committee are:

1. Rebecca Bolster, Chairperson of the Risk Quality and Safety Committee.
2. Margaret Quinn, Board Member
3. Tom Lambert, Board Member (Appointed February 2021).
4. Sandra Burke, KARE Quality Manager - (ex Officio) – (Appointed October 2020)
5. Deirdre Murphy, KARE CEO - (ex Officio)
6. Sarah Kelly, former KARE Quality Manager - (ex Officio) (retired September 2020)

This Committee met four times in 2020 as per terms of reference.

Remuneration and Nomination Sub Committee

The Remuneration and Nominations Committee was established to ensure remuneration policies, procedures, and practices of KARE comply with Public Service Pay Policy and any specific directions or instructions of the HSE. It will also ensure that appropriate plans are in place for the orderly succession of appointments to the Board to maintain an appropriate balance of skills and expertise.

The members of the Remuneration and Nominations Committee are:

1. Marianne O'Malley, Chairperson
2. John Weldon, Board Member
3. Corena O'Brien, KARE HR Manager - (ex Officio – Appointed September 2020)
4. Deirdre Murphy, KARE CEO - (ex Officio)
5. Mary O'Connor, former KARE HR Manager (ex Officio) (Retired date June 2020)

This Committee met three times in 2020 which exceeded the requirements of the terms of reference.

KARE's 2020 AGM was streamed live online on the 7 September 2020. The AGM saw presentations from Sean Bagnall (Chairman), Teresa Donoghue (Treasurer) and Deirdre Murphy (CEO) reporting on KARE's performance during the previous year. There were also several video updates from people across KARE about their achievements during lockdown and their hopes and dreams for the future. Thanks to all those who contributed to making the AGM such a success.

f) Board of Directors – Meeting attendance record 2020

Chairperson:	Sean Bagnall
Vice Chairperson:	Emily Blennerhasset
Hon Secretary:	John Weldon
Hon. Treasurer:	Teresa Donohoe
Board Members:	Rebecca Bolster, Marianne O'Malley, Mary Conliffe, Margaret Quinn, Frida Lowry, Edward Kehoe, Roger O'Shea, Gerard O'Shea, Tom Lambert and Noel Merrick
Retired September 2020:	Frida Lowry and Edward Kehoe
Resigned December 2020:	Roger O'Shea

Attendance of Directors at KARE Board Meetings and Sub committees 2020

Name	Board of Director Meetings 2020	Finance Audit Sub Committee meetings 2020	Risk Quality & Safety Sub Committee meetings 2020	Remuneration & Nomination Subcommittee Committee meetings 2020
Sean Bagnall	9/9	4/4	-	-
Emily Blennerhasset	6/9	3/4	-	-
John Weldon	8/9	-	-	3/3
Teresa Donohoe	9/9	4/4	-	-
Mary Conliffe	8/9	-	-	-
Rebecca Bolster	8/9	-	4/4	-
Marianne O'Malley	9/9	-	-	3/3
Margaret Quinn	8/9	-	4/4	-
Gerard O'Shea	1/1	-	-	-
Tom Lambert	1/1	-	-	-
Frida Lowry*	7/7	-	-	-
Edward Kehoe*	5/7	3/3	-	-
Roger O'Shea**	7/9	-	-	-

Notes: *** Denotes Board members who retired in September 2020**
**** Denotes Board member who resigned in December 2020**

g) Organisational Decision Making

The Board of Directors of KARE control and direct the company in the interests of its members. They have particular responsibilities under Company Law and the company's Memorandum and Articles of Association.

They have common law duties and statutory duties of Directors as outlined in the Board of Directors Governance Manual revised July 2020. The Board has reserved certain powers and delegates to the CEO certain powers consistent with the day-to-day management of the company. The Company Secretary of the organisation is appointed by the Board. The Board of Directors along with the CEO and the management of the organisation are committed to maintaining a high standard of corporate governance in all its work to ensure compliance with the HSE Annual Compliance Statement, Board and Corporate Governance Requirements

The Board of Directors in its roles as Patron to St Anne's School and St Mark's School appoints two nominees to the Boards of Management of each school, one of whom is the Chairperson of the Board of Management

KARE has transitioned to the Charities Governance Code issued by the Charities Regulatory Authority.

h) Operational Decision Making

The CEO is part of the Strategic Planning Group ("SPG") which is the Senior Management team in KARE. Each SPG manager has an operational area they are responsible for and cover such areas as Operational Services and Supports, Support Services Manager, Quality, Risk and Safety, Human Resources, Finance/ICT and Facilities.

Risk Management

The Board of Directors have assessed the major risks to which KARE is exposed, in particular those related to the operations and finances of KARE. The Board of Directors are satisfied that systems and procedures are in place to mitigate against exposure to major risks. KARE has prepared a Risk Register which the Board of Directors review and update regularly to ensure that all risks are identified, assessed and appropriate controls are implemented to manage and mitigate such risks. The principal risks and uncertainties facing KARE are as follows:

Financial Risk

KARE is heavily dependent on the HSE for funding and budgets are primarily based on this income. Budgets are reviewed internally and with the HSE through regular meetings. KARE's budgetary and financial reporting procedures are constantly being improved to ensure these procedures are fit for purpose.

Operational & Clinical Risk

The ability to respond appropriately to the identified current and future needs of service users and their families is of paramount importance to KARE. We are actively pursuing the continued implementation of our core ICT systems as well as implementing our newly designed Individualised Planning process.
Managing the Health, Safety and Welfare of people associated with KARE is a constant priority for KARE. Existing controls, whilst adequate, are kept under constant review to ensure they adequately mitigate this risk.

Governance and Management Risk

Meeting multiple compliance and regulatory requirements is a constant need including establishing, maintaining and managing effective internal controls. The Directors have been very active in 2020 in following up on governance audit action plans, keeping abreast of sectoral developments.

In 2020 a new risk faced the organisation which was the COVID-19 pandemic. KARE adapted its practices in many ways to mitigate the risks in line with National guidance.

KARE's Response to the COVID-19 Pandemic

The Global Pandemic had a huge impact on the organisations activities and the main focus for KARE was to ensure we had appropriate systems and procedures in place to protect the Health and Safety of the people we support and our staff.

In the initial stages of the pandemic, as it became more apparent what type of a response would be needed to support the organisation to continue to function effectively, KARE established a series of response teams as part of managing the pandemic. Many staff were reassigned onto these teams across the organisation. Many people were asked to work in different ways, that none of us ever thought possible. The flexibility, willingness, dynamism and overwhelming support from staff enabled KARE to continue to provide many essential services over the first wave of the pandemic. A brief description of *some* of the teams are set out below.

COVID-19 Response Teams

Crisis Management Team

This cross departmental team assessed latest public guidance and internal information and set direction to adapt to constantly changing circumstances. A key outcome of this team was the development of the "New Normal" document which was a one stop shop for anything any staff member might need to know about operating in a pandemic.

Resource Management Team

Resource management was a key issue with staff being redeployed internally and externally, especially in the early stages of the pandemic to ensure better use of resources within KARE. Extra reporting to the HSE on COVID absences was required daily. A cross department team to develop and utilise a multi-purpose database to allow management of resources, absences and redeployment was established.

Supplies Team

A new team was set up during the very early stages of the pandemic to centrally procure, purchase and deliver PPE, cleaning goods and groceries to ensure all units had adequate supplies and allow units to reduce their contacts. The Team was made up of staff redeployed from across various services and supports in the organisation. The team had, during the peak of the first wave of the pandemic, up to eight staff working in Shopping and three staff in PPE, Cleaning and Hygiene distribution manging all purchasing of PPE and cleaning hygiene products, managing stores and stock levels, processing orders from all locations.

Over 950,000 units of PPE, Cleaning and Hygiene Products were acquired by the Supplies Team with 900,000 units of product being delivered to frontline staff in Houses, Local Services and Admin support. When PPE was at an international decline and could not be sourced in Ireland the team successfully ordered significant quantities of PPE from China which involved significant oversight and management.

The team facilitated the sourcing and supply of some critical PPE to other organisations across the country at the peak of the short supply crisis. They even facilitated the receipt and countrywide distribution of 20,000 litres of hand sanitiser through a very generous donation.

Information and Communications Team and Information Management Teams

This team was set up to coordinate the information and communication support of other crisis activity teams and was made up of staff from around the organisation who worked alongside KARE's core ICT Team. Their role was to support KARE workers using technology remotely to allow them to communicate effectively and participate in training. They manned a Communications and Information Helpdesk that was set up to allow people to log calls if they needed assistance. They ensured core Data Management was maintained by ensuring people followed existing processes around information and always ensuring the updating of key systems.

The team acted as a constant contact point for staff during remote training. They assisted people delivering and joining KARE training to use the new technology tools. The team dealt with 870 calls during the period. They were also the core trainers of staff in how to use MS Teams which has become the main platform for all meetings. They supported a 40% increase in the amount of kit supported in 2020. They secured significant additional funding for end user devices, with a device loan library established for both staff and people we support.

New applications were developed to convert some of the older paper-based processes into electronic processes to make them more efficient and minimise the need for paper handling. Electronic forms and systems such as submitting petty cash electronically, purchase orders, training evaluation forms, lifelong learning forms are just some of the examples of new electronic forms developed.

The team acted as a communication team for the CEO's office assisting with delivering key mass messages through bulktext, email, Twitter and via the COVID-19 folder on KARE Connect. They set up extra communication links, including dedicated staff and family members text, which allowed for relevant information to be sent quickly and effectively. They provided support to the KARE Board meetings to ensure they went ahead successfully in line with our organisation's governance requirements, and in September 2020, supported the streaming of the AGM remotely, providing the means for people who wished to contribute to the conversation.

Fundraising Team

During the pandemic certain staff who could not work in various roles were redeployed within the organisation. KARE took the opportunity to increase the support available to Managers to seek out opportunities and increase funding by way of grant income. This additional grant income was used to support various aspects of the organisation throughout 2020 and into 2021. Generally, these activities are extremely time consuming, and opportunities can be missed. The team's role was to support managers in seeking out and applying for grants as the opportunities arose. The team supported managers to apply for 20 Grant applications with a success rate of 50%. This resulted in significant grant funding for the organisation which is being used to support KARE in its charitable objectives.

COVID HR Helpline

The Human Resources Department set up a COVID HR Helpline at the outset of the pandemic. This was a useful resource and used by staff across the organisation. The line was supported by the HR and Training teams who took calls, followed up on queries, were available to listen to staff concerns and provide general advice on COVID related queries.

KARE COVID-19 Testing Team

In response to the pandemic, KARE staff were requested by the HSE to set up a COVID-19 testing service within the organisation. Members of the Clinical Team (Physiotherapist, Occupational Therapist, Speech and Language Therapist), Nursing and Social Care Leaders attended HSE Swabbing Training in April 2020. This training involved a demonstration of how to don and doff Personal Protective Equipment (PPE) and how to complete an oropharyngeal and nasopharyngeal swab. As part of the training, participants were required to carry out a practice swab on themselves to ensure the technique was perfected.

After attending this training, 'testers' worked alongside other departments in the preparation process to offer a COVID-19 testing service for KARE service users and staff.
As part of this preparation process, a multidisciplinary team designed resources for staff and service users to support the testing process. These resources included social stories, videos of testers donning and doffing PPE, physical and sensory experience guidance and videos/Easy Read documents explaining what a COVID-19 test involves.

The first direct experience with COVID-19 testing for the organisation was the mass staff testing event in Punchestown. This event involved multiple departments in KARE working together, to ensure the event was a success. Securing an appropriate location, having designated areas for donning/doffing PPE, setting up testing tents, cleaning, organising traffic, linking with the HSE to obtain testing kits and documentation required, completing the tests and documentation, sending completed tests and documentation back to HSE were just some of the steps required. Overall this event was a success and resulted in over 300 frontline KARE staff receiving a test.

Throughout the rest of 2020 the KARE testing team continued to carry out COVID-19 testing for service users on a regular basis and staff where required. The option for individuals we support to have a test carried out by the KARE testing team as opposed to needing to go to a public testing centre has been beneficial for all. The KARE testers can come to the individual's own environment if needed, the testers will link with frontline staff and use any resources or supports the individual requires and they can give the individual extra time to complete the test. This makes the experience as positive as possible for the people we support. A lot of planning and preparation goes into each COVID-19 test (e.g., collecting PPE and test kits, organising documentation, printing labels, etc.) and the testing team continues to complete this as effectively as possible.

Infection prevention and control during 2020

MARCH

KARE on high alert after first national lockdown
Local services and preschool closed to reduce risk.
Staff redeployed across the organisation.
People started to work remotely where possible.

APRIL

KARE appointed an Infection control nurse lead and informal support team commenced.
The supplies team was set up.
PPE was sourced.
Pedal bins were sourced for PPE.
Closure of additional services - staff redeployed, posters developed.
Testers were trained to be COVID swabbing.

MAY

Staff training needs were identified and rolled out.
New in house training was developed to support the HSELand training sessions staff had to undertake.

JUNE

A 'New normal' document was developed to share how KARE approached infection prevention and control. This continued to evolve and develop in line with national guidelines and return to work protocols across the remainder of the year.
38 H&S reps became COVID reps and attended training in the role.

JULY

The infection control policy was updated to include an IPC support team
Infection prevention control team was formalised.
Webinars were attended by a large number of staff to upskill in the area.
Links with public health.
Infection control audits commences in all location - weekly phone check ins.

AUGUST

Local services reopen on a phased basis.
Some staff return from redeployed locations.

SEPTEMBER

Preschool reopens

OCTOBER

Lessons learned review identified opportunities to enhance how we reacted to COVID.
Additional bins were sourced to store PPE prior to 72 hour disposal in normal waste bins.

NOVEMBER

Additional testers were trained

DECEMBER

Public health advise the introduction of wipeable mattress protectors, duvet covers and pillow covers for houses with sleepovers.
KARE commenced the development of upskilling staff to be peer vaccinators.

KARE's New Normal

As the pandemic unfolded KARE had a number of documents to support the understanding of national guidance for the sector. The number of changes and updates became so significant it was difficult to keep up, so KARE decided to coordinate all updates into one document which they aptly named 'The New Normal'. This launched to the organisation in July 2020.

The 'New Normal' houses all the guidance for the various departments across the organisation and is a one stop location for procedures to follow. Significant consultation occurred throughout the departments in the organisation. During the year 10 updates were made to the document, some more significant than others. The document is accessible to all staff from the front page of KARE connect and video clips were created to show staff how to access the document in a swift manner.

Staff describe it as '*a document that brings all information into one location improving communication among team members and overall improving our ongoing changing response to COVID-19'.*

Lifelong Learning & The Power of Online Collaboration

From May to September 2020 adults and staff from Lifelong Learning, Outreach, Moorefield Local Service, Morrell and Lakelands came together to explore how best to facilitate training and help people keep connected during the early stages of COVID-19. For a lot of participants this was the first time connecting with others outside of their own household or support team since the pandemic began. This working group looked at online video meetings and how training and social engagement could be inclusively facilitated.

"This has been a very good and emotional experience for me because I am so happy to be able to be here and do the stuff I want to do like courses and you know talking to Laura and Eadaoin and the group. Its so amazing.Google classroom was really helpful …you can find information in the one place…you don't have to go looking everywhere on google. We talked about how we were going to meet up on teams and what activities could we do together and how could we help each other. Important things we learned were how to wash our hands properly, how to use sanitiser properly how to wear a face mask properly. The course was excellent. I'd give it five stars. ⭐⭐⭐⭐⭐

I am blessed I got the chance to do this because you never know what happens at the end of the day. This lockdown has made me feel happy in some ways and sad in other ways. We have the good times and the bad times. I am blessed to have had the opportunity to do this course , to facilitate it and talk about mental health as well and you know each others problems or anything like that , because we have each other at the end of the day.

I recommend you keep strong and remember there is always light at the end of the tunnel. "

July 2020
Tamara Byrne,
Project Participant and Facilitator

Sam Duggan, Project Participant and Facilitator facilitating an online skills demonstration with a group in June 2020.

Jennifer Howell Project Participant and Facilitator showing one of her pieces on an online call in July 2020.

Testing out! Sheila, Joe, Stephen and Frieda in a Microsoft Teams group call in July 2020

A guide to using Microsoft Teams for Training

This is a **checklist** of things you need to do to use **Microsoft Teams.**

Before you can join a Teams call.

You will need to give whoever is arranging the call the following

STAYING CONNECTED

LIVE
KARE

WHAT A YEAR IT HAS BEEN!! 2020 CERTAINLY CHANGED HOW WE WORKED. IT BROUGHT OBSTACLES, IT BROUGHT FRUSTRATIONS, IT BROUGHT SEPERATION….IT CERTAINLY BROUGHT US ONLINE……
BUT IT ALSO BROUGHT US ALL OF THIS….

★ ★ ★ ★ ★

GAVIN MORRIS

"The live activities kept me busy through the pandemic. Fair play to Ken, Damian and Eamonn for working along with the guys in the centres and they were brilliant with us. Just one more great thing was having the online social club on a Wednesday night back every week!."

★ ★ ★ ★ ★

FRANCES DALTON

The Facebook Group have been brilliant all through COVID. I have enjoyed all the activities. I take part in most of the activities live and enjoy seeing friends on screen, Dervla's class is on when I am in work but I do it when I come home.. The social club Wednesday nights really cheers me up. The pandemic would have been unbearable without you..Thanks a million

Some celebrities even dropped by to say hello.

AND WHILE WE YEARNED TO GET BACK TO THE WAY THINGS WERE……WE LOVED EVERY MINUTE OF IT!!!

★★★★★

MARIA MURPHY DUNNE

As a parent -can I just say - I take my hat off to you ALL. With all Your hard work and your genius ideas , You made a REALLY really tough time bearable for every single person that logged on , joined in or just watched from the sidelines and that was the beauty of it- everyone could enjoy it whether the were participating or simply watching. YOU ARE ALL BRILLIANT and AMAZING but Ken and Damian brought SO much fun, laughter and craic to all our lives with their very unique and priceless bit of banter and funny madness. You were ALL A breath of fresh air and a bright light in a very dark depressing year for so many. NEVER CHANGE.. I often logged on after a stressful day in work and you even managed to cheer me up and that's no mean feat. I REALLY hope the organisation know just how LUCKY they are to have such a wonderful group of selfless , fun loving , dedicated, AMAZING people working for them and with our loved ones. I for one THANK YOU ALL SO SO MUCH from the bottom of my heart.

★★★★★

LALOR CENTRE, BALTINGLASS

It has been a fantastic link to keep in touch with our friends in other centres and it gives us an opportunity to have fun during all the restrictions. We love the Bingo on Thursdays and the Keep Fit as well.

★★★★★

ACADEMY STREET LOCAL SERVICE

Steven ' all activites online are good and I really enjoy them. I like seeing everyone from the other centres too'
Grant ' I like the early show and I like the quiz even though some of the questions are hard. Deal or no deal is great when you get to pick the boxes'

Sinead 'I really like the activities, I like the bingo but not when I lose. I like talking to Ken I love him to bits. I do miss the disco. I like the exercise classes except the high knee raises. I think the exercise classes are fun.'

Staff Communications Survey

KARE carried out a staff communication survey in April/May 2020 to assess how effective our various forms of communication were perceived during the initial stages of the pandemic. We received 248 responses.

Actions which resulted from the staff survey included a regular weekly e-mail and often a video update from the CEO's office on COVID information, organisation updates and it featured good news stories from throughout the organisation. The survey results also demonstrated that staff wanted more updates on how the organisation was responding, extra clarity on the use of PPE and better communication about the different crisis teams in place. KARE responded to this by streaming a series of themed videos on the work of various teams in operation.

A wellness page was also established on KARE Connect which stored resources from our Employee Assistance Programme, HSE wellness resources and links to a number of useful wellness and mental health documents in response to feedback from this survey.

Facilities Department

2020 was busier than usual for the Facilities Department. The emergence of the virus required the setting up of a COVID Isolation unit initially at Blessington Local Service, this later transitioned across to the Eyre Street premises. The Facilities Department were heavily involved in the setting up and relocating of both these units.

Objectives & Achievements

Highlights of 2020

Young Adults Team - Development of a new Clinical Service for CHO7

KARE were assigned lead agency to develop a Clinical Supports team which will support young adults with complex needs upon leaving school. This is a two-year pilot project which is in partnership with and funded by the HSE.

The team is based in Johnstown, Naas. The team comprises of an Occupational Therapist, Speech and Language Therapist, Psychologist, Social Worker, Behaviour Specialist, a Physiotherapist, and a Project Manager. The Young Adults Team aims to provide access to multidisciplinary supports for individuals with complex needs who have left school in 2020/2021. The team will support individuals across organisations in CHO7 such as Saint John of Gods, Enable Ireland, National Learning Network, Stewarts Care, Cheeverstown, and WALK to name but a few.

The Young Adults team will work collaboratively with the young person, their families and day service providers to support full participation, belonging, relationships, inclusion, and self–determination for people with disabilities.

Some members of the team are already in post, with other members expected to join the team in the coming months. This is an exciting new project for all involved and we look forward to being able to support individuals and their families.

Johnstown Local Service opened in September 2020. This proved challenging at times for both the people we support, and the staff given the environment in 2020. The people attending Johnstown Local Service transitioned from Naas LS. Everyone should be commended for how well the last number of months have gone. Shortly after we opened, we welcomed a number of new individuals to Johnstown, this allowed us to incorporate a Jacuzzi room to meet the sensory needs of individuals who use the service. We currently work collaboratively with the Speech and Language team to create a total communication environment.
A massive achievement was made by Emmet Mangan. Emmet received his silver Gaisce on La Gaisce in October 2020 and celebrated this with all his friends in Johnstown.

Eyre St Local Service moved from Eyre Street to our fabulous new building now called **Moorefield Local Service**. We are extremely happy with the move and all the individuals using the service are very content. It is a brand-new building, purposely build, with up-to-date technology and fitted out to a very high standard. This enhances the service KARE provides for the individuals using Moorefield Local Service. Moorefield Local Service welcomed three school leavers to the centre Stephen O'Connell, Matthew Kennedy & Hannah Whiteley came to us from St Mark's School. Rebecca Buckley also joined us in Moorefield Local Service.

Newbridge Local Service

John Paul Tobin tells his story about how 2019 was for him." *Last March Covid 19 happened and Local Service closed, in fact the country closed. I am in full time employment in Cox's Cash and Carry in Newbridge and I was very lucky to keep my job supported by my job coach and employer. I made the decision due to personal and family reasons to cocoon and temporarily leave my employment. As restrictions lifted and I felt it was ok for me to return to work I was warmly welcomed and supported by my employer. I completed Covid Safety Training which gave me the knowledge and confidence to keep myself and others safe. I am so thankful for my job as it kept routine for me as I got used to the "new normal" and living with Covid."*

"It was a strange year, trying to adapt to the ''new normal''. When Local Service resumed, staff prepared me with a social story about Covid19 and that my new routine would look different before I came back. I have learned new things about Covid19. I participated in a Lifelong Learning module called Covid Safety Course and earned a certificate. I learned more about the importance of social distancing, wearing a mask, hand hygiene, PPE equipment and Public Transport with support from my key worker, Sarah. I wear my mask when I travel on the Public Community bus to come to Local Service and when I go for my weekly shopping into Lidl. Staff support me to go for social distancing walks everyday. I regularly play the keyboard, do art activities, spend time on the computer and participate in KARE's Facebook online activities. I have enjoyed KARE's Facebook online activities. I enjoy Fun Fit with Ken, Lifelong Learning's ''thinking about the week'', Dervla's fitness classes, Bingo, Coffee, Catch up with Ken and Live Music sessions with Damian and Ken. These activities have helped me to keep fit, communicate with new people through Microsoft Teams and develop my interpersonal skills to communicate with my friends online. Damien is a brilliant singer and I enjoy listening to him. I enjoy Lifelong Learning class as we discuss topics, talk about how we were feeling over the week and any other relevant news we might like to share. I look forward to participating in swimming competitions soon whenever it is safe to do so. It is important we all keep safe during these strange times. I am proud of myself on how I have adapted to the new normal, I have learned so many new things and developed my skills throughout the year with support from staff."

Peadar McCormack Newbridge

Athy Local Service

Athy Local Service has without question worked so hard to keep COVID out of the building and keep everyone that came into the building safe. We are all so grateful to be well and have our first Vaccine.

Frances works in Circle K on the shop floor and loves her job and never misses a day. She was out of work due to first lockdown but returned to work in June and worked right through to December 2020. Frances was trained up on all the HSE guidelines and followed the Health and Safety procedures of Circle K. Frances was supported by her Job Coach, Ann Dillon.

Ashlene Coleman has worked in Craddockstown House Nursing Home for the past 23 years. She has worked throughout the entire pandemic as a valued team member.

Edenderry

" Last year, during lockdown I started to do some baking. Every week I met Angie and I tried making something different. I always wanted to bake. so far I have made flapjacks, muffins, scones, sponge cake, cupcakes and Christmas cookies.

I even won the KARE Christmas Bake Off!! I'm really enjoying this new hobby " ~ **Michelle Seery**

"The lockdown was hard, I missed everyone in the centre. My keyworker Valerie, used to come out and meet me and one day we went to Kildare Open Farm, and I saw fish for sale. I liked the idea of having them and I thought they would be good company for me during lockdown. Their names are Declan and Christy and I am responsible for feeding them and keeping the tank clean".

William Behan Edenderry

Naas

Everyone in Morell adapted to restrictions very well. Everyone loved taking part in online classes and activities. Their favourite activity is singing with Damian and Ken on Facebook Live.
We all tried to keep fit and healthy and aimed to walk 5km everyday weather permitting.

Stephen has completed his goal of setting up a greenhouse for his seeds, which we all hope to enjoy later in the summer. He is taking part in the second wave of Special Olympics in golf. He's also a Voice for KARE Rep and his photography course has been completed.

Paul bought a laptop and learnt how to use it. Now he can join the online classes. Paul continues to walk every day and he is trying to stay fit for his return to his Karate classes.

Thanks to Geraldine and her cookery class we all enjoy delicious scones and cup muffins. Due to an active lifestyle and active walking, she is continuing her journey to fitness.

Sheila enjoys walks and trips on her bike. Sheila is delighted to use her laptop and loves taking part in the online classes.

Cliodhna safely returned to work and continues her healthy lifestyle with walking.

When lockdown started, we thought that as we would be spending a lot of time in our garden that we should make it into a nice bright relaxing place. We first decided that we would like to sow plants and seeds that would grow into colourful flowers and as the flowers grew so did our ideas. We painted our garden shed, garden furniture and garden pots in bright colours of our choice. We spent most of the sunny summer evenings in our garden having nice food and chats sometimes until it got dark.

2020 brought new skills and experiences…

Breda Cross *"I learned to do zoom meetings which are great because I can continue to be part of the organisations that I'm involved with like IRN, Voice for KARE, Literacy Class, QQI Modules and recently I have volunteered to be part of a group on a project named End of Life Research Project. I have also kept myself busy with sports recently in Special Olympics Virtual Competitions. I came first place in 25mtr walk and 4th place soft ball throw. I have just finished doing a 10 week Introduction to Acting course, it was great fun".*

Ann Nolan ***"****I learned to use my tablet to join KARE Facebook LLL and participated in Relaxation classes, KARE bake-off and many others. My favourite was KARE Photography Group. It was great going out and about taking photos of topics we covered in the group like nature, favourite animal and things I like to do. I got a certificate for completing the course".*

Joe Ryan *"I was able to keep in contact with my family and friends from the Men's Shed Naas using What's App. Staff supported with this. Also, on Friday mornings I zoom into Past Times Choir, McAuley Place, Naas which I am a member off. It's great to see all the old faces and have a sing along".*

Anthony Byrne *" I enjoyed going to musicals and concerts in the 02, Bord Gais and Concert Hall, I really missed these outings because of COVID-19 restrictions. Staff supported me to buy and learn to use a tablet. I find this is great for me I now can watch Mrs Browns Boys videos also I have watched Virtual Live Concerts like Christy Moore, Lisa O'Neill and I am booked to watch Celine Byrne".*

Clane

Lisa Tuthill and Mandy Sharpe have been working very hard doing up their garden. With some staff support, they hope to set up a Sensory Garden for them to enjoy, with sensory plants for smell and touch and a few interesting surprises for entertainment. Special thanks to Johnstown Garden Centre who also provided some donations of plants.

Tinahely

Mark completed the first wave of the Special Olympics virtual competitions. Mark took part in the football and enjoyed practicing each week. Mark would practice with staff and friends.

Academy Street

The Academy Street crew were delighted to take part in several virtual 5km charity fun runs/walk. We were also delighted to have not one, but two runner up winners, Collette Cullen and Emer Hayden in the *Facebook Live KARE Christmas Bake Off Challenge.*

Blessington

Niall Healy in Blessington has been busy during 2020 gardening and developing his green fingers.

Baltinglass

During August 2020 Karuna Whelan donated her hair to the Little Princess Trust and raised €2,500 for the Laura Lynn Children's Hospice.

Outreach

"Hi my name is Mark and my dream is to make a living from my art work and to become a well-known artist. Last year, I applied for an Arts Grant from Kildare Council, through the Riverbank in Newbridge, and was successful with this! I then met with one of the staff in the Riverbank who suggested I find a mentor to support me with my future dream. This is when I met, Dominic Thorpe, who we agreed should be my mentor, although, due to COVID, we only got to meet in person twice. Since then, I have had 'Virtual meetings' with Dominic, once a month and he is supporting me to write a book, as I usually write short pieces to go with my artwork and this is another of my dreams, plus, in the future, I also want to hold an exhibition of my work, so we are looking at this too and the best places for it to happen".

Flying through lockdown

While most people haven't seen the inside of an airplane for over a year, two friends who met as part of KARE's AGM are taking to the skies (virtually) on a weekly basis. Clare Butler introduced Aaron Collins and Denis Clancy as part of recording a video for the 2020 KARE AGM. The two guys have a great shared interest in aircraft and Aaron showed Denis a Flight Simulator computer game he was playing. Since then, the guys have met online each week for an hour to fly their planes (within the game) to many places around the world. They have visited Paris, Mount Rushmore, Washington DC, US Airforce Boneyards and regularly fly from Dublin airport to Baldonnel to try out lots of different aircraft. All from the comfort of their own homes. It is great to be able to make friends despite the COVID restrictions.

The next plan is for the guys to meet up for a non-virtual Eddie Rocket's meal in the very near future.

The KARE Choir

2020 couldn't dampen the enthusiasm of the members of the KARE Choir. The choir adapted from meeting in the townhall in Newbridge to moving their rehearsals online. Meeting every Monday the same vibrancy, fun and passion for singing still flourished. An idea was born that the choir would make a Christmas video from all the various locations and piece it together. The completed projected was a medley of Merry Christmas Everyone and Santa Claus is Coming to Town and was a very proud moment for all the choir members.

Keys to my life

Hi my Name is Dale Cross.
And I Live in Donadea Co.Kildare.
And my Mammy and Daddy build a house for me.
I am Living there Since August I Live beside my family.
Why do I Like Living on my own?
Because I can Cook wash up and Sweep up.
What is it like to Live on your own?
Very nice.
Dale Cross.
29/4/20

Ber Fogarty . who got her forever home from Kildare County Council in November 2020. She had been on the housing list for over 16 years. The second picture is of her first letter she received.

"Hi, my name is Eileen and last year, in June, I moved into my new home with my fiancé, Noel, in Baltinglass. We have always wanted our own dog so, in November, Bengi came to live with us.

We are very happy living here and have made some new friends. We also help out with the tidy towns in our estate. Noel has started to grow our own vegetables, at the moment he has planted sprouts and potatoes. The next big event in our lives will be our wedding in 2023, watch this space!"

Eileen Moran

Gaisce

Ruth Fenton achieved her Gold Gaisce Award during the year. Her certificate was sent to her in the post along with a personalised letter from President Higgins, congratulating Ruth on her achievements.

For Ruth to gain the Gold award, Ruth completed many challenges. Ruth worked on an Art Project about Picasso and held an Art Exhibition in The Courthouse Arts Centre in Tinahely .

Ruth volunteered at Karibu Pet Farm where she assisted in feeding and taking care of the animals there.

Ruth also volunteered at the Care of the Aged Centre in Naas. She also took on the challenge of a three day adventure journey and walked 80km along the Waterford Greenway.

Conor Butler took on the Gold Challenge involving three activities, an adventure Journey and a Residential Project.

1) Personal Skill
For this skill, Conor attended Clane Men's Shed where he completed 49 weeks learning gardening, woodwork skills and did some wood projects including making bird houses and window boxes.

2) Community Involvement
Conor contacted his local Parish Community and got involved in the Friday Night Bingo there.

3) Physical Recreation
Conor selected Golf as his Physical Activity. He completed 52 weeks of practicing, upskilling and playing Golf with the support of KARE staff and his family.

Adventure Journey
Conor walked 80 Kilometres along the Waterford Greenway. He stayed in a hostel in Tramore with KARE Staff and his colleagues doing the Gaisce challenge with him.

Residential Project
The Residential Project involved staying away from home for no less than 4 nights and 5 days in an environment where one can contribute fully to an activity and derive full benefit from the experience. Due to COVID Conor will now do an online residential project with Gaisce.

The LTI Programme within KARE has a new name, we are now called a Traineeship, however, the process and outcomes are the same. This course is open to all people regardless of status and there is no fee to participate, in fact any person in receipt of a Social Welfare payment can continue to receive their payment. If not in receipt of a Social Welfare payment, you are still eligible to apply for the course.

On successful completion of the course learners will achieve a QQI Level 5 Major Award in Intellectual Disability Practice, opening up many job opportunities within the Healthcare sector. In addition to this, learners will receive all mandatory training required to work in Healthcare, again at no cost. Learners on this programme are afforded the opportunity to gain hands-on work experience in the disability sector within KARE.

On average the progression rate into employment is **85% - 90%** and in 2020 we are delighted to say that **95%** of our students progressed to employment within the Healthcare Sector and one student moved on to further education on foot of their qualification.
Since COVID-19 we have had to move the course online, this took a great amount of work, time and dedication and we are proud to say that this has been very successful. A huge amount of learning has taken place over the past 12 months for both staff and students, but with great colleagues and fantastic teamwork we have made this possible. We had to move our annual Appreciation Ceremony online this year, this proved to be very effective, with great participation from service users and staff in wishing our students the best of luck in their careers.

QQI Awards

"I received my QQI level 2 in personal decision making & non-verbal communication. I also got a QQI level 3 in Preparation for work. I also completed my QQI level 2 Personal Safety. I have also worked throughout the lockdown all through 2020 in Centra & continue to work there".

Conor Hanrahan

Brian said:

"I received my QQI level 2 in personal decision making.".

Danielle also received her QQI Award in Personal Decision Making.

Creative Expressions QQI Awards

The crew at Kilcullen Local Service started the Creative Expressions QQI award class and under the guidance of Tracey and Fiona the class are loving being artists.

Kyle has been busy painting his Marvel wall in the centre.

KARE Community Employment

Here are some photos of the lovely 'An Tearmann Community Gardens 'in Baltinglass, Co. Wicklow which is run and owned by a community group from Baltinglass. The gardens are a sanctuary space where people can sit and enjoy nature in a lovely peaceful setting. It is maintained by our very own KARE Community Employment staff and is a green space designed for biodiversity and the organic growing of food. It is a haven for butterflies, bees an insects. Located beside KARE's **Lalor Centre,** it is a beautiful, peaceful, safe and enjoyable place to visit for everybody. There is a dementia friendly sensory garden with wheelchair & buggy accessible paths, a beautiful small orchard, water feature and picnic benches to stop and have a chat, fairy door, tadpole pond and ongoing fresh organic vegetables grown and cared for all year round and on sale from the ladies there in the centre who manage this beautiful place. This wonderful garden is well known to the staff and service users of the **Lalor Centre** who are lucky enough to have this amenity on their doorstep! These gardens are cared for and maintained by our KARE Community Employment Gardeners & Groundsmen, Kieron, Banjo, Richie and Roy who work hard every day to maintain the area, look after the chickens and keep the area looking so well. It is a wonderful asset for everyone, mature and young alike and is much enjoyed by KARE staff locally and the wider community of Baltinglass. A visit is highly recommended as soon as restrictions allow.

Voice for KARE

'Keeping the connection'.

During 2020, staying connected to people became more important than ever. We turned to our phones, iPads and PC's as our lifeline to each other and the Voice for KARE Committee were no different.

Committee member Declan Dowdall said *It was important to get back to some sort of normality and for people in limbo to have someone to talk to and to see a friendly face.*

With the support of staff and families, we all learned how to use Microsoft Teams and after several test calls and repeated, 'you're on mute there', the Committee had its first virtual meeting on the 29th of July, the first since February.

After the initial joy of seeing each other's faces again after such a long time, it was back to business as usual for the Committee.

It was important that we have our meetings so that Local Services heard what was going on, says Committee member, Mags McGarvey.

That first virtual meeting was also attended by CEO, Deirdre Murphy and the committee had plenty of questions for her all of which were discussed. Deirdre said *attending the committee meetings has been very important as it has provided me with an opportunity to hear directly from the people we support on how COVID has impacted their lives. I have heard how difficult life has been for so many people, which we must not lose sight of. My thanks to all those who shared their personal stories with me and were so open and honest talking about their experiences. On a positive note, it has been great to see how technology has supported the group to continue to meet and how everyone adapted to new ways of working*.

Over the next few months, the Committee kept in touch with Deirdre and spoke with Operational Managers about the importance of keeping people who use the service, informed about developments affecting them.

Michael Connolly, the latest member of the Committee, said:
It was nice to be back to the meetings and see everyone. It was nice to chat to everyone even though it wasn't in person, and it was a bit of normality for me to be back to the meetings. The Voice for KARE meetings made me feel better in myself and was a great help to me.

Video messages were recorded for the Reps group and shared on KARE Facebook page, letting people know they were back and working behind the scenes.

Issues looked at included how to let people know about the vaccine programme, the importance of supporting people in relationships, getting access to LEAP for Service Users and getting the Reps' meetings up and running again.

In December, the Committee welcomed new Quality Manager, Sandra Burke to their meetings. Sandra has been meeting with the Committee ever since and is now supporting one of the virtual Rep's meetings that started again in March of 2021. Despite the challenges faced in 2020, the power of staying connected has kept the Voices of KARE strong and heard.

We leave the last word with David Leigh, long time Committee member:

"Thank God for technology. Without it we'd be lost."

Tully Road Extension Project

The Tully Road extension build commenced in June 2020. This project had been in the pipeline for quite some time and had gone through numerous design changes. Despite some concerns around the build programme and the construction material supply concerns due to the COVID situation, the contractors forged ahead and completed the extension on time. The building opened in March 2021, much to the delight of both Service Users and staff.

Tully Road before and after

Moorefield Local Service

The Facilities Department also managed to facilitate the construction and refurbishment works required in the ground floor area of the Link building in Newbridge. These works commenced in the Summer of 2020 with the new Moorefield Local Service commencing operations from this location in November 2020.

Charlotte Mall

Charlotte Mall was another project which came online during the year and required building and refurbishment works. This unit became operational in September 2020.

Transport provision

Six new vehicles were purchased and added to the KARE fleet in 2020. They were a mixture of people carrier type vehicles and small and medium sized buses. These vehicles were allocated to Residential and Local Service locations across KARE.

Health and Wellbeing Committee

The Health and Wellbeing Committee was set up in October 2020 to support staff morale, wellbeing and resilience for all staff in KARE. The committee aims to launch one health and wellbeing initiative per month, highlight the benefits of the Employee Assistance Programme and promote their online platform. The committee also contribute to the CEO's communication emails with good news stories from staff and service users. Some of the initiatives to date have been the Halloween Competition, World Kindness Day (35 staff were nominated by colleagues), and an organisation wide Christmas Virtual coffee morning wearing our Christmas jumpers.

In the Halloween competition wonderful efforts were made, there was a great response, and the lucky winners were **Chapel Hill**.

World Kindness Day

On November 13th, KARE celebrated ***World Kindness Day*** which promotes the importance of being kind to each other, to yourself, and to the world. Staff were invited to nominate a co-worker who has made a positive impact on their life in 2020. We received 35 nominations and would like to thank staff for taking the time to nominate a colleague who has demonstrated a kind act this year. A World Kindness Award Certificate was issued to all nominees.

EARLY YEARS

The face of achievement! Caoimhe Quigley who learned to walk during lockdown!!

Out exploring the natural world! Frankie Clarke

Harry having fun on the slide!!

JJ and Ben discussing farm animals

Having the banter! Sophia Bray and Harry O Brien

Daniel Quill who is now able to stand independently!

Liam helping to make sheep for Spring!

Sophia Bray so excited on her first day back after lockdown

Oran Dempsey learned to walk holding only one hand!!

Zack Murphy enjoying some sensory play

GOOD PRACTICE INITIATIVES IN KARE

International Day for Persons with Disabilities 2020 Research Seminar

On the 3rd December 2020, the psychology department in KARE together with UCD held a virtual research seminar. The theme was highlighting the possibilities of KARE being a leader in best practices and creating clinically relevant knowledge about intellectual disabilities in Ireland and Internationally. The speakers included Professor Suzanne Guerin, from the School of Psychology and Centre for Disability Studies at UCD, Breda Cross, Samantha Duggan, and representatives from Voice for Kare, Dr Tom Burke, and Dr. David O'Halloran from the psychology department, as well as Patricia Cribbin from Project Search. The discussions focused on knowledge creation through research, and the importance of the people who use our services being a central role in asking questions about best practice around intellectual disabilities.

Professor Suzanne Guerin spoke about how research can seem daunting and difficult, but it is a part of all of our roles within the service, and the best research is often driven by a clinically relevant question and is completed by the individuals directly involved and affected by services. Breda Cross spoke about her experiences with the Inclusive Research Network and the projects she has been involved in. Samantha Duggan and Patricia Cribbin spoke about Samantha's experiences of project search and how this project has helped those who use our service to join the jobs market and build skills, confidence, and independence.

We also set out a road map for developing research within KARE and asked all staff to think of how they can develop their own ideas for research, and how we can celebrate our achievements and innovations in KARE.

This day was well attended and created a lot of discussion and ideas.

Assisted Decision Making

The Assisted Decision Making (Capacity) Act was signed into law on the 30th December 2015 and KARE has continued to follow its progress closely. The Bonsai Campaign (Building Opportunities to Nurture and Support Autonomy and Inclusion) is commencing in 2021 and will support KARE to implement the guiding principles of the Assisted Decision Making (Capacity) Act 2015 for the people who use the service. This Act applies to everyone and is relevant to all health and social care services. The Act is about supporting decision-making and maximising a person's capacity to make their own decisions. The Act will have significant implications for health and social care providers in the provision of safe person-centred care, based on respecting the individual rights of each person.

Electronic Central Information Database: KARE CID

KARE's central information database continues to assist KARE to manage the information and records of people who use KARE's services. Throughout what may be described as a challenging year, more staff were accessing KARE CID as a part of their work while redeployed to residential locations. Staff members who routinely use KARE CID were sharing their experiences of using the

system with redeployed staff as a tool to support KARE 's individualised planning process where support plans and assessments are displayed in one central location. KARE CID's helpdesk team received extremely positive feedback during this time with staff reporting that this system would greatly support their records management in their base locations where KARE CID has not yet been implemented. During 2020 development on the system continued with improvements made to the Service User Goals page following feedback and consultation with staff teams and planners.

Quality of life (QOL) data

Supporting, maintaining, and influencing someone's Quality of Life is an integral part of the service we provide at KARE. The way that we work with people is influenced by the PERMA model, which keeps the person's quality of life and well-being at its core. Currently, we work with someone to better understand what influences their Quality of Life, and what makes them happy. We use a measure called the Personal Outcome Scale to do this, and this is used to capture things that are currently in place which are meaningful to the person, as well as guide the organisation around the elements of support which may need to be changed in the future, specifically for that person. Using this tool, and making sure it measures quality of life accurately, is part of a multinational project, and currently KARE represents the Republic of Ireland.

In 2020 data was analysed from 2019 and early 2020 to start a baseline of where the organisation was at, and how people were doing. In 2020 three staff trained in conducting quality of life

interviews completed 85 interviews across the organisation with the person themselves, as well as an additional interview with their family member/keyworker. The number was less than planned due to COVID-19, and in late 2020 a plan was developed to begin the interviews remotely for 2021 which has been a success.

So far, this data has told us that overall, regardless of level of disability, gender, age, living situation, or services availed of e.g., Day service/Outreach etc., people report a quality of life which is good, and in line with other countries. We can identify specific things which motivate people and improve their quality of life, which tells us what do continue doing and what to do more of. Things such as working in paid employment was one of the biggest predictors of a higher quality of life for people, as was having meaningful life goals and relationships, which is in line with the PERMA model. While this information is good organisationally, it also tells us what to do specifically for an individual to make sure we have the knowledge and information to do everything we can to support, improve, and sustain their quality of life, in ways which are personally tailored to them. We aim to do more work around this and look at specific individual and group supports, interventions, and policies in order to make sure we support the people we work with on the aspects of their lives they feel are most important. The information gathered will also be used to help in the strategic plan implementation for 2021-2025.

KARE FEEDBACK AND SATISFACTION RESULTS 2020

FAMILY SURVEY RESULTS RESIDENTIAL

88% satisfied that the personal plan meets the persons needs

84% feel the organisation is meeting the persons needs in the pandemic

92% feel the person is supported to communicate their needs and wishes

92% are involved in discussing the persons needs

100% believe the organisation is supporting their family member to be an independent as possible

92% feel their family member has choice and control in their lives

100% feel their family member is treated with dignity and respect

96% of people feel their family member is safe

92% feel complaints have been dealt with properly

96% feel staff listen and respect their views

PRESCHOOL

100% SATISFACTION ACROSS ALL SURVEYED AREAS

100%

WE CAN ONLY GIVE HIGH PRAISE FOR CURRAGH GRANGE.
MY SON ATTENDS TWO DAYS A WEEK AND HE CAN'T WAIT TO GET INTO THE CAR ON THOSE MORNINGS. THEY HAVE BEEN SO WONDERFUL IN THE AMAZING CARE THEY GIVE'.

SERVICE USER SATISFACTION

Overall 95% satisfaction with the supports people receive in KARE

98% feel staff treat them with dignity and respect always and almost always

92% feel KARE gives them the information they need and ask views always and almost always

96% feel staff support them with their goals and plans

97% feel KARE is always a safe place to receive supports

95% feel KARE is a welcoming place to be

98% feel KARE is a nice place to be

91% feel KARE helps them to be part of their community always and mostly always.

86% happy with where they live almost or most of the time

72% happy they are supported to get and keep a job always

90% people supported to be independent

COMPLIMENTS

Overall 42 Compliments were received in 2020.
29 were from family members,
2 from members of the public
and 11 from others.

'WE ARE SO GRATEFUL FOR THE SUPPORT PROVIDED BY KARE..... IT IS HUGE PEACE OF MIND FOR US KNOWING HE IS WITH SOMEONE WHO REALLY CARES. THANK YOU!'

'WE ARE VERY HAPPY WITH THE LIFE SUSAN IS ENABLED TO LIVE. WE WISH TO ACKNOWLEDGE THE GREAT WORK OF THE TEAM IN HER HOME AND THE STAFF AS PART OF HER FAMILY.'

"STAFF IN BOTH HOUSES ARE EXCELLENT AND VERY KIND AND THOUGHTFUL'

'RECENT MONTHS HAVE BEEN UNCERTAIN FOR ALL. I FEEL JIM HAS BEEN GIVEN THE STABILITY AND ROUTINE SHE ENJOYS AND ALL STAFF HAVE BEEN EXCELLENT IN THEIR SUPPORT TO HER WHILST REASSURING TO HER FAMILY WHEN WE CAN'T SEE HER.'

"I WOULD LIKE TO COMPLIMENT ALL THE STAFF FOR GOING THE EXTRA MILE FOR MARY AND FOR OUR ENTIRE FAMILY IN THE PAST YEAR'.

IN 2020 KARE HAD AN OVERALL COMPLIANCE PERCENTAGE RATE OF 92% WITH INFECTION CONTROL AUDITS.

Financial review

The Statement of Financial Activities and Statement of Financial Position are set out on pages 60-61.

Results and Financial Position

KARE recorded a surplus on ordinary activities of €3,588,715 (2019: Surplus €1,177). The surplus for the year predominately relates to capital funding received in the year for several properties. The operational surplus for the year amounted to €45,308 (2019 deficit €46,239)

The reserves at the year-end were €15,062,064 (2019: €11,473,349). Of reserves, €14,314,383 (2019: 10,761,470) are held for restricted purposes. Of those restricted funds €14,336,809 (2019: €10,829,204) relate to Capital Funds.

Included in unrestricted reserves is designated funds amounting to €654,266 (2019: €450,741).

Income

Overall income has increased during the year to €31,105,975 (2019 €25,152,370). In the main, the increase in funding is attributed to additional income provided through our Service Arrangement with the HSE for service delivery and Capital funding from multiple sources for several properties. Throughout 2020, additional focus was provided to secure grant funding from other sources. In 2020, KARE applied for 20 (2019 14) grant opportunities with a success rate of 50% (2019 57%). The HSE continue to be the largest provider of funding to KARE with income from other funders remaining consistent in 2020. Further details on our income can be found in the notes to the Financial Statements.

Expenditure

Overall expenditure has increased during the year to €27,517,260 (2019 €25,151,193). The increase in expenditure relates primarily to the increase in service delivery. Due to the nature of our services and supports, wages and salaries continue to be the largest cost in KARE and in 2020 amount to €23,733,691 (2019 €21,400,820). Details on staff costs are set out in note 11 to the Financial Statements.

Fundraising Activities

Income from fundraising activities has reduced to €79,033 (2019 €132,538). Fundraising activities and events were significantly reduced as a result of the global pandemic.

Funds are raised by various branches of KARE or through fundraising events organised by members of the public. All funds collected from the public are raised in the name of KARE and are lodged to a separate fundraising bank account. The Board must approve how these funds are expended and all funds are used at the discretion of the Board. As the majority of KARE's income is derived from Grant Funding and Service Arrangements, the amounts fundraised allow the organisation to have an independent source of funds which are mainly used to support capital developments.

During 2020, the Board appointed a Fundraising Consultant to undertake a review of fundraising in KARE and to assist the organisation in developing a Fundraising Strategy to reinvigorate fundraising in KARE which should provide the organisation with much needed funds. As a result, cost of raising funds increased to €19,390 (2019 €Nil).

Investment Policy

The objective of KARE's investment policy is to maintain sufficient liquidity while ensuring maximum security, meeting ethical standards and achieving the highest possible returns. Interest earned is applied in furtherance of the charitable objectives.

Financial Review – Going Concern

After making appropriate enquiries, the Board of Directors have a reasonable expectation that KARE has adequate resources to continue in operational existence for the foreseeable future. KARE is reliant on continued HSE funding to carry out its charitable activities. The Board is confident this funding will continue for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

Financial Risk Management

KARE's financial risk management objectives and policies involve identifying risks and opportunities across KARE, assessing the potential impact of these risks and providing a method for addressing these impacts by either reducing threats to an acceptable level or achieving opportunities. The risk review process consists of activities to identify, categorise, describe, and assess risks. The outcome is a list of described risks which are clearly mapped to objectives and prioritised according to risk assessment criteria which are reviewed, challenged, discussed and agreed by the Board. Further details on Key Risks within KARE are set out in the Risk Management section of this Report.

Reserves Policy

The policy of KARE is that cash backed unrestricted funds and undesignated funds, not required in the immediate future, are primarily used to provide a cushion for short-term operating cash to support the working capital requirements of the organisation.

As a Section 38 Agency, KARE is predominately reliant on funding from the HSE to ensure continued delivery of its services. The HSE does not permit the organisation to hold cash reserves generated from the funding they furnish. The Board are of the opinion that, given the nature of our funding arrangements, it is appropriate to rely on the HSE to fund the services we deliver.

At the year end, KARE holds free reserves of €93,415 (2019: €261,138). Free reserves represent the undesignated and unrestricted reserves held at the year-end.

The Board of Directors are cognisant that KARE currently have low free reserves, however, should the need arise they could undesignate funds designated for long term projects or dispose of unencumbered freehold fixed assets, thereby, freeing up cash for free reserves.

Accounting Records

The measures taken by the Board of Directors to ensure compliance with the requirements of Sections 281 to 285 of the Companies Act 2014 with regard to the keeping of accounting records include the implementation of policies and procedures for recording transactions, the employment of competent accounting personnel with appropriate expertise and the provision of adequate resources to the financial function. KARE's books of account are kept at Newbridge Industrial Estate, Newbridge, Co. Kildare.

Auditors

The auditors, JPA Brenson Lawlor Chartered Accountants and Statutory Audit firm, continued in office this year in accordance with the Companies Act 2014.

Future Plans

Future developments

KARE's main aim for 2021 is to sustain or increase the level of services provided in line with its vision and mission.

KARE's new Strategic Plan became operational in 2021 and the organisation has embarked on the journey of implementation. A number of project teams have been set up to manage the implementation of the Plan and we look forward to working towards its implementation as we transition out of the pandemic.

Subsequent events

There are no significant events affecting KARE post year end that require adjustment to the financial statements at 31 December 2020.

Statement of Directors' responsibilities

Directors' compliance statement
The Board of Directors acknowledge that they have a responsibility to ensure that the organisation is fully compliant with their obligations under the Companies Act 2014. To this end, the Finance Audit Committee review the internal controls in place on an annual basis.

They confirm that:

- Adequate controls are in place in order to meet the obligations of the company
- Appropriate arrangements and structures are in place that is, in their opinion, designed to secure material compliance with the company's relevant obligations.

Statement on relevant audit information
In the case of each of the persons who are directors at the time this report is approved in accordance with Section 332 of Companies Act 2014:

- so far as each director is aware, there is no relevant audit information of which the company's statutory auditors are unaware, and
- each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's statutory auditors are aware of that information.

Statement of Internal Control
The Directors acknowledge their responsibilities under Section 1.9 of the Code of Practice for the Governance of State Bodies – Business and Financial Reporting Requirements, regarding maintaining appropriate procedures for financial control, travel, procurement and asset disposal.

The Directors acknowledge that the Board is responsible for the company's system of internal financial control but note that such a system can only provide reasonable, but not absolute assurance against material error. The company's internal financial control system includes, but is not limited to:

- Operation of a Finance Audit Committee which reports to the Board;
- Annual budget is prepared by the company and approved by the Finance Audit Committee and the Board. Regular reviews of actual results against the budget occur;
- Maintaining clear hierarchy of approval and authorisation;
- Maintaining segregation of duties between operational functions, processing and payments;
- Complies with the Public Pay Policies as relevant to KARE;
- Board approval sought for any material items outside of the annual budget, for example capital projects;

The Board confirm that they are satisfied with the effectiveness of the system of internal financial control.

Directors' responsibilities statement
The Board of Directors are responsible for preparing the Directors' Report and the financial statements in accordance with FRS 102, the financial reporting framework applicable in the Republic of Ireland, and the provisions of the Companies Act 2014.

Company law requires the Board of Directors to prepare financial statements for each financial year. Under company law the Board of Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Board of Directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and accounting estimates that are reasonable and prudent;
- State whether FRS 102 has been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation;
- Maintain the integrity of the corporate and financial information included on the company website.

The Board of Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2014. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Directors on 29 June 2021 and signed on their behalf by:

Mr Sean Bagnall
Director

Ms Teresa Donohoe
Director

Independent Auditors Report

jpa brenson lawlor
chartered accountants

Opinion
We have audited the financial statements of KARE, Promoting Inclusion for People with Intellectual Disabilities for the year ended 31 December 2020 which comprise the Statement of Financial Activities, Statement of Financial Position, the Statement of Cash Flows 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.

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2020 and of its surplus/(deficit) for the year then ended;
- have been properly prepared in accordance with FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland; and
- have been prepared in accordance with the requirements of the Companies Act 2014.

Basis for opinion
We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of financial statements in Ireland, including the Ethical Standard issued by the Irish Auditing and Accounting Supervisory Authority (IAASA), and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern
In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate. Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from the date when the financial statements are authorised for issue. Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

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

jpa brenson lawlor
chartered accountants

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

Opinions on other matters prescribed by the Companies Act 2014
Based solely on the work undertaken in the course of the audit, we report that in our opinion:

- the information given in the Director's Report is consistent with the financial statements; and
- the Director's Report has been prepared in accordance with applicable legal requirements.

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, and the financial statements are in agreement with the accounting records.

Matters on which we are required to report by exception
Based on the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified any material misstatements in the Directors' Report.

We have nothing to report in respect of our obligation under the Companies Act 2014 to report to you if, in our opinion, the disclosures of director's remuneration and transactions specified by Sections 305 to 312 of the Act are not made.

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

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

jpa brenson lawlor
chartered accountants

Auditor's responsibilities for the audit of the financial statements

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

A further description of our responsibilities for the audit of the financial statements is located on the IAASA's website at: http://www.iaasa.ie/Publications/Auditing-standards/International-Standards-on-Auditing-for-use-in-Ire/International-Standards-on-Auditing-(Ireland)/ISA-700-(Ireland).This description forms part of our auditor's report.

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

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.

Ian Lawlor
for and on behalf of JPA Brenson Lawlor

29 June 2021

Chartered Accountants
Statutory Audit Firm

Argyle Square
Morehampton Road
Donnybrook
Dublin 4
D04 W9W7

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted funds 2020 €	Restricted funds 2020 €	Capital funds 2020 €	Total funds 2020 €	Total funds 2019 €
Income and endowments:						
Donations and legacies	**2**	79,033	-	-	**79,033**	132,538
Charitable activities	**3**	-	28,768,417	2,258,525	**31,026,942**	25,019,832
Investments	**4**	-	-	-	-	-
Total income and endowments		**79,033**	**28,768,417**	**2,258,525**	**31,105,975**	**25,152,370**
Expenditure on:						
Raising funds	**5 - 7**	(19,390)	-	-	**(19,390)**	-
Charitable activities	**5 - 7**	-	(26,973,990)	(523,880)	**(27,497,870)**	(25,151,193)
Total expenditure		**(19,390)**	**(26,973,990)**	**(523,880)**	**(27,517,260)**	**(25,151,193)**
Net income / (expenditure) before transfers		59,643	1,794,427	1,734,645	**3,588,715**	1,177
Transfers	**18**	(23,841)	(1,749,119)	1,772,960	**-**	**-**
Net movement in funds		35,802	45,308	3,507,605	**3,588,715**	1,177
Opening funds	**18**	711,879	(67,734)	10,829,204	11,473,349	11,472,172
Closing funds	**18**	747,681	(22,426)	14,336,809	**15,062,064**	11,473,349

The notes on pages 63 to 79 form part of these financial statements.

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2020

	Note	2020 €	2020 €	2019 €	2019 €
FIXED ASSETS					
Tangible fixed assets	**13**		12,711,130		10,881,434
CURRENT ASSETS					
Debtors	**14**	4,201,941		1,686,916	
Bank and cash	**15**	2,134,771		1,798,106	
		6,336,712		3,485,022	
CURRENT LIABILITIES					
Creditors falling due within one year	**16**	(3,397,715)		(2,342,315)	
NET CURRENT ASSETS/(LIABILITIES)			2,938,997		1,142,707
TOTAL ASSETS LESS CURRENT LIABILITIES			15,650,127		12,024,141
Creditors falling due after one year	**17**		(588,063)		(550,792)
NET ASSETS			15,062,064		11,473,349
CHARITY FUNDS					
Unrestricted funds	**18**		747,681		711,879
Restricted capital funds	**18**		14,336,809		10,829,204
Restricted funds	**18**		(22,426)		(67,734)
TOTAL FUNDS	**18**		15,062,064		11,473,349

The notes on pages 63 to 79 form part of these financial statements.

The financial statements were approved and authorised for issue by the Directors on 29 June 2021 and signed on their behalf, by:

Sean Bagnall
Director

Teresa Donohoe
Director

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

STATEMENT OF CASHFLOWS
AS AT 31 DECEMBER 2020

	Note	2020 €	2019 €
Cashflows from operating activities			
Net cash provided by operating activities	**20**	2,716,640	605,225
Cashflows from investment activities			
Purchase of tangible fixed assets	**13**	(2,379,975)	(332,525)
Net cash used in investing activities		(2,379,975)	(332,525)
Changes in cash and cash equivalents for the year		336,665	272,700
Cash and cash equivalents at beginning of year	**15**	1,798,106	1,525,406
Cash and cash equivalents at end of year	**15**	2,134,771	1,798,106

The notes on pages 63 to 79 form part of these financial statements.

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1. Accounting Policies

1.1 Basis of preparation of financial statements

These financial statements comprising the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and the related notes constitute the individual financial statements of KARE, Promoting Inclusion for People with Intellectual disabilities ("KARE") for the financial year ended 31 December 2020.
The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2014.
As permitted by Section 291 of the Companies Act 2014, the company has varied the standard formats specified in that Act for the Statement of Financial Activities, the Statement of Financial Position and Statement of Cash Flow. Departures from the standard formats as outlined in the Companies Act 2014, are to comply with the requirements of the Charities SORP.

KARE meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Comparative Figures

In preparing these accounts, the Directors have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. Where necessary comparative figures have been re-grouped on a basis consistent with the current year.

1.3 Company status

The Charity is an Irish registered company limited by guarantee under part 18 of the Companies Act 2014 with a registered office at Newbridge Industrial Estate, Newbridge, Co. Kildare. The members of the company are the Directors set out on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to €1 per member of the Charity. KARE is a public benefit entity.

1.4 Going concern

At the time of approving the financial statements, the Directors have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Directors continue to adopt the going concern basis of accounting in preparing the financial statements. The Company is dependent on the Health Service Executive (HSE) to fund its activities and the ongoing support of the HSE at an appropriate level is fundamental for the ability to continue as a going concern. The HSE has not given any indication that it will withdraw its financial support in

the foreseeable future. Management have reviewed the level of activity and costs for 2021 and have drawn up plans to deal with the issues associated with current cost and funding pressures.

1.5 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Income is categorised in accordance with Charities SORP as follows; Donations and Legacies, Charitable Activities and Investments.
Donated services or facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the Charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general donated time of volunteers is not recognised. Refer to the Directors' Report for more information about their contribution.
On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the Charity which is the amount the Charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.
Income that does not meet the recognition criteria is deferred until such time as the performance related conditions are met.
KARE receives over 50% of income from the Exchequer annually.

1.6 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Support costs are allocated on the basis of staff numbers in the relevant department.
Support costs are those costs incurred directly in support of expenditure on the objects of the Charity and include maintenance and administration. Costs of raising funds are those incurred in attracting voluntary income.
Expenditure on charitable activities are those costs incurred in furtherance of the charitable activities and providing services to beneficiaries.
Governance costs are those associated with meeting the constitutional and statutory requirements of the Charity.
All expenditure is inclusive of irrecoverable VAT.

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1.7 Tangible fixed assets and depreciation

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are

Tangible fixed assets and depreciation continued…

recognised in the Statement of Financial Activities (Incorporating Income and Expenditure Account) "Statement of Financial Activities".
Fully depreciated property, plant and equipment are retained in the cost of property, plant and equipment and related accumulated depreciation until they are removed from service. In the case of disposals, assets and related depreciation are removed from the financial statements and the net amount, less proceeds from disposal, is charged or credited to the Statement of Financial Activities.
Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.
Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	2% / 4% / 5% straight line
Motor vehicles	-	20% straight line
Fixtures and fittings	-	20% straight line
Computer equipment	-	20% straight line

1.8 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

1.9 Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.11 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1.12 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Statement of Financial Position date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation.

1.13 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.14 Taxation

The Charity is registered with the Revenue Commissioners, CHY No. 5907, and is therefore not liable to corporation tax on any surplus income.

1.15 Functional and Foreign currencies

The financial statements have been presented in euro (€) which is also the functional currency of the company.
Monetary assets and liabilities denominated in foreign currencies are translated into euro at rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into euro at the rate ruling on the date of the transaction.
Exchange gains and losses are recognised in the Statement of Financial Activities.

1.16 Contingencies

Contingent liabilities, arising as a result of past events, are not recognised when (i) it is not probable that there will be an outflow of resources or that the amount cannot be reliably measured at the reporting date or (ii) when the existence will be confirmed by the occurrence or non-occurrence of uncertain future events not wholly within the company's control. Contingent liabilities are disclosed in the financial statements unless the probability of an outflow of resources is remote.
Contingent assets are not recognised. Contingent assets are disclosed in the financial statements when an inflow of economic benefits is probable.

1.17 Employee Benefits

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

Short term employee benefits includes untaken annual leave which is expected to be taken by employees within 12 months after the year end in which the employee renders the related service.

1.18 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the Charity and which have not been designated for other purposes. Designated Funds are that portion of unrestricted funds which have been earmarked by the Directors for specific purposes. Further details on the purpose and likely timing of expenditure is set out in the notes.

1.18 Fund accounting Continued…

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Capital funds

Grants received towards capital assets are credited to the statement of financial activities under restricted capital funds when received or receivable subject to any performance related conditions being met. The fund is reduced each year by the depreciation charged on assets purchased through the fund.

1.19 Critical accounting estimates and areas of judgment

In the application of the Charity's accounting policies, the directors are required to make judgments, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.
The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

Establishing useful economic lives for depreciation purposes of tangible fixed assets

Long-lived assets, consisting primarily of tangible fixed assets, comprise a significant portion of the total assets. The annual depreciation charge depends primarily on the estimated useful economic lives of each type of asset and estimates of residual values. The directors regularly review these asset 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 asset useful lives can have a significant impact on depreciation for the period. Detail of the useful economic lives is included in the accounting policies.

Going Concern

The Company is dependent on the Health Service Executive (HSE) to fund its activities and the ongoing support of the HSE at an appropriate level is fundamental for the ability to continue as a going concern. The HSE has not given any indication that it will withdraw its financial support in the foreseeable future. Management have reviewed the level of activity and costs for 2021 and have drawn up plans to deal with the issues associated with current cost and funding pressures. On this basis the directors consider it appropriate to prepare the financial statements on a going concern basis. Accordingly, these financial statements do not include any adjustments to the carrying amounts and classification of assets and liabilities that may arise if the company was unable to continue as a going concern.

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

2. Income from donations and legacies

	Unrestricted funds 2020 €	Restricted funds 2020 €	Capital funds 2020 €	Total 2020 €	Total 2019 €
Voluntary Donations and Legacies	79,033	-	-	**79,033**	132,538
Total	**79,033**	**-**	**-**	**79,033**	**132,538**

Income from Voluntary Donations includes all income received from KARE Branches, all fundraising events held by KARE, Legacies receivable and a monetary value of any donations in kind received during the year.

3. Income from charitable activities

	Unrestricted funds 2020 €	Restricted funds 2020 €	Capital funds 2020 €	Total 2020 €	Total 2019 €
Services and supports	-	27,120,268	2,258,525	**29,378,793**	23,327,982
Housing	-	188,609	-	**188,609**	185,505
Training initiatives	-	1,459,540	-	**1,459,540**	1,506,345
Total	**-**	**28,768,417**	**2,258,525**	**31,026,942**	**25,019,832**

Income from Charitable Activities includes all income received primarily from the Health Service Executive for the delivery of Services. It also includes Grants from other funders as listed in the analysis of Income from charitable activities.

KARE, a Tier 2 Approved Housing Body, receives income from tenants meeting certain criteria. Income is recorded in the Housing Activity.

Income from Training Initiatives includes amounts received from the Department of Employment Affairs and Social Protection under the Community Employment Schemes and also the Education Training Boards for Local Training Initiatives.

Further information on income is set out in note 25.

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

3. Income from charitable activities continued – Analysis of income from charitable activities

	2020	2019
	€	€
Services and supports		
HSE Kildare West Wicklow	**22,930,889**	20,403,761
HSE Miscellaneous	**1,840,327**	546,869
HSE Rehabilitative Training	**554,730**	499,793
Department of Education - Bus Escorts	**431,646**	444,860
HSE Midland	**299,207**	208,802
Department of Education - VTC	**214,272**	209,479
Social Welfare reimbursements	**191,514**	112,563
HSE South Eastern	**165,200**	165,199
Department of Education - Ancillary	**96,670**	72,826
Miscellaneous receipts	**94,704**	28,510
HSE Special requests	**89,728**	89,728
Residential contributions - RSSMACs	**76,973**	75,900
HSE Mothers and babies	**46,004**	49,630
HSE Dublin South East/Wicklow	**35,710**	34,892
HSE Dublin North East	**25,394**	25,394
Revenue Grants	**10,913**	36,390
HSE Childrens' respite	**10,872**	60,228
Respite Contributions	**3,549**	10,556
Social Club Contributions	**1,366**	8,576
Rental Income	**600**	3,127
Summer Camp/Special Olympics	**-**	2,350
Total	**27,120,268**	**23,089,433**

	2020	2019
	€	€
Housing		
Rental income	**188,609**	185,505
Total	**188,609**	**185,505**

	2020	2019
	€	€
Training schemes and initiatives "Training initiatives"		
Dept of Employment Affairs and Social Protection - Community Employment	**1,376,823**	1,413,423
Education and Training Boards - Local Training Initiatives	**82,717**	92,921
Total	**1,459,540**	**1,506,344**
Total income from charitable activities	**28,768,417**	**24,781,282**

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

4. Investment income

	Unrestricted funds 2020 €	Restricted funds 2020 €	Capital funds 2020 €	Total 2020 €	Total 2019 €
Bank interest	-	-	-	-	-
Total	-	-	-	-	-

5. Direct costs

	Services and supports 2020 €	Housing 2020 €	Training initiatives 2020 €	Capital 2020 €	Total 2020 €	Total 2019 €
AGM, publications, affiliations	15,606	1,350	-	-	**16,956**	14,658
Bank interest & charges	83	130	71	-	**284**	267
Catering & housekeeping	308,483	13,390	20,138	-	**342,011**	294,285
Depreciation	8,202	1,853	-	538,880	**548,935**	552,555
I.C.T.	54,933	-	9,615	-	**64,548**	344
Insurance	2,749	-	-	-	**2,749**	3,030
Leasing of equipment	50,447	-	-	-	**50,447**	390
Light & heat	172,019	-	-	-	**172,019**	171,472
Material costs	331,400	-	14,477	-	**345,877**	239,566
Miscellaneous	41,067	(24,798)	-	(15,000)	**1,269**	18,370
Print, post & stationery	18,042	-	8,741	-	**26,783**	38,710
Professional & legal fees	31,862	-	1,845	-	**33,707**	26,675
Recreation & leisure	8,178	-	-	-	**8,178**	18,668
Rehabilitative training	27,633	-	-	-	**27,633**	39,699
Rent & rates	147,063	38,802	-	-	**185,865**	131,445
Repairs & maintenance	281,632	152,865	-	-	**434,497**	338,469
Telephone	75,696	-	-	-	**75,696**	77,640
Training & development	4,465	-	17,866	-	**22,331**	51,111
Transport costs - national	340,186	-	-	-	**340,186**	489,307
Travel - national	189,003	-	2,101	-	**191,104**	380,307
Wages	20,349,313	-	1,384,687	-	**21,734,000**	19,882,552
Total	**22,458,062**	**183,592**	**1,459,541**	**523,880**	**24,625,075**	**22,769,520**

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

6. Support costs

Support costs are those costs incurred directly in support of the activities undertaken by KARE. Support costs are allocated based on direct staff.

	Services and supports 2020 €	Housing 2020 €	Total 2020 €	Total 2019 €
AGM, publications, affiliations	47,695	340	**48,035**	41,658
Bank interest & charges	3,332	24	**3,356**	3,523
Catering & housekeeping	7,205	51	**7,256**	6,851
Depreciation	1,334	10	**1,344**	1,344
I.C.T.	338,623	2,411	**341,034**	297,963
Insurance	58,270	415	**58,685**	51,610
Leasing of equipment	-	-	**-**	20
Light & heat	23,610	168	**23,778**	21,894
Material costs	73,756	525	**74,281**	70,836
Miscellaneous	1,219	9	**1,228**	11,500
Print, post & stationery	20,047	143	**20,190**	23,142
Professional & legal fees	82,053	584	**82,637**	74,194
Rent & rates	69,969	498	**70,467**	63,960
Repairs & maintenance	69,049	492	**69,541**	97,026
Telephone	17,465	124	**17,589**	13,213
Training & development	38,676	275	**38,951**	46,995
Transport costs - national	3,040	22	**3,062**	8,267
Travel - national	11,587	83	**11,670**	29,409
Wages	1,985,553	14,138	**1,999,691**	1,518,268
Total	**2,852,483**	**20,312**	**2,872,795**	**2,381,673**

6.1 Governance costs

Included within direct and support costs are the following governance costs:

	2020 €	2019 €
AGM, publications, affiliations	**64,991**	56,316
Auditors fees	**10,455**	10,455
Professional & legal fees	**105,889**	90,415
Total	**181,335**	**157,186**

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

6.2 Cost of Raising Funds

Cost of Raising funds includes all costs associated with generating unrestricted income in the year:

	2020	2019
	€	€
Professional & legal fees	**19,390**	-
Total	**19,390**	**-**

7. Analysis of Expenditure by expenditure type

	Staff costs 2020	Depreciation 2020	Other costs 2020	Total 2020	Total 2019
	€	€	€	€	€
Services and supports	22,334,866	9,536	2,966,143	**25,310,545**	22,849,435
Housing	14,138	1,863	187,903	**203,904**	252,910
Training initiatives	1,384,687	-	74,854	**1,459,541**	1,506,344
Capital	-	538,880	(15,000)	**523,880**	542,504
Total - Charitable activities	**23,733,691**	**550,279**	**3,213,900**	**27,497,870**	**25,151,193**

8. Net income/(expenditure)

This is stated after charging / (crediting):

	2020	2019
	€	€
Depreciation of tangible fixed assets	**550,279**	553,899
(Profit)/loss on disposal of fixed assets	**(15,000)**	-
Operating leases - vehicles	**41,757**	7,430
Operating leases - rent	**256,332**	195,405

9. Auditors' remuneration

	2020	2019
	€	€
Fees payable for annual audit	**10,455**	10,455

10. Taxation

KARE, a registered charity with the Revenue Commissioners, CHY No. 5907, and is therefore not liable to corporation tax on any surplus income. KARE complies with Circular 44/2006, Tax Clearance Procedure Grants, Subsidies and Similar Type Payments.

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

11. Staff costs

	2020	2019
	€	€
Wages and salaries	**20,538,899**	18,537,681
Employers PRSI	**1,987,695**	1,837,564
Pension costs	**1,207,097**	1,025,404
Non payroll costs - agency staff	**-**	171
Total	**23,733,691**	**21,400,820**

Employee numbers

	2020	2019
	No.	No.
Management and administration	**35**	31
Support services	**383**	374
Nursing staff	**29**	29
Paramedical staff	**22**	20
Maintenance staff	**3**	3
Total	**472**	**457**

Analysis of salary bands

	2020	2019
	No.	No.
Between €60,001 - €70,000	**20**	17
Between €70,001 - €80,000	**1**	3
Between €80,001 - €90,000	**6**	6

The Charity considers the Key Management Personnel to comprise of the Chief Executive Officer. Remuneration of the Chief Executive Officer in the year totalled €88,440 in gross pay and €6,191 in company pension contributions.

12. Interest

	2020	2019
	€	€
Bank interest and charges	**3,640**	3,790

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

13. Tangible fixed assets

	Buildings	Fixtures & Fittings	ICT	Motor Vehicles	Total
	€	€	€	€	€
Cost					
At 1 January 2020	16,398,356	812,733	620,194	1,246,032	19,077,315
Additions	2,184,274	-	-	195,701	2,379,975
Disposals	-	-	-	(140,819)	(140,819)
At 31 December 2020	18,582,630	812,733	620,194	1,300,914	21,316,471
Accumulated Depreciation					
At 1 January 2020	5,760,246	788,033	584,404	1,063,198	8,195,881
Depreciation	400,953	6,001	20,944	122,381	550,279
Disposals	-	-	-	(140,819)	(140,819)
At 31 December 2020	6,161,199	794,034	605,348	1,044,760	8,605,341
Net Book Value					
At 31 December 2019	**10,638,110**	**24,700**	**35,790**	**182,834**	**10,881,434**
At 31 December 2020	**12,421,431**	**18,699**	**14,846**	**256,154**	**12,711,130**

A first legal charge is secured by Kildare County Council over the freehold interest in the property at Folio 8028F, 17459, 24421F, 25282F and 21692F in the total amount of €1,352,684. A first legal charge is secured by the Health Service Executive over the freehold interest in property at Folio 23573F in the amount of €500,000. Where the Grantor has requested a Grant agreement to be signed, KARE has done so to protect the State's interest.

The directors have considered the value of fixed assets as at the 31 December 2020 and are satisfied there is no impairment required in 2020. (2019: Nil).

14. Debtors

	2020	2019
	€	€
Trade debtors	**3,922,796**	1,503,027
Work in progress	**230,213**	68,651
Prepayments and other	**48,932**	115,238
Total	**4,201,941**	**1,686,916**

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

15. Bank and Cash

	2020	2019
	€	€
Friends of KARE - Branch Bank	**747,681**	711,879
KARE Bank and cash	**1,387,090**	1,086,227
Total	**2,134,771**	**1,798,106**

16. Creditors: Amounts falling due within one year

	2020	2019
	€	€
Trade creditors	**134,043**	243,910
Accruals and other	**1,919,297**	1,021,538
Payroll taxes	**530,526**	471,179
Value added tax	**20,595**	11,112
Other Creditors	**793,254**	594,576
Total	**3,397,715**	**2,342,315**

17. Creditors: Amounts falling due after more than one year

	2020	2019
	€	€
Refurbishment fund	**588,063**	550,792
Total	**588,063**	**550,792**

In accordance with the Approved Housing Body Financial Standards and Assessment Framework, Tier 2 Housing Bodies should have a sinking fund in place. KARE complies with this requirement and has developed a sinking fund for long term systematic repair and refurbishment on KARE's entire property portfolio. The level of provision maintained is required to meet the ten year refurbishment plan.

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

18. Statement of funds

	Opening funds 2020 €	Income 2020 €	Expenditure 2020 €	Transfers 2020 €	Closing funds 2020 €
Unrestricted					
General funds	711,879	79,033	(19,390)	(23,841)	**747,681**
Restricted funds					
Services and supports	(1,176)	27,120,268	(25,310,545)	(1,805,275)	**3,272**
Housing	(66,560)	188,609	(203,904)	56,156	**(25,699)**
Training initiatives	2	1,459,540	(1,459,541)	-	**1**
Capital	10,829,204	2,258,525	(523,880)	1,772,960	**14,336,809**
Total	**11,473,349**	**31,105,975**	**(27,517,260)**	**-**	**15,062,064**

Unrestricted Funds
Included in Unrestricted funds is amounts designated by the Board of €654,266 (2019: €450,741). These funds are predominantly designated for capital projects for expenditure in the short to medium term.

Restricted Services and Supports fund
The restricted services and support fund is all restricted income and expenses in respect of delivering services and supports to Service Users.

Restricted Housing
The housing reserve relates to all income and expenses relating the activities of the Approved Housing Body. A deficit remains on the fund which will be kept under review in 2021.

Capital funds
The balance in capital funds comprises the net amount of capital funding provided to KARE. The fund will be depleted when the depreciation for the assets in which the funds were advanced is charged to the SOFA.

Transfers between funds
Transfers between funds primarily consist of amounts transferred from Unrestricted General funds and Restricted Services and Supports fund to fund capital projects. All Capital Funds and transfers are approved by the Board of Directors.

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

19. Analysis of net assets between funds

	Unrestricted funds 2020 €	Restricted funds 2020 €	Total funds 2020 €	Total funds 2019 €
Tangible fixed assets	-	12,711,130	12,711,130	10,881,434
Current assets	747,681	5,589,031	6,336,712	3,485,022
Current liabilities	-	(3,397,715)	(3,397,715)	(2,342,315)
Creditors over one year	-	(588,063)	(588,063)	(550,792)
Total	**747,681**	**14,314,383**	**15,062,064**	**11,473,349**

20. Reconciliation of net movement in funds to net cash flow from operating activities

	2020 €	2019 €
Net income / (expenditure) in the year	3,588,715	1,177
Adjust for:		
Depreciation	550,279	553,899
Increase in debtors	(2,515,025)	(234,965)
Increase in creditors	1,092,671	285,114
Net cash provided by operating activities	**2,716,640**	**605,225**

21. Operating lease commitments

At 31 December 2020 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2020 €	2019 €
Within one year	443,380	194,511
Between two and five years	922,282	404,097
Over five years	2,095,892	48,896
	3,461,554	**647,504**

22. Related party transactions

There were no related party transactions other than those already disclosed in the financial statements. None of the Directors receive any remuneration or fees for their roles as directors of KARE.

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

23. Post balance sheet events

There have been no material events post year end that require adjustment or disclosure in the financial statements.

24. Capital commitments

KARE have several ongoing capital projects planned at the 31 December 2020. In addition, Capital Commitments entered into before the 31 December 2020 not completed amount to €310,071.

KARE, PROMOTING INCLUSION FOR PEOPLE WITH INTELLECTUAL DISABILITIES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

25. Additional income disclosures

In accordance with the Department of Public Expenditure and Reform, Circular 13/2014, the following disclosures are required for all bodies receiving publicly funded grants.

Grant programme	Purpose	Amount in SOFA	Term of the Grant	Total Grant	Received 2020	Amount (Deferred) / Due	Reporting policies
Health Service Executive							
HSE Kildare West Wicklow	Service Provision	22,930,889	Annual	22,930,889	20,495,330	2,435,559	Reported as agreed in SA
HSE Midland	Service Provision	299,207	Annual	299,207	243,227	55,980	Reported as agreed in SA
HSE Dublin North East	Service Provision	25,394	Annual	25,394	25,394	-	Reported as agreed in SA
HSE Dublin South East/Wicklow	Service Provision	35,710	Annual	35,710	32,802	2,908	Reported as agreed in SA
HSE South Eastern	Service Provision	165,200	Annual	165,200	165,200	-	Reported as agreed in SA
Special HSE service requests	Service Provision	1,986,931	Ongoing	1,986,931	1,144,280	842,651	Invoiced as utilised
Special HSE service requests	Capital	220,000	Ongoing	220,000	-	220,000	Reported as receivable
HSE Rehabilitative Training	Service Provision	554,730	Annual	554,730	427,767	126,963	Based on annually agreed attendance
Department of Education and Science							
Department of Education - Bus Escorts	Service Provision	431,646	Annual	431,646	431,646	-	Reported as agreed annually
Department of Education - VTC	Service Provision	214,272	Annual	214,272	138,834	75,438	Reported as agreed annually
Department of Education - Ancillary	Schools Ancillary Pay	96,670	Annual	96,670	25,543	71,127	Reported as agreed annually
Department of Education - School Building	Capital	2,033,525	Ongoing	2,033,525	2,033,525	-	Reported as received
Department of Social Protection							
Community Employment Schemes	Training Schemes	1,376,823	Annual	1,376,823	1,313,493	63,330	Reported as per contracts
Social Welfare Income	Social Welfare Income	191,514	Ongoing	191,514	191,514	-	Reported as received
Education and Training Boards							
Local Training Initiatives	Training Schemes	82,717	Annual	82,717	82,717	-	Reported as per contracts
National Lottery							
Buses	Capital	5,000	Once off	5,000	-	5,000	Reported as receivable
Wicklow County Council							
Digital Poverty Grant	Service Provision	1,800	Once off	1,800	1,800	-	Reported as receivable
Miscellaneous							
Bank of Ireland Community Foundation	Service Provision	3,000	Once off	3,000	3,000	-	Reported as receivable
Hospital Saturday Fund	Service Provision	10,000	Once off	10,000	10,000	-	Reported as receivable
Rental Income	Service Provision	189,209	Ongoing	189,209	187,712	1,497	Reported as receivable
Community Foundation of Ireland Older Persons Fund	Service Provision	753	Once off	753	753	-	Reported as receivable
National Disability Team partnership charges	Service Provision	26,054	Ongoing	26,054	26,054	-	Reported as receivable
Client Contributions	Service Provision	81,888	Ongoing	81,888	79,406	2,482	Reported as receivable
Miscellaneous Contributions	Service Provision	64,010	Ongoing	64,010	44,148	19,862	Reported as receivable
Total		**31,026,942**		**31,026,942**	**27,104,146**	**3,922,796**	

26. Approval of financial statements

The financial statements for the year ended 31 December 2020 were approved and adopted by the Board of Directors on 29 June 2021.

APPENDIX

St Anne's School

Board of Management Report and Financial Statements

for the financial year ended 31 August 2020

Katherine Tully & Co.
"Belle Ombre"
Burgage Moyle
Blessington
Co. Wicklow
W91 TK53

St Anne's School
CONTENTS

	Page
General Information	3
Board of Management's Report	4
Accountant' Report	5
Income and Expenditure Account	6
Balance Sheet	7
Accounting Policies	8
Notes to the Financial Statements	9

St Anne's School
GENERAL INFORMATION

School Name	St Anne's School
School Address	Ballymany Cross The Curragh Co. Kildare Republic of Ireland
Roll Number	19277B
Registered Charity Number	20009700
Student enrolment for the financial year	85
Board of Management	
Chairperson	Ms Frida Lowry
Trustee Nominees	Ms Ger Keeley
Treasurer	Mr John Kavanagh
Principal	Ms Pauline Dempsey
Accountants	Katherine Tully & Co. "Belle Ombre" Burgage Moyle Blessington Co. Wicklow W91 TK53
Bankers	Bank of Ireland

St Anne's School
BOARD OF MANAGEMENT REPORT
for the financial year ended 31 August 2020

The Board of Management presents its report and financial statements for the financial year ended 31 August 2020.

Results
The results for the financial year and the school's financial position at the end of the financial year are shown in the attached financial statements.

Board of Management
The board members who served the school during the financial year were as follows:

Chairperson:	Ms Frida Lowry
Trustee Nominees:	Ms Ger Keeley
Treasurer:	Mr John Kavanagh

Health and Safety of Students and Staff
The school has adopted a safety statement in accordance with legislation.

Books of Accounts
The measures taken by the board to ensure compliance with the requirements of the Articles of Management and the Education Act, 1998, regarding proper books of account, are the implementation of necessary policies and procedures for recording transactions, the employment of competent accounting personnel with appropriate expertise, and the provision of adequate resources to the financial function. The books of account of the school are maintained at the school premises.

Board of Management Responsibilities
Section 18 of the Education Act requires the board to keep all proper and usual accounts and records of all monies received by it, or expenditure incurred by it and to prepare financial statements for each financial period, which give a true and fair view of the state of affairs of the school and of the surplus or deficit of the school for that period. In preparing the financial statements the board is required to:

- select suitable accounting policies and apply them consistently;

- make judgments and estimates that are reasonable and prudent;

- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the school will continue to operate.

The Board of Management is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the school and to enable them to ensure that the financial statements comply with the Education Act, 1998. They are also responsible for safeguarding the assets of the school and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board of Management on __27/01/2021_____ and signed on its behalf by:

Frida Lowry
Ms Frida Lowry
Chairperson

G Keeley
Ms Ger Keeley
Trustee

ACCOUNTANT' REPORT TO THE BOARD OF MANAGEMENT OF ST ANNE'S SCHOOL

for the financial year ended 31 August 2020

We have compiled the financial information for St Anne's School from the accounting records, information and explanations supplied to us.

The financial information has been compiled on the basis set out in Note to the financial information.

This report is made to you in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial information that we have been engaged to compile, report to you that we have done so, and state those matters that we have agreed to state to you in this report and for no other purpose. To the fullest extent permissible by law, we do not accept or assume responsibility to anyone other than the Board of Management of St Anne's School for our work or for this report.

We have carried out this engagement in accordance with the Rules of Professional Conduct and the ethical guidelines laid down by .

You have approved the financial information for the financial year ended 31 August 2020 and have acknowledged your responsibility for it, the appropriateness of the accounting basis and for providing all information and explanations necessary for its compilation.

We have not been instructed to carry out an audit. For this reason, we have not verified the accuracy or completeness of the accounting records or information or explanations you have given us and we do not, therefore, express any opinion on the financial information.

KATHERINE TULLY & CO.
"Belle Ombre"
Burgage Moyle
Blessington
Co. Wicklow
W91 TK53

Date: 16/02/2021

St Anne's School
INCOME & EXPENDITURE ACCOUNT
for the financial year ended 31 August 2020

	2020 €	2019 €
Income		
Total Income	**1,480,159**	827,649
Expenditure		
Total School Expenditure	**(750,559)**	(820,402)
Operating Surplus	**729,600**	7,247
Opening balance brought forward	**95,159**	87,912
Closing balance carried forward	**824,759**	95,159

St Anne's School
BALANCE SHEET
as at 31 August 2020

	Notes	2020 €	2019 €
Fixed Assets			
Tangible assets	1	1,365,898	94,376
Current Assets			
Debtors and prepaid expenses	2	13,190	26,846
Cash at bank and in hand		164,410	52,445
		177,600	79,291
Creditors and accrued expenses	3	(718,739)	(78,508)
Net Current (Liabilities)/Assets		(541,139)	783
Total Assets Less Current Liabilities		824,759	95,159
Surplus on Income & Expenditure Account		824,759	95,159

Approved by the Board of Management on __27/01/2021_____ and signed on its behalf by:

Frida Lowry
Ms Frida Lowry
Chairperson

Ger Keeley
Ms Ger Keeley
Trustee

St Anne's School
ACCOUNTING POLICIES
for the financial year ended 31 August 2020

Accounting convention
The accounts are prepared under the historical cost convention modified when necessary to include the revaluation of certain fixed assets.

Basis of Preparation
The financial statements have been prepared in accordance with accounting standards generally accepted in Ireland and Irish statute. Accounting Standards generally accepted in Ireland in preparing financial statements giving a true and fair view are those published by Chartered accountants of Ireland and issued by the Accounting Standards Board.

Tangible fixed assets and depreciation
All tangible fixed assets are initially recorded at historic cost.
Depreciation is provided on all tangible assets, other than freehold land and investment properties, at rates calculated to write off the cost, less residual value , of each asset systematically over its expected useful life, as follows :

Fixtures, fittings and equipment	-	20% Straight Line
Motor vehicles	-	20% Straight Line
Computer Equipment	-	33.33% Straight Line

1. FIXED ASSETS

	Fixtures, fittings and equipment	Motor vehicles	Computer Equipment	Total
Cost	€	€	€	€
At 1 September 2019	70,000	66,300	40,000	176,300
Additions	1,312,118	-	-	1,312,118
At 31 August 2020	1,382,118	66,300	40,000	1,488,418
Depreciation				
At 1 September 2019	42,000	13,260	26,664	81,924
Charge for the financial year	14,000	13,260	13,336	40,596
At 31 August 2020	56,000	26,520	40,000	122,520
Net book value				
At 31 August 2020	**1,326,118**	**39,780**	**-**	**1,365,898**
At 31 August 2019	28,000	53,040	13,336	94,376

2. DEBTORS AND PREPAID EXPENSES

	2020	2019
	€	€
Trade debtors	-	23,651
Prepayments and accrued income	**13,190**	3,195
	13,190	26,846

3. CREDITORS AND ACCRUED EXPENSES

	2020	2019
	€	€
Trade creditors - posting account	**223,549**	74,588
Grants received in advance	**408,432**	-
PAYE control account	**969**	920
Wages and salaries control	**886**	-
Accruals	**3,000**	3,000
Deferred revenue grants	**81,903**	-
	718,739	78,508

St. Mark's School

Board of Management Report and Financial Statements

for the financial year ended 31 August 2020

McMahon Auditors & Accountants Limited
Certified Public Accountants and Statutory Audit Firm
9-10 Academy Court
Academy Street
Kildare Town
Co Kildare

St. Mark's School
CONTENTS

	Page
General Information	3
Board of Management's Report	4
Certified Public Accountants' Report	5
Income and Expenditure Account	6
Balance Sheet	7
Notes to the Financial Statements	8 - 9

St. Mark's School
GENERAL INFORMATION

School Name	St. Mark's School
School Address	Piercetown Newbridge Co. Kidlare
Roll Number	19455W
Registered Charity Number	20140311
Student enrolment for the financial year	94
Board of Management	
Chairperson	Noeleen Burke
Teacher Nominee	Rob Thompson
Parent Nominee	Amanda Cahir-O'Donnell
Treasurer	Gearoid Brennan
Patron Nominee	Sean Hourihane
Community Representative	Evelyn Mackenzie Smith Martin Jordan
Principal	Ross Dignam
Accountants	McMahon Auditors & Accountants Limited Certified Public Accountants and Statutory Audit Firm 9-10 Academy Court Academy Street Kildare Town Co Kildare
Bankers	Bank of Ireland Edward Street Newbridge Co. Kildare

St. Mark's School
BOARD OF MANAGEMENT REPORT
for the financial year ended 31 August 2020

The Board of Management presents its report and financial statements for the financial year ended 31 August 2020.

Results
The results for the financial year and the school's financial position at the end of the financial year are shown in the attached financial statements.

Board of Management
The board members who served the school during the financial year were as follows:

Chairperson:	Noeleen Burke
Teacher Nominees:	Rob Thompson
Parent Nominees:	Amanda Cahir-O'Donnell
Treasurer:	Gearoid Brennan
Patron Nominee:	Sean Hourihane
Community Representative:	Evelyn Mackenzie Smith Martin Jordan

Health and Safety of Students and Staff
The school has adopted a safety statement in accordance with legislation.

Books of Accounts
The measures taken by the board to ensure compliance with the requirements of the Articles of Management and the Education Act, 1998, regarding proper books of account, are the implementation of necessary policies and procedures for recording transactions, the employment of competent accounting personnel with appropriate expertise, and the provision of adequate resources to the financial function. The books of account of the school are maintained at the school premises.

Board of Management Responsibilities
Section 18 of the Education Act requires the board to keep all proper and usual accounts and records of all monies received by it, or expenditure incurred by it and to prepare financial statements for each financial period, which give a true and fair view of the state of affairs of the school and of the surplus or deficit of the school for that period. In preparing the financial statements the board is required to:

- select suitable accounting policies and apply them consistently;

- make judgments and estimates that are reasonable and prudent;

- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the school will continue to operate.

The Board of Management is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the school and to enable them to ensure that the financial statements comply with the Education Act, 1998. They are also responsible for safeguarding the assets of the school and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board of Management on 3 February 2021 and signed on its behalf by:

Noeleen Burke
Noeleen Burke
Chairperson

Ross Dignam
Ross Dignam
Principal

CERTIFIED PUBLIC ACCOUNTANTS' REPORT TO THE BOARD OF MANAGEMENT OF ST. MARK'S SCHOOL

for the financial year ended 31 August 2020

We have compiled the financial information for St. Mark's School from the accounting records, information and explanations supplied to us.

The financial information has been compiled on the basis set out in Note 1 to the financial information.

This report is made to you in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial information that we have been engaged to compile, report to you that we have done so, and state those matters that we have agreed to state to you in this report and for no other purpose. To the fullest extent permissible by law, we do not accept or assume responsibility to anyone other than the Board of Management of St. Mark's School for our work or for this report.

We have carried out this engagement in accordance with the Rules of Professional Conduct and the ethical guidelines laid down by the Institute of Certified Public Accountants in Ireland.

You have approved the financial information for the financial year ended 31 August 2020 and have acknowledged your responsibility for it, the appropriateness of the accounting basis and for providing all information and explanations necessary for its compilation.

We have not been instructed to carry out an audit. For this reason we have not verified the accuracy or completeness of the accounting records or information or explanations you have given us and we do not, therefore, express any opinion on the financial information.

MCMAHON AUDITORS & ACCOUNTANTS LIMITED
Certified Public Accountants and Statutory Audit Firm
9-10 Academy Court
Academy Street
Kildare Town
Co Kildare

Date: 3 February 2021

St. Mark's School
INCOME & EXPENDITURE ACCOUNT
for the financial year ended 31 August 2020

	2020 €	2019 €
Income		
Total Income	**278,867**	329,890
Expenditure		
Total School Expenditure	**(264,729)**	(274,092)
Operating Surplus	**14,138**	55,798
Opening balance brought forward	**163,451**	107,653
Closing balance carried forward	**177,589**	163,451

Approved by the Board of Management on 3 February 2021 and signed on its behalf by:

Noeleen Burke
Chairperson

Ross Dignam
Principal

St. Mark's School
BALANCE SHEET
as at 31 August 2020

	Notes	2020 €	2019 €
Fixed Assets			
Tangible assets	2	28,986	46,829
Current Assets			
Debtors and prepaid expenses	3	-	499
Cash at bank and in hand		234,545	119,374
		234,545	119,873
Creditors and accrued expenses	4	(85,942)	(3,251)
Net Current Assets		148,603	116,622
Total Assets Less Current Liabilities		177,589	163,451
Surplus on Income & Expenditure Account		177,589	163,451

Approved by the Board of Management on 3 February 2021 and signed on its behalf by:

Noeleen Burke
Noeleen Burke
Chairperson

Ross Dignam
Principal

1. ACCOUNTING POLICIES

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

Accounting convention
The accounts are prepared under the historical cost convention modified when necessary to include the revaluation of certain fixed assets.

Basis of preparation
The financial statements have been prepared in accordance with accounting standards generally accepted in Ireland and Irish statute. Accounting Standards generally accepted in Ireland in preparing financial statements giving a true and fair view are those published by Chartered accountants of Ireland and issued by the Accounting Standards Board.

Fixed assets and depreciation
All tangible fixed assets are initially recorded at historic cost. Depreciation is provided on all tangible assets, other than freehold land and investment properties, at rates calculated to write off the cost, less residual value, of each asset systematically over its expected useful life, as follows :

Fixtures, fittings and equipment	-	20% Straight Line
Computer Equipment	-	33% Straight Line

Leasing
Rentals payable under operating leases are dealt with in the Income and Expenditure Account as incurred over the period of the rental agreement.

2. FIXED ASSETS

	Fixtures, fittings and equipment	Computer Equipment	Total
Cost	€	€	€
At 1 September 2019	69,602	52,225	121,827
Additions	-	10,254	10,254
At 31 August 2020	69,602	62,479	132,081
Depreciation			
At 1 September 2019	44,416	30,582	74,998
Charge for the financial year	8,556	19,541	28,097
At 31 August 2020	52,972	50,123	103,095
Net book value			
At 31 August 2020	**16,630**	**12,356**	**28,986**
At 31 August 2019	25,186	21,643	46,829

3. DEBTORS AND PREPAID EXPENSES

	2020	2019
	€	€
Prepayments and accrued income	-	499

4. CREDITORS AND ACCRUED EXPENSES

	2020	2019
	€	€
PAYE control account	531	683
Deferred revenue grants	81,262	-
Accruals	4,149	2,568
	85,942	3,251

KARE

Founded in 1967

Promoting Inclusion for People with Intellectual Disabilities

Telephone: 045-448700
International: +353-45-448700
Facsimile: 045-448798
E-mail: kare@kare.ie
Website: www.kare.ie

Newbridge Industrial Estate
Newbridge
Co. Kildare
Ireland
W12 Y497

25th March 2020

To all Staff Members,

This is an unprecedented health crisis and your board can only admire the dedication and adaptability of each one of you as you tailor our services to this new reality.

The changes you have made, the prioritising you have carried out and your success in maintaining a level of essential service and support to our service users and their families are nothing short of miraculous.

This crisis will not be over for some time yet and none of us can predict how circumstances will change in the coming weeks and months. We can only hope that the rates of infection will fall as we work through the Summer, but we want you to know how much we, your board, admire, appreciate and are so proud of your efforts to maintain a service as you adapt to very difficult and unpredictable circumstances.

All of this is against a background of new pressures and demands in the families of our service users and indeed in your own families.

Your Board are so proud of you and can only say a very sincere thank you.

On behalf of your Board

Sean Bagnall

Sean Bagnall
Chairman

IRELAND EXCELLENCE AWARD

Registered Office: KARE, Newbridge Indu
A Company Limited by Guarantee Registered in Dubli

Directors: S. Bagnall, E. Blennerhassett, R. Bolster, M. Conliffe, T. Donohoe

KARE

Founded in 1967

Promoting Inclusion for People with Intellectual Disabilities

Telephone: 045-448700
International: +353-45-448700
Facsimile: 045-448798
E-mail: kare@kare.ie
Website: www.kare.ie

Newbridge Industrial Estate
Newbridge
Co. Kildare
Ireland
W12 Y497

19th June 2020

To all our staff members.

We wrote to you in mid-March at an early stage in the Covid 19 episode and we are still in admiration of all you have achieved through this difficult period. KARE has had an excellent record over these recent difficulties and this is because of your excellent adaptability and the support you have given to the changes that have had to be made. Again, we can only say how grateful we are and indeed how proud we are of what has been achieved. Thank you.

We have now reached a stage after over three months where it is possible to experiment with reversing some of the changes we made then. We will be starting to reopen some of our day services with appropriate protocols. This will be a nervous time as we hope for a return of some version of normality. But this effort will be tempered with careful monitoring in case we have to discontinue any part of the reopening process.

In all of this we want to say thank you to you and your families for all that has been achieved so far and please know that our thoughts are with you as we embark on this next complex phase of dealing with this pandemic.

On behalf of your Board of Directors

Sean Bagnall

Sean Bagnall
Chairman

IRELAND EXCELLENCE AWARD

Registered Office: KARE, Newbridge Industrial Estate, Newbridge, Co. Kildare, Ireland.
A Company Limited by Guarantee Registered in Dublin No: 48017 Registered Charity No. 5907

EFQM Recognised for excellence 5 star - 2016

Directors: S. Bagnall, E. Blennerhassett, R. Bolster, M. Conliffe, T. Donohoe, N. Kehoe, F. Lowry, M. O'Mailley, M. Quinn, J. Weldon & R. O'Shea.

KARE, Newbridge Industrial Estate, Newbridge, Co. Kildare, Ireland

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E mail: kare@kare.ie

Website: www.kare.ie

Facebook: www.facebook.com/karepage

@KARE_IRL