

Irish Penal Reform Trust Company Limited by Guarantee
Annual Report and Audited Financial Statements
for the financial year ended 31 December 2020

Irish Penal Reform Trust Company Limited by Guarantee

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Irish Penal Reform Trust Company Limited by Guarantee
REFERENCE AND ADMINISTRATIVE INFORMATION

Directors	Aislinn O'Donnell David Perry Eddie D'Arcy Joan O'Flynn Kathleen Leader Kevin Gregory Niall Walsh Seamus Taylor Suzanne Lyons
Chairperson	Séamus Taylor
Company Secretary	Kathleen Leader
Chief Executive Officer	Fiona Ní Chinnéide
Charity Number	CHY 11091
Charities Regulatory Authority Number	20029562
Company Number	218442
Registered Office and Principal Address	MACRO 1 Green Street Dublin 7
Auditors	Crowleys DFK Unlimited Company Chartered Accountants and Statutory Audit Firm 16/17 College Green Dublin 2
Bankers	Bank of Ireland 33 Arran Quay Smithfield Dublin 7

Irish Penal Reform Trust Company Limited by Guarantee

DIRECTORS' ANNUAL REPORT

for the financial year ended 31 December 2020

The directors present their Directors' Annual Report, combining the Directors' Report and Trustees' Report, and the audited financial statements for the financial year ended 31 December 2020.

The financial statements are prepared in accordance with the Companies Act 2014, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Directors' Report contains the information required to be provided in the Directors' Annual Report under the Statement of Recommended Practice (SORP) guidelines. The directors of the company are also charity trustees for the purpose of charity law and under the company's constitution are known as members of the board of trustees.

In this report the directors of Irish Penal Reform Trust Company Limited by Guarantee present a summary of its purpose, governance, activities, achievements, and finances for the financial year 2020.

The charity is a registered charity and hence the report and results are presented in a form which complies with the requirements of the Companies Act 2014 and, although not obliged to comply with the Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the organisation has implemented its recommendations where relevant in these financial statements.

The directors, who are also the trustees of the charity, at the date of this report and those who served during the financial year together with the dates of any changes are set out on page 3.

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

Mission, Objectives and Strategy

Mission Statement

The principal activity of the company is the promotion of constructive treatment for persons deprived of their liberty by the penal system.

The mission of the Charity is to promote the constructive treatment of offenders, prisoners, immigrant and refugee detainees and prisoners suffering from mental illness, as designated under the Mental Treatment Act 1945 (as amended), and such other persons deprived of their liberty by law in the Republic of Ireland through advocating respect for the rights of all persons in the penal system, respect for the rights of prisoners, reduction of imprisonment, promotion of alternatives to prison, and progressive reform of the penal system.

Objectives

The Charity's objectives as set out in the governing document are as follows:

Objective 1:

To promote the education of the public and to further knowledge of the penal system and penal institutions in the Republic of Ireland, the welfare and treatment of offenders, prisoners, immigrant and refugee detainees, prisoners suffering from mental illness, their families, and dependents.

Objective 2:

To promote the prevention of crime and specifically to promote discussion of and debate on such improvements in the penal system in the Republic of Ireland as may be thought conducive to the public benefit.

Objective 3:

To promote research into penal systems and the treatment of offenders, prisoners, immigrant and refugee detainees, prisoners suffering from mental illness and their families, and dependents and the prevention of crime.

Objective 4:

To promote the above purposes by all lawful means, including (but not limited to) the use of the media generally, publications, lectures, seminars, working with other organisations, schemes of research and study and visits to prisons and other penal Institutions and places of detention.

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Values

The core set of values that guide our work are:

- **Independent** in our voice and in our actions
- **Committed** to holding the State to account
- **Fair** and committed to tackling social injustice
- **Authoritative** and guided by human rights frameworks and best international standards
- **Informed** by high quality research and evidence-informed policies
- **Constructive** in our work with others in the penal system
- **Engaged** with people in prison and their families
- **Accountable** and committed to the highest levels of good governance and financial integrity.

Strategy

IPRT's annual programme of activities is guided by our Strategic Plan 2017-2021, which sets out the five most effective tools for bringing about the long-term goals we wish to achieve:

- Production of High Quality Research;
- Creation of Evidence-Informed Policy Solutions;
- Advocacy and Campaigning at all levels;
- Public Communication and Awareness Raising; and
- Building Alliances and Capacities.

In order to achieve further and sustained progress on our strategic objectives, IPRT's key activities in 2020 were in the areas of research, advocacy and submissions, media and awareness raising, events and publications, and engagement.

i) High Quality Research

All IPRT's advocacy work is informed by our comprehensive research. Owing to this, IPRT conducts several research projects at any one time. These projects are funded by a variety of sources, including the Community Foundation for Ireland and the Irish Human Rights and Equality Commission, amongst others. At times, IPRT will undertake to commission research that meets a specific organisational need or objective. In 2020, research and advocacy projects included:

- **Disability in Prison:** IPRT launched a new report on 'Making Rights Real for People with Disabilities in Prison' on 15th January 2020. Prisoners' rights are guaranteed by numerous international and European treaties and Irish legislation. Despite this, international research demonstrates that prisoners with disabilities are often discriminated against and still encounter inaccessible spaces and a lack of support within prison. This new research explores the rights and experiences of prisoners with disabilities in Ireland through interviews with prisoners, prison staff and other stakeholders. It included a series of key recommendations that should be implemented to eliminate discrimination and make rights real for people with disabilities in prison. The research was commissioned by IPRT from the Centre for Disability Law and Policy (NUIG) and is led by Prof. Eilíonóir Flynn. This project was supported by the Irish Human Rights and Equality Commission, under the Human Rights and Equality Grants Scheme 2018.

- **Progress in the Penal System:** IPRT launched our fourth annual Progress in the Penal System report ('PIPS 2020') in January 2021. PIPS 2020 takes a different approach to previous years due to the impact of Covid-19. PIPS2020 captures the positive reforms that have been implemented in response to the pandemic, reflects on how these reforms were achieved, and outlines the longer-term benefits to wider society so that these progressive reforms will be retained into the future. The launch of PIPS 2020 garnered significant national media coverage, particularly in response to the critical issue of mental health and imprisonment. Engagement with all stakeholders during 2020 on progress on previous editions of PIPS and on the value of the project was positive. IPRT will continue to work with all stakeholders to progress key actions in 2021

- **Migrants and Minority Ethnic Groups and the Penal System:** In 2020, IPRT secured funding for a new advocacy and research project on 'Access to Rights and Access to Justice for Migrants and Minority Ethnic Groups in the Penal System' under the Irish Human Rights and Equality Commission 'Human Rights and Equality Grants Scheme 2020'. The research has been commissioned by IPRT from Maynooth University and will be published end 2021.

These activities deliver on the main object plus subsidiary objectives 1, 2 and 3.

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ii) Evidence-Informed Policy Solutions

IPRT regularly makes written and oral submissions to consultation processes on penal policy but also on linked issues such as human rights, women's rights, the rights of minorities groups and crime policy issues, where they relate to our core objectives. IPRT both promotes the need for a national criminal justice policy that is informed by robust data and research, and also develops evidence-informed policy solutions to support policy development and decision-making. All submissions are grounded in IPRT's comprehensive research and evidence base. Furthermore, IPRT actively monitors Ireland's international treaty obligations and leverages these to ensure adequate compliance with international human rights standards. In 2020 such submissions included:

- IPRT Submission to the UN Committee against Torture: Information for List of Issues (January 2020)
- Irish prisons and Covid-19: Proposed Measures (April 2020)
- IPRT Submission to the Department of Justice on the Draft Youth Justice Strategy 2020-2026 (June 2020)
- IPRT Submission to the Oireachtas Special Committee on Covid-19 Response (September 2020)
- IPRT Submission to List of Issues Process on Ireland's Fifth Periodic Examination under the International Covenant on Civil and Political Rights (October 2020)
- Oral submission to the Women's Health Task Force on healthcare needs of women in prison (October 2020)
- IPRT Submission to the Public Consultation on Spent Convictions (November 2020)
- IPRT Submission to Department of Justice Strategy Statement (November 2020)

These activities deliver on the main object plus subsidiary objectives 2 and 3.

ii) Advocacy and Campaigns

IPRT also engages in discrete advocacy campaigns in key areas. Core campaigns in 2020 included:

#GE2020:

In advance of the general election in February 2020, IPRT developed a campaign around our 5 key recommendations for the next programme for government. We conducted analyses of party manifestos, promoted our key asks on social media, and engaged with all parties on priority reform issues for the next Government. IPRT strongly welcomed many of the proposals in the subsequent Programme for Government 2020-2025. In particular, we welcomed that all of the five recommendations IPRT had campaigned on in advance of the 2020 General Election were reflected.

Covid-19 and Prisons:

Prisons, and in particular poor prison conditions, are high-risk environments for the transmission of infectious diseases such as Covid-19. Therefore, Covid-19 and related restrictions became IPRT's largest and most pressing areas of work from March 2020. IPRT engaged directly with Government and all relevant agencies across prisons, probation, and children detention, and oversight bodies including the Inspector of Prisons, the Prison Visiting Committees and the Irish Human Rights and Equality Commission. Actions included a submission on proposed measures to address Covid-19 in Irish prisons, drawing on international standards and recommendations. IPRT also engaged with community-based organisations working with people in prison and on release from prison on the current situation and needs. We maintained a strong presence in media and social media, and continuously curated the most useful international guidance on Covid-19 on the IPRT website. IPRT's work on Covid-19 and its impact on the rights of men and women in prison, their families, and young people in detention continues in 2021.

Spent Convictions:

IPRT continued our campaign work on improving legislative supports for people with convictions and with experience of prison during 2020. To this end, we welcomed the Department of Justice public consultation on reform of spent convictions policy in November 2020. As well as making our own evidence-led submission to the consultation, IPRT spent the month between the launch of the consultation and the deadline acting on opportunities to have the deepest impact. We encouraged all IPRT supporters to add their voices to the consultation to signal to the Department of Justice that allowing people to move on from past offending behaviour and rebuild their lives is an issue that has wide support; we took part in an online briefing with Senator Lynn Ruane and Care After Prison on reform of the existing legislation; and we provided information to support the submissions of other organisations. In total, the Department received 755 survey responses and 73 written submissions.

These activities deliver on the main object plus subsidiary objectives 1-4.

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iv) Public Communications and Raising Awareness

IPRT both responds to media queries and relevant news items and proactively seeks media coverage on important issues and provides an alternative voice in public discussion of crime and penal policy. IPRT raises awareness and provides information through maintaining the IPRT website as a research centre on penal policy topics; maintaining a social media presence and regular production of an ebulletin; and engaging extensively with media on these issues. We had significant levels of engagement with public debate in 2020, issuing 5 editions of the IPRT ebulletin and contributing to more than 170 print and online stories and broadcast interviews.

IPRT hosts a variety of events each year. These events are linked to our research work or to specific advocacy work. They are mostly public events and usually well attended, and hence provide an excellent platform from which to raise awareness of our work and the issues being addressed, whilst also creating a conversation and engagement point for stakeholders on a particular issue. Due to the Covid-19 pandemic, IPRT moved to hosting virtual rather than in-person events from March 2020. This allowed for a broader range of attendees to be invited as venue capacity was not an issue and facilitated the easier participation of international panelists and attendees. The use of online sign-up and contact permission gathering also allowed us to increase our online engagement and follow-up with attendees after events. In 2020, IPRT events included:

- Launch of 'Making Rights Real for People with Disabilities in Prison' (January 2020)
- 'Human Rights and Detention in the time of Covid-19: UK and Ireland' seminar (April 2020)
- 'The relationship between civil society and the NPM: UK and Ireland' seminar (June 2020)
- Inaugural Action for Children and Families of Prisoners network meeting (August 2020)
- IPRT Annual General Meeting and launch of the IPRT Annual Review 2019-2020 (September 2020)
- Second Action for Children and Families of Prisoners network meeting (December 2020)

These activities deliver on the main object plus subsidiary objectives 1-4.

v) Building Alliances and Capacities

Through our qualitative interviews for research, our annual prisoner members' survey (which this year included a focus on issues experienced as a result of Covid-19 as well as wider penal reform issues), and other means, IPRT regularly engages with prisoners and their families, responding to queries, and conducting occasional prison visits (Covid-19 restrictions permitting). In addition, in July/August, IPRT conducted a survey among people with a family member in prison during Covid-19 restrictions. This engagement in turn informs our strategic priorities and provide the impetus for further action, investigation or research.

IPRT also works closely with a number of organisations in the area of human rights, penal policy, and prisoner and ex-prisoner support organisations. Additionally, IPRT made presentations to Recruit Prison Officers on our work, key current issues, and the importance of accountability and penal reform for the prison system during 2020. Our engagement work in 2020 also included presentations to prison Chaplains (visits to prisoner groups were not possible during much of 2020 due to Covid-19), presentations to universities, as well as international presentations including an International Network of Civil Liberties Organisations (INCLO) event to discuss responses to Covid-19 in prisons around the world.

These activities deliver on the main object plus subsidiary objectives 1, 3 and 4.

Structure, Governance and Management

Structure

The Charity is governed by its Constitution. The Charity is a company limited by guarantee for the purposes of Part 18 of the Companies Act 2014.

The Constitution sets out the purpose and objectives of the organisation, and how it conducts itself. The Board of Directors who are also Members of the company shall be comprised of no less than seven and are appointed in accordance with Article 45, Article 70, any Directors co-opted in accordance with Article 48 and any replacement Directors or additional Directors appointed pursuant to Article 74 of the Constitution.

The number of Members with which the Company was registered is 9, but the Company may from time to time register an increase or decrease of Members. The Chief Executive Officer ('Executive Director') shall undertake such duties and exercise such powers in relation to IPRT and its business as agreed with the Board. The Chief Executive Officer is required to keep the Board fully advised as to the activities, achievements and challenges faced by IPRT.

Board members of IPRT receive no remuneration beyond vouched expenses.

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Governance

In November 2014, IPRT became compliant with the Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations in Ireland. We review our compliance with the code annually and did so most recently in May 2019. In 2018, the Charities Regulator issued its own governance code, the Charities Governance Code. Throughout 2019 and 2020, the Board conducted a structured review of its compliance with the Charities Governance Code and IPRT formally signed off on its compliance in November 2020. The Board is guided by a Board handbook that was developed in September 2014 and reviewed in 2020.

Responsibility for the day-to-day management and administration of IPRT is delegated to CEO Fóna Ní Chinnéide. The CEO manages IPRT in accordance with the strategic plan, annual operational plan, policies and procedures and delegations approved by the Board. The CEO is not a member of the Board.

Delegation includes implementation of the strategic plan as well as leading and managing staff and volunteers, programmes, projects, finances, pricing, and administrative aspects, so that the organisation's ongoing vision and strategies can be fulfilled. The CEO is responsible for preparing materials for the Board and strategic planning processes.

Decisions reserved for the Board include strategic planning and operating budgets; appointment/removal of auditor; appointment and performance of the CEO; Board membership; subgroup chairs and members; and approval of finance facilities.

IPRT has a conflict-of-interest policy which was last reviewed by the Board in 2020, in line with the Charities Regulator's Guidance on Managing Conflicts of Interest Appendix B.

IPRT was shortlisted for the Carmichael Ireland 'Annual Report Award' in the Good Governance Awards 2020. IPRT Treasurer, Kevin Gregory, was shortlisted for Trustee of the Year at the Charity Impact Awards 2020.

Staff and Volunteers

IPRT had four full-time staff, one part-time and one temporary part-time staff member in 2020. IPRT generally takes on volunteers for three periods annually (Feb - June, July - August, Sept - January) along with academic placement programmes. Volunteers are not reimbursed for their time. The structured programme involves the volunteers in communications, policy, and advocacy aspects of our work. The total hours volunteered varies year on year but amount to approximately 2,000 hours volunteered per annum. Due to the on-going Covid-19 pandemic, IPRT switched to remote volunteering from mid-March 2020. The ongoing benefits of the volunteer programme to both the organisation and the volunteers will continue to be monitored.

Committees of the Board

During the Covid-19 period, Board meetings and Subcommittee meetings continued to be held as scheduled and were held online.

The Board and following subcommittees were active during the reporting period:

(Subcommittees have terms of reference approved by the Board)

- Board
- Finance, Audit and Risk Subcommittee (formerly Finance Subcommittee)
- Fundraising and Sustainability Subcommittee
- Board Nominations Subcommittee

Board

In 2019, 9 directors served on the Board of Directors. The Board met 6 times during the reporting period. Further information on attendance is provided below.

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Finance, Audit and Risk Subcommittee (formerly Finance Subcommittee)

In 2020, 2 directors served on the Finance, Audit and Risk Subcommittee: Kevin Gregory (Treasurer) and Seamus Taylor (Chairperson).

Both directors attended all meetings on the following dates, together with Fiona Ní Chinneide (CEO):

27 January 2020
25 March 2020
18 May 2020
22 July 2020
23 November 2020

Please note, the Membership & Governance Officer (MGO) was in attendance for part of these meetings for information giving purposes.

Fundraising and Sustainability Subcommittee

On 27 January 2020, the Board of IPRT decided that the Finance Subcommittee, and the Fundraising and Sustainability Subcommittee would combine to form the Finance, Audit and Risk Subcommittee, where discussion of fundraising and sustainability would take place.

Board Nominations Subcommittee

On 23 November 2020, the Board decided on the formation of a Board Nominations Sub-committee. This consists of the Chairperson, Vice-Chairperson, and CEO, with administrative support of the Membership & Governance Officer. The Subcommittee will commence meeting in 2021.

Attendance at Board meetings

As outlined on Page 3, there were 9 board members who served during the year:

Aislinn O'Donnell, David Perry, Eddie D'Arcy, Joan O'Flynn, Kathleen Leader, Kevin Gregory, Niall Walsh, Seamus Taylor and Suzanne Lyons. Dates of appointment to the Board are listed below.

Board meetings held and apologies during the reporting period are noted as follows: 27 January 2020 - Apologies from David Perry, Eddie D'Arcy, Niall Walsh
25 March 2020 - No apologies

18 May 2020 - Apologies from Suzanne Lyons

22 July 2020 - Apologies from David Perry, Eddie D'Arcy, Joan O'Flynn, Niall Walsh

16 September 2020 (AGM) - Apologies from Eddie D'Arcy. Also in attendance: Christopher O'Reilly (Arthur Cox Solicitors)

23 November 2020 - Apologies from David Perry, Eddie D'Arcy, Joan O'Flynn

Fiona Ní Chinneide (CEO) attended all board meetings. On certain occasions the Legal and Public Affairs Manager (LPAM), and the Membership and Governance Officer (MGO) were also in attendance, to facilitate the provision of information.

Seamus Taylor (Chairperson)	Appointed 12/07/2012
Aislinn O'Donnell (Vice-Chairperson)	Appointed 08/06/2016
Kathleen Leader (Director and Company Secretary)	Appointed 28/06/2010
Kevin Gregory (Treasurer)	Appointed 26/02/2015
Niall Walsh	Appointed 21/07/2011
Suzanne Lyons	Appointed 12/12/2017
Joan O'Flynn	Appointed 22/10/2014
Eddie D'Arcy	Appointed 03/09/2009
David Perry	Appointed 14/02/2017

At AGM 2015, a decision was made to take a 'clean-slate' approach on Board member terms prior to the AGM, to allow for orderly Board retirement and renewal going forward, while maintaining a balance of new Board members and experience on the Board.

IPRT is in the process of recruiting new Board members by AGM 2021, to fill existing gaps, skills, and upcoming vacancies due to retiring Board members who will have reached their maximum terms at AGM 2021.

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Review of Activities, Achievements and Performance

IPRT's goals and activities are guided by our 5-year Strategic Plan, which runs from 2017 to 2021. Annual operational plans derived from the Strategic Plan set out our annual programme of activities across research, advocacy, communications, governance, and sustainability. IPRT tracks progress against both the operational plan and the achievement of penal reform objectives in the Strategic Plan, and the vast majority of these were already achieved by end 2020. The achievements and performance of the company against key strategic goals are set out comprehensively in our Annual Reviews for each year, available on www.iprt.ie.

Some examples of the demonstrable impact of IPRT's activities in 2020 include:

- A commitment from the Government to ratify the OPCAT (Optional Protocol to the UN Convention Against Torture) within 18 months, which is the first time a specific timeline has been stated
- Progress towards implementation of the Parole Act 2019, with an independent Parole Board to be established by July 2021
- The establishment in 2020 of the Sentencing Information and Guidelines Committee under the Judicial Council Act 2019, which also requires a review of mandatory and presumptive sentences.

Other progressive developments in 2020 that IPRT has been working towards in recent years include:

- A 10% reduction in the number of men and women in prison
- Reviews being undertaken by the Department of Justice on the use of remand detention and short prison sentences, including examination of gender impacts
- Broad recognition that prison health is public health
- A commitment to cross-departmental action on mental health, addiction, and imprisonment
- New ways to maintain contact between prison and the community, including video calls and in-cell phones
- A significant increase in the resourcing of the Office of the Inspector of Prisons
- Framework for Inspection of Prisons in Ireland is grounded in a human rights approach
- Proposals to respond differently to 18-24 year-olds in conflict with the law, including diversion projects, in the forthcoming Youth Justice Strategy
- A wide public consultation on spent convictions, towards expanding access to the scheme. Outstanding objectives from the Strategic Plan 2017-2021, which require further action in 2021, include:
 - A reduction in the use of restricted regimes and solitary confinement in prisons
 - Implementation of the Joint Strategy for Women who Offend; and
 - Extension of the remit of the general Ombudsman to include complaints from prisoners.

The Board uses 4 financial key performance indicators (KPIs) which, taken together, are a measure of performance and financial strength. These are as follows:

- i) Net cash inflow during the period - 2020: €331,569 (2019: €241,357)

Long term positive net cash inflows indicate a financially healthy operation, and indicates the company is able to meet short-term obligations without having to liquidate assets. It also gives it flexibility to invest in operations, and so enhance value to outputs.

- ii) Balance of reserves at period end - 2020: €226,820 (2019: €200,738)

Balance of reserves represents retained earnings, which arise as a result of past net surpluses, including for the current period i.e. it is a measure of cumulative earnings, and incorporates both unrestricted and restricted earnings.

- iii) Number of months of free reserves held at period end - 2020: 9 months (2019: 9 months)

As described in the Reserves Policy, free reserves are a measure of the resources available to IPRT, to allow it to continue its core operations for a period of time, during a period of unforeseen financial difficulty. At 31 December 2020, the free reserve holding was at 9 months which is in line with our reserves policy. A designated reserve of €40,000 is to cover staff coaching, organisational evaluation, and research relating to mental health and imprisonment.

- iv) Support costs as a percentage of total costs - 2020: 54% (2019: 56%)

Support costs as a percentage of total costs illustrates how much of total expenditure is absorbed by essential but non-core activities and functions. In 2020, the percentage decrease was primarily due to an increase in grant funded project income.

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Financial Review

The results for the financial year are set out on Page 20 and additional notes are provided showing income and expenditure in greater detail.

In 2020, we continued to strengthen our fundraising activities through: researching and drafting applications for project and research funding to grant-making bodies and foundations; through membership renewals and membership drives; and through our Friends of IPRT network.

The directors are satisfied with the financial outcome for the year.

Income

During 2020, IPRT secured multi-annual project funding of €45,000 (€15,000 per annum for three years) for a new project, the IPRT Children and Families and Imprisonment Initiative, to run from 2020 to 2023 and co-funded by the Katharine Howard Foundation and the St Stephen's Green Trust.

IPRT also secured multi-annual funding of €120,000 (€40,000 per annum for three years) for our new Penal Policy and Law Programme, to run from 2020 to 2023 which is co-funded by the Community Foundation for Ireland (€90,000) and the Congregation of the Sisters of Mercy Solidarity Committee (€30,000).

IPRT was also awarded grant funding of €18,000 from the Irish Human Rights and Equality Commission (IHREC) to pursue a research and awareness-raising campaign focused on the rights and experiences of migrants and ethnic minorities in the penal system in Ireland to run 2020-2021.

In late 2020, IPRT secured a grant of €2,500 from RTÉ Does Comic Relief (administered by the Community Foundation for Ireland) as part of their Demand for Digital stream towards 'Supporting Remote Engagement'.

In 2020, IPRT membership subscriptions increased. However, there was a fall of 50% in individual donations. This was largely due to the inability to hold ad hoc fundraising events due to Covid-19. The organisation is not reliant on donations income to cover its core operating costs. Nevertheless, a renewed strategy on individual donations and corporate donations will be devised and implemented in 2021.

Expenditure

IPRT's expenditure (beyond core organisational expenditure such as rent) reflects our core objectives of research, awareness raising and targeted advocacy. Expenditure in 2020 can be closely linked to the achievements detailed above. The following illustrates how expenditure helped to achieve objectives:

i) Salaries

These reflect our small team, with expertise in the area of penal reform; penal policy and advocacy; media and communications; research and policy; legal and public affairs; and governance. Each of these roles was essential in contributing to the work done by the organisation in 2020 and to the resultant success.

ii) Research and Publications

One of the organisation's core values is in providing evidence-based policy proposals on penal policy issues. Our research projects and publications form the basis of these evidence-informed recommendations and contribute to the organisation's reputation for expertise. In late 2020 the Legal and Public Affairs Manager was appointed, a new position in IPRT developed to leverage our existing research, expertise, and maximise current opportunities for change. Working with IPRT's staff in research and communications, they will build on our longstanding networks and relationships with government, Oireachtas, criminal justice system, and the media. They will use IPRT's wealth of policy research, particularly our annual comprehensive review Progress in the Penal System (PIPS), to build a case for reform.

iii) Events

Events provide an excellent platform for building awareness both among the immediate target group, but also among the wider public. IPRT events are exceptionally well-attended and provide an accessible means for stakeholders to engage with the research work we do, whilst offering a useful networking opportunity. The move to virtual events during the Covid-19 pandemic allowed for a broader range of speakers and attendees, domestic and international, and allowed for increased online engagement after the event. The move to virtual events has also seen a doubling in the number of attendees, although the opportunities for individual networking are inevitably reduced. IPRT's proactive curation and use of Q&A and chat functions during events has facilitated dialogue, resource-sharing, and connections. IPRT will consider employing a hybrid approach to events in the future when the pandemic ends. Media coverage of IPRT launches and events provides an additional outlet for information and awareness on issues of penal policy.

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iv) Website and information provision

IPRT's online presence is an invaluable resource acting as an archive of over 26 years of IPRT research and providing a hub of relevant research and emerging policy developments. Ongoing maintenance and improvements are necessary to ensure that this resource is well-maintained and remains an up-to-date and accessible source of information.

v) Fundraising

Many of our research projects are funded by grant-giving organisations with an interest in particular areas. Fundraising from these sources is essential to maintain our project income and by extension many of our research projects. Further fundraising activity is necessary to expand and diversify income streams, especially post 2020; to reduce over-reliance on any one stream; and to allow the organisation to carry out and fund important research projects in line with organisational strategic objectives. In 2021, a mid-term review of progress on implementation of the fundraising and sustainability strategy will be undertaken, and further integration of development capacity within the team.

Financial Results

At the end of the financial year the charity has assets of €334,877 (2019 - €245,747) and liabilities of €108,057 (2019 - €45,009). The net assets of the charity have increased by €26,082.

Reserves Position and Policy

Irish Penal Reform Trust has set a reserves policy which requires that:

Reserves are maintained at a level which ensures the organisation's core activity could continue during a period of unforeseen difficulty. These unrestricted reserves should be between approximately six- and nine-months' core expenditure.

A proportion of reserves are maintained in realisable form. The calculation of the required level of reserves is an integral part of the organisation's planning, budget and forecast cycle. This strategy is intended as a guide to IPRT to ensure that we:

- i) identify;
- ii) pre-empt; and
- iii) minimise or prevent any risks to the successful operation of our organisation.

This policy is reviewed annually.

Unrestricted reserves of €230,519 comprise designated funds of €40,000 and €190,519 of free reserves, which equates to approximately 9 month's core expenditure.

Principal Risks and Uncertainties

As part of IPRT's commitment to the Governance Code and best practice for the community and voluntary sector, we have prepared a full and detailed risk management policy and plan. We have reviewed the governance, financial, fundraising, operational, compliance and environmental risks currently present, having regard to our strategic objectives.

This policy is intended as a guide to IPRT to ensure that we i) identify, ii) pre-empt and iii) minimise or prevent any risks to the successful operation of our organisation. The Board is responsible for ensuring a proper risk management policy is in place, while the Chief Executive Officer is responsible for ensuring the risk management plan is implemented and that staff comply with risk management measures.

Our risk policy and plan incorporate a risks register that identifies key risks in five areas, and scores these as to likelihood of occurrence, and possible impact, which combined provide an overall risk score. The plan also identifies what controls are in place to mitigate against each risk, together with actions underway or plans to reduce the level of risk further, and designated owners of those actions. Regular reviews of the risks register by the CEO and by the Board are an integral part of our assurance framework. Below outlines the four key risks identified in 2020 reviews:

1) Economic Climate

The charity may be negatively impacted by a downturn in the economic environment. The overall risk factor has been updated to high, both in terms of likelihood and impact, due to the economic impact of the pandemic, which is likely to result in lower exchequer revenues and massive increases in government debt that will need servicing. Potential impacts on the organisation are reduced fundraising ability; a reduction in core funding; and consequent reduction in operational capacity. Mitigation strategies include contingency reserves planning and scenario planning.

Irish Penal Reform Trust Company Limited by Guarantee

DIRECTORS' ANNUAL REPORT

for the financial year ended 31 December 2020

2) Government Policy

Changes to government policy could negatively impact the operations of IPRT and its ability to effect improvements in the penal system. A change in public policy may reflect shifting attitudes in the community surrounding penal issues, and result in changes that hinder improvements made or possible improvements required in the future. IPRT has assessed the overall risk factor as medium in terms of likelihood but high in terms of impact. Policy changes tend to be signalled well in advance through different channels of communication. Mitigation strategies include monitoring of legal, regulatory, and political changes; public opinion is also monitored in this regard. IPRT is a member of umbrella bodies, who can assist with lobbying against unwelcome changes.

3. Financial Risk

IPRT has identified a reduction in funding as a medium risk possibility but high in terms of impact. Such a measure could restrict overall operational activity and endanger staff positions. To mitigate these risks, IPRT meets all funder commitments, seeks to deepen relationships with funders and diversify income streams. IPRT has placed a greater focus on fundraising, having implemented a fundraising and sustainability strategy which is monitored by the Board.

4. Disaster Planning

IPRT assesses the possibility of unforeseen 'disaster' as low but the possible impact as high. Such a situation could result in a significant loss of data and/or property and records. To mitigate against this risk, IPRT have a data recovery plan in place, and a disaster recovery plan to secure alternative accommodation. Insurance is also in effect to mitigate the financial impact of any disaster. The impact of Covid-19 on the country and working environment in 2020 is an illustration of the disaster recovery plan put into effect with some alterations.

Plans for Future Periods

During 2016, IPRT developed a 5-year Strategic Plan for 2017 to 2021. The objectives contained therein are an extension of the organisational goals as outlined in the Constitution, targeted at specific areas and activities where the organisation can make an impact on issues which come under our overarching goals. IPRT has tracked progress annually on achievement of the objectives in our current Strategic Plan, with the vast majority achieved by end 2020. We will undertake an evaluation in 2021, which, along with a wider environmental scan and consultation with our membership and key stakeholders, will inform the development of our next Strategic Plan to run from 2022.

IPRT is in receipt of multi-annual funding from a number of diverse sources. In 2019, IPRT secured €270,000 in restricted funding from Pobal, who administer the Scheme to Support National Organisations (SSNO) in the Community and Voluntary sector. The funding is multi-annual and runs from July 2019 to June 2022.

During 2019, IPRT secured renewed funding of €132,500 per annum from the Department of Justice and Equality for the years 2020, 2021 and 2022.

With our key grants ending in 2019, that year was an important year for securing the sustainability of IPRT for the years ahead. The renewal of these multiannual funding streams from both Pobal and the Department of Justice and Equality demonstrate the continued value of IPRT's work. Alongside our other funding streams, this affords us the position to work on longer-term projects to continue to achieve real systemic change in the penal system in Ireland.

In 2019, IPRT secured a renewed multi-annual donor-advised grant for a Senior Research and Policy Manager and flagship project 'Progress in the Penal System' (PIPS) of €200,751 to run 2020 to 2022. This secures in-house research and policy expertise for the years ahead, guaranteeing that IPRT is in a position to directly engage with policy processes.

During 2020, IPRT secured multi-annual project funding of €45,000 (€15,000 per annum for three years) for a new project, the IPRT Children and Families and Imprisonment Initiative, to run from 2020 to 2023 and co-funded by the Katharine Howard Foundation and the St. Stephen's Green Trust. IPRT also secured multi-annual funding of €120,000 (€40,000 per annum for three years) for our new Penal Policy and Law Programme, to run from 2020 to 2023 and co-funded by the Community Foundation for Ireland and the Congregation of the Sisters of Mercy.

IPRT was also awarded funding of €18,000 from the Irish Human Rights and Equality Commission (IHREC) to pursue a research and awareness-raising campaign focused on the rights and experiences of migrants and ethnic minorities in the penal system in Ireland to run 2020-2021. In late 2020, IPRT secured a grant of €2,500 from RTÉ Does Comic Relief (administered by the Community Foundation for Ireland) as part of their Demand for Digital stream towards 'Supporting Remote Engagement'.

In 2021, IPRT will continue its core work in the areas of research, awareness raising, campaigning and advocacy. We will continue to meet all funder requirements and reporting deadlines and begin development and preparation work towards the renewal of key multi-annual funding streams in 2022.

In 2021, IPRT will continue its core work in the areas of research, awareness raising, campaigning and advocacy.

Irish Penal Reform Trust Company Limited by Guarantee

DIRECTORS' ANNUAL REPORT

for the financial year ended 31 December 2020

Reference and Administrative details

The organisation is a charitable company with a registered office at MACRO, 1 Green Street, Dublin 7. The charity has been granted charitable tax status under Sections 207 and 208 of the Taxes Consolidation Act 1997, Charity Number 11091 and is registered with the Charities Regulatory Authority, No 20029562. The company's registered number with the Companies Registration Office is 218442.

The directors, who are also the trustees of the charity, at the date of this report and those who served during the financial year together with the dates of any changes are set out below and on page 3.

The names and addresses of organisations providing banking and professional services are also set out on page 3. In accordance with the Constitution, the directors retire by rotation and being eligible, offer themselves for re-election.

Directors and Secretary

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

Aislinn O'Donnell
David Perry
Eddie D'Arcy
Joan O'Flynn
Kathleen Leader
Kevin Gregory
Niall Walsh
Seamus Taylor
Suzanne Lyons

In accordance with the Constitution, each Director shall retire from office at the close or adjournment of the Annual General Meeting held on or next following the third anniversary of his or her appointment. The Board handbook states that a term of office for a Board member is three years from the date of their appointment, after which point, they are eligible to be re-elected for a second term. Board members must step down after two three-year terms. The Board can make an exception to this rule, but its rationale must be explicitly made and minuted at a Board meeting.

The secretary who served throughout the financial year was Kathleen Leader.

Compliance with Sector-Wide Legislation and Standards

The charity engages pro-actively with legislation, standards and codes which are developed for the sector. Irish Penal Reform Trust Company Limited by Guarantee subscribes to and is compliant with the following:

- The Charities Governance Code
- The Companies Act 2014
- The Charities SORP (FRS 102)

Taxation Status

Irish Penal Reform Trust is a Company Limited by Guarantee has been granted charitable status under Sections 207 and 208 of the Taxes Consolidation Act 1997.

Going Concern

Covid-19 had an enormous impact on all facets of society in 2020 and continues to do so for the foreseeable future. Severe lockdowns have been implemented for much of 2020 and are still ongoing in 2021. This resulted in harsh restrictions on movement, on economic activity and people's personal lives. Presently there is no certain timetable for the easing or lifting of such restrictions.

At the outset of the pandemic, the directors did not foresee a significant impact on the finances of the charity. Through careful management and direction, this has borne out to be the case for 2020. The directors at this time, maintain a similar outlook for 2021, particularly in light of increased societal immunity and the hope by some that vaccination will facilitate a swifter return to normality.

IPRT are grateful to all our funders, members, Friends of IPRT and donors for their continued support.

The directors are not in a position to assess the full financial impact of continuation of the restrictions imposed by Government. However, it is the directors' assessment that the company has the necessary reserves to take them through this period of uncertainty.

Irish Penal Reform Trust Company Limited by Guarantee

DIRECTORS' ANNUAL REPORT

for the financial year ended 31 December 2020

The directors will continue to monitor the financial stability of the organisation in line with any changes to the financial outlook in 2021 and beyond. Despite the widespread disruption caused by the Covid-19 pandemic, IPRT continues to operate normally and in line with Government and HSE advice and guidelines, and the situation is kept continuously under review.

Forecasts for the coming year take into consideration, the changed working environment where applicable, and the possibility of a relaxation of restrictions, or further curtailments. Although a possible easing of restrictions has been signalled for the summer months, a further return to restrictions is possible with the advent of next flu season in Autumn 2021. The 2021 budget and operational plan take into account these considerations.

Assumptions made included:

- income predominantly comprises grant funding which will not be impacted for 2021
- the charity has funding agreements in place for 2021 and 2022
- the crisis would not resolve or improve meaningfully for a number of months at minimum.

It was also recognised that team-working was impacted, and the charity undertook measures to facilitate remote working and continued engagement with stakeholders, by expanding the use of IT and communications infrastructure.

As a result of actions taken, the current assessment of the directors is that the adoption of the going concern basis continues to be appropriate.

Auditors

The auditors, Crowleys DFK Unlimited Company, (Chartered Accountants and Statutory Audit Firm) have indicated their willingness to continue in office in accordance with the provisions of section 383(2) of the Companies Act 2014.

Statement on Relevant Audit Information

In accordance with section 330 of the Companies Act 2014, so far as each of the persons who are directors at the time this report is approved are aware, there is no relevant audit information of which the statutory auditors are unaware. The directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and they have established that the statutory auditors are aware of that information.

Accounting Records

To ensure that adequate accounting records are kept in accordance with Sections 281 to 285 of the Companies Act 2014, the directors have employed appropriately qualified accounting personnel and have maintained appropriate computerised accounting systems. The accounting records are located at the company's office at MACRO, 1 Green Street, Dublin 7.

Approved by the Board of Directors on 19 May 2021 and signed on its behalf by:


Kevin Gregory
Director


Seamus Taylor
Director

Irish Penal Reform Trust Company Limited by Guarantee DIRECTORS' RESPONSIBILITIES STATEMENT

for the financial year ended 31 December 2020

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

Irish company law requires the directors to prepare financial statements for each financial year. Under the law the directors have elected to prepare the financial statements in accordance with the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" issued by the Financial Reporting Council. Under company law, the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the assets, liabilities and financial position of the charity as at the financial year end date and of the net income or expenditure of the charity for the financial year and otherwise comply with the Companies Act 2014.

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

- select suitable accounting policies for the company financial statements and then apply them consistently;
- observe the methods and principles in the Statement of Recommended Practice: Accounting and Reporting by Charities (2015);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for ensuring that the charity keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the charity, enable at any time the assets, liabilities, financial position and net income or expenditure of the charity to be determined with reasonable accuracy, enable them to ensure that the financial statements and the Directors' Annual Report comply with Companies Act 2014 and enable the financial statements to be readily and properly audited. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the Republic of Ireland governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Board of Directors on 19 May 2021 and signed on its behalf by:


Kevin Gregory
Director


Seamus Taylor
Director

INDEPENDENT AUDITOR'S REPORT

to the Members of Irish Penal Reform Trust Company Limited by Guarantee

Report on the audit of the financial statements

Opinion

We have audited the charity financial statements of Irish Penal Reform Trust Company Limited by Guarantee for the financial year ended 31 December 2020 which comprise the Statement of Financial Activities (incorporating an Income and Expenditure Account), the Balance Sheet, the Statement of Cash Flows and the notes to the financial statements, including the summary of significant accounting policies set out in note 5. The financial reporting framework that has been applied in their preparation is Irish law and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" issued in the United Kingdom by the Financial Reporting Council and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102.

In our opinion the financial statements:

- give a true and fair view of the assets, liabilities and financial position of the charity as at 31 December 2020 and of its surplus for the financial year then ended;
- have been properly prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", as applied in accordance with the provisions of the Companies Act 2014 and having regard to the Charities SORP; and
- have been properly prepared in accordance with the requirements of the Companies Act 2014.

Basis for opinion

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

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 course of 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

In our opinion, based solely on the work undertaken in the course of the audit, we report that:

- the information given in the Directors' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report has been prepared in accordance with the Companies Act 2014.

We have obtained all the information and explanations which, to the best of our knowledge and belief, are necessary for the purposes of our audit.

In our opinion the accounting records of the charity were sufficient to permit the financial statements to be readily and properly audited. In our opinion the financial statements are in agreement with the accounting records.

INDEPENDENT AUDITOR'S REPORT

to the Members of Irish Penal Reform Trust Company Limited by Guarantee

Matters on which we are required to report by exception

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

Respective responsibilities

Responsibilities of directors for the financial statements

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

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

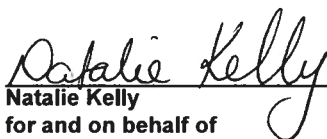
Auditor's responsibilities for the audit of the financial statements

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

A further description of our responsibilities for the audit of the financial statements is contained in the appendix to this report, located at page 19, which is to be read as an integral part of our report.

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

Our report is made solely to the charity'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 charity's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume any responsibility to anyone other than the charity and the charity's members, as a body, for our audit work, for this report, or for the opinions we have formed.



Natalie Kelly

for and on behalf of

CROWLEYS DFK UNLIMITED COMPANY

Chartered Accountants and Statutory Audit Firm

16/17 College Green

Dublin 2

19/05/2021

Irish Penal Reform Trust Company Limited by Guarantee

APPENDIX TO THE INDEPENDENT AUDITOR'S REPORT

Further information regarding the scope of our responsibilities as auditor

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

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

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


Irish Penal Reform Trust Company Limited by Guarantee
STATEMENT OF FINANCIAL ACTIVITIES


(Incorporating an Income and Expenditure Account)
 for the financial year ended 31 December 2020

	Notes	Unrestricted Funds 2020 €	Restricted Funds 2020 €	Total 2020 €	Unrestricted Funds 2019 €	Restricted Funds 2019 €	Total 2019 €
Income							
Donations and legacies	7.1	149,893	82,800	232,693	117,393	86,212	203,605
Charitable activities							
Other grants and funding	7.2	1,216	68,838	70,054	15,988	98,246	114,234
Other income	7.3	-	-	-	145	-	145
Total incoming resources		151,109	151,638	302,747	133,526	184,458	317,984
Expenditure							
Raising funds	8.1	32,788	21,201	53,989	36,528	49,356	85,884
Charitable activities	8.2	89,855	132,448	222,303	76,801	199,961	276,762
Other expenditure	8.3	373	-	373	568	-	568
Total Expenditure		123,016	153,649	276,665	113,897	249,317	363,214
Net income/(expenditure)		28,093	(2,011)	26,082	19,629	(64,859)	(45,230)
Transfers between funds		-	-	-	(945)	945	-
Net movement in funds for the financial year		28,093	(2,011)	26,082	18,684	(63,914)	(45,230)
Reconciliation of funds							
Balances brought forward at 1 January 2020	19	202,426	(1,688)	200,738	183,742	62,226	245,968
Balances carried forward at 31 December 2020		230,519	(3,699)	226,820	202,426	(1,688)	200,738

The Statement of Financial Activities includes all gains and losses recognised in the financial year.
 All income and expenditure relate to continuing activities.

Approved by the Board of Directors on 19 May 2021 and signed on its behalf by:


 Kevin Gregory
 Director


 Seamus Taylor
 Director

Irish Penal Reform Trust Company Limited by Guarantee

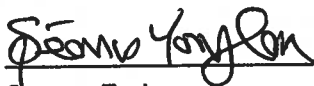
BALANCE SHEET

as at 31 December 2020

	Notes	2020 €	2019 €
Fixed Assets			
Tangible assets	14	424	1,943
Current Assets			
Debtors	15	2,884	2,447
Cash at bank and in hand		331,569	241,357
		<u>334,453</u>	<u>243,804</u>
Creditors: Amounts falling due within one year	16	(108,057)	(45,009)
Net Current Assets		<u>226,396</u>	<u>198,795</u>
Total Assets less Current Liabilities		<u>226,820</u>	<u>200,738</u>
Funds			
Restricted trust funds		(3,699)	(1,688)
General fund (unrestricted)		230,519	202,426
Total funds	19	<u>226,820</u>	<u>200,738</u>

Approved by the Board of Directors on 19 May 2021 and signed on its behalf by:


 Kevin Gregory
 Director


 Seamus Taylor
 Director

Irish Penal Reform Trust Company Limited by Guarantee
STATEMENT OF CASH FLOWS

for the financial year ended 31 December 2020

	Notes	2020 €	2019 €
Cash flows from operating activities			
Net movement in funds		26,082	(45,230)
Adjustments for:			
Depreciation		1,519	2,076
		<u>27,601</u>	<u>(43,154)</u>
Movements in working capital:			
Movement in debtors		(437)	61,855
Movement in creditors		63,048	(40,742)
		<u>90,212</u>	<u>(22,041)</u>
Cash generated from operations		<u>90,212</u>	<u>(22,041)</u>
Net increase in cash and cash equivalents		90,212	(22,041)
Cash and cash equivalents at 1 January 2020		241,357	263,398
Cash and cash equivalents at 31 December 2020	24	<u>331,569</u>	<u>241,357</u>

Irish Penal Reform Trust Company Limited by Guarantee
NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

NOTES TO THE FINANCIAL STATEMENTS

for the financial year ended 31 December 2020

1. COMPARATIVES

Certain comparative figures have been restated where necessary to conform with current period presentation.

2. KEY MANAGEMENT COMPENSATION

Key management are defined as the management team. The compensation paid or payable to key management for employee services is shown below.

	2020 €	2019 €
Wages and salaries	75,000	75,013
Pension costs	3,750	3,327
	<u>78,750</u>	<u>78,340</u>

3. PROJECT AND RESEARCH FUNDING

During the year, Irish Penal Reform Trust received funding to run various programmes as outlined in the Director's Report. A breakdown is provided below. The associated income and costs are also analysed in the supplementary information.

	2020 €	2019 €
Research and Policy (CFI)	53,552	-
Impact (CFI)	6,471	94,500
Migrants and Minority Ethnic Groups in the Penal System (IHREC)	89	-
Children and Families Initiative (SSGT and KHF)	1,578	-
Penal Policy and Law Programme (CFI)	8,088	-
Demand for Digital (CFI)	2,210	-
	<u>71,988</u>	<u>94,500</u>

Research and Policy:

The purpose of this funding was to maintain a research and policy post and produce an annual publication on Progress in the Penal System (PIPS). IPRT are required to submit periodic interim reports, and a final report on progress and activities. The programme runs from January 2020 to December 2022. A total of €200,751 was awarded by the Community Foundation for Ireland and €195,801 is to be spent on related activity. €4,950 is allocated to overheads. There was no capital element to the grant awarded. The grant is restricted for these purposes.

Impact:

Irish Penal Reform Trust received €71,000 in 2019. The purpose of this funding was to cover publications, events and campaign activities undertaken by Irish Penal Reform Trust. IPRT are required to submit periodic interim reports, and a final report on progress and activities. The programme originally ran from October 2016 to December 2019 and has since been extended to December 2021. A total of €213,000 was awarded by Community Foundation for Ireland and €168,000 is to be spent on related activity. €45,000 is allocated to overheads. In 2020, €6,471 was spent on related activity and a balance of €7,642 remains held in deferred income at 31 December 2020 (2019: €14,113). There was no capital element to the grant awarded. The grant is restricted for these purposes.

Irish Penal Reform Trust Company Limited by Guarantee

NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

Migrants and Minority Ethnic Groups in the Penal System:

Irish Penal Reform Trust was awarded €18,000 in 2020 by the Irish Human Rights and Equality Commission (IHREC). The purpose of this funding is to promote and empower access to rights and justice for migrants, foreign national prisoners and ethnic minorities in the penal system. IPRT are required to submit periodic interim reports, and a final report on progress and activities. The programme runs from September 2020 to August 2021. In 2020, €9,000 was received from IHREC and €89 was spent on related activity. €8,911 is held in deferred income at 31 December 2020. There was no capital element to the grant awarded. The grant is restricted for these purposes.

Children and Families Initiative:

Irish Penal Reform Trust was awarded €45,000 in 2020 by St Stephens Green Trust and the Katherine Howard Foundation. The purpose of this funding is to promote the safeguarding of the rights and needs of the children and families of prisoners. IPRT are required to submit a final report on progress and activities. The programme runs from 2020 to 2023. €42,750 is to be spent on related activity and €2,250 is allocated to overheads. In 2020, €15,000 was received and €1,578 was spent on related activity. €12,672 is held in deferred income at 31 December 2020. There was no capital element to the grant awarded. The grant is restricted for these purposes.

Penal Policy and Law Programme:

Irish Penal Reform Trust was awarded €120,000 in 2020 by the Community Foundation for Ireland (€90,000) and the Sisters of Mercy (€30,000). The purpose of this funding is to support the legal and public affairs activities of the charity. IPRT are required to submit periodic interim reports, and a final report on progress and activities. The programme runs from 2020 to 2023. In 2020, €40,000 was received and €8,088 was spent on related activity. €31,922 is held in deferred income at 31 December 2020. There was no capital element to the grant awarded. The grant is restricted for these purposes.

Demand for Digital: Supporting Remote Engagement: (The Community Foundation for Ireland, supported by RTÉ Does Comic Relief and the Government of Ireland)

Irish Penal Reform Trust received €2,500 in 2020 from the Community Foundation for Ireland. The purpose of this funding is to support investment in software and hardware and so strengthen remote engagement. IPRT are required to submit periodic interim reports, and a final report on progress and activities. The programme runs from 2020 to 2021. €2,210 was spent on related activity and €289 is held in deferred income at 31 December 2020. The grant may be used on items of a capital nature. The grant is restricted for these purposes.

4. GENERAL INFORMATION

Irish Penal Reform Trust is a company limited by guarantee (registered under Part 18 of the Companies Act 2014) incorporated and registered in the Republic of Ireland (CRO Number: 218442). The registered office of the company is MACRO, 1 Green Street, Dublin 7 which is also the principal place of business of the company. The nature of the company's operations and its principal activities are set out in the Directors' Report. The financial statements have been presented in Euro (€) which is also the functional currency of the company.

The company is a public benefit entity whose primary objective is to campaign for rights in the penal system and campaign for progressive reform of Irish Penal Policy. The company's primary objective is of social benefit, whose equity is applied to supporting the company's primary objectives.

5. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

Basis of preparation

The financial statements have been prepared on the going concern basis and in accordance with the historical cost convention modified to include certain items at fair value. The financial reporting framework that has been applied in their preparation is "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (FRS 102) (effective 1 January 2015) issued by the Financial Reporting Council and promulgated by Chartered Accountants Ireland and the Statement of Recommended Practice (Charities SORP (FRS 102)) as published by the Charity Commission for England and Wales and the Office of the Scottish Regulator which is recognised by the UK Accounting Standards Board (ASB) as the appropriate body to issue SORPs for the charity sector in the UK.

Irish Penal Reform Trust Company Limited by Guarantee

NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

Financial reporting in line with SORP is considered best practice for charities in Ireland. The directors consider that the adoption of the SORP standard is the most appropriate accounting to properly reflect and disclose the activities of the organisation

The charity has applied the Charities SORP on a voluntary basis as its application is not a requirement of the current regulations for charities registered in the Republic of Ireland. As permitted by the Companies Act 2014, the charity has varied the standard formats in that act for the Statement of Financial Activities and the Balance Sheet. Departures from the standard formats, as outlined in the Companies Act 2014, are to comply with the requirements of the Charities SORP and are in compliance with section 4.7, 10.6 and 15.2 of that SORP.

The financial statements are prepared in Euro which is the functional currency of the company.

Statement of compliance

The financial statements of the charity for the financial year ended 31 December 2020 have been prepared on the going concern basis and in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by 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)" and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Fund accounting

The following are the categories of funds maintained:

Restricted funds

Restricted funds consist of grants and income received which can only be used for the purposes specified by the donors and are subject to specific conditions imposed by them.

Unrestricted funds

Unrestricted funds consist of General and Designated funds.

- General funds represent amounts which are expendable at the discretion of the board, in furtherance of the objectives of the charity.
- Designated funds comprise unrestricted funds that the board has, at its discretion, set aside for particular purposes. These designations have an administrative purpose only, and do not legally restrict the board's discretion to apply the fund.

Unrestricted free reserves:

Unrestricted funds consist of grants, donations and surpluses from service level agreements which can be spent at the discretion of the charity to enable it to achieve its overall aims and objectives.

Income

Income is recognised by inclusion in the Statement of Financial Activities only when the charity is legally entitled to the income, performance conditions attached to the item(s) of income have been met, the amounts involved can be measured with sufficient reliability and it is probable that the income will be received by the charity.

The whole of the company's income is attributable to its market in the Republic of Ireland.

Donations and legacies

Donations and legacies or voluntary income, represents grant income of a general nature that funds core activities and includes donations. They are credited to income in the period in which they are receivable.

Income from charitable activities

Income from charitable activities include income earned from the supply of services under contractual arrangements and from performance related grants which have conditions that specify the provision of particular services to be provided by the charity. Income from government and other co-funders is recognised when the charity is legally entitled to the income because it is fulfilling the conditions contained in the related funding agreements. Where a grant is received in advance, its recognition is deferred and included in creditors. Where entitlement occurs before income is received, it is accrued in debtors.

Grants from governments and other co-funders typically include one of the following types of conditions:

- Performance based conditions: whereby the charity is contractually entitled to funding only to the extent that the core objectives of the grant agreement are achieved. Where the charity is meeting the core objectives of a grant agreement, it recognises the related expenditure, to the extent that it is reimbursable by the donor, as income.

Irish Penal Reform Trust Company Limited by Guarantee

NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

- Time based conditions: whereby the charity is contractually entitled to funding on the condition that it is utilised in a particular period. In these cases, the charity recognises the income to the extent it is utilised within the period specified in the agreement.

In the absence of such conditions, assuming that receipt is probable, and the amount can be reliably measured, grant income is recognised once the charity is notified of entitlement.

Grants received towards capital expenditure are credited to the Statement of Financial Activities when received or receivable, whichever is earlier.

Deferred income

Voluntary income or capital is included in the Statement of Financial Activities when the company is legally entitled to it, its financial value can be quantified with reasonable certainty and there is reasonable certainty of its ultimate receipt. Income received in advance of due performance under a contract is accounted for as deferred income until earned. Grants for activities are recognised as income when the related conditions for legal entitlement have been met. All other income is accounted for on an accruals basis.

Expenditure

Expenditure is analysed between costs of charitable activities and raising funds. The costs of each activity are separately accumulated and disclosed and analysed according to their major components. Expenditure is recognised when a legal or constructive obligation exists as a result of a past event, a transfer of economic benefits is required in settlement and the amount of the obligation can be reliably measured. Support costs are those functions that assist the work of the charity but cannot be attributed to one activity. Such costs are allocated to activities in proportion to staff time spent or other suitable measure for each activity.

Costs of charitable activities

All resources expended are accounted for on an accruals basis. Charitable activities include costs of services and grants, support costs and depreciation on related assets. Non-staff costs not attributed to one category of activity are allocated or apportioned pro-rata to the staffing of the relevant service. Finance, HR, IT and administrative staff costs are directly attributable to individual activities by objective. Governance costs are those associated with constitutional and statutory requirements.

Intangible assets and amortisation

Intangible assets are valued at cost less accumulated amortisation. Intangible assets have been fully amortised.

Short term benefits

Short term benefits, including holiday pay and other similar non-monetary benefits are recognised as an expense in the period in which the service is received. A liability is recognised to the extent of any unused holiday pay entitlement which is accrued at the Statement of Financial Position date and carried forward to future periods. This is measured at the undiscounted salary cost of the future holiday entitlement so accrued at the Statement of Financial Position date.

Provisions

Provisions are recognised when the company has a present legal or constructive obligation arising as a result of a past event, it is probable that an outflow of economic benefits will be required to settle the obligation and a reliable estimate can be made. Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax rate that reflects current market assessments of the same value of money and the risks specific to the obligation. An increase in the provision due to passage of time is recognised as interest expense.

Investments

Investment property is property held either to earn rental income, or for capital appreciation (including future re-development) or for both, but not for sale in the ordinary course of business. Investment property is initially measured at cost, which includes the purchase cost and any directly attributable expenditure. Investment property is subsequently valued at its fair value at each reporting date, by professional external valuers. The difference between the fair value of an investment property at the reporting date and its carrying value prior to the valuation is recognised in the Profit and Loss Account as a fair value gain or loss. Any gain or loss on disposal of an investment property (calculated as the difference between the net proceeds from disposal and the carrying amount of the item) is recognised in the Profit and Loss Account.

Irish Penal Reform Trust Company Limited by Guarantee

NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or at valuation, less accumulated depreciation.

Policy is to capitalise items of a capital nature that cost in excess of €1,000.

The charge to depreciation is calculated to write off the original cost or valuation of tangible fixed assets, less their estimated residual value, over their expected useful lives as follows:

Equipment	-	33% Straight line
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The company's policy is to review the remaining useful economic lives and residual values of tangible fixed assets on an on-going basis and to adjust the depreciation charge to reflect the remaining estimated useful economic life and residual value.

Fully depreciated equipment is retained in the cost of 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 profit and loss account.

Debtors

Debtors are recognised at the settlement amount due after any discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Income recognised by the charity from government agencies and other co-funders, but not yet received at financial year end, is included in debtors.

Creditors

Creditors and accruals are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Cash at bank and in hand

Cash at bank and in hand comprises cash on deposit at banks requiring less than three months' notice of withdrawal.

Taxation

No current or deferred taxation arises as the charity has been granted charitable exemption. Irrecoverable valued added tax is expensed as incurred.

As a result of the company's charitable status, no charge to corporation tax arises under the provision of Section 207 and 208 of the Taxes Consolidation Act 1997. Irish Penal Reform Trust is compliant with relevant tax circulars including circular 44/2006 "Tax Clearance Procedures Grants, Subsidies and Similar Type Payments".

Grants receivable

Grants are recognised at their fair value in profit or loss where there is a reasonable assurance that the grant will be received, and the company has complied with all attached conditions.

Capital grants are initially recognised as deferred income on the balance sheet and credited to the profit and loss account by instalments on a basis consistent with the depreciation policy of the relevant asset, as adjusted for any impairment.

Revenue grants are credited to income so as to match them with the expenditure to which they relate.

Pensions

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Annual contributions payable to the charity's pension scheme are charged to the income and expenditure account in the period to which they relate.

6. SIGNIFICANT ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Management is of the opinion there are no critical judgements (other than those involving estimates) that have a significant effect on the amounts recognised in the financial statements.

Irish Penal Reform Trust Company Limited by Guarantee

NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

Estimates and judgements made in the process of preparing the company financial statements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The directors make estimates and assumptions concerning the future in the process of preparing the entity financial statements. The resulting accounting estimates will, by definition, seldom equal the related actual results. 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 addressed below:

Useful Lives of Fixed Assets:

The company estimates the useful lives of tangible property based on the period over which the assets are expected to be available for use. The estimated useful lives of property, plant and equipment are reviewed periodically and are updated if expectations differ from previous estimates due to wear and tear, technical or commercial obsolescence and other relevant factors. It is possible that future results of operations could materially effect changes in these estimates and cause an increase in recorded expenses and a decrease in non-current assets.

Impairment of Debtors:

The directors make an assessment at the end of each financial year of whether there is objective evidence that debtors are recoverable. When assessing impairment of other debtors, the directors consider factors including the age profile of outstanding balances and recent corresponding and historical experience of cash collections from the debtor. See the Debtors note for the net carrying amount of debtors and the impairment loss recognised in the financial year.

Accruals:

The company makes accruals for expenditure incurred in the reporting period, but measurement of cost is not final at the reporting date. Deductions are made based on estimates, and actual deductions might differ from those estimates.

Such differences could impact accruals recognised in the balance sheet in future periods and consequently the level of expenditure recognised in the income and expenditure account in a future period, as there can be a time of lag of several months between recording the estimate and the final accounting.

Going Concern:

Covid-19 had an enormous impact on all facets of society in 2020 and continues to do so for the foreseeable future. Severe lockdowns have been implemented for much of 2020 and are still ongoing in 2021. This resulted in harsh restrictions on movement, on economic activity and people's personal lives. Presently there is no certain timetable for the easing or lifting of such restrictions.

At the outset of the pandemic, the directors did not foresee a significant impact on the finances of the charity. Through careful management and direction, this has borne out to be the case for 2020. The directors at this time, maintain a similar outlook for 2021, particularly in light of increased societal immunity and the hope by some that vaccination will facilitate a swifter return to normality.

IPRT are grateful to all our funders, members, Friends of IPRT and donors for their continued support.

The directors are not in a position to assess the full financial impact of continuation of the restrictions imposed by Government. However, it is the directors' assessment that the company has the necessary reserves to take them through this period of uncertainty.

The directors will continue to monitor the financial stability of the organisation in line with any changes to the financial outlook in 2021 and beyond. Despite the widespread disruption caused by the Covid-19 pandemic, IPRT continues to operate normally and in line with Government and HSE advice and guidelines, and the situation is kept continuously under review.

Forecasts for the coming year take into consideration, the changed working environment where applicable, and the possibility of a relaxation of restrictions, or further curtailments. Although a possible easing of restrictions has been signalled for the summer months, a further return to restrictions is possible with the advent of next flu season in Autumn 2021. The 2021 budget and operational plan take into account these considerations.

Irish Penal Reform Trust Company Limited by Guarantee

NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

Assumptions made included:

- income predominantly comprises grant funding which will not be impacted for 2021
- the charity has funding agreements in place for 2021 and 2022
- the crisis would not resolve or improve meaningfully for a number of months at minimum.

It was also recognised that team-working was impacted, and the charity undertook measures to facilitate remote working and continued engagement with stakeholders, by expanding the use of IT and communications infrastructure.

As a result of actions taken, the current assessment of the directors is that the adoption of the going concern basis continues to be appropriate.

7. INCOME

7.1 DONATIONS AND LEGACIES

	Unrestricted Funds €	Restricted Funds €	2020 €	2019 €
Core funding	142,850	82,800	225,650	192,391
Membership	2,130	-	2,130	1,660
Donations	4,913	-	4,913	9,554
	<u>149,893</u>	<u>82,800</u>	<u>232,693</u>	<u>203,605</u>

7.2 CHARITABLE ACTIVITIES

	Unrestricted Funds €	Restricted Funds €	2020 €	2019 €
Project activities	-	68,838	68,838	114,179
Public relations and awareness	-	-	-	55
Research activities	1,216	-	1,216	-
	<u>1,216</u>	<u>68,838</u>	<u>70,054</u>	<u>114,234</u>

7.3 OTHER INCOME

	Unrestricted Funds €	Restricted Funds €	2020 €	2019 €
Other income	-	-	-	145
	<u>-</u>	<u>-</u>	<u>-</u>	<u>145</u>

8. EXPENDITURE

8.1 RAISING FUNDS

	Direct Costs €	Other Costs €	Support Costs €	2020 €	2019 €
Fundraising expenses	649	-	53,340	53,989	85,884
	<u>649</u>	<u>-</u>	<u>53,340</u>	<u>53,989</u>	<u>85,884</u>

Of expenditure on raising funds, €32,788 represents unrestricted activities and €21,201 represents restricted activities.

Irish Penal Reform Trust Company Limited by Guarantee
NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

8.2 CHARITABLE ACTIVITIES	Direct Costs €	Other Costs €	Support Costs €	2020 €	2019 €
Project activities	38,828	-	65,604	104,432	160,668
Research activities	33,262	-	34,079	67,341	63,193
Public relations and awareness	1,233	-	49,297	50,530	52,901
	<u>73,323</u>	<u>-</u>	<u>148,980</u>	<u>222,303</u>	<u>276,762</u>

Of expenditure on charitable activities, €89,855 represents unrestricted activities and €132,448 represents restricted activities.

8.3 OTHER EXPENDITURE	Direct Costs €	Other Costs €	Support Costs €	2020 €	2019 €
Other expenses	-	373	-	373	568
	<u>-</u>	<u>373</u>	<u>-</u>	<u>373</u>	<u>568</u>

Of expenditure on other expenditure, €373 represents unrestricted activities.

8.4 SUPPORT COSTS	Cost of Raising Funds €	Charitable Activities €	2020 €	2019 €
Salaries and staff costs	48,399	117,498	165,897	158,238
Premises and administration	3,641	23,201	26,842	26,672
Professional services	799	5,092	5,891	5,518
Audit fees	501	3,189	3,690	3,739
Board expenses	-	-	-	45
Legal and professional	-	-	-	250
	<u>53,340</u>	<u>148,980</u>	<u>202,320</u>	<u>194,462</u>

Support costs represent operating expenses that are shared across more than one activity of the charity. Support costs as detailed below, are apportioned towards the activity they support, and are reflected in the overall figures shown in the Statement of Financial Activities. In 2020, support costs represent €202,320 of overall expenditure of €276,665. The remaining €74,345, is expenditure directly attributable to that activity.

9. ANALYSIS OF SUPPORT COSTS	Basis of Apportionment	2020 €	2019 €
Salaries and staff costs	Staff time	165,897	158,238
Premises and administration	Staff time	26,842	26,672
Professional services	Staff time	5,891	5,518
Audit fees	Staff time	3,690	3,379
Board expenses	Staff time	-	45
Legal and professional	Staff time	-	250
		<u>202,320</u>	<u>194,462</u>
10. NET INCOME		2020 €	2019 €
Net Income is stated after charging/(crediting):			
Depreciation of tangible assets		1,519	2,076
		<u>1,519</u>	<u>2,076</u>

Irish Penal Reform Trust Company Limited by Guarantee
NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

11. EMPLOYEES AND REMUNERATION

Number of employees

The average number of persons employed during the financial year was as follows:

	2020	2019
	Number	Number
Project	1	2
Administration	2	2
Management	1	1
	<u>4</u>	<u>5</u>

The staff costs comprise:

	2020	2019
	€	€
Wages and salaries	196,225	206,678
Social security costs	20,412	27,595
Pension costs	6,000	5,607
	<u>222,637</u>	<u>239,880</u>

12. EMPLOYEE REMUNERATION

The Chief Executive Officer (CEO) is the highest earning employee and only employee in receipt of employee benefits (excluding employer pension costs) of more than €60,000 for the reporting period.

The CEO avails of the 5% defined contribution pension available to all staff (once probation has passed) and is not in receipt of any other remuneration or benefit-in-kind.

The number of employees earning more than €60,000, whose total employee benefits (excluding employer pension costs) for the reporting period fell within the bands below, were:

	Number of	Number of
	Employees	Employees
Salary band €70,000 - €80,000	<u>1</u>	<u>1</u>

13. INTANGIBLE FIXED ASSETS

Cost	Development
	Costs
	€
At 31 December 2020	<u>9,250</u>
Provision for diminution in value	
At 31 December 2020	<u>9,250</u>
Net book value	
At 31 December 2020	<u><u>-</u></u>

Intangible assets represent the development costs of the website.

Irish Penal Reform Trust Company Limited by Guarantee
NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

14. TANGIBLE FIXED ASSETS

Equipment

	€
Cost	
At 31 December 2020	7,731
Depreciation	
At 1 January 2020	5,788
Charge for the financial year	1,519
At 31 December 2020	7,307
Net book value	
At 31 December 2020	424
At 31 December 2019	1,943

15. DEBTORS

	2020	2019
	€	€
Other debtors	-	720
Prepayments	2,884	1,727
	<u>2,884</u>	<u>2,447</u>

16. CREDITORS

	2020	2019
	€	€
Amounts falling due within one year		
Trade creditors	2,959	9,700
Taxation and social security costs	18,666	14,525
Other creditors	938	938
Accruals	9,952	5,733
Deferred Income	75,542	14,113
	<u>108,057</u>	<u>45,009</u>

17. PENSION COSTS - DEFINED CONTRIBUTION

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. Pension costs amounted to €6,000 (2019 - €5,607).

Pension costs are an unrestricted expense.

Irish Penal Reform Trust Company Limited by Guarantee
NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

18. GRANTS

Agency	None
Government Department	Department of Justice and Equality
Grant Programme	Research and policy
Purpose of the Grant	Core funding is provided by the Department of Justice and Equality to support research and policy work undertaken by IPRT in the areas of penal reform and the rights of prisoners. and in so doing, support the various programmes and initiatives undertaken by the charity in the achievement of its aims and objectives. Costs are analysed in the supplementary information
Term	2020 to 2022
Total Fund	Total grant award is €397,500.
Income	€132,500 in the financial year
Expenditure	€121,748 in the financial year
Fund deferred at financial year end	€Nil deferred at financial year end (2019: €Nil)
Received in the financial year	€132,500 received in the financial year
Capital Grant	There is no capital element to the grant awarded
Restriction on use	The grant is unrestricted for these purposes. Irish Penal Reform Trust CLG is fully tax compliant and holds a current valid tax clearance certificate. Irish Penal Reform Trust CLG is compliant with relevant tax circulars including Circular 44/2006 "Tax Clearance Procedures Grants, Subsidies and Similar Type Payments" An agreed workplan is submitted prior to funding being granted, and an annual report is submitted each year.

Irish Penal Reform Trust Company Limited by Guarantee
NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

Agency	Pobal
Government Department	Department of Rural and Community Development
Grant Programme	Scheme to Support National Organisations (SSNO)
Purpose of the Grant	<p>Funding is provided by the Scheme to Support National Organisations (SSNO) to support the various programmes and initiatives undertaken by the charity in the achievement of its aims and objectives. Costs are analysed in the supplementary information.</p> <p>The primary aim of the scheme is to provide funding to support the core costs of a broad range of national organisations in the Community and Voluntary sector, around a number of strategic priorities</p> <p>Priority is given under SSNO to supporting national organisations who work directly, or indirectly, with disadvantaged target groups</p> <p>Costs associated with this programme are shown separately and represent salary costs and service provision. There was one full-time person employed under this scheme.</p>
Term	July 2019 to June 2022
Total Fund	Total grant award is €270,000
Income	€90,000 in financial year
Expenditure	€82,800 on related activity and €7,200 towards overheads in the financial year
Fund deferred at financial year end	€Nil deferred at financial year end (2019: €Nil)
Received in the financial year	€90,000 received in the financial year
Capital Grant	There is no capital element to the grant awarded
Restriction on use	<p>Of the €90,000 received, €82,800 is restricted for these purposes, and €7,200 is unrestricted</p> <p>Irish Penal Reform Trust CLG is fully tax compliant and holds a current valid tax clearance certificate. Irish Penal Reform Trust CLG is compliant with relevant tax circulars including Circular 44/2006 "Tax Clearance Procedures Grants, Subsidies and Similar Type Payments"</p> <p>Expenditure reports are submitted every 6 months as set out in Agreement.</p>

19. FUNDS			
19.1 RECONCILIATION OF MOVEMENT IN FUNDS	Unrestricted Funds	Restricted Funds	Total Funds
	€	€	€
At 1 January 2019	183,742	62,226	245,968
Movement during the financial year	18,684	(63,914)	(45,230)
At 31 December 2019	202,426	(1,688)	200,738
Movement during the financial year	28,093	(2,011)	26,082
At 31 December 2020	<u>230,519</u>	<u>(3,699)</u>	<u>226,820</u>

Irish Penal Reform Trust Company Limited by Guarantee
NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

19.2 ANALYSIS OF MOVEMENTS ON FUNDS

	Balance 1 January 2020 €	Income €	Expenditure €	Transfers between funds €	Balance 31 December 2020 €
Restricted funds					
Restricted Funds	(1,688)	151,638	(153,649)	-	(3,699)
Unrestricted funds					
Unrestricted Funds	202,426	151,109	(123,016)	-	230,519
Total funds	200,738	302,747	(276,665)	-	226,820

19.3 ANALYSIS OF NET ASSETS BY FUND

	Fixed assets - charity use €	Current assets €	Current liabilities €	Total €
Restricted trust funds	-	91,077	(94,776)	(3,699)
Unrestricted general funds	424	243,376	(13,281)	230,519
	424	334,453	(108,057)	226,820

Unrestricted reserves of €230,519 comprise designated funds of €40,000 and €190,519 of free reserves.

20. STATUS

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

The liability of the members is limited.

Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while they are members, or within one financial year thereafter, for the payment of the debts and liabilities of the company contracted before they ceased to be members, and the costs, charges, and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount as may be required, not exceeding € 1.

21. LEGAL STATUS

The charity is exempt from including the word "Limited" in its name by virtue of Section 1180 of the Companies Act 2014. The charity is limited by guarantee and has no share capital. Under the guarantee each member has undertaken to contribute, in the event of a winding up, an amount not exceeding the sum of €1.00. This guarantee continues for one financial year after individual membership ceases.

22. DIRECTORS' REMUNERATION

The directors received no remuneration during the reporting period (2019: €Nil). Directors are not remunerated. They are paid vouched expenses for attending meetings and other matters related to their duties as Directors.

Irish Penal Reform Trust Company Limited by Guarantee
NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

23. RELATED PARTY TRANSACTIONS

Directors are not remunerated. They are paid vouched expenses for attending meetings and other matters related to their duties as directors.

Travel expenses reimbursed to directors during the period were €Nil (2019: one director €45).

There were no loans advanced to directors during the year nor loans outstanding at 31 December 2020.

The directors are also members of the charity and pay membership fees to IPRT.

During the reporting period, €410 membership fees were paid by the directors to IPRT and €130 membership fees were owed by the directors at 31 December 2020. These have since been paid in full. In 2019, €490 membership fees were paid by the directors to IPRT and €10 membership fees were owed by the directors at 31 December 2019. These have since been paid in full.

Directors derive no additional membership benefits compared to other members of IPRT.

24. CASH AND CASH EQUIVALENTS

	2020	2019
	€	€
Cash and bank balances	<u>331,569</u>	<u>241,357</u>

25. POST-BALANCE SHEET EVENTS

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

26. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved and authorised for issue by the Board of Directors on 19 May 2021

IRISH PENAL REFORM TRUST COMPANY LIMITED BY GUARANTEE

SUPPLEMENTARY INFORMATION

RELATING TO THE FINANCIAL STATEMENTS

FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2020

NOT COVERED BY THE REPORT OF THE AUDITORS

Irish Penal Reform Trust Company Limited by Guarantee
SUPPLEMENTARY INFORMATION RELATING TO THE FINANCIAL STATEMENTS
OPERATING STATEMENT
for the financial year ended 31 December 2020

	Schedule	2020 €	2019 €
Income			
- Donations		4,913	9,554
- Core funding - Department of Justice and Equality		132,500	102,579
- Membership		2,130	1,660
- Scheme to Support National Organisations (SSNO)		90,000	89,812
- Making Rights Real for those with Disabilities (IHREC)		-	19,679
- Research and Policy (CFI)		53,552	-
- Impact (CFI)		6,471	94,500
- Migrants and Minority Ethnic Groups in the Penal System (IHREC)		89	-
- Children and Families Initiative (SSGT and KHF)		1,578	-
- Penal Policy and Law Programme (CFI)		8,088	-
- Demand for Digital (CFI)		2,210	-
- Speaking engagements		-	55
- Research services		1,216	-
- Other income		-	145
		<u>302,747</u>	<u>317,984</u>
Cost of generating funds	1	<u>(649)</u>	<u>(7,005)</u>
Gross surplus		302,098	310,979
Charitable activities and other expenses	2	<u>(276,016)</u>	<u>(356,209)</u>
Net surplus/(deficit)		<u><u>26,082</u></u>	<u><u>(45,230)</u></u>

Irish Penal Reform Trust Company Limited by Guarantee
SUPPLEMENTARY INFORMATION RELATING TO THE FINANCIAL STATEMENTS
SCHEDULE 1 : COST OF GENERATING FUNDS
for the financial year ended 31 December 2020

	2020 €	2019 €
Cost of Generating Funds		
Fundraising	287	-
Communications services	362	7,005
	<u>649</u>	<u>7,005</u>
	<u><u>649</u></u>	<u><u>7,005</u></u>

Irish Penal Reform Trust Company Limited by Guarantee
SUPPLEMENTARY INFORMATION RELATING TO THE FINANCIAL STATEMENTS
SCHEDULE 2 : CHARITABLE ACTIVITIES AND OTHER EXPENSES
for the financial year ended 31 December 2020

	2020 €	2019 €
Expenses		
Wages and salaries	196,225	206,678
Social security costs	20,412	27,595
Staff pension costs	6,000	5,607
Staff training	1,671	318
Human resources	1,430	2,666
Rent and utilities	7,907	7,908
Insurance	1,418	1,534
Office equipment	828	55
Cleaning	172	696
Repairs and maintenance	546	576
Stationery	979	1,256
Postage	725	613
Courier	39	36
GDPR implementation and training	-	246
Website and social media	3,302	3,185
Prisoner engagement and building alliances	485	1,767
Events	621	-
Telephone and broadband	2,766	2,099
Computer hardware and software	2,268	622
IT support	2,642	2,395
Migrants and Minority Ethnic Groups in the Penal System (IHREC)	89	-
Children and Families Initiative (SSGT and KHF)	78	-
Demand for Digital (CFI)	2,211	-
Human rights in prisons expenses (CFI)	-	11,377
Making Rights Real for those with Disabilities in Detention expenses (IHREC)	-	18,689
Research and Policy expenses (CFI)	392	-
Penal Policy and Law Programme expenses (CFI)	90	-
Impact expenses (CFI)	5,198	43,937
Publications and reports	3,379	45
Staff travel	69	1,209
Other staff expenses	441	858
Meetings	411	413
Volunteer and intern expenses	429	483
Board expenses	-	45
Legal and professional	-	250
Accountancy	5,891	5,518
Audit fees	3,690	3,739
Bank charges	256	219
General expenses	117	349
Membership and subscriptions	1,320	1,150
Depreciation	1,519	2,076
	276,016	356,209