

**Leargas – The Exchange Bureau**  
**(a company limited by guarantee and not having a share capital)**

**Directors' Report and Financial Statements**  
**for the financial year ended**  
**31 December 2020**

**Registration Number: 208725**

**LEARGAS – THE EXCHANGE BUREAU**  
**(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)**  
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**FOR THE YEAR ENDED 31 DECEMBER 2020**

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**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
COMPANY INFORMATION  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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<b>Directors</b>	Hugh MacConville Maria Lorigan Jean-Marie Cullen Nuala Keher Frank Crummey Dipti Pandya Margie Waters
<b>Secretary</b>	Nicola Maguire
<b>Company number</b>	208725
<b>Charity RCN</b>	20020330
<b>Registered office</b>	King's Inns House Parnell Street Dublin 1 D01 A3Y8
<b>Business address</b>	Avoca House and King's Inns House Parnell Street Dublin 1 D01 A3Y8
<b>Auditors</b>	JPA Brenson Lawlor Brenson Lawlor House Argyle Square Morehampton Road Donnybrook Dublin 4
<b>Bankers</b>	Allied Irish Bank Baggot Street Dublin 2
<b>Solicitors</b>	Harry Mooney & Co. Solicitors 7 Orchardstown Park Rathfarnham Dublin 14

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
CHAIRMAN'S REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**Internal Financial Controls**

On behalf of the Board of Léargas I acknowledge our responsibility for ensuring that an effective system of internal financial control is maintained and operated. The Board of Léargas has responsibility for the organisation's system of financial controls.

The Board acknowledges that the system can provide only reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material irregularities are either prevented or would be detected in a timely period.

**Key Control Procedures**

The Board has taken steps to ensure an appropriate control environment by:

- Clearly defining management responsibilities, in a defined organisational structure with clear segregation of duties;
- Adopting the principles of corporate governance as outlined in the revised Code of Practice for the Governance of State Bodies 2016 bearing in mind the size and nature of Léargas; and
- Establishing formal procedures to monitor the activities, and safeguard the assets of the organisation while ensuring compliance with European funding regulations.

The key procedures established by the Board to provide effective internal financial control are set out in an Operations Manual clearly defining management responsibilities and steps to be taken in the event of control failures.

The effectiveness of the control environment set out in the Operations Manual has been reviewed through a number of audits carried out in the past 12 months by our external auditors; additionally internal audits are undertaken by our own internal auditors, Crowleys DFK. Audits have also been carried out on behalf of the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) and the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) by ASM (B) Limited.

The Board has implemented a full system of risk management including:

- The identification of significant strategic, financial, operational and reputational risks;
- The assessment of the appropriateness and strength of management controls surrounding risk areas; and
- The highlighting of key risk areas for specific management attention and Finance, Audit and Risk (FAR) Committee focus.

An annual budget is compiled and approved by the Board. Monthly accounts are produced showing variances between actual and budget. These are reviewed by management and the Board on a regular basis.

A full system of internal financial control is in place covering all aspects of delegation, authorisation, segregation of duties and prevention and detection of fraud.

Léargas outsources its internal audit function to Crowleys DFK, who report directly to the FAR Committee. The FAR Committee meet on a regular basis to review accounts, internal audit reports and staffing matters. Management receives and reviews accounts on a monthly basis.

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
CHAIRMAN'S REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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The Board reviews the effectiveness of the system of internal controls on an annual basis through the work of the FAR Committee and the reports provided by Crowleys DFK (Internal Auditors) and ASM (B) Limited (auditors for DFHERIS and DCEDIY).

No material losses have been incurred arising from weaknesses in internal financial control and therefore there has been no requirement for disclosure in the financial statements or the auditor's report on the financial statements. No fraud has been detected.

All recommendations by Crowleys DFK and ASM (B) Limited have been or are in the process of being acted on.

There have been no significant commercially sensitive developments in the preceding twelve months and as a non-commercial state body, Léargas is not likely to experience any such developments in the short to medium term.

I can confirm that there are no off- balance sheet transactions to report.

I can confirm that all appropriate procedures for financial reporting, internal audit, travel, procurement and asset disposal are being carried out.

I can confirm that the Board has established a Code of Business Conduct for Directors and Employees and that the policy is being adhered to.

I can confirm that Government policy on the pay of Chief Executives and all State body employees is being complied with.

I can confirm that no fees are paid to the Directors of Léargas.

I can confirm that there have been no significant post balance sheet events.

I can confirm that Léargas is in compliance with the requirements of the Public Spending code.

I can confirm that Léargas is in compliance with DPER Circular 13/2014.

I can confirm that Léargas is in compliance with its Protected Disclosures Policy and received and granted three protected disclosures in the reporting period up to 31 December 2020.

The required Protected Disclosures Annual Report will be published on our website following the Annual General Meeting.

**LEARGAS - THE EXCHANGE BUREAU  
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CHAIRMAN'S REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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I can confirm that Government travel policy requirements are being complied with in all respects.

I can confirm that Léargas has no Capital Expenditure Proposals.

I can confirm that Léargas has been in compliance with its obligations under tax law.

I can confirm that Léargas is not involved in any legal disputes involving other state bodies.

I can confirm that Léargas has adopted the 2016 Code of Practice and is in compliance.

I can confirm that Léargas has no subsidiaries and it continues to remain in full compliance with the terms and conditions of the consent under which it was established. Léargas is not involved in joint ventures or share acquisitions but does however host the National Centre for Guidance in Education (NCGE).

For your information, a statement of expenses paid to members of the Board in 2020 including our Executive Director and also a statement of remuneration paid to key staff is set out below. We also include schedules of travel and hospitality expenses. Members of the Léargas Board do not receive fees or any remuneration. Also set out below is a statement of expenses paid to the members of the NCGE Management of Guidance Committee and the remuneration of the Director of the NCGE.

**Léargas Board Expenses**

Fidelma Collins	€6,911.18
Hugh MacConville	€3,438.61
Frank Crummey	€ Nil
Jean-Marie Cullen	€ Nil
Nuala Keher	€ Nil
Maria Lorigan	€ Nil
Michael McLoughlin	€ Nil
Dipti Pandya	€ Nil
Margie Waters	€ Nil

**Executive Director:**

Salary	€99,570.93
Expenses	€3,727.59

**Director:**

	Jennifer McKenzie
Salary	€104,779.00
Expenses	€ 2,388.13

**LEARGAS - THE EXCHANGE BUREAU  
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CHAIRMAN'S REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**Staff pay bands**

	<b>2020 Number</b>
€60,001 to €70,000	1
€70,001 to €80,000	1
€80,001 to €90,000	2
€90,001 to €100,000	2
€100,001 to €110,000	0
€110,001 to €120,000	0

**Consultancy costs**

Legal	€17,411
Health & Safety	€23,493

**Travel and subsistence and hospitality expenses**

(including Board, ED and NCGE director travel as set out in the attached schedules)

Foreign travel and subsistence	€6,827
Home travel and subsistence	€29,900

**NCGE Management of Guidance Committee Expenses**

Mr Paul King (Chairperson)	€443.61
Ms Karen Murtagh	Nil
Ms Josephine McGread	Nil
Mr Justin McGree	Nil
Ms Kathy Finnegan	Nil
Mr Jim Mullin	Nil
Ms Roisin Doherty	Nil
Dr Stephen Fitzgerald	Nil
Ms Fiona Davis	Nil
Dr Mary B Ryan	Nil
Mr Joe Cunningham	Nil
Mr Sean P O Briain	Nil
Ms Maire Quinn	Nil
Ms Jennifer McKenzie	Nil

Signed:



**Hugh MacConville**  
Acting Chairperson

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DIRECTORS' REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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The directors present their annual report and the audited financial statements of the company for the financial year ended 31 December 2020.

**Directors**

The names of the persons who at any time during the financial year were directors of the company are as follows:

Michael McLoughlin (Chairperson, resigned 5th June 2020)

Fidelma Collins (Resigned 7th December 2020)

Hugh MacConville (Appointed Acting-Chair 5th June 2020)

Maria Lorigan

Jean-Marie Cullen

Nuala Keher (Appointed 7th December 2020)

Frank Crummey (Appointed 7th December 2020)

Dipti Pandya (Appointed 7th December 2020)

Margie Waters (Appointed 7th December 2020)

**Structure, Governance and Management of Léargas**

Léargas is constituted as a company limited by guarantee without a share capital as set out under parts 1-15 of the Companies Act 2014. Its purpose and objects are set out in the Memorandum of Association and how it conducts its business is set out in the Articles of Association. These documents are available from the Companies Registration Office website ([www.cro.ie](http://www.cro.ie)) and also the Charities Regulator website, ([www.charitiesregulator.ie](http://www.charitiesregulator.ie)).

Léargas is governed by a board of directors with a maximum membership of nine people, one of whom is nominated by the National Youth Council of Ireland. All members of the board are appointed by the Minister for Further and Higher Education, Research, Innovation and Science (DFHERIS). Appointments are for a period of three years.

One third of the membership of the board is rotated off the board at the AGM. However such members may be re-elected to the board by the membership or be replaced by new appointees by the Minister, at the Minister's discretion. In 2020 two members of the board were resigned by the Minister, one of which was the Chairperson. There were four new appointments in December 2020. As at the end of December 2020, there were seven Board members on the Board of Léargas. one of which is Acting Chairperson.

The board meets a minimum of eight times annually.

**Board Sub-groups**

Léargas has six standing sub-groups, the FAR Committee, the National Centre for Guidance in Education (NCGE) Management Advisory Committee, the Erasmus Plus Youth in Action Selection Committee, the Erasmus Plus Adult Education Selection Committee, the Erasmus Plus Vocational Education and Training Selection Committee and the Erasmus Plus Schools Selection Committee.

The FAR Committee meets a minimum of seven times annually. The NCGE Management Advisory Committee meets five to six times annually, the Erasmus + Youth in Action Committee meets three times annually, Adult Education meets twice, and the VET, ESC selection and Schools Committees meet annually.



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DIRECTORS' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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The number of meetings for each selection committee may increase depending on the number of grant calls in each year.

Records of attendance at each of the committees above can be found on the Léargas website. The board of Léargas is represented on each committee.

**Policies and Procedures for the Induction of New Board Members**

All new board members receive an induction which includes a Board Induction pack. The induction pack contains all the information and documentation that board members require to carry out their role including the Memorandum and Articles of Association, the board Member Code of Conduct, the Code of Practice for the Governance of State Bodies and a list of matters reserved to the Board. The Executive Director meets with each new board member within the first two months to brief them on the organisation's operations and to respond to any queries.

Board members are also provided with copies of the organisation's current strategic plan.

**Matters Reserved for the Board of Léargas**

The following are the matters reserved for the Board of Léargas:

- Significant acquisitions, disposals and retirement of assets of the State body or its subsidiaries;
- Major investment and capital projects;
- Delegated authority levels, treasury policy and risk management policies;
- Approval of terms of major contracts;
- Annual review of risk and internal control;
- Litigation;
- Compliance with statutory and administrative requirements in relation to the approval of the number, grading and condition of appointment of all staff;
- Approval of annual budgets and corporate plans;
- Productions of annual reports and accounts;
- Appointment/removal of Auditors;
- Appointment, remunerations and assessment of the performance of, and succession planning for the Executive Director;
- Appointment of Programme/Unit Managers; and
- Significant amendments to the pension benefits of the Executive Director and staff (which may require Ministerial approval).

**Staff**

Léargas has a staff team based in Dublin and headed by an Executive Director who reports directly to the Board through the Chairperson. A management team of five people report to the Executive Director and all other members of the staff report to members of the management team.

The Board of Directors delegates certain responsibilities and duties to the Executive Director and through him/her to the staff team. These include implementation of the Léargas Strategic Plan, leading, managing and developing the Léargas staff team, the implementation of the programmes managed by Léargas, finance and overall administration so that Léargas achieves its overall mission, vision and strategy in a manner consistent with its values.

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DIRECTORS' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**Reserves policy**

Léargas has developed a reserves policy. The working capital requirements of the organisation are so that there can be time lags between spending and in-coming grants. The reserves policy outlines arrangements for an operational reserve to manage cash-flow.

The policy was approved by the Board in 2020 and is subject to an annual review. The policy outlines the requirement to build up a cash flow designated reserve to provide a working capital equivalent of a minimum of 3 months on-going operational expenditure. The policy is in accordance with good practice as outlined in the charities code.

**Internal Controls**

The Board has taken steps to ensure an appropriate control environment by:

- Clearly defining management responsibilities, in a defined organisational structure with clear segregation of duties;
- Adopting the principles of corporate governance as outlined in the revised Code of Practice for the Governance of State Bodies 2016 bearing in mind the size and nature of Léargas; and
- Establishing formal procedures to monitor the activities, safeguard the assets of the organisation while ensuring compliance with European funding regulations.

The key procedures established by the Board to provide effective internal financial control are set out in an operations manual clearly defining management responsibilities and steps to be taken in the event of control failures.

The Board has implemented full system of risk management including:

- The identification of significant strategic, financial, operational and reputational risks;
- The assessment of the appropriateness and strength of management controls surrounding risk areas; and
- The highlighting of key risk areas for specific management attention and Audit and Finance Committee focus.

An annual budget is compiled and approved by the Board. Monthly accounts are produced showing variances between actual and budget. These are reviewed by management and the Board on a regular basis.

A full system of internal financial control is in place covering all aspects of delegation, authorisation, segregation of duties and prevention and detection of fraud.

Léargas outsources its internal audit function to Crowleys DFK, who report directly to the FAR Committee. The FAR Committee meet on a regular basis to review accounts, internal audit reports and staffing matters.

Crowleys DFK (Internal Auditors) and ASM (B) Limited (auditors for DFHERIS and DCEDIY) review the effectiveness of the system of internal financial control on an annual basis. Note; The Internal audit plans for 2020 were not carried out due to the Covid-19 pandemic and the move to remote working. However a review of Léargas Internal Audit function and specific internal controls was carried out by Crowe Limited in quarter four of 2020.

No material losses have been incurred arising from weaknesses in internal financial control and therefore there has been no requirement for disclosure in the financial statements or the auditor's report on the financial statements. No fraud has been detected.

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DIRECTORS' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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All recommendations by Crowleys DFK or ASM (B) Limited have been acted on. During 2020, Léargas carried out a project to strengthen policies and procedures in relation to its Information Security and Management Systems. This project is scheduled to be completed by the end of the first quarter in 2021.

Léargas conducts an annual risk review process that is assessed in detail by the Board annually, which involves identification of the major risks to which Léargas is exposed, an assessment of the likelihood of these happening, their potential impact and possible mitigating strategies. Risk is an item on the agenda of all meetings of the Management Team, meetings of staff teams, FAR Committee and of the Board.

**Health and Safety of Employees**

It is the policy of the company to ensure the health and welfare of employees by maintaining a safe place and system of work.

This policy is based on the requirements of employee legislation, including the Safety, Health and Welfare at Work Act, 1989.

**Principal activities and business review**

Léargas provides management and development services to a range of European and bilateral co-operation and exchange programmes in the youth, education, training, and guidance sectors.

The principal activity of the company during the year was the administration and distribution of grants on behalf of the European Commission and the National Authorities i.e. the Department of Higher and Further Education, Research, Innovation and Science and the Department of Children, Equality, Disability, Integration and Youth. The grants managed are funded by the Erasmus + programme, the European Solidarity Corp Programme, as well as bilateral programmes such as CASE, PEACE IV.

This means that Léargas acts as a conduit between these agencies and the final grant recipients and holds grant monies in trust for the funders and distributes it to the final recipients according to the rules and regulations of the funder concerned.

Léargas also has responsibility for the National Centre for Guidance in Education, (NCGE).

The NCGE is an agency of the Department of Education, operating under the aegis of Léargas, with responsibility to support and develop guidance practice in all areas of education and to inform the policy of the Department in the field of guidance. The role and remit of the Centre includes to advise on policy and strategies for the promotion of a continuum of guidance in the context of lifelong learning; provide advice, support, materials and resources for guidance counselling in education and to contribute to the exchange of information on guidance counselling provision and practice with other guidance and employment services, through the National Resource Centre, i.e. Euroguidance Centre.

**Principal risks and uncertainties**

The directors have identified that the key risk and uncertainty Léargas faces is the risk of grant funding being reduced and the consequent impact that this would have on the ability of the company to act as a conduit between European Commission, the Department of Further and Higher Education, Research, Innovation and Science, and the Department of Children, Equality, Disability, Integration and Youth, and the final grant recipients.

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(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DIRECTORS' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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Léargas mitigates these risks as follows:

- The company continually monitors the level of activity, prepares and monitors its budgets, targets and projections; and
- The company closely monitors emerging changes to the rules and regulations of the funders concerned on an ongoing basis.

Internal control risks are minimised by the implementation of financial policies and procedures which controls the authorisation of all transactions and projects.

Léargas has no currency risk and no credit risk. It has no interest rate risk due to the fact that it has no borrowings. However, negative interest charges have now been implemented by financial institutions on both current and deposit accounts.

The directors are aware of the key risks to which the company is exposed, in particular those related to the operations and finances of the company and are satisfied that there are appropriate systems in place to mitigate these risks appropriately.

**Covid 19**

During March 2020, the Covid-19 pandemic and all government control measures including a countrywide lockdown occurred.

Léargas's business continuity plan facilitated the continued operation of the organisation in a remote working environment. As a result of Covid-19 restrictions, all staff have been required to work remotely from home; and the health, safety and well-being of our staff is continuously monitored.

In relation to the events that Léargas manage, cancellations and postponements have been necessary. A significant move to on-line facilitation has been achieved. Communication on developments in this regard are made directly to existing participants and also via the website and social media. Léargas's work also continues in the management of our programmes, which are being fully supported throughout this period.

The impacts of Covid-19 on the organisation and of the wider community in which we operate, are considered as part of our risk management process. We are actively involved in various forums to ensure we continue to operate in line with our contractual obligations, also allowing for the preparation and timely action for dealing with impacts to the organisation in the short, medium and longer term.

**Likely future developments**

The directors are not expecting to make any significant changes in the nature of the business in the near future. The organisation is preparing for a new funding cycle and expecting increases in funding.

**Dividends**

During the financial year the directors have not paid any dividends or recommended payment of any dividend.

**Post balance sheet events**

There have been no events subsequent to the year-end which require any adjustment to, or additional disclosure in the financial statements.

**LEARGAS - THE EXCHANGE BUREAU  
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DIRECTORS' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**Accounting records**

The measures taken by the directors to secure compliance with the requirements of sections 281 to 285 of the Companies Act 2014 with regard to the keeping of accounting records are the implementation of necessary policies and procedures for recording transactions, the employment of competent accounting personnel with appropriate expertise and the provision of adequate resources to the financial function. The accounting records of the company are located at the company's registered office.

**Auditor**

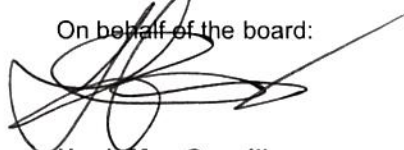
In accordance with the Companies Act 2014, Section 383(2) JPA Brenson Lawlor continue in office as auditors of the company.

**Relevant audit information**

In the case of each of the persons who are directors at the time this report is approved in accordance with section 332 of Companies Act 2014:

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

On behalf of the board:



**Hugh Mac Conville**  
**Acting Chairperson**  
Date: 15<sup>th</sup> June 2021



**Jean-Marie Cullen**  
**Director**  
Date: 15<sup>th</sup> June 2021

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DIRECTORS' RESPONSIBILITIES STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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

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

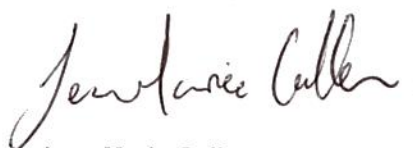
- select suitable accounting policies for the company financial statements and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with applicable accounting standards, identify 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 company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets, liabilities, financial position and surplus or deficit of the company to be determined with reasonable accuracy, enable them to ensure that the financial statements and Directors' Report comply with the Companies Act 2014 and enable the financial statements to be audited. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board:



**Hugh Mac Conville**  
**Acting Chairperson**  
Date: 15<sup>th</sup> June 2021



**Jean-Marie Cullen**  
**Director**  
Date: 15<sup>th</sup> June 2021

**LEARGAS - THE EXCHANGE BUREAU  
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PROGRAMME REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**Current Programmes**

**Erasmus +**

Erasmus + is the current EU programme for education, training, youth and sport and covers the period 2014-2020. A new programme cycle commenced in 2021, this programme will run until 2027.

The Erasmus+ programme aims to boost skills and employability, as well as modernising education, training, and youth work.

Léargas has been appointed as a National Agency for the management of actions under the Erasmus + programme targeted at the vocational training, schools, adult education and youth work sectors in Ireland.

To manage the programme there are five operational units as follows:

Programmes Support and Development Unit

Operations and Programme Finance Unit

Communications Unit

Strategic Initiatives Unit

Finance and HR Unit

Léargas manages the following actions and activities:

**KEY ACTION 1 - MOBILITY OF INDIVIDUALS**

This Key Action supports:

Mobility of learners and staff: opportunities for students, trainees, young people and volunteers, as well as for professors, teachers, trainers, youth workers, staff of education institutions and civil society organisations to undertake a learning and/or professional experience in another country.

**KEY ACTION 2 - COOPERATION FOR INNOVATION AND THE EXCHANGE OF GOOD PRACTICES**

This Key Action supports:

Transnational Strategic Partnerships aimed to develop initiatives addressing one or more fields of education training and youth and promote innovation, exchange of experience and know-how between different types of organisations involved in education, training and youth or in other relevant fields. Certain mobility activities are supported in so far as they contribute to the objectives of the project;

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PROGRAMME REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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IT support platforms, such as eTwinning, the European Platform for Adult Learning (EPALE) and the European Youth Portal, offer virtual collaboration spaces, databases of opportunities, communities of practice and other online services for teachers, trainers and practitioners in the field of school and adult education as well as for young people, volunteers and youth workers across Europe and beyond.

**KEY ACTION 3 - SUPPORT FOR POLICY REFORM**

This key action promotes the active participation of young people in democratic life in Europe. It stimulates and provides a framework for debate about issues affecting young people. Structured Dialogue is the name used for discussions between young people and decision makers that should ultimately inform policy-making.

A Structured Dialogue project has three phases: planning and preparation; implementation; and evaluation (including reflection on a possible follow-up). The project can last for three months to two years. Young people must be involved at all stages of the project and it is they who lead the activities.

**European Solidarity Corps Programme**

The European Solidarity Corps enables young people to respond to important societal needs by taking part in solidarity activities across the European Union. It creates opportunities for young people to volunteer or work (in their own country or abroad) in projects that benefit communities and people. Through Volunteering, Traineeships, Jobs, or Solidarity Projects in their own communities, young people contribute to strengthening communities while gaining experience, skills and competences for their own personal, educational, social, civic and professional development.

**Léargas manages the following activities**

**Volunteering Activities**

**Individual volunteering** lets young people participate in the daily work of organisations and lasts between 2 and 12 months, and in some cases, 2 weeks and up. Participants can volunteer abroad or in their country of residence for projects covering social inclusion, environment, culture, and more.

**Volunteering teams** are groups of 10-40 young people from at least two different countries who volunteer together for a period of between 2 weeks and 2 months. The costs of accommodation and food are covered. Participants also receive a small allowance for personal expenses.

**Traineeships and Jobs**

**Traineeships** count as full-time work practice and last between 2 and 6 months – renewable once. They are paid for by the organisation responsible for the traineeship. Trainees develop their personal, educational, social, civic and professional skills.

**Jobs** are full-time and last between 3 and 12 months. They are paid for by the organisation employing the participant.

Traineeships and jobs can take place in the participant's country of residence or abroad. If abroad, participants receive a small allowance to help them relocate and settle in a foreign country.



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PROGRAMME REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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Participants of **volunteering activities, traineeships** and **jobs** get online linguistic support, training and mentoring. Their travel costs to and from the project venue are covered.

**Solidarity Projects**

**Solidarity projects** are initiated, developed and implemented over a period of 2 to 12 months by at least five young people who want to make a positive change in their local community. Young people who want to run a solidarity project in their country of residence must register in the European Solidarity Corps portal.

This Key Action supports:

Knowledge in the fields of education, training and youth for evidence-based policy making and monitoring in the framework of Europe 2020, in particular:

- country-specific and thematic analysis, including through cooperation with academic networks;
- peer learning and peer reviews through the Open Methods of Coordination in education, training and youth;

Initiatives for policy innovation to stimulate innovative policy development among stakeholders and to enable public authorities to test the effectiveness of innovative policies through field trials based on sound evaluation methodologies;

Support to European policy tools to facilitate transparency and recognition of skills and qualifications, as well as the transfer of credits, to foster quality assurance, support validation of non-formal and informal learning, skills management and guidance. This Action also includes the support to networks that facilitate cross-European exchanges, the learning and working mobility of citizens as well as the development of flexible learning pathways between different fields of education, training and youth;

Cooperation with international organisations with highly recognised expertise and analytical capacity (such as the OECD and the Council of Europe), to strengthen the impact and added value of policies in the fields of education, training and youth;

Stakeholder dialogue, policy and Programme promotion with public authorities, providers and stakeholders in the fields of education, training and youth are necessary for raising awareness about Europe 2020, Education and Training 2020, the European Youth Strategy and other European sector-specific policy agendas, as well as the external dimension of EU education, training and youth policies. They are essential to develop the capacity of stakeholders to concretely support the implementation of policies by stimulating the effective exploitation of the Programme results and generating tangible impact.

**Other Programmes**

Léargas also manages additional programme activities including:

**Peace IV**

The Education Authority in Northern Ireland and Léargas work in partnership to implement the Peace IV Collaboration through Sharing in Education (CASE) programme.

CASE is for primary and post-primary schools in Northern Ireland and the border counties of Ireland. Its focus is on schools with no or limited previous experience of providing shared education opportunities to their children

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
PROGRAMME REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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and young people. CASE aims to build a culture of good relations among school children and to equip them with the skills and attitudes needed to contribute to a society where the cycle of sectarianism and intolerance is broken and a culture of collaboration and cooperation is the norm.

The key aim of CASE is to provide direct, sustained, curriculum-based contact between children and teachers from all backgrounds, through collaboration between schools from different sectors and diverse backgrounds in order to promote good relations and enhance children's skills and attitudes to contribute to a cohesive society.

CASE is open to all schools in the six border counties of Ireland and schools in Northern Ireland which are not currently involved in the DSC Signature Project for Shared Education.

**Languages**

Promoting languages and language learning through the European Day of Languages, European Centre for Modern Languages and The European Award for Languages - the Language Label.

**IAESTE**

IAESTE (International Association for the Exchange of Students for Technical Experience) programme which is a reciprocal international exchange programme which operates in over 80 countries and provides short-term relevant work experience abroad for technical students in their own field of study. As at the end of 2020, Léargas no longer facilitates the IAESTE Ireland programme.

**eTwinning**

The Community for Schools in Europe.

eTwinning is a free online platform linking a community of more than 500,000 teachers across Europe. It supports primary and post primary schools to find partners and work on joint projects in any curricular area, using Information and Communication Technology (ICT). Learn how five Irish schools use.

**Eurodesk**

Eurodesk is a free information service on EU funding and opportunities to work, study, volunteer and travel in Europe. It is intended for young people and those who work with them.

Eurodesk supports and contributes to the European Youth Portal, a European Commission website which publishes articles, news and events for young people. The site gives information around nine main themes, covers 33 countries and is available in 27 languages.

**Youth Wiki**

Youth Wiki is Europe's online encyclopedia for national youth policies. Its overall purpose is to help the European Commission and Member States in their decision making, by providing information on state of play on reforms and initiatives. The collection of qualitative information also allows the exchange of information and innovative approaches and can substantiate peer learning activities.

Youth Wiki offers a comprehensive database of national structures, policies and actions supporting young people. The information can be explored using interactive maps, researching one of the 29 countries represented, or by reading 'Chapters' about specific aspects of youth policy.

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PROGRAMME REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**EPALE**

The Electronic Platform for Adult Learning in Europe (EPALE) is a multilingual open membership community for professionals involved in Adult Learning in Europe.

It was designed with input from practitioners and is intended for all those active in the field, including teachers, trainers, researchers, academics, and policy makers.

EPALE is operated by the European Commission and supported by the governments of member states. Léargas is the National Support Service for EPALE in Ireland.

**ECVET**

ECVET is the European Credit System for Vocational Education and Training. It is a framework for the transfer and recognition of learning outcomes across VET learning environments. It allows learners to accumulate their vocational experience with a view to achieving a qualification. ECVET is particularly useful to VET professionals who send their learners on mobility placements.

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF LEARGAS - THE EXCHANGE BUREAU**

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**Opinion**

We have audited the financial statements of Léargas - The Exchange Bureau (the 'company') for the year ended 31 December 2020 which comprise the Income and Expenditure Account, the Statement of Income and Retained Earnings, the Statement of Financial Position, the Statement of Cash Flows and the related notes. The relevant financial reporting framework that has been applied in their preparation is the Companies Act 2014 and FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

In our opinion the financial statements:

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

**Basis for opinion**

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

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

**Conclusions relating to going concern**

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

**Other information**

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

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
INDEPENDENT AUDITOR'S REPORT (CONTINUED)  
TO THE MEMBERS OF LEARGAS - THE EXCHANGE BUREAU**

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**Other information**

**(continued)**

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2014**

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

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

We have obtained all the information and explanations which we consider necessary for the purposes of our audit.

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

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

Based on the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified any material misstatements in the directors' report.

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

**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 and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
INDEPENDENT AUDITORS' REPORT (CONTINUED)  
TO THE MEMBERS OF LEARGAS - THE EXCHANGE BUREAU**

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**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (Ireland) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could 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 located on the IAASA's website at: [http://www.iaasa.ie/Publications/Auditing-standards/International-Standards-on-Auditing-for-use-in-Ire/International-Standards-on-Auditing-\(Ireland\)/ISA-700-\(Ireland\)](http://www.iaasa.ie/Publications/Auditing-standards/International-Standards-on-Auditing-for-use-in-Ire/International-Standards-on-Auditing-(Ireland)/ISA-700-(Ireland)). This description forms part of our auditor's report.

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

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



**Thomas McDonald  
for and on behalf of JPA Brenson Lawlor**

**Statutory Audit Firm**

15<sup>th</sup> June 2021

Argyle Square  
Morehampton Road  
Donnybrook  
Dublin 4

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Note	2020 €	2019 €
<b>Income</b>	<b>6</b>	5,334,641	5,333,861
Administrative expenses		(5,051,941)	(5,265,564)
<b>Surplus before taxation</b>		282,700	68,297
Tax on surplus		-	-
<b>Surplus for the financial year</b>		282,700	68,297
Transfer to designated reserves		(282,700)	(68,297)
<b>Net surplus or the financial year</b>		-	-

The Income and Expenditure Account has been prepared on the basis that all operations are continuing operations.

The company has no other recognised items of income and expenses other than the results for the financial year as set out above.

**LEARGAS - THE EXCHANGE BUREAU**  
**(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)**  
**STATEMENT OF INCOME AND RETAINED EARNINGS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

	2020 €	2019 €
Surplus for the financial year	282,700	68,297
<b>Income and expenditure reserve at the start of the financial year</b>	68,451	68,451
<b>Designated reserve at the start of the financial year</b>	68,297	-
	<u>419,448</u>	<u>136,748</u>
<b>Income and expenditure reserve at the end of the financial year</b>	68,451	68,451
<b>Designated reserve at the end of the financial year</b>	350,997	68,297
	<u>419,448</u>	<u>136,748</u>




**LEARGAS - THE EXCHANGE BUREAU**  
**(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING SHARE CAPITAL)**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 DECEMBER 2020**

	Notes	2020 €	2019 €
<b>Fixed assets</b>			
Tangible assets	8	36,618	19,480
<b>Net bursaries</b>			
Bursary grant bank accounts		14,497,743	14,854,135
Bursary funding	9	<u>(14,497,743)</u>	<u>(14,854,135)</u>
		-	-
<b>Current assets</b>			
Debtors	10	578,245	488,033
Cash at bank and on hand		<u>1,567,723</u>	<u>1,391,756</u>
		2,145,968	1,879,789
<b>Creditors, amounts falling due within one year</b>			
Creditors	11	(951,935)	(594,092)
Operational grants in advance		<u>(280,182)</u>	<u>(649,401)</u>
<b>Creditors and grants in advance</b>		(1,232,117)	(1,243,493)
<b>Net current assets</b>		<u>913,851</u>	<u>636,296</u>
<b>Total assets less current liabilities</b>		950,469	655,776
<b>Creditors: amounts falling due after more than one year</b>	12	<u>(531,021)</u>	<u>(519,028)</u>
<b>Net assets</b>		419,448	136,748
<b>Reserves</b>			
Income and expenditure reserves	14	68,451	68,451
Designated reserves	14	<u>350,997</u>	<u>68,297</u>
<b>Total reserves</b>		419,448	136,748

These financial statements were approved by the board of directors on ..... and signed on behalf of the board by:

  
**Hugh MacConville**  
**Acting Chairperson**  
 Date: 15<sup>th</sup> June 2021

  
**Jean-Marie Cullen**  
**Director**  
 Date: 15<sup>th</sup> June 2021

**LEARGAS - THE EXCHANGE BUREAU**  
**(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

	2020	2019
	€	€
<b>Cash flows from operating activities</b>		
Surplus for the financial year	-	-
<b>Adjustments for :</b>		
Depreciation of tangible assets	19,369	16,935
Accrued (income) / expenses	(86,516)	153,053
<b>Movements in working capital:</b>		
Decrease / (increase) in debtors	(90,212)	(2,782)
(Decrease) / increase in trade and other creditors	369,833	204,364
	<hr/>	<hr/>
Cash flows (absorbed by) operations	212,474	371,570
<b>Net cash used in investing activities</b>		
Purchase of tangible assets	(36,507)	(6,922)
<b>Net cash used in financing activities</b>	-	-
	<hr/>	<hr/>
<b>Net increase in cash and cash equivalents</b>	175,967	364,648
<b>Cash and cash equivalents at beginning of financial year</b>	1,391,756	1,027,108
	<hr/>	<hr/>
<b>Cash and cash equivalents at end of financial year</b>	1,567,723	1,391,756
	<hr/> <hr/>	<hr/> <hr/>

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**1. Company information**

Léargas – The Exchange Bureau is a company limited by guarantee and not having a share capital, domiciled and incorporated in the Republic of Ireland. The registered office is King's Inn House, Parnell Street, Dublin 1, and its company registration number is 208725.

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2014.

**3. Accounting policies**

**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value. The principal accounting policies adopted are set out below.

The financial statements are prepared in euros, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest €.

**Going concern**

At the time of approving the financial statements, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus, the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

**Income and expenditure**

Income and expenses are included in the financial statements as they become receivable or due.

Expenses include VAT where applicable as the company cannot reclaim it.

**Tangible fixed assets**

Tangible fixed assets are initially recorded at cost and are subsequently stated at cost less any accumulated depreciation and impairment losses.

Any tangible assets carried at revalued amounts are recorded at fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other comprehensive income and accumulated in capital and reserves, except to the extent it reverses a revaluation decrease of the same asset previously recognised in profit or loss. A decrease in the carrying amount of an asset as a result of revaluation is recognised in other comprehensive income to the extent of

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**3. Accounting policies**

**(Continued)**

any previously recognised revaluation increase accumulated in capital and reserves in respect of that asset. Where a revaluation decrease exceeds the accumulated revaluation gains accumulated in capital and reserves in respect of that asset, the excess shall be recognised in profit or loss.

**Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures, fittings and equipment	33% straight line
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If there is an indication that there has been a significant change in depreciation rate, useful life or residual value of tangible assets, the depreciation is revised prospectively to reflect the new estimates.

**Impairment**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

When it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that are largely independent of the cash inflows from other assets or groups of assets.

**Cash at bank and in hand**

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

**Financial instruments**

A financial asset or a financial liability is recognised only when the company becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the transaction price, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Debt instruments are subsequently measured at amortised cost.

Where investments in non-convertible preference shares and non-puttable ordinary shares or preference shares are publicly traded, or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in profit or loss. All other such investments are subsequently measured at cost less impairment.

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**3. Accounting policies**

**(Continued)**

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in profit or loss, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised in profit or loss immediately.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised in profit or loss immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

**Taxation**

The company has obtained exemption from the Revenue Commissioners in respect of corporation tax, it being a company not carrying on a business for the purposes of making a profit. DIRT is payable on any interest income received in excess of €32.

**Employee benefits**

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**4. Judgements and key sources of estimation uncertainty**

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**4. Judgements and key sources of estimation uncertainty**

**(Continued)**

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The following judgements (apart from those involving estimates) have had the most significant effect on amounts recognized in the financial statements:

***Useful lives of tangible assets***

Long-lived tangible fixed assets comprising primarily of fixtures, fittings and office equipment are stated at cost less depreciation in note 8 to the financial statements. The annual depreciation charge depends primarily on the estimated life of each type of asset. The directors regularly review these useful lives and change them, if necessary, to reflect current conditions. In determining these useful lives, the directors consider technological change, patterns of consumption, physical condition and expected economic utilisation of the assets. Changes in the useful lives can have a significant impact on the depreciation charge for the financial year. The net book value of tangible fixed assets subject to depreciation at the financial year end date was €36,618.

***Going Concern***

The directors have prepared budgets and cash flows for a period of at least twelve months from the date of the approval of the financial statements which demonstrate that there is no material uncertainty regarding the company's ability to meet its liabilities as they fall due, and to continue as a going concern. On this basis the directors consider it appropriate to prepare the financial statements on a going concern basis. Accordingly, these financial statements do not include any adjustments to the carrying amounts and classification of assets and liabilities that may arise if the company was unable to continue as a going concern.

**5. Limited by guarantee**

The company is a company limited by guarantee not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding €1.27.

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**6. Income**

Income arises from:

	<b>2020</b> €	<b>2019</b> €
Grants	5,334,641	5,333,861
	<u>                    </u>	<u>                    </u>

Grant income received from the Department of Education and Skills during the year was as follows:

	<b>2020</b> €	<b>2019</b> €
Grant income received	1,434,589	1,434,589
Grant income deferred	<u>(159,589)</u>	<u>(159,589)</u>
	<u>1,275,000</u>	<u>1,275,000</u>

The total income of the company for the year has been derived from its principal activity wholly undertaken in the Republic of Ireland.

**LEARGAS - THE EXCHANGE BUREAU**  
**(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**7. Staff costs**

The average number of persons employed by the company during the financial year, including the managers, was as follows:

	<b>2020</b>	<b>2019</b>
	<b>Number</b>	<b>Number</b>
Management	7	7
Finance	16	16
Operations	33	33
Administration	<u>2</u>	<u>2</u>
	<u>58</u>	<u>58</u>

The aggregate payroll costs incurred during the financial year were:

	<b>2020</b>	<b>2019</b>
	<b>€</b>	<b>€</b>
Wages and salaries	2,615,550	2,598,714
Social insurance costs	285,595	279,856
Other retirement benefit costs	<u>113,287</u>	<u>133,874</u>
	<u>3,014,432</u>	<u>3,012,444</u>

**Staff pay bands**

	<b>2020</b>	<b>2019</b>
	<b>Number</b>	<b>Number</b>
€60,001 to €70,000	1	2
€70,001 to €80,000	1	2
€80,001 to €90,000	2	1
€90,001 to €100,000	2	1
€100,001 to €110,000	-	-
€110,001 to €120,000	<u>-</u>	<u>1</u>
	<u>6</u>	<u>7</u>



**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**8. Tangible assets**

	<b>Fixtures, fittings and equipment</b>
	<b>€</b>
<b>Cost</b>	
At 1 January 2020	241,977
Additions	36,507
<b>At 31 December 2020</b>	<b>278,484</b>
<b>Depreciation</b>	
At 1 January 2020	222,497
Depreciation charged in the year	19,369
At 31 December 2020	241,866
<b>Carrying amount</b>	
At 31 December 2020	36,618
At 31 December 2019	19,480

**LEARGAS - THE EXCHANGE BUREAU**  
**(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**9. Bursary accounts**

Léargas receives grants from the European Commission and various Departments for distribution to Colleges, Schools, Voluntary Groups, Companies and Individuals. On an ongoing basis, it has a balance of grants on hand for either distribution to the final beneficiaries or for repayment to the source funder. This amount is reflected in the bursary bank balances held at the end of the year and as these amounts are not the property of Léargas but are held in trust, the same amounts are shown as grants in advance in the creditors section of the balance sheet. These grants are funded by the European Commission in advance with the grants being paid when 50% of the initial payment is expended by Léargas on beneficiary funding. While Léargas receives these funds in advance, it will have at any time retained a portion of these due to contractual arrangements with beneficiaries. For example, funds may be retained if all contractual arrangements are not in place or if final or interim reports have not been received.

	Balance at 1 Jan 2020 €	Grant income to Dec 2020 €	Other movements €	Grants paid in the year €	Balance at 31 Dec 2020 €
Youth Work Services	125,581	-	105,915	(9,338)	222,158
Lifelong Learning Programme	39,163	-	(195)	(3,709)	35,259
Erasmus+	14,689,391	15,473,306	-	(15,922,371)	14,240,326
	<u>14,854,135</u>	<u>15,473,306</u>	<u>105,720</u>	<u>(15,935,418)</u>	<u>14,497,743</u>

**10. Debtors**

	2020 €	2019 €
Debtors	578,245	488,033
	<u>578,245</u>	<u>488,033</u>

Debtors relates to monies due to Leargas on projects.

**LEARGAS - THE EXCHANGE BUREAU**  
**(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

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**11. Creditors: amounts falling due within one year**

	<b>2020</b>	<b>2019</b>
	€	€
Trade creditors and accruals	836,170	444,631
PAYE	65,765	99,461
Staff termination provision	50,000	50,000
	<u>951,935</u>	<u>594,092</u>
	<u><u>951,935</u></u>	<u><u>594,092</u></u>

**12. Creditors: amounts falling due after more than one year**

	<b>2020</b>	<b>2019</b>
	€	€
Total staff termination provision	581,021	569,028
Included within creditors falling due within one year	(50,000)	(50,000)
	<u>531,021</u>	<u>519,028</u>
	<u><u>531,021</u></u>	<u><u>519,028</u></u>

**13. Financial instruments**

The carrying amount for each category of financial instruments is as follows:

	<b>2020</b>	<b>2019</b>
	€	€
<b>Financial assets that are debt instruments measured at amortised cost</b>		
Debtors	578,245	488,033
Cash at bank and in hand	1,567,723	1,391,756
	<u>2,145,968</u>	<u>1,879,789</u>
	<u><u>2,145,968</u></u>	<u><u>1,879,789</u></u>

**LEARGAS - THE EXCHANGE BUREAU**  
**(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

13. Financial instruments	(Continued)	
	2020	2019
	€	€
<b>Financial liabilities measured at amortised cost</b>		
Trade creditors and accruals	1,182,117	1,193,493
Staff termination provision	581,021	569,028
	<u>1,699,868</u>	<u>1,762,521</u>

**14. Reserves**

The income and expenditure reserves include all current and prior period retained surpluses and deficits.

The designated reserves include operational reserves designated by the directors.

**15. Post balance sheet events**

As these financial statements are being finalised the Covid 19 Pandemic and all government control measures including a country-wide lockdown continue. As a result, our staff are working remotely from their homes, some events have been cancelled and some have been postponed. Our work continues and our programmes are being fully supported throughout this period.

**16. Controlling party**

The company's ultimate controlling party in 2020 is the Minister for Further and Higher Education, Research, Innovation and Science. The National Authority and ultimate controlling party has been changed in 2021 to the Department of Further and Higher Education, Research, Innovation and Science.

**17. Approval of financial statements**

The board of directors approved these financial statements for issue on 15<sup>th</sup> June 2021.

**LEARGAS - THE EXCHANGE BUREAU**  
**(a company limited by guarantee and not having a share capital)**

**The following pages do not form part of the statutory financial statements.**

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DETAILED INCOME REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**Appendix 1**

	2020 €	2019 €
<b><u>Income</u></b>		
Department of Further and Higher Education, Research, Innovation and Science	1,275,000	1,275,000
European Commission (EC)	1,723,217	1,698,002
Department of Children, Equality, Disability, Integration and Youth	538,456	507,846
Eurodesk (DCYA)	51,710	52,320
Eurodesk (EC)	41,526	44,529
Causeway (DCYA)	-	40,000
Epale	77,068	96,505
E-Twinning (DES)	34,865	47,151
E-Twinning (EC)	139,459	186,092
IAESTE	-	3,116
ECVET	16,220	26,084
Other Education Programme	515,491	440,744
<b><u>NCGE Income</u></b>		
Department of Education	600,000	600,000
National Resource Centre (EC)	43,629	38,473
Solas – FET	278,000	278,000
	<hr/>	<hr/>
<b>Total income</b>	<b>5,334,641</b>	<b>5,333,861</b>
	<hr/> <hr/>	<hr/> <hr/>

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DETAILED INCOME REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**Appendix 1**

	2020	2019
	€	€
<b><u>Income</u></b>		
Department of Further and Higher Education, Research, Innovation and Science	1,275,000	1,275,000
European Commission (EC)	1,723,217	1,698,002
Department of Children, Equality, Disability, Integration and Youth	538,456	507,846
Eurodesk (DCYA)	51,710	52,320
Eurodesk (EC)	41,526	44,529
Causeway (DCYA)	-	40,000
Epale	77,068	96,505
E-Twinning (DES)	34,865	47,151
E-Twinning (EC)	139,459	186,092
IAESTE	-	3,116
ECVET	16,220	26,084
Other Education Programme	515,491	440,744
<b><u>NCGE Income</u></b>		
Department of Education	600,000	600,000
National Resource Centre (EC)	278,000	38,473
Solas – FET	43,629	278,000
	<hr/>	<hr/>
<b>Total income</b>	<b>5,334,641</b>	<b>5,333,861</b>
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**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DETAILED EXPENDITURE REPORT – PROGRAMME SUPPORT AND DEVELOPMENT  
UNIT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**Appendix 2**

	2020 €	2019 €
<b><u>Expenditure</u></b>		
Salaries	806,375	779,266
Staff training	29,430	20,933
Grants	-	29,538
Office supplies	9,547	12,293
IT maintenance and supplies	29,271	50,515
Meetings / workshops	36,877	44,345
Travelling and subsistence	9,655	63,232
Service providers	188,564	163,452
Other costs	45,653	14,834
Building costs	83,008	64,501
Publications	10,627	40,525
Communications	3,915	5,335
	<hr/>	<hr/>
<b>Total expenditure</b>	<b>1,252,922</b>	<b>1,288,769</b>
	<hr/> <hr/>	<hr/> <hr/>



**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DETAILED EXPENDITURE REPORT – COMMUNICATIONS UNIT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**Appendix 3**

	<b>2020</b>	<b>2019</b>
	<b>€</b>	<b>€</b>
<b><u>Expenditure</u></b>		
Salaries	267,084	267,440
Staff training	20,207	7,987
Office supplies	4,362	4,704
IT maintenance and supplies	23,455	36,675
Meetings / workshops	20,246	10,802
Travelling and subsistence	1,998	8,312
Service providers	64,031	25,664
Other costs	26,876	8,088
Publications	14,879	8,458
Building costs	50,938	39,414
Communications	2,403	6,687
	<hr/>	<hr/>
<b>Total expenditure</b>	<b>496,479</b>	<b>424,231</b>
	<hr/> <hr/>	<hr/> <hr/>

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DETAILED EXPENDITURE REPORT – STRATEGIC INITIATIVES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**Appendix 4**

	2020 €	2019 €
<b><u>Expenditure</u></b>		
Salaries	485,001	528,709
Staff training	14,766	34,599
Office supplies	6,211	12,747
IT maintenance and supplies	35,242	52,946
Meetings / workshops	49,549	131,590
Grants	198,929	300,077
Travelling and subsistence	14,381	96,526
Service providers	69,873	51,459
Other costs	38,955	13,880
Publications	50,118	37,882
Building costs	76,417	61,993
Communications	3,341	5,692
	<hr/>	<hr/>
<b>Total expenditure</b>	<b>1,042,783</b>	<b>1,328,100</b>
	<hr/> <hr/>	<hr/> <hr/>

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DETAILED EXPENDITURE REPORT – OPERATIONS AND PROGRAMME FINANCE UNIT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**Appendix 5**

	2020 €	2019 €
<b><u>Expenditure</u></b>		
Salaries	704,700	712,482
Staff training	24,437	10,053
Office supplies	7,202	8,468
IT maintenance and supplies	30,138	50,801
Meetings / workshops	280	1,947
Travelling and subsistence	4,129	16,862
Service providers	37,648	24,392
Other costs	45,460	13,690
Publications	-	-
Building costs	80,415	64,501
Communications	3,921	5,378
	<hr/>	<hr/>
<b>Total expenditure</b>	<b>938,330</b>	<b>908,574</b>
	<hr/> <hr/>	<hr/> <hr/>

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DETAILED EXPENDITURE REPORT – NATIONAL CENTRE FOR GUIDANCE IN  
EDUCATION  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**Appendix 6**

	2020 €	2019 €
<b><u>Expenditure</u></b>		
Salaries	523,925	454,521
Staff training	7,935	8,755
Grants	192,723	226,212
Office supplies	1,845	7,059
IT maintenance and supplies	47,664	19,029
Meetings / workshops	5,712	7,769
Travelling and subsistence	4,600	12,329
Service providers	35,582	69,921
Other costs	19,185	14,513
Publications	23,436	35,897
Building costs	50,416	51,830
Communications	8,607	8,638
	<hr/>	<hr/>
<b>Total expenditure</b>	<b>921,630</b>	<b>916,473</b>
	<hr/> <hr/>	<hr/> <hr/>

**LEARGAS - THE EXCHANGE BUREAU  
(A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)  
DETAILED EXPENDITURE REPORT – FINANCE AND HR UNIT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**Appendix 7**

	2020	2019
	€	€
<b><u>Expenditure</u></b>		
Salaries	261,828	256,337
Staff training	5,334	17,503
Office supplies	5,126	5,999
IT maintenance and supplies	17,949	31,840
Meetings / workshops	49	303
Travelling and subsistence	1,965	5,206
Service providers	28,502	27,688
Other costs	26,905	7,745
Publications	-	-
Building costs	49,750	43,943
Communications	2,389	2,853
	<hr/>	<hr/>
<b>Total expenditure</b>	<b>399,797</b>	<b>399,417</b>
	<hr/> <hr/>	<hr/> <hr/>