



Issue 5: Winter/Spring 2015

For members of **The Wheel**



Your Essential Resource Guide for
Cost-Management in the Non-Profit Sector

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Introduction to the Winter/ Spring 2015 edition of the ResourcePoint Handbook

Welcome to the Winter/Spring edition of the ResourcePoint Handbook – the one stop shop to help your organisation save money in 2015 and beyond.

There have been a number of exciting developments for ResourcePoint since our last issue – here's a quick recap to remind you, or in case you haven't heard yet!

National Procurement Awards – Shortlisted

In November 2014, ResourcePoint was a finalist in five categories in the National Procurement Awards 2014: 1. Supplier Excellence. 2. Innovation in Supply. 3. Excellence in Procurement of Third Party Services. 4. Excellence in Procurement – Small to Medium Enterprises. 5. Supply Team of the Year.

National Procurement Awards – Winner!

At the awards night in December, we were delighted to win Supply Team of the Year! At time of writing, ResourcePoint has been up and running for just 16 months. This award is a tribute to all the suppliers who have helped to drive high-quality, low cost offers for members of The Wheel – and to the growing number of these members who are driving costs down across their community, voluntary & charitable organisations through ResourcePoint. To all of you – thank you, and let's keep building ResourcePoint together.

New Service Lines Announced

Speaking of building ResourcePoint...we are thrilled to announce the launch of three new partners in January/February 2015:

- Adare Human Resource Management – HR & Employment Law partner



Supply Team Of The Year

- Chris Mee Group – Health & Safety partner
- Pawpear – Managed Print Services partner

All of these new ResourcePoint suppliers will be happy to work with your organisation to find out if you could be making savings in these areas, and to offer support and advice along the way.

You can find the details of their services and discounts available to members of The Wheel – as well as all of the other existing ResourcePoint offers – by visiting www.wheel.ie/ResourcePoint.

Turn the page to learn about cost-management from these three new suppliers, as well as how to cut down on office supplies costs, what to look for to ensure optimum IT security, and more.

Help us to help you save money... ensure that this Handbook is seen by the person in your organisation who manages the finances!

Don't hesitate to get in touch for more information, or with any questions you may have.

And finally, don't forget to follow ResourcePoint on Twitter: @ResourcePointIE

Happy Saving!

Health & Safety in the Workplace – Make Sure You Are Up to Date!

The potential cost – financial and otherwise – of poor health and safety management could be crippling for an organisation of any size. Darren O’Keeffe, Consultancy Manager with Chris Mee Group, identifies four important steps to minimise your legal risks.

The Safety, Health and Welfare at Work Act 2005 is the governing legislation relating to health and safety in the workplace. Under the Act, all organisations (including charities and non-profit organisations) are required to protect their employees from accident or ill health at work. At all times, employers, managers and supervisors should seek to ensure that their equipment and systems do not constitute a risk to the health and safety of the employees and they should regularly consult with all staff on this issue.

Here are 4 key steps to minimise legal risks:

Risk Assessments

Risk assessment is the cornerstone of a comprehensive and legally compliant safety management system. Fundamental to current health and safety legislation is the carrying out of risk assessments by competent persons.

Section 19 of the Safety, Health and Welfare at Work Act 2005 requires every employer to identify hazards in the workplace, assess the risk from these hazards and have a written risk assessment of the risks as they apply to persons exposed to them in the workplace.

Workplace risk assessments, along with the organisation’s safety

statement, are absolute minimum requirements for legislative compliance for any company in Ireland today.

Education and Training

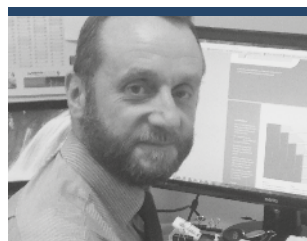
Each organisation should provide adequate training, information, instruction and supervision for all employees. This should start with an induction in which each new member of staff should be required to participate, and should also include mandatory training requirements (eg. manual handling, first aid, fire safety, and job-specific training), dependent on the size of the organisation.

Management, Supervision and Oversight

Each of the organisation’s members and staff, from board level down, should be aware of potential risks and be knowledgeable in control measures and ways of preventing such risks from materialising.

Investigation and Grievance Procedures

Each organisation should be able to act promptly when informed of allegations of improper behaviour or conduct, and investigate suspicious activities or allegations of which they have become aware. Being able to react quickly and effectively is important in managing health and safety.



Darren O’Keeffe
Consultancy Manager

Everybody in the organisation has responsibilities – employers, employees and volunteers. However, all managers and supervisors must proactively manage health and safety. Lack of knowledge or ignorance is not an acceptable excuse for poor safety performance.

Contact Details:

If you have any concerns around your legal responsibilities in relation to health and safety legislation, or your health and safety training/consultancy requirements, please do not hesitate to contact Chris Mee Group at:

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Keeping Employment Law and HR Matters Right in your Organisation - Michael Lee, Director of HR Consultancy at Adare Human Resource Management, works with organisations in the charity and non-profit sectors. He shares some of the questions he asks these organisations regularly – and informed notes on why it's so important to get the answers right.

Keeping abreast of best practice and successfully navigating the minefield of employment law can be challenging. Having the right structures, procedures and supports in place is both essential and beneficial for any organisation. This article illustrates some initiatives needed to satisfy three fundamental questions. It may be useful to benchmark your organisation against the information provided.

Have you got the right Statement of Terms and Conditions(contracts) in place for employees?

There is a clear distinction between permanent contracts and temporary contracts. Fixed term contracts need to be managed carefully, particularly to avoid an employee inadvertently acquiring a contract of indefinite duration after two or more contracts of more than four years' continuous service. Contracts need to be adequately worded and legally compliant to protect organisations and to reflect the intention of the contract, such as part-time, casual or zero hours, and should always be signed on behalf of the organisation and the employee, and a copy retained.

Are you confident that your organisation has up-to-date and compliant policies in place?

Policies are guided by legislation and codes of practice, such as in

the areas of disciplinary, grievance and bullying & harassment. Policies and procedures should be updated periodically to ensure the content is reflective of evolving employment legislation. Recent examples of changes include the increase in parental leave entitlements and the introduction of protective disclosures legislation. We have also seen organisations implementing and updating data protection and social media policies.

Can you demonstrate that policies and procedures have been effectively communicated and implemented?

Once compliant policies and procedures are in place, organisations should keep a log of employees who have received both original and updated policies. Organisations should ensure that employees sign for both receipt and understanding of these policies. Reliance on an employee's acknowledgement can be beneficial in the event of managing a dispute or claim at a later point in time.

Risks – the stakes can be high

Ireland is heavily regulated in terms of employment legislation. Implementing and adhering to compliant and best practice policies is partly for risk mitigation. Penalties for breaches of



Michael Lee
Director of HR Consultancy

legislative requirements, codes of practice and fair procedure can be substantial, such as an award of up to two years' salary for unfair dismissals. Having policies and procedures in place, together with being fair and transparent in managing employee situations, can significantly reduce organisational exposure.

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Pensions Update

Ciarán Dowling, Associate Director at BHP Insurances, examines key findings of a 2014 survey as it relates to pension provision in the non-profit sector in Ireland.

As part of The Wheel's 'State of Ireland's Non-Profit Sector 2014' survey, the issue of pension provision in the sector was raised, and the results made for interesting reading.

Perhaps the most interesting was the fact that 30% of respondents said that they had no pension arrangements in place. This raises two important issues, the first being compliance. Employers must at least give employees access to a Personal Retirement Savings Account (PRSA) but this can raise adequacy and cost issues. Having a PRSA facility in place is the minimum requirement under legislation, however, employers need to make sure that it provides good value as the charges for a Standard PRSA are fixed by law.

Employees also need to be aware that they are charged benefit-in-kind on employer contributions to a PRSA.

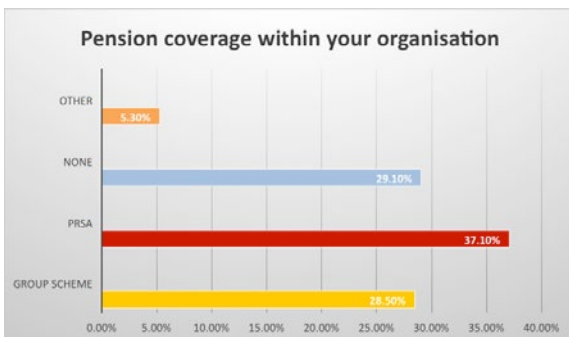
The second issue is the possibility of employees having to rely on the State pension in retirement, in the absence of any other retirement income. The State pension is coming under increasing pressure and its long-term sustainability at present levels is questionable. Hence, the criteria for qualifying for the full State pension were changed in 2012 and anyone who takes a leave of absence from the workplace can be negatively affected. The changes also need to be viewed in the context of the increases in the qualifying age for the State contributory pension which affects all employees.



Ciarán Dowling
Associate Director

If you would like independent, impartial advice about retirement planning, whether or not you have a pension scheme in place already, please speak to BHP Insurances about the options available to your organisation and members.

Your membership of The Wheel also entitles your organisation to a complimentary audit of any existing pension arrangements and if you wish to avail of this service please contact BHP Insurances and they will be happy to speak to you.



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Tips to Reduce Your Spend on Office Supplies Today

Figuring out small ways to reduce everyday costs in a non-profit organisation can result in substantial savings in the long run. Rita Kehoe, Managing Director of The Office Centre, presents a range of tips and tricks for accumulating savings on office supplies.

Compared to office furniture and equipment, office supplies may seem like a minor expense. However, millions of euros are spent by Irish businesses every year on office supplies. If you do not manage and control your office supply expenditures, these lesser purchases can start to add up very quickly.

Take a look at the office supplies that you are ordering each time. Ask yourself if there are any "nice to have" supplies (as opposed to "must have"). Also look at the quality of the items that you are purchasing. Do you need to buy brand name supplies or can you use the generic brand? Can you use a thinner, less expensive packing tape? A few euro on your most frequently purchased items will add up to big savings.

In addition, being a small organisation does not mean that you cannot save money. Look for items that you can purchase in bulk. For example, instead of buying paper by the box every week, consider buying 5 boxes to last the month, reducing delivery costs from your supplier which can pass savings to you.

Tips and Tricks

Low prices on small volume or inexpensive items like pens, pencils and paper are not a good indicator of overall prices. Suppliers that undercut their prices on these items will often charge more on other items to make up the profit that they sacrificed.

It is also important to be wary of purchasing generic versions of more important office supplies. It might suit to substitute items like pencils and tape but generic inks & toners have a much reduced page yield (resulting in an increased cost per copy) and lower quality than the original brands.

Keep in mind: One of the easiest ways to reduce the amount your organisation spends on office supplies is to purchase them less often. You can reduce your office's paper costs by copying and printing on both sides of the page and by using e-mail in place of printed memos.

Create a supply station to encourage employees to share supplies. Designate a supplies area with things like a hole punch, stapler, staples, subject dividers,

paperclips and any other supplies you may wish to distribute.

For example, keeping boxes of pens and rolls of tape in the station means employees can take a pen whenever they need one, without keeping a whole box of unused pens in a desk drawer. If one station is getting congested, you can always create more.

Finally consolidate the number of vendors you use. Look for a vendor that can supply more than just your office supplies. Consider one that can supply your kitchen products, tea, coffee, cleaning, bathroom supplies etc. The fewer vendors you have to manage, coupled with a reduction in the number of orders you raise in a month, will significantly reduce your overall admin costs.

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3 Tips to Reduce Your Charity Printing Costs

Headline: Have you considered a managed print service to help cut printing costs in your organisation? Niall McConnell, Managing Director of Pawpear, offers advice on how to realise savings on in-house printing now.

Most organisations today have policies governing email and internet use, but rarely implement the same level of control over their print usage. And with print costs typically representing as much as 3% to 5% of your total income, an effective print solution not only saves your charity money, it eliminates the time and resources that are wasted managing printers and photocopiers.

Here are some practical tips to consider:

1. Beware Headline Savings

You've heard it all before – "We'll save you 20%, 30% even 40%!" All very attractive but there is one major flaw – how can this be claimed without knowledge of your current print costs or set up? No two organisations are the same so each print solution must be tailored specifically to current requirements. The first step is a discovery of your current print set up, volumes and costs. Then using this information, a solution is designed that reduces print volumes and costs, eliminates waste and creates efficiencies. And because actual print costs are being established, a real saving, benchmarked against your current costs, is enjoyed – rather than a headline saving that may never be achieved.

2. Request One Monthly Invoice

From an administrative point of view, managing the costs of

multiple printers can be time-consuming. However, with a Managed Print Solution you receive just one invoice per month that includes a full breakdown of your print usage across your entire organisation. This allows your charity to create a dedicated and centralised cost centre for your printing that can be broken down per printer, per user or per location. This is important as the main driver of printing costs in an organisation is not the cost of the cartridge or page – it's the volume of print generated within the organisation. Unfortunately, most organisations focus on printer cartridge or page savings, but these savings are minor when compared to those realised if print volumes are monitored.

3. Choose Printers with Free Unlimited Ink

For smaller charities, their volunteers or staff, inkjet printers



Niall McConnell
Managing Director

are available that come with a free unlimited supply of ink for 12 months. These printers are relatively inexpensive but great value as there are no ink limits. They are ideal for smaller print volumes at home or in the office and allow users to fix their print costs for 12 months but print as much as they want.

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If your charity is interested in reducing the time and money spent on printers or photocopiers, contact Niall McConnell or Conrad Faughnan
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IT Security – A Time for Review

Is your organisation's data secure? Do you have adequate IT security in place? Now is the time to ensure you can answer these questions with a confident "Yes". To help point your organisation in the right direction, Tara Doyle, Sales & Marketing Manager with supportIT, shares her expertise.

This is the time of year when organisations put plans together for the year. It's a time to review policies, systems and spend – IT security should be an integral part of that planning process. If your organisation doesn't have a security strategy in place then the information below will help you devise a strategy or improve your existing processes. The advice below is applicable to all organisations, irrespective of size.

1) Firstly, take a strategic look at the data in your organisation

- What sort of data do your users have, at all levels – personal client data, payments/credit card data, company financial data?
- Is data held on the network or locally on machines?
- How is data shared?
- Do you have staff members who bring their own devices to work or does everyone just use a work desktop/laptop?

2) Outline policies that address those areas

- Put a password policy in place. Passwords should be complex and change regularly.

- Have a clear policy on sharing data, for example re: USB keys.
- Advise against holding data locally on machines.
- Circulate an acceptable usage policy for the internet.

3) Put infrastructure in place

- **Firewall**
Acting as a protective wall between your organisation and possible security threats, a firewall should be part of your IT security infrastructure.
- **Install Anti-virus**
Anti-virus is a basic requirement for IT security but, like firewalls, there are a host of different anti-virus products out there. We recommend ESET for two reasons; it is good value and it is not too heavy on the machine. This is especially useful if users are using older computers.

- **Encryption**
When clients tell us that they have staff on the road with sensitive information on laptops, we tell them that they must have encryption or risk a visit from the data protection commission. Encryption tools encrypt the



Tara Doyle
Sales & Marketing Manager

data on the machines so it can only be decrypted by entering a password. We recommend products like TrueCrypt or DESlock.

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How Customised Clothing Can Enhance Your Events, Brand, Image and Marketing Impact

John P. Murphy, Chief Executive of Shamrock Rosettes, details the benefits branded clothing can have for your organisation, and the real value it can bring.

Customised clothing can be an excellent—and clever—means of promoting your business, organisation or cause. The wearer is your roving ambassador, proudly endorsing your brand both inside and outside the organisation. Whether boldly making a big-impact announcement with a colourful, screen-printed t-shirt, or subtly conveying a low-key message with a tastefully-embroidered sweater, customised clothing can act as a very effective sandwich board, by:

- **Increasing brand awareness**

Customised clothing gives you the opportunity to increase the visibility of your team, your representatives—and your brand—at trade shows, conferences, exhibitions, fundraisers and charity events where ‘eye-catching’ is key to attracting attendees’ attention. A garment embroidered or printed with your logo, crest or personalised message is also a very effective ice-breaker when networking. It ‘reaches out’, making introductions easier and

providing an instant talking point that focuses on your brand, project or mission.

- **Encouraging loyalty**

Personalised sportswear helps organisations strengthen links

with their supporters and enables members to identify more closely with their team, club, society or association. Screen-printed t-shirts are popular for one-off events or promotions while embroidered garments such as polo shirts, hoodies, sweatshirts and caps are used to develop more long-term awareness and encourage allegiance to the organisation.

For example, we embroider and screen print a range of clothing types for clubs which then sell these on to their members. The club benefits not only from the sale of the garment but also from free advertising thanks to the proud wearer.

- **Enhancing your professional image**

In the workplace, uniform workwear conveys a professional and unified image of the organisation. Personalised uniforms are being adopted increasingly by social businesses and community organisations as well as by commercial businesses. So those working/volunteering at childcare and community services facilities are now just as likely to have uniforms as those in healthcare, hospitality, leisure or logistics. And uniforms, crucially in retail, make it easier for customers to identify staff!



John P. Murphy
Chief Executive

- **Complementing your marketing**

Customised clothing helps the wearer to stand out from the crowd and offers an opportunity for increasing brand exposure. It provides support when networking, approachability when exhibiting and recognition when fundraising. It encourages loyalty and helps to enhance an organisation’s professional image. Finally, it is an ideal complement to an organisation’s marketing strategy as it can reach places other channels can’t.

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Annertech – Website Developers

Services:

We are a web design and development company that can help your organisation make the most of your website. Working primarily in the non-profit sector, we specialise in bespoke solutions and can integrate your website with your CRM and other external systems as required. Our solutions are graceful, powerful and successful.



Some of our satisfied clients include: Trócaire, The Wheel, NALA, and Oxfam Ireland

Contact Details: Alan or Stella: Ph: (01) 524 0312 | E: hello@annertech.com | W: www.annertech.com.
Unit 204, Research and Innovation Centre, NUI Galway

Affinity Partner

Company:

BHP – Insurance Supplier

Services:

BHP Insurances Ltd. was founded in 1998 and is a leading provider of insurance and financial planning services to individual and commercial clients nationwide.



We provide a highly professional service to clients: as well as in terms of price and security, we offer a comprehensive risk and claims management service in conjunction with dedicated specialists, with whom we have developed close partnerships

Contact Details: Ph: (01) 620 2030 | W: www.bhpinsurance.ie/charity-insurance
Unit 16, Fonthill Business Park, Dublin 22

Supplier Directory

Affinity Partner

Company: Bradán Consulting - Smart Accounting Services

Services: WHAT YOU GET: LOW COST Bookkeeping and Accounting - cloud-based, up-to-date, FREE Financial Process - Policy and Procedures - customised, compliant, REDUCE Audit Time and Costs - for companies limited by guarantee



BENEFITS FOR YOU: SAVE TIME - Free up time to deliver your services, BETTER DECISIONS - Financial Information at your fingertips, SAVE MONEY - Admin costs - Bookkeeping, IT, Accounts, Audit, PEACE OF MIND - Best Practice Compliance Built In

Members Offer: 5% discount on rates for The Wheel Members

Contact Details: Ph: Galway 091 450 705, Dublin 01 209 1943 | E: info@bradanconsulting.ie
W: www.bradanconsulting.ie

Company: Broadly Speaking

Services: Broadly Speaking helps women and men build their professional speaking and media skills. If you want staff members to be more confident in meetings, give better presentations, join a conference panel, be the keynote speaker or become a seasoned radio and TV contributor, we can help.



Our professional trainers (RTE, BBC) offer customised corporate training days and public courses including: The art of confidence, Public speaking: find your voice, How to be a great radio guest, Panelist Bootcamp

Members Offer: 10% discount for The Wheel Members

Contact Details: Please call Ciara on 087 228 3044 or email hello@broadly.ie or go to www.broadly.ie

Company: Byrne Curtin Kelly

Services: Byrne Curtin Kelly is an audit and assurance practice based in Dublin 2. Providing quality service for a competitive price, we act for clients in the not for profit sector including.



Audit of incorporated/non incorporated entities, Tax & VAT planning, Charity set up and exemption applications, Company secretarial services, Corporate governance reviews

Let BCK guide your organisation in making the right decisions whilst ensuring the highest level of statutory compliance.

Members Offer: Would your organisation benefit from a Taxation Compliance Review, or a Company Secretarial Compliance Review? BCK are offering a FREE Review worth €1,000.

Contact Details: Ph: (01) 6765333 | E: Darren@bck.ie/info@bck.ie | W: www.bck.ie

Company:

Camino Ways

Services:

Caminoways.com organises and supports Charity Treks & Challenges on the various routes of the Camino de Santiago, Via Francigena and all routes throughout the world including summiting Kilimanjaro. Our expert team is led by Jeremy Perrin who has worked in the charity sector for over 10 years, organising fundraising events, overseas treks and national collection days.



We can offer a full package for Walking treks, cycle tours, mountain climbs, horse treks... we have many different charity challenges and routes. We can make your Charity Challenge a success.

Contact Details: Jeremy Perrin | Ph: (01) 525 2886 | E: info@caminoways.com
W: www.caminoways.com. 16 Redmond's Hill, Aungier Street, Dublin 2

Company:

Centrecom

Services:

centrecom is the one-stop-shop for business telecoms in Ireland. We provide network-neutral telecoms services. We save our clients time & money. We simplify, centralise and streamline business telecoms.



centrecom provides business broadband, VoIP phone systems, WiFi hot-spots, new office technical set-up, remote access to your servers, cloud-based services, and telecoms solutions for multi-site and mobile workforces.

Members Offer: FREE telecoms and broadband audit for members of The Wheel - ensure you are getting the best value for your telecoms budget. Call us today and mention "The Wheel".

Contact Details: Ph: (01) 905 8000 | W: www.centrecom.ie
centrecom, camden business centre, 12 camden row, dublin 8

Affinity Partner

Company:

Chris Mee Group

Services:

The Chris Mee Group are a leading provider of Training and Consultancy services in the areas of health, safety, quality and environmental. We offer our services nationwide, and have training centres in Cork and Dublin. We offer over 100 training courses across health and safety and professional development, as well as an extensive portfolio of consultancy services.



Members Offer: We are offering all members of The Wheel a 15% discount off any of our Training or Consultancy services.

Contact Details: Ph: 1850 315 415 | E: thewheel@cmse.ie | W: www.cmse.ie/the-wheel

Supplier Directory

Company: Crowe Horwath

Services: Crowe Horwath is a key provider of professional services to the not-for-profit sector, providing audit, tax, and advisory services to both domestic charities and INGOs, and we include amongst our clients some of Ireland's best-known not-for-profit organisations.



We attach significant value to the service we provide to our clients and we aim to provide a cost-effective, multi-disciplinary service which is dedicated to the needs of the not-for-profit sector. We offer a personal and flexible service and we keep our clients abreast of the critical issues affecting charities and INGOs in Ireland, as well as regulatory and legal updates.

Contact Details: Shane McQuillan, Partner, Crowe Horwath | Ph: +353 1 4482200 | E: shane.mcquillan@crowehorwath.ie | W: www.crowehorwath.ie
Marine House, Clanwilliam Court, Dublin 2, Ireland.

Company: DataXcel

Services: We supply Postal, Telephone and email data for donor acquisition campaigns in the charity sector



Members Offer: Our special offer open only to charity sector when they purchase postal data: We will follow up non-response with an email campaign FREE

Contact Details: Laurence Masterson | Ph: +353 (0) 5677 90295 | M: +353 (0) 86 351 1337
Connect With Us: Twitter | Facebook | LinkedIn

Company: Deadline Couriers

Services: One comprehensive solution for all your Courier requirements. Specialists in same day emergency deliveries in Dublin and Nationwide. Overnight Nationwide and International service at very competitive rates.



Fleet of over 40 vehicles from Motorcycles up to 20ft Curtain side trucks. The most advanced and user friendly online booking and information system in the marketplace. Courier and office Staff with a wealth of industry experience and knowledge. Our client base includes several charity organisations who trust us to deliver an exceptional service.

The difference at Deadline is that we care about our customers and their requirements.

Members Offer: Free Aer Lingus flight voucher for all new customers.

Contact Details: Ph: (01) 661 0000 | E: info@deadline.ie | W: www.deadline.ie
45 Herbert Lane Dublin 2

Company: **Doggett Group - Print Management Solutions**

Services: Providing a complete range of printing services by utilising a large network of trusted and specialist print suppliers.

We provide: Lithographic Printing, Digital Printing, Large Format Printing, Design Services, Web Print, Screen Print, Direct Mail, Storage and Logistics.



At Doggett Group we take our close relationship with our clients very seriously. We work hand in hand to ensure our customers brand and reputation is protected. We constantly strive to find ways to increase the value of our services to our customers through saving money on printing, developing brands and consultation.

Members Offer: Fantastic savings of up to 50% off listed prices. Please contact us for quotations.

Contact Details: Phone: 01 4533151 Email: ciaran@doggettgroup.ie Web: www.doggettgroup.ie

Company: **ENCLUDE**

Services: ENCLUDE (CHY 17286) is a registered charity providing independent non-profit IT consultancy service to the Irish non-profit sector. Our mission is to assist fellow non-profits to improve their service impact through accessible, affordable IT services.



Technology Donations Programme – Registered charities can avail of donated software from Microsoft, Symantec, Adobe and others. **Business Solutions Consultancy** – We have significant expertise in developing with CRM (Client Relationship Management), Microsoft Office 365 and AccountsIQ business solutions..

Members Offer: Registered charities can avail of donated software, discounts of up to 95% on software retail pricing, and special charity pricing on consultancy services.

Contact Details: Diane Ph: (01) 6535099 | E: info@enclude.ie | www.enclude.ie
Sign up for Donated Software at: www.encludeit.org

Company: **Energia Electricity & Gas**

Services: Energia supplies gas and electricity to nearly 40% of all SMEs and 65,000 businesses nationwide. Choosing Energia as your energy provider offers all this for your non-profit business:



Highly competitive rates, Hassle-free switching process, Excellent Customer Service, Online Account Management, Energia Extra – A loyalty programme for members

Members Offer: As part of the ResourcePoint Scheme, Energia are offering an extra competitive rate to all members of The Wheel.

For more information about this offer, or to switch today, simply call 1850 71 93 76 and quote that you are a member of The Wheel.

Contact Details: Ph: 1850 71 93 76 | W: www.energia.ie

Supplier Directory

Company: **Fundingpoint - www.wheel.ie/funding**

Services: Access Ireland's largest and most up-to-date source of funding information for the Irish community and voluntary sector. Fundingpoint provides a user-friendly way to keep track of all the latest funding opportunities from government, corporate and foundation sources. Featuring comprehensive details for more than 840 funding grants and dozens of funding deadlines, Fundingpoint does the research so you don't have to.



Members Offer: Subscribe now to Fundingpoint to receive a 25% discount off the usual cost. Visit www.wheel.ie/shop and add your Fundingpoint subscription to your cart. Proceed to checkout and enter the following coupon code: fund25

Contact Details: for more information contact Paul on E: paul@wheel.ie | W: www.wheel.ie/shop

Affinity Partner

Company: **Glenpatrick Water Coolers**

Services: Glenpatrick – a 100% Irish Owned Company with customer focus at the heart of the business. We provide a range of both Mains Fed Filtered and Bottle Top Water Coolers along with a host of other products including Hot Water Units and High Flow Water Fountains.



Our industry-leading water coolers use Direct Dispense+ and Water Trail technology to provide the freshest water at all times. We also Service and Maintain any water coolers on the market today.

Members Offer: Call today and quote "The Wheel" for Special Offers and Members Pricing on all our products. Ask your Glenpatrick Sales representative about our Free Trial.

Contact Details: Ph: Dublin (01) 4523600 Cork (021) 2364606 | E: sales@glenpatrickwater.com

Company: **HRforCharities**

Services: Frank Scott-Lennon, through HRforCharities, provides a rounded HR service at the end of a phone, and in person when that is required. He also helps organisations achieve sound and secure Employee Contracts, Conditions of



Employment and Employee Handbooks - all the time aiming to protect the organisation from unnecessary expenses associated with HR.

Frank offers his services to Charities at a considerably reduced cost.

Members Offer: Approx. 40% discount offered to Members of The Wheel

Contact Details: Frank | Ph: 086 256 0082 | E: Frank@HRforCharities.ie

Company:

ICS Skills

Services:

ICS Skills is a not-for-profit organisation and Ireland's leading provider of computer skills training and certification programmes for employers, educators and individuals. We provide corporate and professional training, lifelong learning and initiatives for schools and colleges. We unveiled our new state-of-the-art training centre at our HQ in Ballsbridge in 2013. Contact us for customised courses that are tailored to you or your employees' needs.



Members Offer:

We are offering a 10% discount on all of our training courses to members of The Wheel. For a list of courses, go to ics-skills.ie and select Upcoming Courses at the top of the page.

Contact Details:

Ph: 01 237 7723 | E: training@ics.ie | W: www.ics-skills.ie/training

Company:

iDonate

Services:

iDonate.ie provide a range of fundraising tools which are designed to maximise donations by providing an easy to use system for your fundraisers and donors.



Online Donations, Fundraising Pages, Project Fundraising and Crowd Fundraising Tools,

Whitelabel Fundraising Website – Your branding, Donation Widgets, Facebook Donation App, Recurring Donations, Online Auction System, Website Hosting & Support, Event Registration, Mobile Friendly, Free to Register / No Annual Fees, 100% Irish Owned.

Members Offer:

We are offering 25% Discount to Members of the Wheel.

Contact Details:

alan@idonate.ie for more details.

Company:

Leading Governance Limited

Services:

Leading Governance supports charities throughout Ireland. We help organisations improve leadership, management and performance through brilliant governance. Our website offers a full range of templates for everything needed to complete your governance manual, along with easy to understand explanations of complex governance issues.



Members Offer:

We are offering £50 off annual website subscription for Wheel members. For only £245 + VAT, up to 15 members of your board and senior management team can have access to all Leading Governance web resources for a full year. Use voucher code WHEEL14 at our online checkout.

Contact Details:

Ph: 048 9094 1684 | E: info@leadinggovernance.com | W: www.leadinggovernance.com for more details

Supplier Directory

Company: **Lensmen Video and Photographic Agency Suppliers**

Services: Dublin's leading Professional Event and Conference Photographers believe in translating your brief into strong, creative publicity shots.



Our prices are based on the duration and size of your event. For extended coverage of your event we can offer discounted prices.

Our aim is to provide you with exactly what you want, and to exceed your expectations for service and reliability.

Contact Details: Susan Kennedy | Ph: (01) 819 7738 | E: info@lensmen.ie | W: www.lensmen.ie
17 Nottingham Street, North Strand, Dublin 3

Company: **Merit Consulting**

Services: Merit Consulting offer mainstream engineering and project management services to the public, private and not for profit sectors as well as bespoke engineering services to the insurance and legal sectors.



In addition to the above, we offer a 'Single Point Service', whereby we can engage, on behalf of the client, all the disciplines and expertise required for a given requirement. We manage and direct the team to deliver a lean and fully co-ordinated service.

We provide advice on property matters ranging from sourcing property to completing fit-outs. We also specialise in building defect remediation, compliance and H&S issues.

Contact Details: Ph: (01) 261 2050 | E: info@meritconsulting.ie | W: www.meritconsulting.ie
Merit Consulting Engineers Ltd., Merrion Hall, Strand Road, Sandymount, Dublin 4

Company: **My Charity – Online Fundraising Provider**

Services: www.mycharity.ie is the easiest and most straightforward way to fundraise for your charity in a safe and very secure environment. The website offers charities an online presence and the ability to take donations direct from the public, as well as creating unique fundraising pages for any event, and more.



Fundraise without the need for keeping lists of sponsors, collecting and checking money, writing cheques etc. Everything happens online in a safe and secure environment, managed by you.

Contact Details: Fundraisers, donors, or for general queries: userhelpdesk@mycharity.ie
If you are a charity you can contact us at: charityhelpdesk@mycharity.ie
Ph: 1890 92 99 44 | W: www.mycharity.ie

Company: **MyGoodPoints.org – Online Fundraising & Payroll Giving**

Services: MyGoodPoints is a not-for-profit organisation that brings businesses, donors and charities together online. We raise donations in multiple ways including Payroll Giving, Loyalty Points, and Corporate Matching.



We process the tax-refund for donors, which goes into their virtual giving wallet. We provide donors with transparent information on the costs of charity projects, and amazing multi-media feedback. There is no cost to charities. We provide an easy and interactive way for charities to engage with corporates and donors.

Contact Details: Charity CEOs & Fundraisers, and Corporate CSR Managers should contact Paul Davis, Chief Executive.

Ph: (01) 284 5320 | E: paul@mygoodpoints.org | W: www.mygoodpoints.org
Ardeen House, 10/11 Marine Terrace, Dun Laoghaire, Co Dublin

Affinity Partner

Company: **O2**

Services: Switch to O2's exclusive offer for members of The Wheel and save on your monthly mobile costs.

€35.05 per month, Smartphones from FREE!, Unlimited calls and texts to all Irish mobile networks, Unlimited calls and texts to all Irish landlines, 1GB data for internet access on the go. Choose calls and texts only option with standard device for €27



Call us now to save up to 30% on your landline and broadband! Excludes calls and texts to premium services and international numbers. Roaming charges will apply when abroad. All prices are exclusive of VAT.

Contact Details: Ph: 01 202 1633 | E: TheWheel@O2staffoffers.ie

Affinity Partner

Company: **Pawpear**

Services: At Pawpear, we have a range of efficient print solutions that help non-profit organisations of all sizes. From a single printer in a home based office, to a fleet of thousands across hundreds of locations...if you've got a printer or photocopier, we can implement an efficient print solution tailored to your needs, that will help you control your print volumes and reduce your print costs.



Members Offer: The Wheel members receive a discount of between 10-15% on top of the savings enjoyed by implementing a Pawpear print solution.

Contact Details: Niall McConnell | Ph: (01) 2965180 | E: info@pawpear.ie | W: www.pawpear.ie
Pawpear, Unit 7 Block F, Nutgrove Office Park, Rathfarnham, Dublin 14

Supplier Directory

Company: Praesta Ireland

Founded in 2002 and part of the Praesta International Group, is the leading executive coaching company in Ireland. All Praesta coaches (8) operate at the leading edge of senior executive coaching standards and practice.



Services: **One-to-one Senior Executive Coaching** which is tailored to the individual's real-life leadership challenges and customised to the individual's personal learning and development requirements. **Top Team Development and Coaching.** We engage with teams as they deal with the topics that are important to the success of their organisations. **Board Reviews** We facilitate Boards in reviewing their own effectiveness and performance.

Contact Details: Sheila O'Mahony, Practice Manager | Ph: (01) 206 6724
E: sheila.omahony@praesta.com | W: www.praesta.ie
Praesta Ireland Ltd., 11-12 Richview Office Park, Clonskeagh, Dublin 14

Company: Purplegrass Consulting – Strategic Fundraising Consultants

Services: Former Barretstown Fundraising Director, Gaby Murphy, set up Purplegrass in 2011 to provide a cost-effective fundraising support service that is accessible to charities both large and small.



Purplegrass helps charities raise more money by providing strategic advice on developing, implementing and resourcing successful fundraising strategies. Our experienced consultants work with you to improve your fundraising performance, plan your fundraising strategy and find the best fundraising talent for your organisation. Expertise in major gifts, corporate and individual giving, budgeting and strategic planning, team development and fundraising leadership. Initial consultation is free of charge.

Contact Details: Ph: 087 277 5047 | Email: gaby@purplegrass.ie | W: www.purplegrass.ie

Company: RSM Farrell Grant Sparks

Services: RSM Farrell Grant Sparks Partners have experience as Board members, advisers and mentors to Charities and Not for Profit organisations and so bring practical knowledge and experience in devising solutions in a number of service areas: Corporate Governance, Tax, Audit and Advisory



Services are: Risk Focused – concentrate on issues that really matter and understand your organisation, Partner Led – high partner to staff ratio with regular client contact, Timely – service delivery within agreed deadlines and budget

Members Offer: An Initial free review meeting – up to 1 hour with an advisory Partner.

Contact Details: Aidan Scollard, Partner | Ph: +353 (0)1 418 2040 | E: aidan.scollard@rsmfgrs.ie
W: www.rsmfarrellgrantsparks.ie

Company:

Sarasin & Partners

Services:

Sarasin & Partners is a leading London-based investment manager of charity funds with a growing presence in the Irish charity sector. As at the 31.12.2013, Sarasin & Partners had the equivalent of €5.4bn under management for UK and Irish charities.



**SARASIN
& PARTNERS**

We offer tailor-made solutions via segregated portfolios – a mix of single and multi-asset class funds including our Euro Diversified Fund for Charities which we launched for Irish charities in late 2011. Our investment philosophy is founded on three main strands: dynamic asset allocation, the importance of recurring income and our well established global thematic approach to investment selection.

Contact Details:

Ph: (01) 424 4007 | E: peter.ryan@sarasin.ie | W: www.sarasin.ie
120 St. Stephen's Green, Dublin 2

Company:

Shamrock Rosettes, a Speedpak Social Enterprise business (est. 1995)

Services:

Manufacturer, supplier and distributor of embroidered clothing including polo shirts, fleeces, hoodies, baseball caps and custom prizes. Ideal for:



- Raising revenue at charity & fundraising events
- Promoting member identity in clubs, colleges & associations
- Increasing visibility at company events including launches & exhibitions
- Improving recognition in your business with uniform work wear

Social Impact: We build our business, to provide work opportunities, to end long term unemployment. Trading, Training, Transforming™. Charity registration number 20031657.

Members Offer:

5% discount on top of volume discounts on all clothing.

Contact Details:

Ph: (01) 867 1707 / (01) 867 2774 | E: info@shamrockrosettes.com
W: www.shamrockrosettes.com | Twitter: @ShamrockRosette

Company:

supportIT

Services:

supportIT is an IT support & consultancy company providing innovative, reliable IT solutions for the changing needs of today's businesses and charitable organisations.



Our services cover support & maintenance, security & anti-virus, citrix solutions, disaster recovery & back-ups, virtualisation, cloud technology and networking and remote access.

Trust, Dedication & Knowledge

Contact Details:

Tara Doyle, Sales & Marketing | Ph: 01 902 2112 | W: www.supportIT.ie
Ground Floor, 4-4a Manor Street Business Park, Dublin 7

Supplier Directory

Affinity Partner

Company: The Office Centre

Services: The Office Centre is your one stop shop for an extensive range of Stationery, Office Supplies, Inks & Toner, Business Machines and lots more – all available for next day delivery (or collection from your local store). In addition talk to us about your Office Furniture Space Planning requirements. Services available in our retail shops include Photocopying, Faxing, Laminating, Binding and Printing from memory stick.



The Office Centre
YOUR LOCAL IRISH STORE

Members Offer: 60% off all own-brand products for members of The Wheel – guaranteed.

Contact Details: Lo-call 1890 989 789 | E: sales@theofficecentre.com
Kea Lew Business Park, Limerick Road, Portlaoise, Co. Laois

Company: Total Fundraising – Fundraising Service Supplier

Services: Total Fundraising is a service provider to the not-for-profit sector, offering our charity partners a wide range of fundraising services.



Our mission is to provide our charity partners with the expertise to achieve their objectives.

We are dedicated to serving the goals of our clients by providing cost-effective fundraising campaigns

Members Offer: We offer a free consultancy service to any charity.

Contact Details: Ph: 353 (01) 884 8080 | E: info@totalfundraising.ie | W: www.totalfundraising.ie

Company: UCIT (Ireland) Ltd.

Services: Provide tailored Social Finance (€30k - €500k) exclusively to community-based entities (subject to appropriate repayment capacity), across the island of Ireland. Since 2001, UCIT have invested over €40million in more than 300 communities across both jurisdictions.



UCIT is ISO Certified, and an accredited Social Lending Organisation with the Social Finance Foundation. Past clients include Community Centres, Sports Clubs, Workspace Units, Co-ops, Housing Associations, Community Childcare Facilities, and Tourist Facilities.

Contact Details: Ph: 041 685 8637 | E: info@ucitltd.com | W: www.ucitltd.com | Twitter: @UCIT_Ltd
Facebook: Ulster Community Investment Trust Ltd.
UCIT (Ireland) Ltd., Unit 16, Ardee Business Park, Hale St., Ardee, Co. Louth



Notes

Blank lined area for notes.

Exclusive Mobile and Fixed Line Affinity Offer from O₂ for Members of The Wheel

For only
€35.05
per month

avail of.....

UNLIMITED
Calls & Texts to
ALL Irish
Mobiles & Landlines
AND
1GB data

Smartphones
from
FREE*



Exclusive
discounts on your
fixed line phone
& broadband
also available!

Mobile
broadband
and free Wifi
device
option

UNLIMITED
Calls & Texts AND
500MB Data only
€27.00
per month

Find out more by logging onto

www.O2staffoffers.ie/staff_area/TheWheelO2offer

Contact our dedicated Affinity Team on
(01)202 -1652 or TheWheel@O2staffoffers.ie

See overleaf for FAQs.

All prices are inclusive of VAT and are correct at time of publication. Offer is subject to contract terms and payment by direct debit is mandatory. Offer available to member organisations of The Wheel only. Staff members of these organisations may apply in an individual capacity for personal mobile phones also. Additional users may be added to the account at the same exclusive rates. All additional numbers billed through the same direct debit. Current O₂ bill pay customers may avail of the offer within 4 months of the end date of existing commitment. Prices and tariff terms are subject to change. Please see website for the most up to date information on the offer and handsets available before you apply. Tariff excludes MMS, roaming/premium/international calls and texts. *Free/discounted smartphone is subject to 18 month contract at €35.05 per month. Please see the website for range of handsets available.



The Wheel is a national support and representative body for community, voluntary and charitable organisations. We provide a wide range of information and support services, advice and training to individuals and organisations involved in community and voluntary activity. We are also a representative organisation promoting both our members' and the wider sector's interests.

Join our online community:

www.wheel.ie



ResourcePointIE

The Wheel

48 Fleet Street, Dublin 2, Ireland

T: +353 (0) 1 454 8727

E: resourcepoint@wheel.ie



TheWheelIreland



The_Wheel_IRL

The Wheel is a registered charity (charity registration number 20040963) and a company limited by guarantee (No. 302282).