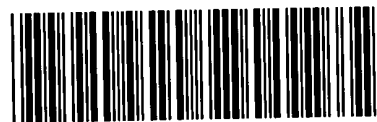


Registered number: 02010021  
Charity number: 294625

**INSTITUTE OF ST. ANSELM**  
**(A company limited by guarantee)**  
**FINANCIAL STATEMENTS**  
**for the year ended 30 June 2017**

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COMPANIES HOUSE

**INSTITUTE OF ST. ANSELM**  
**(A company limited by guarantee)**

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**INSTITUTE OF ST. ANSELM**  
**(A company limited by guarantee)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS**  
**for the year ended 30 June 2017**

**Trustees** Reverend L Kofler  
Miss T Slinn  
Sister S J Moloney (resigned 6 July 2017)  
Mr P Goodlace  
Father D McCaul  
Mr M Rider  
Reverend K J Alban (appointed 6 July 2017)

**Company registered number** 02010021

**Charity registered number** 294625

**Registered office** 12 Madeira Road  
Margate  
Kent  
CT9 2QQ

**Company secretary** Reverend J McCluskey

**Chief executive officer** Reverend L Kofler

**Senior management team** L Wells, Finance Manager  
C McGuire, Registrar

**Independent Examiner** M Wilkes FCA  
Wilkins Kennedy LLP  
Statutory Auditors  
Delandale House  
37 Old Dover Road  
Canterbury  
Kent  
CT1 3JF

**Bankers** HSBC Bank plc  
9 Rose Lane  
Canterbury  
CT1 2JP

**Solicitors** Parry Law  
12/14 Oxford Street  
Whitstable  
Kent  
CT5 1DE  
  
Stone King  
13 Queen Square  
Bath  
BA1 2HJ

**INSTITUTE OF ST. ANSELM**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT**  
**for the year ended 30 June 2017**

The Trustees present their annual report together with the financial statements of for the 1 July 2016 to 30 June 2017. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

**OBJECTIVES AND ACTIVITIES**

**a. STRATEGIES FOR ACHIEVING OBJECTIVES**

The strategies for achieving the objectives are:

Leadership Training – to help them to understand themselves in a leadership role.

Multi cultural – Community Living;

Encouragement of people from countries worldwide to attend courses;

Support of those, especially in need of psychological and spiritual enhancement.

There are many significant activities that contribute to the achievement of the stated objectives. The Institute offers a variety of courses to meet the particular needs of participants.

**b. POLICIES AND OBJECTIVES**

The chief objectives of the charity are the advancement of religion and education throughout the world and, in particular but without prejudice to the foregoing the analysis of the process of human growth and the training of individuals (and especially leaders) to foster psychological, physical and spiritual growth.

The main objectives for the year are advertising, assessing and the smooth running of all courses..

**c. ACTIVITIES FOR ACHIEVING OBJECTIVES**

The Institute was established in 1984. Over 1,500 students have received a Diploma in Human Development after completing their nine-month experiential programme. During the 2016/2017 Course we had the following participants on the various courses as follows:

1SADip – 1 Year Diploma = 13 participants.

2SADip – 1 Year Diploma = 8 participants.

3SA Cert – 6 month Certificate course with skills = 2 participant

4SACert – 6 month Certificate course without skills = 0 participant

5SACert – 12 Week Certificate course = 9 participants

6SACert – 18 Week Certificate = 9 participants

7SACert – 7 Week Summer Certificate Course = 19 participants

We also offer an opportunity for rest and relaxation during term time, for those who have been in a leadership role.

To date, the Institute has assisted over five thousand participants in different courses; these in turn have helped countless others throughout the world, which is a vast achievement for the Institute. Each year we know that the participants will take with them what they have learned and go on to teach others back in their own countries. We hope that in this way our teaching will be passed on for many years to come.

**INSTITUTE OF ST. ANSELM**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT (continued)**  
**for the year ended 30 June 2017**

To see the students when they first arrive and then when they leave, and to see how much they have grown in maturity and integration as well rounded and balanced and gained from the courses is extremely beneficial and highly gratifying for staff and participants.

**d. MAIN ACTIVITIES UNDERTAKEN TO FURTHER THE CHARITY'S PURPOSES FOR PUBLIC BENEFIT**

During the year the Institute offered bursaries to 3 second year and 1 third year team members which would be worth £48,000 in fees to the Institute.

Fr Len and Thalia gave their 5th Workshop in Slovenia in April 2017.

Several staff members offer Spiritual Direction and Counselling for no fee to the members of the public.

**ACHIEVEMENTS AND PERFORMANCE**

**a. REVIEW OF ACTIVITIES**  
**The Academic year 2016/17**

**Diploma, Certificate and Sabbatical Courses 2016/17**

We began the academic year with 33 participants.

All of the students were very keen and took part in all activities and they enjoyed the courses and gained much from them. There was a great atmosphere and everybody did their very best, which resulted in a most successful outcome.

**Summer Course 2016**

19 participants followed all seven weeks of the summer Course. We divided the groups into communities as we do in the Year's Course. We also included 'cultural masses'. The one-to-one sessions were twice a week. All this was very much appreciated. The rest of the course was similar to the Diploma Course, only an abbreviated form. The training of the new team for group work was started. The Summer Course is always very intensive, but at the same time very fruitful.

**Academic Staff**

At the moment we have 7 team members and 5 residential staff and former and new Guest Lecturers Fr. Len, Thalia Slinn and Claire McGuire are responsible for the running of the Institute. John McCluskey keeps excellent records of our minutes for the various meetings and is very much involved in the spiritual area of the courses. Sr. Therese Garman is a very helpful consultant and guide for our requirements for ncfe, ASIC, School Inspection Service and UKBA and also continues in the role of internal assessor. With the move to Rome we are anticipating that the visa process will be simpler, easier and not as costly. The students will no longer have to take an English test and when applying they apply for 3 years and once this has been granted it will make it much easier for them and us if they then continue into the 2nd or 3rd year.

**Inspection of Courses**

During the year 2016/2017 we had the following inspections: a two day Inspection by the Schools Inspection Service on the 12th and 13th October 2016, NCFE on the 25th January 2017 and our second re-accreditation with ASIC on the 24th May 2017. We received excellent reports for all.

**b. INVESTMENT POLICY AND PERFORMANCE**

Under the Memorandum and Articles of Association the charity has the power to invest the monies of the Trust not immediately required for its purposes in or upon such investments, securities or property as the Trustees (meaning in the memorandum the persons holding such office as constitute under the Trust's Articles of Association) shall think fit.

The Institute has adopted a strategy in its investment policy for capital appreciation. The investment portfolio performed in line with market expectations.

**INSTITUTE OF ST. ANSELM**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT (continued)**  
**for the year ended 30 June 2017**

**FINANCIAL REVIEW**

**a. GOING CONCERN**

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**b. RESERVES POLICY**

During the last few years the charity has been consolidating its position and is working towards building up a level of reserves that would cover a period of 12 months of expenditure, given the infrequency of incoming resources for charitable activities.

However, due to the relocation now to Rome some of this is being used to cover our expenditure for the move until we sell our main property at 51-59 Norfolk Road.

At 30 June the charity had unrestricted reserves of £138k (2016 - £124k) against a required target of £500,000 (2016 - £500,000).

**c. PRINCIPAL FUNDING**

Aside from the income generated from the Charity's investment properties, the principal funding source comes from fees received for courses provided by the Charity during the year.

As part of continuous consolidation of the Institute we have used some of our finances to replace more sections of the roof and we have also replaced more windows with new double glazed ones, which we hope will benefit us by helping to reduce our heating costs in the future.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**a. CONSTITUTION**

The company is a charitable company limited by guarantee and was set up by a Memorandum of Association on 14 April 1986.

The company is constituted under a Memorandum of Association dated 14 April 1986 and is a registered charity number 294625.

Whatever we do, we want it to be in line with the principle objective of the company: "The advancement of religion and education throughout the world and in particular but without prejudice to the foregoing the analysis of the process of human growth and the training of individuals (and especially leaders) to foster psychological, physical and spiritual growth."

The Institute's Mission is driven by the conviction that the formation of bishops, superiors, priests, religious and pastoral workers needs to be more process-oriented if the church of the future is to become a healing Church. Generally speaking one can say that candidates learn to grow in love for themselves, others, the environment and God through learning to relate constructively to all four.

The Institutes basic premise is that Christianity will become relevant to the needs of our time when the emphasis changes from its traditional teaching function to the healing ministry as seen in Jesus' ministry. Healing played a fundamental role. The courses run by the Institute encourage and facilitate a process of inner growth and change in the participants. This moment of metanoia or spiritual conversion enables them to out grow their fears and trust themselves in the "unfolding process of life and meaning".

**b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The management of the company is the responsibility of the trustees who are co-opted under the terms of the memorandum and articles of association.

**INSTITUTE OF ST. ANSELM**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT (continued)**  
**for the year ended 30 June 2017**

**c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES**

When a new trustee joins the Institute they are first introduced to the existing trustees and staff members and shown around the various buildings. The trustees are informed of what is expected of them and made aware of their legal obligations. To assist them they are issued with a copy of the latest edition of "The Essential Trustee: What you need to know" to give them a guide of what is expected. A copy of "The Essential Trustee" is also given to existing trustees as and when a new edition is updated.

Updated literature about Charities and Charity Law is distributed to the trustees as and when received.

**d. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The Charity is UK based with its headquarters in Cliftonville, near Margate, Kent. The Institute's management structure has three tiers of Executive, Staff and Team. The support functions are broken down between maintenance and catering departments. An advisory board meets twice each year offering guidance and direction to the trustees.

**e. RISK MANAGEMENT**

We did a very thorough risk assessment on several levels, particularly with regard to contracts and health and safety issues. Thus we came to the conclusion that we should employ a firm to assist us in this work. The firm we chose is Peninsula which has helped us much in many respects.

The biggest risk for the Institute is the constant refusal of visas by the embassies and therefore a great drop of participants. The system of obtaining a visa has become more and more complicated and therefore unmanageable for many participants and office personnel.

The number of participants is gradually building up and we receive very positive feedback from them about the courses. There were a few participants refused visas for this year's course. Because it is so difficult to get a visa, many no longer apply for the courses.

Since we have re-structured our courses to shorter units to avoid the difficulties of obtaining a visa, this has improved, however the weekly shorter courses have not brought in the income expected. We have been advertising continuously throughout the year to Europe and other Countries and find that our enquiries from Ireland and England are increasing and although this may be a slow process we are hopeful for the following years to come.

The qualification levels have changed for 2nd & 3rd year to level 6 and 7. People who want to stay on for year 2 have to return home and apply for for a visa and also sit an English test. It makes it difficult for some to follow year 2 and 3.

In January 2017 we received a letter from UKVI advising that they were revoking our Sponsor Licence due to our refusal rate falling below the 10%. We appealed against this decision and we also hired a Solicitor to fight this on our behalf but unfortunately without success. Therefore after much thought and consideration it was decided to re-locate to Rome, Italy. We were advised by UKVI that we can re-apply for a Sponsor Licence after two years.

We did, however get permission from UKVI to let the students who were studying with us at the time continue until the 31st May 2017. Students who were due to return in September were given a part refund and offered to continue the course in Rome in January 2018. As we were given until the 31st May 2017 this meant that we could not go ahead with the seven week Summer course which would have started in June and ended in August 2017 and September to December Course.

With the refunds to participants and the Summer Course/September to December Course not being able to go ahead, this affected our budget for the year end at June 2017 leaving a deficit.

**INSTITUTE OF ST. ANSELM**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT (continued)**  
**for the year ended 30 June 2017**

**PLANS FOR FUTURE PERIODS**

**a. FUTURE DEVELOPMENTS**

**The New Academic Year September 2017/18**

Due to the revocation of our Sponsor Licence in January 2017 the decision was made to relocate to Rome, Italy. The Team training will take place in November 2017 and the Courses will commence from January 2018.

**Advertising**

We have been advertising continually throughout the year and will continue to do so. We have sent several mail outs to Bishops Priest & Religious in Europe and other Countries. We are hopeful that our move to Rome will make advertising much easier.

**Properties**

Houses, 63, 65 and 67 Norfolk Road continue to be let out to tenants, for which we receive rental income and they are managed by a local Firm. 38 Madeira Road (which housed the Library) is now being let out and we are currently waiting for planning permission for Flat 1, 61 Norfolk Road to be changed back into a 2 bedroom Flat so that this property can also be let out. Cumberland Road (St Basils/St Marys) is also due to be let out as offices now that all of the furniture has all gone to Rome. These properties will also be managed by the same local firm.

**MEMBERS' LIABILITY**

The Members of the company guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.



**INSTITUTE OF ST. ANSELM**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT (continued)**  
**for the year ended 30 June 2017**

**TRUSTEES' RESPONSIBILITIES STATEMENT**

The Trustees (who are also directors of Institute of St Anselm for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Reverend K J Alban  
Trustee

2 November 2017

**INSTITUTE OF ST. ANSELM**  
(A company limited by guarantee)

**INDEPENDENT EXAMINER'S REPORT**  
**for the year ended 30 June 2017**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF INSTITUTE OF ST. ANSELM**

I report on the financial statements of the company for the year ended 30 June 2017 which are set out on pages 10 to 26.

This report is made solely to the company's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on the after 1 January 2015.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of

Having satisfied myself that the company is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INSTITUTE OF ST. ANSELM**  
**(A company limited by guarantee)**

**INDEPENDENT EXAMINER'S REPORT (continued)**  
**for the year ended 30 June 2017**

**INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare financial statements which accord with the accounting records, Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) and in other respects comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:



Dated: 3 November 2017

**M WILKES    FCA**

Wilkins Kennedy LLP

Statutory Auditors  
Delandale House  
37 Old Dover Road  
Canterbury  
Kent  
CT1 3JF

**INSTITUTE OF ST. ANSELM**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT**  
(incorporating income and expenditure account)  
for the year ended 30 June 2017

	Note	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
<b>INCOME FROM:</b>				
Donations and legacies		1,306	1,306	2,460
Charitable activities	2	438,733	438,733	476,641
Investments	3	37,355	37,355	37,005
Other income		14,508	14,508	7,378
<b>TOTAL INCOME</b>		<b>491,902</b>	<b>491,902</b>	<b>523,484</b>
<b>EXPENDITURE ON:</b>				
Raising funds	4	10,777	10,777	7,945
Charitable activities	7	381,720	381,720	398,227
<b>TOTAL EXPENDITURE</b>	8	<b>392,497</b>	<b>392,497</b>	<b>406,172</b>
<b>NET INCOME BEFORE INVESTMENT GAINS</b>		<b>99,405</b>	<b>99,405</b>	<b>117,312</b>
Net gains on investments	12,13	15,615	15,615	4,528
<b>NET INCOME BEFORE TRANSFERS</b>		<b>115,020</b>	<b>115,020</b>	<b>121,840</b>
Transfers between Funds	17	110,218	110,218	-
<b>NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>225,238</b>	<b>225,238</b>	<b>121,840</b>
Gains on revaluations of investment properties	11	300,000	300,000	-
<b>NET MOVEMENT IN FUNDS</b>		<b>525,238</b>	<b>525,238</b>	<b>121,840</b>
<b>RECONCILIATION OF FUNDS:</b>				
Total funds brought forward		2,359,668	2,359,668	2,135,428
Prior year adjustment (Note 19)		-	-	102,400
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>2,884,906</b>	<b>2,884,906</b>	<b>2,359,668</b>

The notes on pages 13 to 26 form part of these financial statements.

**INSTITUTE OF ST. ANSELM**  
**(A company limited by guarantee)**  
**Registered number: 02010021**

**BALANCE SHEET**  
**as at 30 June 2017**

	Note	£	2017 £	£	2016 £
<b>FIXED ASSETS</b>					
Tangible assets	11	1,136,909		2,426,376	
Investment property	12	675,000		375,000	
Total tangible assets			1,811,909		2,801,376
Investments	13		141,641		76,026
			1,953,550		2,877,402
<b>CURRENT ASSETS</b>					
Debtors	14	1,289,316		20,448	
Cash at bank and in hand		158,461		342,932	
			1,447,777	363,380	
<b>CREDITORS: amounts falling due within one year</b>					
	15	(72,083)		(280,231)	
<b>NET CURRENT ASSETS</b>			1,375,694		83,149
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			3,329,244		2,960,551
<b>CREDITORS: amounts falling due after more than one year</b>					
	16		(554,556)		(600,883)
<b>NET ASSETS</b>			2,774,688		2,359,668
<b>CHARITY FUNDS</b>					
Unrestricted funds	17		2,774,688		2,359,668
<b>TOTAL FUNDS</b>			2,774,688		2,359,668

**INSTITUTE OF ST. ANSELM**  
**(A company limited by guarantee)**

**BALANCE SHEET (continued)**  
**as at 30 June 2017**

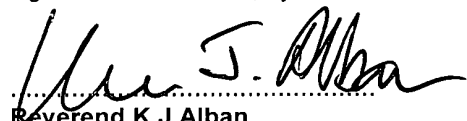
The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved and authorised for issue by the Trustees on 2 November 2017 and signed on their behalf, by:

A handwritten signature in black ink, appearing to read 'K J Alban', written over a dotted line.

Reverend K J Alban

The notes on pages 13 to 26 form part of these financial statements.

**INSTITUTE OF ST. ANSELM**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 June 2017**

**1. ACCOUNTING POLICIES**

**1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

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

**1.2 RECONCILIATION WITH PREVIOUS GENERALLY ACCEPTED ACCOUNTING PRACTICE**

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatements were required.

**1.3 COMPANY STATUS**

The company is a company limited by guarantee. The members of the company are the Trustees named on page . In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

**1.4 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**1.5 INCOME**

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**INSTITUTE OF ST. ANSELM**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 June 2017**

**1. ACCOUNTING POLICIES (continued)**

**1.6 EXPENDITURE**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

**1.7 TANGIBLE FIXED ASSETS AND DEPRECIATION**

All assets costing more than £1,000 are capitalised.

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

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is not charged on freehold land. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	2% straight line
Motor vehicles	-	25% reducing balance
Fixtures & fittings	-	5 to 20 years on a straight line basis



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**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 June 2017**

**1. ACCOUNTING POLICIES (continued)**

**1.8 INVESTMENT PROPERTIES**

The company has adopted the revaluation model to revalue items of property, plant and equipment whose fair value can be measured reliably. The revaluations shall be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting period.

The fair value of land and buildings is usually determined from market-based evidence by appraisal that is normally undertaken by professionally qualified valuers. The fair value of items of plant and machinery is usually their market value determined by appraisal.

Revaluation gains and losses are recognised in other comprehensive income and accumulated in equity.

**1.9 INVESTMENTS**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities incorporating income and expenditure account.

**1.10 INTEREST RECEIVABLE**

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

**1.11 DEBTORS**

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

**1.12 CASH AT BANK AND IN HAND**

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

**1.13 LIABILITIES AND PROVISIONS**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**1. ACCOUNTING POLICIES (continued)**

**1.14 FINANCIAL INSTRUMENTS**

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

**2. INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted funds 2017 £</b>	<b>Total funds 2017 £</b>	<b>As restated Total funds 2016 £</b>
Diploma / Sabbatical	431,801	431,801	384,159
Summer	1,652	1,652	80,421
EQ (Bodywork)	3,175	3,175	4,970
Other courses	2,105	2,105	7,091
	<b>438,733</b>	<b>438,733</b>	<b>476,641</b>
<i>Total 2016</i>	<b>476,641</b>	<b>476,641</b>	

**3. INVESTMENT INCOME**

	<b>Unrestricted funds 2017 £</b>	<b>Total funds 2017 £</b>	<b>Total funds 2016 £</b>
Income from investment properties	34,800	34,800	34,800
Bank interest	2,555	2,555	2,205
	<b>37,355</b>	<b>37,355</b>	<b>37,005</b>
<i>Total 2016</i>	<b>37,005</b>	<b>37,005</b>	

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**4. INVESTMENT MANAGEMENT COSTS**

	<b>Unrestricted funds 2017 £</b>	<b>Total funds 2016 £</b>
Investment property management fees	4,270	4,186
Investment property repairs	6,507	3,759
	<u>10,777</u>	<u>7,945</u>

**5. DIRECT COSTS**

	<b>Total 2017 £</b>	<b>Total 2016 £</b>
Guest and Team Lectures	10,493	10,760
Library and visual aids	2,097	1,434
Food	39,303	40,646
Building Repairs	20,154	32,894
Donations	4,665	3,400
Rates	17,170	17,972
Light and heat	22,401	22,695
Cleaning and Laundry	2,456	2,687
Household and refuse collection	3,549	4,095
Insurance	13,830	13,037
Wages and salaries	71,168	69,071
National insurance	2,541	5,263
Pension cost	4,737	-
Depreciation	24,034	19,959
	<u>238,598</u>	<u>243,913</u>
<i>At 30 June 2016</i>	<u>251,660</u>	

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**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 June 2017**

**6. SUPPORT COSTS**

	<b>Total 2017 £</b>	<b>Total 2016 £</b>
Building Repairs	1,828	2,852
Advertising	1,331	235
Rates	1,188	1,230
Light and Heat	1,710	1,733
Other Expenditure	4,020	5,190
Travel and subsistence	9,182	7,780
Telephone, printing and stationery	9,421	13,080
Equipment maint. and repairs	7,349	8,933
Legal and professional fees	21,758	20,805
Loan interest and charges	17,148	19,853
Insurance	728	686
Household and refuse collection	191	200
Wages and salaries	53,864	63,452
Depreciation	472	1,435
	<b>130,190</b>	<b>147,464</b>
<i>At 30 June 2016</i>	<b>147,464</b>	

**7. GOVERNANCE COSTS**

	<b>Unrestricted funds 2017 £</b>	<b>Total funds 2016 £</b>
Auditors' remuneration	-	6,850
Legal expenses	2,841	-
Independent examination	2,500	-
Accountancy advice	7,591	-
	<b>12,932</b>	<b>6,850</b>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**8. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE**

	Staff costs 2017 £	Depreciation 2017 £	Other costs 2017 £	Total 2017 £	Total 2016 £
Expenditure on investment management	-	-	10,777	10,777	7,945
<b>COSTS OF GENERATING FUNDS</b>	-	-	10,777	10,777	7,945
Running of courses	132,310	24,506	211,972	368,788	391,377
Expenditure on governance	-	-	12,932	12,932	6,850
	<u>132,310</u>	<u>24,506</u>	<u>235,681</u>	<u>392,497</u>	<u>406,172</u>
<i>Total 2016</i>	<u>137,786</u>	<u>21,394</u>	<u>246,992</u>	<u>406,172</u>	

**9. NET INCOME/(EXPENDITURE)**

This is stated after charging:

	2017 £	2016 £
Depreciation of tangible fixed assets:		
- owned by the charity	24,506	21,394
Auditor's remuneration - audit	-	6,850
Pension costs	<u>4,737</u>	<u>-</u>

During the year, no Trustees received any remuneration (2016 - £NIL).

During the year, no Trustees received any benefits in kind (2016 - £NIL).

1 Trustee received reimbursement of travel expenses amounting to £114 in the current year, (2016 - 1 Trustee - £118).

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**10. STAFF COSTS**

Staff costs were as follows:

	2017 £	2016 £
Wages and salaries	125,032	132,523
Social security costs	2,541	5,263
Other pension costs	4,737	-
	<u>132,310</u>	<u>137,786</u>

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

	2017 No.	2016 No.
Direct charitable staff	6	6
Support staff	6	5
	<u>12</u>	<u>11</u>

No employee received remuneration amounting to more than £60,000 in either year.

**11. TANGIBLE FIXED ASSETS**

	Freehold property £	Motor vehicles £	Fixtures & fittings £	Total £
<b>COST</b>				
At 1 July 2016	2,711,264	6,190	171,898	2,889,352
Additions	-	-	16,691	16,691
Transfer between classes	(1,388,294)	-	(188,589)	(1,576,883)
At 30 June 2017	<u>1,322,970</u>	<u>6,190</u>	<u>-</u>	<u>1,329,160</u>
<b>DEPRECIATION</b>				
At 1 July 2016	373,980	5,778	83,218	462,976
Charge for the year	7,153	103	17,250	24,506
Transfer between classes	(194,763)	-	(100,468)	(295,231)
At 30 June 2017	<u>186,370</u>	<u>5,881</u>	<u>-</u>	<u>192,251</u>
<b>NET BOOK VALUE</b>				
At 30 June 2017	<u>1,136,600</u>	<u>309</u>	<u>-</u>	<u>1,136,909</u>
At 30 June 2016	<u>2,337,284</u>	<u>412</u>	<u>88,680</u>	<u>2,426,376</u>

Included in land and buildings is freehold land at valuation of £264,594 (2016 - £542,253) which is not depreciated.

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**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 30 June 2017

**12. INVESTMENT PROPERTY**

	Freehold investment property £
<b>VALUATION</b>	
At 1 July 2016	375,000
Surplus/(deficit) on revaluation	300,000
At 30 June 2017	<u>675,000</u>
<b>COMPRISING</b>	
Cost	375,000
Annual revaluation surplus/(deficit): 2017	300,000
At 30 June 2017	<u>675,000</u>

The 2017 valuations were made by the Trustees, on an open market value for existing use basis.

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**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 30 June 2017

**13. FIXED ASSET INVESTMENTS**

	Listed securities £
<b>MARKET VALUE</b>	
At 1 July 2016	76,026
Additions	50,000
Revaluations	15,615
	<u>141,641</u>
At 30 June 2017	<u><u>141,641</u></u>

**INVESTMENTS AT MARKET VALUE COMPRISE:**

	UK £	Overseas £	2017 £	2016 £
Listed investments	112,465	29,176	141,641	76,026
	<u>112,465</u>	<u>29,176</u>	<u>141,641</u>	<u>76,026</u>

**MATERIAL INVESTMENTS**

	30 June 2017 £	30 June 2016 £
Global Equity Unit Trust	19,985	7,848
Managed Growth Unit Trust	18,124	7,848
Strategic Income Unit Trust	7,740	7,848
Balanced Managed Unit Trust	18,126	7,848
Strategic Managed Unit Trust	18,107	7,848
Multi Asset Unit Trust	16,664	7,848
Global Unit Trust	13,720	5,231
International Equity SJPI (£)	29,176	23,707
	<u>141,642</u>	<u>76,026</u>

**14. DEBTORS**

	2017 £	2016 £
Trade debtors	19	6,340
Other debtors	7,645	14,108
Property held for sale	1,281,652	-
	<u>1,289,316</u>	<u>20,448</u>



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**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 June 2017**

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017 £	As restated 2016 £
Bank loans and overdrafts	43,575	40,775
Trade creditors	1,471	1,706
Other taxation and social security	641	681
Other creditors	3,141	774
Accruals and deferred income	23,255	236,295
	<u>72,083</u>	<u>280,231</u>

The HSBC bank loan is secured by the way of a first legal mortgage dated 9 March 2009 over the freehold property of the Institute and a debenture dated 5 March 2009 incorporating a fixed and floating charge over all current and future assets of the Institute.

**16. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2017 £	2016 £
Bank loans	554,556	600,883

Included within the above are amounts falling due as follows:

	2017 £	2016 £
<b>BETWEEN ONE AND TWO YEARS</b>		
Bank loans	43,575	40,775
<b>BETWEEN TWO AND FIVE YEARS</b>		
Bank loans	130,775	122,325
<b>OVER FIVE YEARS</b>		
Bank loans	380,206	437,783

Creditors include amounts not wholly repayable within 5 years as follows:

	2017 £	2016 £
Repayable by instalments	380,206	437,783

The HSBC bank loan is secured by the way of a first legal mortgage dated 9 March 2009 over the freehold property of the Institute and a debenture dated 5 March 2009 incorporating a fixed and floating charge over all current and future assets of the Institute.

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**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 30 June 2017

**17. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 July 2016 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 30 June 2017 £
<b>DESIGNATED FUNDS</b>						
Building fund	1,784,306	-	(24,403)	(623,303)	-	1,136,600
Investment fund	451,026	-	-	50,000	315,615	816,641
Development Fund	-	-	-	683,521	-	683,521
	<u>2,235,332</u>	<u>-</u>	<u>(24,403)</u>	<u>110,218</u>	<u>315,615</u>	<u>2,636,762</u>
<b>GENERAL FUNDS</b>						
Unrestricted fund	124,336	491,902	(368,094)	(110,218)	-	137,926
Total Unrestricted funds	<u>2,359,668</u>	<u>491,902</u>	<u>(392,497)</u>	<u>-</u>	<u>315,615</u>	<u>2,774,688</u>
Total of funds	<u>2,359,668</u>	<u>491,902</u>	<u>(392,497)</u>	<u>-</u>	<u>315,615</u>	<u>2,774,688</u>

**STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 July 2015 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 30 June 2016 £
<b>DESIGNATED FUNDS</b>						
Building fund	1,718,035	-	(21,256)	87,527	-	1,784,306
Investment fund	396,498	-	-	50,000	4,528	451,026
	<u>2,114,533</u>	<u>-</u>	<u>(21,256)</u>	<u>137,527</u>	<u>4,528</u>	<u>2,235,332</u>
<b>GENERAL FUNDS</b>						
Unrestricted fund	123,295	523,484	(384,916)	(137,527)	-	124,336
	<u>123,295</u>	<u>523,484</u>	<u>(384,916)</u>	<u>(137,527)</u>	<u>-</u>	<u>124,336</u>
Total Unrestricted funds	<u>2,237,828</u>	<u>523,484</u>	<u>(406,172)</u>	<u>-</u>	<u>4,528</u>	<u>2,359,668</u>
Total of funds	<u>2,237,828</u>	<u>523,484</u>	<u>(406,172)</u>	<u>-</u>	<u>4,528</u>	<u>2,359,668</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 June 2017**

**Designated funds**

*Building Fund*

This fund represents land and buildings and related fixtures and fittings which are used for charitable use.

*Investment Fund*

This fund represents tangible fixed assets in the form of investment properties and an investment portfolio which are used by the charity for both the purposes of income generation and capital appreciation and thus do not form part of the charity's free reserves.

*Development Fund*

This fund is towards the development and re-structuring of the charity as the majority of its operations move overseas to Rome in 2018.

**Unrestricted General fund**

This fund represents the charity's available assets to spend on charitable activities after allowing for a suitable level of reserves.

**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted funds 2017 £</b>	<b>Total funds 2016 £</b>
Tangible fixed assets	<b>1,136,909</b>	2,426,376
Fixed asset investments	<b>141,641</b>	76,026
Investment property	<b>675,000</b>	375,000
Current assets	<b>1,447,776</b>	363,380
Creditors due within one year	<b>(72,083)</b>	(280,231)
Creditors due in more than one year	<b>(554,555)</b>	(600,883)
	<b>2,774,688</b>	2,359,668

**19. PRIOR YEAR ADJUSTMENT**

*Deferred income*

The accounts were restated in 2016 to incorporate the impact of a misclassification of deferred income as income. The change has resulted in general reserves at 30 June 2015 decreasing by £102,400.

Summary of the prior year accounting impact:

Reduction in Income – Diploma Course fees of £102,400.

Increase in Creditors – Deferred income of £102,400.

Prior year adjustment - Reduction of general reserves of £102,400.

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**20. POST BALANCE SHEET EVENTS**

During the year the Government withdrew the charity's Tier 4 visa status, without appeal. This had an impact on the ability of the charity to secure places for overseas students which led to no incoming resources for diploma or summer courses from June to December 2017.

The charity explored various options regarding the future of the charity, before opting to move the majority of the operations overseas to Italy where the application of visas is less regulated. Courses in Italy are due to start in January 2018 and the majority of staff were made redundant in July 2017.

The charity had adequate reserves to fund working capital requirements and redundancy costs and the proposed sale of the freehold property that was held for charitable use is expected to return reserves back to their target level.