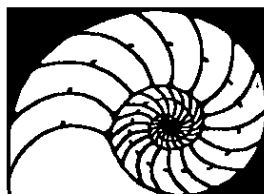


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## THE MINSTER CENTRE

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### TRUSTEES' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2008

Company Number: 02966937

Charity Number: 1042052

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## THE MINSTER CENTRE

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### Company Information

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<b>Trustees</b>	I Farrington N Ferrer J Green M Pollecoff P Pollecoff P Reilly
<b>Secretary</b>	J Green
<b>Director of clinical services</b> <b>Director of training</b>	M Fitzpatrick P Atkinson
<b>Company Number</b>	02966937
<b>Charity Number</b>	1042052
<b>Registered Office</b>	Friendly House 52-58 Tabernacle Street London EC2A 4NJ
<b>Business Address</b>	20 Lonsdale Road Queen's Park London NW6 6RD
<b>Auditors</b>	Gotham Erskine LLP Chartered Accountants Friendly House 52-58 Tabernacle Street London EC2A 4NJ
<b>Bankers</b>	Bank of Scotland Plc Robertson Avenue Edinburgh EH11 1PZ

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## THE MINSTER CENTRE

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Independent Auditors' Report	9 - 10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13 - 20

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## THE MINSTER CENTRE

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2008

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The trustees present their report and the financial statements for the year ended 31 August 2008. The trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 and the Financial Reporting Standard for Smaller Enterprises (effective January 2007).

#### Principal aims and activities

The Centre is a company limited by guarantee, which was incorporated on 12 September 1994. It is a registered charity (number 1042052). Its principal aims and objectives, as defined by the Memorandum and Articles of Association, are:

- ♦ the relief of persons suffering from mental, emotional and physical distress;
- ♦ personal and professional development:
  - i. by the promotion and provision of professional training in psychotherapy and counselling;
  - ii. by the organisation of clinical services, maintained at the highest standards;
  - iii. by promoting the understanding and use of psychotherapy and counselling approaches, through education, research, dissemination and publication.

The Centre is one of the United Kingdom's leading organisations in the training of psychotherapists and counsellors and its training programmes have a reputation for high standards. Diploma courses are accredited by the main professional bodies - the British Association of Counselling and Psychotherapy (BACP) and the United Kingdom Council for Psychotherapy (UKCP). The Centre's MA programmes are validated by Middlesex University.

The philosophy at the Minster Centre is to use creatively the tension between the individual, the wider community and society. The Centre reaches out, both practically and academically, to current socio-cultural issues and explores their relationship to psychotherapy and the individual. This is addressed within the training and in the services the Centre provides. These include a low cost psychotherapy and counselling referral service; the Mapesbury Clinic for People in Exile - a project working with refugees, and Families without Fear, a research and development project tackling domestic violence. Running the project work alongside training puts the Centre in a unique position to harness each of these strands for the benefit of the other.

#### Review of the period

##### Overview

In the year the Minster Centre continued to build upon the improvement in financial performance of recent years, principally through further increases in student enrolments, which together with the continued success of our clinical services, has helped to make 2007-8 another successful year, contributing to a more confident financial picture for the Centre overall. This success enabled the Centre to invest in additional student support services, to improve the website and to strengthen both the pastoral and academic support to trainees and make significant improvements in training administration. The foundations were also laid this year for the introduction of new initiatives with the aim of broadening our training provision and improving membership support.

Both the Mapesbury Clinic for People in Exile and the Families without Fear Project won important new resources to support their work. Winning enough funding to sustain and develop services however, particularly for FwF, is an ongoing challenge for the Minster Centre and one which we began to take to different platforms this year. Finally, the Centre's Referral Service also expanded its delivery of psychotherapy and counselling to the community offering more access to our low cost psychotherapy service.

As often occurs, success brought in its wake some new challenges, a principle one being the increasing competition for space. The expansion of student numbers and demands on clinical services had been

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## THE MINSTER CENTRE

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2008

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putting increasing pressure on our room use and office space had been cramped for some time. Alongside negotiating the lease for our current accommodation, an opportunity arose at the end of the financial year to take on further floor space. This resulted in most of the Centre's operational staff moving upstairs in September 2008, freeing up space for more training and consultancy.

#### The Training Programmes

The Centre's training programmes in Integrative Psychotherapy and Integrative Counselling have continued with vigour and maintain a good reputation in terms of standards and quality of training. Approximately every two years, the Minster Centre undergoes a re-validation process with one of our professional or academic partners. This year it was the turn of the British Association of Counselling and Psychotherapy. Our re-validation was successful and verbal feedback offered praise for the quality of our training programmes.

The structure and content of training and the quality of teaching is kept under regular review and adapted to take on board new developments in the field and changes in student needs. Students undergo continual assessment at a personal as well as academic level throughout their training and the Centre engages with them regularly to obtain feedback from their experience while in training. This is then used to help shape future training programmes.

Students are given entry to the training programmes on merit, but many also have a first degree and all are expected to be able to work at post-graduate level.

#### One Year Certificate Courses

The Minster Centre's programmes begin with a Foundation Certificate in Integrative Counselling and Psychotherapy. The Certificate course is aimed at students with little or no prior experience of the field. Students obtain a good grounding in counselling and psychotherapeutic principles and practice which they often use to support their work in a related area, or to explore the field of psychotherapy with a view to taking up a full professional training. Sometimes people opt for the course for the purposes of self development, but this focus alone is increasingly rare with most students pursuing training to further career interests. The Foundation is offered as a one year course done over a weekday evening or can be 'fast tracked' over eight intensive weekends from March to September.

#### Diploma and Masters Programmes

The Centre offers a Diploma in Integrative Counselling over three years and an Advanced Diploma in Integrative Psychotherapy and Counselling requiring a further year's study; each qualification building on the last. Students with a more academic aptitude also have the opportunity to take up the Masters programme in Integrative Psychotherapy and Counselling which runs alongside the Advanced Diploma.

In the year, we promoted the Diploma in Integrative Counselling as a good professional qualification in itself, rather than just a route to the qualification in psychotherapy. This shift in emphasis was a response to the increasing interest expressed by potential trainees who attend Open Evening events - information sessions regularly run by the Director of Training. Supporting this shift in emphasis, diploma content and qualification was reviewed and improved.

#### Continuing Professional Development Training

With an additional part-time member of staff to support training administration, it became possible to pay more attention to the development of the Centre's CPD programme in the year, expanding opportunities for members and other practitioners to update and extend their skills with a range of targeted, good quality post-qualification courses designed to meet this need. Most are short, weekend workshops, the exception being the successful Diploma in Integrative Supervision which runs annually over seven weekends.

In response to needs we have identified in the profession, we are developing to a programme of training and guided study for practitioners wishing to 'top up' their current qualifications. We plan to have this in

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## THE MINSTER CENTRE

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2008

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place by the end of the next academic year.

#### Student and Graduate Numbers

Enrolment rose to 156 students on Certificate, Diploma and Masters programmes, including the Supervision Diploma. This represents a 21 percent increase on the previous year and nearly 65 percent above the enrolment level of five years ago. This significant growth reflects the Centre's efforts to ensure programmes keep abreast of developments in the field and remain attractive to the current population of potential students. We are hopeful that this level of enrolment will be maintained for 2008-9.

Programme	Student Numbers 2007/8	Student Numbers 2006/7	Student Numbers 2005/6	Student Numbers 2004/5	Student Numbers 2003/4
Foundation certificate	32	28	31		
Diploma Year 1	32	22	24		
Year 2	24	21	23		
Year 3	20	26	17		
Finalists/deverring	*38	16	13		
Supervision diploma	10	10	12		
<b>Total enrolments</b>	<b>156</b>	<b>123</b>	<b>120</b>	<b>108</b>	<b>95</b>

#### Student Support

Staff resources were expanded this year to improve the administration of the training programmes and to provide more resources to support students needing to find placements. Following plans laid last year, we have strengthened and expanded the learning resources available, offering both more diverse and targeted material into the final year of the programme, improved and expanded online resources through our intranet and providing more support for student research.

\* including six finalists finishing with the Diploma in Integrative Counselling.

#### **The Minster Centre's Project Work**

##### Tackling Domestic Violence – the Families Without Fear Project

The Minster Centre re-launched its work on domestic violence in September 2005 with a research and development project - *Families Without Fear (FwF)*. The project began clinical work in January 2006 with funding from the Department for Children, Schools and Families which concluded in March 2008 when the final phase of DCSF funds came to an end. However, this has not meant the end of the project, whose services continues to be in great demand.

*Families without Fear* has established a reputation as an important and highly innovative intervention programme. FwF continued its research and development work through the year, offering a unique range of interventions to tackle domestic violence. The project provides two services: one working with perpetrators of violence - the Prevention of Violence and Abuse in Relationships programme (PVAR); the other working with partners, ex-partners and their families - the Survivors of Abuse Programme (SAP).

In many ways, FWF is thriving despite the continued challenge of winning the resources necessary to sustain the work. Since January 2006 the total number of families referred was 248 and from April 2008 to the end of this financial year 66 new families requested services. Clients came from 17 London boroughs and many areas beyond London to access services, with Brent, Harrow and Westminster sending the largest numbers. FWF project users continue to broadly reflect the ethnic mix of the population of the area of London we work in.

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## THE MINSTER CENTRE

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2008

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Cumulative total of clients in contact with PVAR (perpetrators programme)	145
Cumulative number of clients in contact with SAP (survivors)	216
Direct requests for a service	248
Enquiries about the project	420

#### Service Innovations

The project ran its first women survivors group through SAP, funded the previous year with a grant from Awards for All. This became so highly valued by the women attending the group that they asked to continue to meet at the Centre after the funding to facilitate the group ran out. FwF have also set out on a unique pathway in expanding the services it offers to provide access to female perpetrators, male survivors and same sex couples.

#### Highly prized services

Feedback obtained from clients has convinced us that we are developing an excellent model of intervention, which can work effectively for those who want help to stop being abusive and those who need help to recover from abuse.

"I think there needs to be more awareness about this project because it is invaluable. Unless you have had an experience of DV you don't realise how much benefit it can be coming here. I feel very fortunate that I had this and that my GP was aware and able to refer me here." (a survivor).

"The people here were very good; they helped me get back to the person I wanted to be. I also think that in helping me they have helped my children and my mum and my family as a whole." (a perpetrator).

(Quotes from client interviews undertaken in March 2008).

So far, our interventions have stopped violent and abusive behaviour in all those who have completed the programmes and in the short term at least, seem to have prevented abuse from re-occurring (more time is needed to test out long-term effectiveness). FwF's work has also helped the survivors start safely rebuilding their lives.

#### Policy work on domestic violence

Sarah Teather is MP for a constituency local to the Minster Centre and visited the project in the year, offering her support to help generate more awareness about our work and lobby for Government funding. To this end she tabled a number of questions to various Ministers and got written replies, published in Hansard. We also wrote to Ministers to raise awareness of our sustainability issues.

FwF, along with the Tryangle and Everyman projects submitted written evidence to the Home Affairs Select Committee on DV and 'Honour' Based Violence. They have produced a scrutiny report which praised the Government for doing a lot to improve the situation of DV survivors, but was also critical of the over-emphasis on a criminal justice response to DV, for not funding enough preventative and early intervention work, for too little support for work with perpetrators and too few DV refuges. We hope that there may be a more favourable climate for FwF's work in the future as a result of this report.

#### Sheila McKechnie Foundation Award

The FwF Project Manager, Jan Irwin, applied with the Minster Centre's encouragement, to The Sheila McKechnie Foundation awards scheme in the summer of 2008. The scheme awards bespoke packages of mentoring and support to individuals involved in campaigning work, with the intention of improving their impact. Jan's presentation so impressed the judges that she was awarded a special package of support under the category of Social Justice in London to help improve FwF's profile and better campaign for resources to support work with perpetrators.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2008

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*The future – the challenge to win sufficient resources*

Winning the resources to ensure the survival of the work has been uppermost in the year. The project has been sustained from funds provided by the Tudor Trust, the Lloyds/TSB Foundation for England and Wales, a small grant from the Edward Harvist Trust and towards the end of the year, confirmation of a successful bid to the Mercers Charitable Foundation. Trustees hope that the valuable support and mentoring offered through the Sheila McKechnie Foundation will contribute to the project increasing its profile and winning a deserved level of success with fundraising in the coming year.

**Counselling and psychotherapy with Refugees - The Mapesbury Clinic for People in Exile**  
Established in October 2001, the Mapesbury Clinic for People in Exile continues to offer multicultural and multilingual counselling, advocacy and support to refugees. The Clinic remains committed to offering counselling in the client's first language, providing services in eleven languages in the year. Clients are referred principally from primary care and other health services, but also social services and community groups. The majority came from the London boroughs of Brent and Barnet, but referrals are received from all over Greater London.

The Clinic was successful in its bid to London Councils for funds to continue providing counselling and advocacy services, thus securing an important contribution until 2012.

During this period the Clinic saw 217 people for counselling or psychotherapy from thirty different nationalities. Post-traumatic stress disorder [PTSD], depression and generalised anxiety were the most common mental health problems presented.

*Developments in the therapeutic services offered*

Funding from Comic Relief came on stream in September specifically to enable the Clinic to provide more long term therapy to women who have experienced violence, rape and torture. Often as a result they suffer with severe and complex post-traumatic symptoms. The capacity to undertake longer-term work is essential for any mental health project working with refugees and asylum seekers because of the high levels of trauma they have often experienced.

Group therapy was offered for the first time, involving a twelve session programme for Farsi speaking men. This proved to be very successful and the Clinic plans to put further resources into group work.

*Branching out*

Praxis - a migrant and refugee resource centre in east London, was approached in our search for a base for the first of our planned satellite services. Aware that a small but significant number of Clinic users had to travel distances to reach us, the Clinic wanted to improve access by offering services from more venues and creating partnerships with other organisations. Praxis is an established resource centre in Tower Hamlets and responded positively to our overtures. The Clinic began operating in June from their premises in Tower Hamlets offering counselling for two days a week.

In further pursuit of our goal to improve access and to strengthen our ties and relationships with similar services, we approached the Multi-Ethnic Counselling Service (MECS) in Waterloo. MECS works with refugees in the south London boroughs and we hope to develop a partnership with them, as part of our commission from London Councils, to deliver counselling to refugees in south London.

*Advocacy and Information*

The Advocacy and Information Service (A&I) saw 77 clients coming from fifteen nationalities. Time spent with a client and on a client's case could range from less than 30 minutes following a request from a counsellor for a letter, to in some cases, up to 35 hours, due to the complex and multiple needs of the client. The service involved 643 contacts with clients, both face to face and telephone. Between them, clients brought 136 different issues. Ranging from asylum and immigration to housing and homelessness, welfare benefits and a range of other concerns, such as health, education, debt and family issues.

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## THE MINSTER CENTRE

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2008

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#### Future outlook for the Minster Centre

Trustees continue to be optimistic about the current level of demand for the Centre's training programmes and consider that the clinical services offered by the Centre are an important and integral part of the Centre's work and ethos. The Centre will continue to pursue a strategy of growth in the range of training programmes offered and the widening of the target audiences for our training. In particular we will look to harness the expertise available within the Centre's clinical service projects to help devise and deliver new courses.

Whilst pursuing the quite proper objective of winning local statutory support to sustain the clinical services we provide (principally local PCT's and social service departments) trustees are also aware that in reality, clinical projects working with refugees and perpetrators of domestic violence are going to find it difficult to win commissions for their work and that we must therefore continue to seek support from charitable trusts and foundations and from more imaginative regional funders like London Councils as well as from Central Government.

Trustees remain mindful always of the fact that training take-up can be unpredictable, making income levels difficult to plan for. Hence the trustees' commitment to continue to build a level of reserves which will enable the Centre to manage any future downturn. This year's results are another excellent step forward toward meeting this goal. Trustees will continue to pursue this strategy whilst balancing this prudently with the need for continued investment to development the Centre's work.

#### Financial review

The company had net incoming resources on unrestricted funds, a surplus, of £132,275 for the year. Together with the accumulated surplus brought forward from previous years, the company now has an accumulated surplus on unrestricted funds of £224,980 (2007, surplus of £92,705). Restricted funds carried forward at 31 August 2008 amounted to £31,367 (2007, £11,703).

#### Principal funding sources

The Centre received funding from Comic Relief, The Big Lottery Fund, the Department for Education and Skills, London Councils, the Lloyds TSB Foundation, the Mercer's Trust, and the Tudor Trust.

#### Investment policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are no funds for long term investment. The policy of the Trustees is to invest the amount that it has available and grants received in advance in short term deposit accounts.

#### Risk management

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate the charity's exposure to the major risks. The risk primarily arises from a poor intake of first year students in the Autumn and the need for the charity to continue to provide training for the subsequent years.

#### Reserves policy

It is the company's policy to seek to maximise the level of unrestricted funding available to the charity. The charity will seek to increase its level of free reserves year on year from those at 31 August 2008 of £192,989 (2007 £70,578) to four months of expenditure excluding expenditure on finite projects. The Trustees believe it is necessary to carry four months free reserves to ensure that the charity can continue in the event of a poor first year intake as identified in the risk management note above.

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## THE MINSTER CENTRE

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2008

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The trustees consider it prudent to designate funds of £100,000 to enable the charity to find appropriate premises when the current lease expires.

#### Trustees

The trustees are the directors in company law. Those who served during the year, except where indicated, were :

I Farrington (Treasurer) (resigned 9/5/08)	P Pollecoff
N Ferrer	P Reilly (Vice Chair)
J Green (Secretary)	P Tyler
M Pollecoff (Chair)	

#### Statement of the trustees' responsibilities

Company and charity law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and 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 its activities.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

In determining how amounts are presented within items in the Statement of Financial Activities and Balance Sheet the trustees have had regard to the substance of the reported transaction or arrangement, in accordance with generally accepted accounting principles or practice.

So far as the trustees are aware at the time the report is approved:

- there is no relevant audit information of which the company's auditors are unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

#### Events since the end of the year

In the opinion of the trustees no event since the balance sheet date significantly affects the company's financial position.

#### Auditors

The auditors, Gotham Erskine LLP, have expressed their willingness to continue in office and will be proposed for reappointment in accordance with section 385 of the Companies Act 1985.

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THE MINSTER CENTRE

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2008

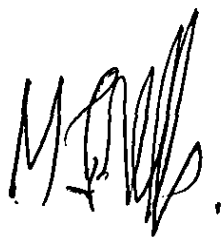
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**Small company exemptions**

The report of the trustees has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the trustees on 19 January 2009 and signed on its behalf by:

M Pollecoff

A handwritten signature in black ink, appearing to be 'M Pollecoff', written over a horizontal line.

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## THE MINSTER CENTRE

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### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE MINSTER CENTRE

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We have audited the financial statements of The Minster Centre for the period ended 31 August 2008 set out on pages 11 to 20. These financial statements have been prepared under the historical cost convention, the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005, the Financial Reporting Standard for Smaller Enterprises (effective January 2005) and the accounting policies set out on pages 13 to 14.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of the trustees and auditors**

As described in the Statement of Trustees' annual responsibilities the company's trustees are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Trustees' Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information beyond that referred to in this paragraph.

#### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### **Opinion**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities), of the state of the company's affairs as at 31 August 2008 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended; and

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THE MINSTER CENTRE

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE MINSTER CENTRE

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- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees report is consistent with the financial statements.

A large, stylized handwritten signature in black ink, appearing to read 'Gotham Erskine LLP'.

**Gotham Erskine LLP**

Chartered Accountants  
and Registered Auditors  
Friendly House  
52-58 Tabernacle Street  
London EC2A 4NJ

19 January 2009

**THE MINSTER CENTRE**

**STATEMENT OF FINANCIAL ACTIVITIES**  
For the year ended 31 August 2008

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2008 £	Total Funds 2007 £
<b>Incoming Resources</b>					
Voluntary income			220	220	2,468
Investment income	3	11,889	1,017	12,906	4,666
Incoming from charitable activities	2	552,813	249,010	801,823	646,235
<b>Total Incoming Resources</b>		<b>564,702</b>	<b>250,247</b>	<b>814,949</b>	<b>653,369</b>
<b>Resources Expended</b>					
Charitable activities	4	422,407	235,907	658,314	577,034
Governance costs	6	3,896	800	4,696	4,197
<b>Total Resources Expended</b>		<b>426,303</b>	<b>236,707</b>	<b>663,010</b>	<b>581,231</b>
<b>Net Incoming/(Outgoing) Resources before transfers</b>		<b>138,399</b>	<b>13,540</b>	<b>151,939</b>	<b>72,138</b>
Transfers between funds		(6,124)	6,124	-	-
<b>Net Incoming/(Outgoing) Resources</b>		<b>132,275</b>	<b>19,664</b>	<b>151,939</b>	<b>72,138</b>
Fund balances brought forward at 1 September 2007		92,705	11,703	104,408	32,270
<b>Fund balances carried forward at 31 August 2008</b>		<b>£ 224,980</b>	<b>£ 31,367</b>	<b>£ 256,347</b>	<b>£ 104,408</b>

The balance on restricted funds represents the amount of funds available for specific projects or activities which were not finished at the year end. These funds are therefore necessary to complete the project or activity in future years and are not a surplus available to the charity for other purposes.

The Statement of Financial Activities includes all gains and losses recognised for 2008 or 2007. All incoming resources and resources expended derive from continuing activities. The Statement of Financial Activities incorporates the Income and Expenditure account.

The notes on pages 13 to 20 form part of these financial statements.

# THE MINSTER CENTRE

## BALANCE SHEET As at 31 August 2008

	Note	£	2008 £	£	2007 £
<b>FIXED ASSETS</b>					
Tangible fixed assets	12		27,480		14,756
<b>CURRENT ASSETS</b>					
Stocks	13	767		-	
Debtors	14	54,416		23,587	
Cash at bank and in hand		341,339		158,699	
		<u>396,522</u>		<u>182,286</u>	
<b>CREDITORS: amounts falling due within one year</b>	15	<u>(167,655)</u>		<u>(92,634)</u>	
<b>NET CURRENT ASSETS</b>			<u>228,867</u>		<u>89,652</u>
<b>NET ASSETS</b>			<u>£ 256,347</u>		<u>£ 104,408</u>
<b>FUNDS</b>					
Restricted funds			31,367		11,703
Unrestricted funds:					
Designated funds		9,500		-	
Other charitable funds		215,480		92,705	
Unrestricted funds		<u></u>	<u>224,980</u>	<u></u>	<u>92,705</u>
	18		<u>£ 256,347</u>		<u>£ 104,408</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005).

The financial statements were approved and authorised for issue by the trustees on 19 January 2009 and signed on its behalf by:

P Pollecoff

M Pollecoff

The notes on pages 13 to 20 form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 August 2008**

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**1. ACCOUNTING POLICIES**

A summary of the principal accounting policies, all of which have been applied consistently throughout the year and with the preceeding year, is set out below.

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention and in accordance with Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in March 2005, the Financial Reporting Standard for Smaller Enterprises (FRSSE) effective January 2007, the Companies Act 1985 and the Memorandum and Articles of Association. The financial statements include the results of the company's operations which are described in the Trustees' Report and all of which are continuing.

**1.2 Company status**

The charity is a company limited by guarantee. The members of the company are the trustees named on page 7. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

**1.3 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 charity and which have not been designated for other purposes.

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

**1.4 Incoming resources**

Voluntary income including donations and grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned (as the related services are provided). Grant income included in this category provides funding to support educational and clinical activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred when grants are received in advance of the event to which they relate.

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 August 2008**

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**1.5 Resources expended**

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that result in the payment being unavoidable. VAT is not recoverable by the charity and is included with the costs to which it relates.

- Charitable activities include expenditure associated with the educational and clinical activities and include both the direct and support costs relating to these activities.
- Governance costs include the cost of the preparation and audit of the statutory accounts, the costs of trustees meetings and the cost of any legal advice to trustees on governance or constitutional matters.
- Support costs have been allocated on the basis of time and space spent on activities.

**1.6 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost or valuation less depreciation. Fixed assets costing more than £500 are capitalised. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold buildings	-	20-33%	Straight line method
Computer equipment	-	25%	Straight line method
Office equipment	-	25%	Straight line method
Fixtures & fittings	-	25%	Reducing balance method

The building improvements are being written off over the length of the leases to the next break clauses at three and five years respectively.

**1.7 Operating leases**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the statement of financial activities as incurred.

**1.8 Stocks and work in progress**

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

# THE MINSTER CENTRE

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 August 2008

### 2. INCOME FROM CHARITABLE ACTIVITIES

	Grants	Fees	Total 2008	Total 2007
	£	£	£	£
Training and general	-	512,467	512,467	380,092
Referrals	-	34,222	34,222	28,596
Families without fear	87,880	6,124	94,004	109,360
Mapesbury clinic	151,130	-	151,130	128,187
The move	10,000	-	10,000	-
	<u>£ 249,010</u>	<u>£ 552,813</u>	<u>£ 801,823</u>	<u>£ 646,235</u>

### 3. INVESTMENT INCOME

The investment income is bank interest received.

### 4. CHARITABLE ACTIVITIES

	Staff Costs	Other direct costs	Support costs	Total 2008	Total 2007
	£	£	£	£	£
Training and general	134,475	202,976	50,743	388,194	321,170
Referrals	22,052	2,335	9,826	34,213	27,722
Families without fear	60,147	26,974	4,265	91,386	95,536
Mapesbury clinic	94,338	28,997	15,046	138,381	132,606
The move	473	5,142	525	6,140	-
	<u>£ 311,485</u>	<u>£ 266,424</u>	<u>£ 80,405</u>	<u>£ 658,314</u>	<u>£ 577,034</u>

### 5. SUPPORT COSTS

	Office costs	Premises and equipment	Total Funds 2008	Total Funds 2007
	£	£	£	£
Training and general	5,185	45,558	50,743	53,900
Referrals	1,867	7,959	9,826	7,194
Families without fear	1,207	3,058	4,265	10,424
Mapesbury clinic	2,364	12,682	15,046	12,974
The move	525	-	525	-
	<u>£ 11,148</u>	<u>£ 69,257</u>	<u>£ 80,405</u>	<u>£ 84,492</u>

Support costs are allocated to the projects or activity on the basis of staff and consultants involved in the projects or activity.

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## THE MINSTER CENTRE

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### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 August 2008

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#### 6. GOVERNANCE COSTS

	Unrestricted Funds	Restricted Funds	Total 2008	Total 2007
	£	£	£	£
Auditors remuneration	3,896	800	4,696	4,197
	<u>£ 3,896</u>	<u>£ 800</u>	<u>£ 4,696</u>	<u>£ 4,197</u>

#### 7. LOCAL GOVERNMENT AND HOUSING ACT 1989

The company received financial assistance from London Councils. As required by the Local Government and Housing Act 1989 the following information is given.

£40,975 was received as a contribution towards salaries and associated running costs to assist in delivering training for people in exile and to provide counselling services to exile communities in London. The grant has been fully expended.

£10,000 was received as a contribution towards the cost of taking extra space in the current premises.

#### 8. OTHER GRANTS

The company received financial assistance from other funders as follows:

£37,500 was received from the Department for Education and Skills as a contribution towards the costs of the Families without Fear Project.

£76,864 was received from the Big Lottery Fund as a contribution towards the costs of developing the Mapesbury Clinic for people in exile into a full-time service. £70,787 was spent during the year and £6,077 was carried forward to the following year.

£10,500 was received from the Lloyds TSB Foundation for England and Wales as a contribution towards the costs and evaluation of the Families without Fear Project.

£32,450 was received from Comic Relief as a contribution towards the costs of running the Mapesbury Clinic.

£75,000 was received from the Tudor Trust as a contribution towards the running costs of the Families without Fear project.

£10,000 was received from the Mercers' Charitable Foundation towards the costs of the Families without Fear project.

As described in note 17 all these projects have been included in restricted funds.

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## THE MINSTER CENTRE

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### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 August 2008

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#### 9. NET INCOMING/(OUTGOING) RESOURCES

Net incoming/(outgoing) resources is stated after charging:

	2008 £	2007 £
Depreciation of tangible fixed assets		
- owned by the company	6,478	11,413
Auditors' remuneration		
Audit	4,696	4,197
Operating lease rentals		
- land and buildings	55,175	53,947

No employee received emoluments of £60,000 or more (2007 - £Nil).

One of the trustees received fees amounting to £1,977 in respect of training and interviews (2007 £2,037). One of the trustees was reimbursed for travelling expenses amounting to £53 (2007 £86). The firm with which one of the trustees is associated received fees of £2,500 net of VAT for legal services in respect of new leases (2007 - £0). These fees were negotiated at arms length.

#### 10. STAFF COSTS

Staff costs were as follows:

	2008 £	2007 £
Wages and salaries	279,908	262,215
Social security costs	25,585	23,871
	<u>£ 305,493</u>	<u>£ 286,086</u>

The average monthly number of full time equivalent employees during the year was as follows:

	2008	2007
Administration	1	1
Service	7	7

#### 11. TAXATION

As a charity the Minster Centre is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen on the charity.

**THE MINSTER CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31 August 2008

**12. TANGIBLE ASSETS**

	Land & Buildings £	Computer Equipment £	Fixtures & Fittings £	Office Equipment £	Total £
<b>Cost</b>					
At 1 September 2007	14,133	17,249	13,524	678	45,584
Additions	15,173	1,286	-	3,126	19,585
Disposals	-	(8,308)	(3,290)	-	(11,598)
At 31 August 2008	<u>29,306</u>	<u>10,227</u>	<u>10,234</u>	<u>3,804</u>	<u>53,571</u>
<b>Depreciation</b>					
At 1 September 2007	10,469	13,187	6,939	233	30,828
Charge for year	2,665	2,066	1,468	279	6,478
On disposals	-	(7,925)	(3,290)	-	(11,215)
At 31 August 2008	<u>13,134</u>	<u>7,328</u>	<u>5,117</u>	<u>512</u>	<u>26,091</u>
<b>Net Book Value</b>					
At 31 August 2008	<u>£ 16,172</u>	<u>£ 2,899</u>	<u>£ 5,117</u>	<u>£ 3,292</u>	<u>£ 27,480</u>
At 31 August 2007	<u>£ 3,664</u>	<u>£ 4,062</u>	<u>£ 6,585</u>	<u>£ 445</u>	<u>£ 14,756</u>

At 31 August 2008, £16,172 and £3,664 included within the net book value of land and buildings relates to improvements to leasehold land and buildings.

**13. STOCKS**

	2008 £	2007 £
Raw Materials	<u>£ 767</u>	<u>£ -</u>

**14. DEBTORS**

	2008 £	2007 £
<b>Due within one year</b>		
Trade debtors	21,333	16,103
Other debtors	10,021	2,770
Prepayments and accrued income	13,062	4,714
Grants in arrears	10,000	-
	<u>£ 54,416</u>	<u>£ 23,587</u>

**THE MINSTER CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31 August 2008

**15. CREDITORS:**

**Amounts falling due within one year**

	2008 £	2007 £
Trade creditors	13,326	6,168
Social security and other taxes	-	6,960
Other creditors	5,214	11,214
Accruals	61,332	24,054
Deferred income	87,783	44,238
	<u>£ 167,655</u>	<u>£ 92,634</u>

**16. DEFERRED INCOME**

	2008 £	2007 £
At 1 September 2007	44,238	35,320
Incoming resources deferred in the current year	87,783	44,238
Amounts released to statement of financial activities	(44,238)	(35,320)
	<u>£ 87,783</u>	<u>£ 44,238</u>

Deferred income consists of income received for course fees in advance of when the course takes place and grants received for the following year.

**17. STATEMENT OF FUNDS**

	At 1 September 2007 £	Income £	Expenditure £	Transfers £	At 31 August 2008 £
<b>Unrestricted funds</b>					
General funds	83,205	564,702	(426,303)	(106,124)	115,480
Designated funds					
Families without fear	9,500	-	-	-	9,500
Premises	-	-	-	100,000	100,000
Total unrestricted funds	<u>92,705</u>	<u>564,702</u>	<u>(426,303)</u>	<u>(6,124)</u>	<u>224,980</u>
<b>Restricted funds</b>					
Families without fear	11,703	89,117	(91,386)	6,124	15,558
Mapesbury clinic	-	151,130	(139,181)	-	11,949
The move	-	10,000	(6,140)	-	3,860
Total restricted funds	<u>11,703</u>	<u>250,247</u>	<u>(236,707)</u>	<u>6,124</u>	<u>31,367</u>
Total funds	<u>104,408</u>	<u>814,949</u>	<u>(663,010)</u>	<u>-</u>	<u>256,347</u>

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**THE MINSTER CENTRE**

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**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31 August 2008

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**17. STATEMENT OF FUNDS** continued

**Designated funds**

Families without fear

This fund will be used for the development of the project.

Premises

This fund will be used to enable the charity to find appropriate premises when the current lease expires.

**Restricted funds**

Families without fear

A structured service for perpetrators and survivors of domestic violence and their families.

The Mapesbury clinic

A counselling and advocacy service for people in exile, providing counselling people from 37 different nationalities.

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

	Unrestricted Funds	Restricted Funds	Total Funds 2008
	£	£	£
Fund balances at 31 August 2008 are represented by			
Tangible fixed assets	22,491	4,989	27,480
Current assets	304,213	92,309	396,522
Current liabilities	(78,147)	(1,725)	(79,872)
Accruals and deferred income	(23,577)	(64,206)	(87,783)
	<u>£ 224,980</u>	<u>£ 31,367</u>	<u>£ 256,347</u>

**19. OTHER COMMITMENTS**

At 31 August 2008 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings 2008	2007	Other 2008	2007
	£	£	£	£
<b>Expiry date:</b>				
Within 1 year	-	52,875	-	-
Between 2 and 5 years	<u>88,125</u>	<u>-</u>	<u>-</u>	<u>-</u>