

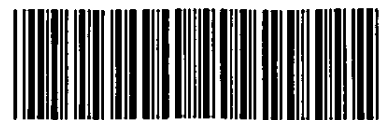
# The Minster Centre

## Annual Report and Financial Statements 16 months ended 31 December 2009

The Minster Centre  
20 Lonsdale Road  
Queen's Park  
London  
NW6 6RD

Company Number 02966937  
Charity Number 1042052

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# **The Minster Centre**

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# **The Minster Centre**

## **Company Information**

### **Trustees**

Naima Ferah	until 13th November 2009
Sally Forster	from 12th February 2010
June Green	until 24th July 2009
Nicola Hart	from 12th February 2010
Martin Pollecoff	
Philip Pollecoff	
Tamar Posner	from 12th February 2010
Philip Reilly	
Peter Tyler	

### **Company Secretary**

June Green	until 24th July 2009
Jude Cohen-Phillips	from 24th July 2009

### **Senior staff**

Director of Clinical Services	M Fitzpatrick	until 31st December 2009
Director of Services	J Goodfellow	from 8th January 2010
Director of Training	P Atkinson	until 31st October 2009
	A Cotter	from 1st March 2010
Director of Operations	J Cohen-Philips	from 1st April 2009
Chief Executive	J Cohen-Philips	from 1st November 2009

### **Company Registered in**

**England, Number:** 02966937

### **Registered Charity**

**Number:** 1042052

### **Registered Office:**

Friendly House  
52-58 Tabernacle Street  
London EC2A 4NJ

### **Business Address:**

20 Lonsdale Road  
Queen's Park  
London NW6 6RD

### **Auditors:**

Gotham Erskine LLP  
Chartered Accountants  
Friendly House  
52-58 Tabernacle Street  
London EC2A 4NJ

### **Bankers:**

Bank of Scotland Plc  
Robertson Avenue  
Edinburgh EH11 1PZ

# **The Minster Centre**

## **Trustees' Report for the 16 Months Ended 31 December 2009**

The trustees present their report and the financial statements for the 16 months ended 31 December 2009. 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 April 2008).

### **1. Principal aims and activities**

#### **1.1 Aims and Objects**

The Minster Centre is a registered charity (number 1042052) and a company limited by guarantee, registered in England, incorporated on 12th September 1994 (number 02966937).

Its principal aims and objects, as defined by the Memorandum and Articles of Association, are

- (a) to advance the education of the public by providing tuition and training programmes in individual and group psychotherapy for psychotherapists and counsellors and trainee psychotherapists and counsellors
- (b) to relieve persons suffering from mental, emotional and/or physical illness or distress by the provision of psychotherapy and counselling

#### **1.2 Public benefit statement**

The Centre pursues both these objects, through the delivery of professional training in counselling and psychotherapy, including research, development and dissemination of good practice in working with marginalised groups, and the provision of community-based therapy services, provided on the basis of need to individuals who could not otherwise afford the cost.

The Centre strives to be as accessible as possible to people from different cultures and backgrounds and welcoming to men and women as trainees and service users from all ethnic communities, sexual orientations, beliefs and cultures. We aim to make our training and services accessible for people with physical disabilities wherever possible.

By integrating its areas of work, the Centre's community services are supported by input from senior trainees, who provide therapy and assistance with research.

The specialist community services include

- a low-cost psychotherapy and counselling service for people with restricted incomes, providing over 3,100 therapy hours during the period of this report
- the Mapesbury Clinic for People in Exile, working with refugees and asylum seekers reaching over 220 clients during the period of this report
- Families without Fear, tackling domestic violence through therapeutic work with both perpetrators and survivors of abuse, reaching 142 clients during the period of this report
- work in partnership with Eaves Housing, to offer therapy to trafficked women and women escaping prostitution (project started November 2009)

### **2. Review of the period**

#### **2.1 Change in reporting period**

The timing of the Minster Centre's financial year, which in the past ended 31st August, has caused difficulties both in producing accurate forecasts for the year ahead and in meeting funders' reporting requirements. The move to a financial year ending 31st December will mitigate both of these difficulties, offering greater accuracy in financial planning and simplifying reporting to funders. This report, therefore, covers a sixteen month period from 1st September 2008 to 31st December 2009.

# **The Minster Centre**

## **Trustees' Report for the 16 Months Ended 31 December 2009**

### **2.2 Objectives 2008-09**

For 2008-09 trustees agreed to utilise the improvement in finances of recent years, caused primarily by increases in trainee enrolments, to invest in improvements to the organisation's infrastructure and administration

A new post of Director of Operations was created to allow for a thorough review of the organisation's systems and procedures. Improvements in financial reporting and forecasting, and planning for a rolling programme of ICT development has resulted

In addition, a further 1,600 square feet of space was acquired and refurbished to provide an additional training suite, in order to provide enough space for increased numbers of trainees, offer new common room facilities, and reduce noise levels for trainees and clients alike. The existing space was redecorated and reorganised to improve the waiting areas and clinical consulting rooms provided for clients of the Centre's community services

### **2.3 Staff**

The trustees delegate the day-to-day operation of the Centre to the Senior Management Team (SMT), comprising the Directors of Operations, Training, and Services. The SMT meet with the Trustees four times a year to discuss progress against objectives, monitor performance against budgets and agree future budgets, targets and priorities

### **2.4 Recruitment and induction of trustees**

Trustees carried out a skills audit in 2009 and have recruited new trustees by targeting their search at specific groups. This process is continuing in 2010. As part of their induction a Strategy Day is planned in June 2010, to ensure trustees are aware of their responsibilities, have a thorough understanding of the Centre's work, and agree strategic priorities

### **2.5 Objectives for 2010**

The objectives for 2010 are continuing to improve the organisation's infrastructure, diversify income streams and further develop community services, specifically by

- developing a new administrative and academic database
- developing new courses aimed at disseminating good practice
- reviewing the community-based clinical services to improve efficiency and carrying out research into effectiveness
- better integrating training and clinical services to increase voluntary input and thereby increase
  - o the provision of therapeutic services to marginalised and hard-to-reach groups
  - o research into the effectiveness and potential for improvement of models of intervention
  - o dissemination of knowledge, skills and good practice to others working with refugees and with families subject to domestic violence

## **3. Training programmes**

The Centre is one of the United Kingdom's leading organisations in the training of psychotherapists and counsellors, and its courses are accredited by the main professional bodies: the Diploma in Integrative Counselling by the British Association of Counselling and Psychotherapy (BACP), the PostGraduate Diploma in Integrative Psychotherapy and Counselling by the United Kingdom Council for Psychotherapy (UKCP) and the MA in Integrative Psychotherapy and Counselling by Middlesex University

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, including as a result of research and development work carried out on the Centre's community therapy services, advances in

# The Minster Centre

## Trustees' Report for the 16 Months Ended 31 December 2009

the profession and changes in trainees' needs

### Introductory Counselling course

In April 2009 the Centre began offering a new ten-session Introduction to Counselling Skills course which has run 5 times in the reporting period, with a total of 89 trainees. The course is aimed at those with little or no experience of counselling who wish to use the opportunity to develop basic skills. A significant proportion of those attending were social workers and teachers, who will use the skills gained in their professional lives.

### Foundation Certificate courses

The Certificate course in Integrative Counselling and Psychotherapy is aimed at trainees with little or no prior experience of the field. The course is offered as a one year evening course over 30 weeks or can be 'fast tracked' over eight intensive weekends from March to September. Whilst complete in itself, this course is also a gateway to professional training.

### Professional training

The Centre offers a Diploma in Integrative Counselling over three years and a Postgraduate Diploma in Integrative Psychotherapy and Counselling requiring a further year's study. Trainees with a more academic aptitude also have the opportunity to undertake a Masters in Integrative Psychotherapy and Counselling which runs alongside the Advanced Diploma.

### Continuing Professional Development

To support Continuing Professional Development the Centre runs a Diploma in Integrative Supervision that runs over seven weekends.

### Trainee and Graduate Numbers

The growth in trainee enrolments has been maintained despite the difficult economic climate.

Diploma and Masters Programmes	2009/10	2008/9	2007/8	2006/7	2005/6
Foundation certificate	28	24	20	16	11
Fast Track Foundation certificate	27	23	15	13	20
Diploma and PG Diploma Year 1	32	30	32	22	24
Diploma and PG Diploma Year 2	26	24	24	21	23
Diploma finalists and PG Diploma Year 3	21	21	20	26	17
PG Diploma and MA Finalists*	34	35	38	16	13
CPD – Supervision Diploma	8	11	10	10	12
<b>Total enrolments</b>	<b>176</b>	<b>168</b>	<b>159</b>	<b>124</b>	<b>120</b>

\* Note: Finalists for the Postgraduate Diploma and the MA in Integrative Psychotherapy and Counselling may take more than one year to complete their dissertation and case studies, which explains the larger numbers in the current year.

### Trainee support

Staff resources were further expanded this year to improve the administration of the training programmes. Learning resources also continue to be strengthened, offering more diverse and targeted material into the final year of the programme, improved and expanded online resources through our intranet, and more support for trainee research.

The Centre has also put further resources into providing support for trainees by securing

## **The Minster Centre**

### **Trustees' Report for the 16 Months Ended 31 December 2009**

placements with voluntary organisations providing therapy, the possibility of further support for trainees with dyslexia is also being investigated

#### **4. Low-cost referral service**

The low-cost referral service offers reduced fees for therapy to people with restricted incomes. The therapy is provided by senior trainees, under close supervision from experienced psychotherapists. Over 3,100 hours of low-cost therapy were provided during the reporting period.

Trainees work with adults suffering from a variety of emotional difficulties such as

- loss and bereavement
- depression
- anxiety and panic attacks
- crises of identity
- relationship problems
- eating disorders

Individuals who have severe mental health problems, who are actively suicidal or have a current drug or alcohol misuse problem are generally not deemed suitable candidates for this service.

#### **5. Families without Fear (FWF)**

FWF provides two services: one working with perpetrators of violence – the Prevention of Violence and Abuse in Relationships programme, the other working with partners, ex-partners and their families – the Survivors of Abuse Programme.

The project has been successful in obtaining funding from Tudor Trust, the Lloyds/ TSB Foundation, the Mercers Charitable Foundation, the Anonymous Trust and the Henry Smith Charity.

During the reporting period 101 new referrals were received, a 40% increase on the previous year. The service was in contact with 142 clients: 72 perpetrators and 70 survivors. At any one time there is an average of 30 perpetrators and 48 survivors within the programme. FWF currently has a waiting list of between 8–12 weeks for families to begin work with FWF therapists.

#### **Prevention of Violence and Abuse in Relationships programme (PVAR)**

72 clients requested the PVAR service during the reporting period, an increase of 33%. By the end of 2009, 54 of these cases were closed, 18 remained open and eight people had fully completed the programme. FWF has spaces for 14 clients on a one-to-one basis and eight in group sessions.

*"Now I talk with my wife when we have come to that trigger point and try to change it and keep it calm before it gets out of hand. Before I would just shout out and slap. I don't do that now."*

#### **Survivors of Abuse Programme (SAP)**

Potential clients are contacted by the survivor's service once their partners have signed up to the PVAR programme, but partners' involvement is not a condition of acceptance on PVAR. The SAP service has 12 spaces available at any one time for on-going one-to-one work, and also provides telephone support. At present there is no group for the SAP service.

*"I'm starting a new job soon. Before I didn't feel free to be able to do so because he would spoil it. Now I don't feel that way at all. In fact, he is quite encouraging and supportive about it."*

## **The Minster Centre Trustees' Report for the 16 Months Ended 31 December 2009**

*"Coming here has taught me what I can do to deal with my life and it has helped me with my relationship with my children – how to talk to them and deal with them – I feel safer so I am not shouting and I feel calmer"*

### **Future plans for monitoring and evaluation:**

FWF is entering a new phase of its work and reviewing its processes for on-going monitoring and evaluation of its services. It is working towards accreditation with Respect and is looking into useful and simple ways of collecting data in order to produce robust evidence of outcomes and inform the development of training programmes for others working in the field.

### **6. The Mapesbury Clinic for People in Exile**

The Mapesbury Clinic offers multicultural and multilingual counselling, advocacy and support to refugees. The Clinic strives to offer counselling in the client's first language. During the reporting period the Clinic provided services in 29 languages to a total of 219 clients, 121 female and 98 male.

Counselling is offered for 12 weeks to each client, and referrals are received from all over London. The Clinic receives funding from Comic Relief, London Councils and London Bridges Trust.

*"75% respondents said the counselling they received helped. 88% of respondents would be happy to contact the clinic if they need help again and would recommend the service to a friend or someone else."*

*(Extracts from summary of user feedback questionnaire)*

### **Advocacy and Information**

The Mapesbury Clinic Advocacy and Information Service saw 77 clients from 15 nationalities. Time spent with a client and on a client's case ranges from less than 30 minutes following a request from a counsellor for a letter, to up to 35 hours due to the complex and multiple needs of the client. Working on behalf of one client, the Advocacy Service secured £2,000 in underpaid benefits.

The service involved 643 contacts with clients, both face-to-face and by 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. Whilst the work can be difficult and time-consuming, it is vital for clients who survive on very limited incomes.

### **Outreach work: Praxis and the Multi-Ethnic Counselling Service**

The Mapesbury Clinic holds regular sessions at both Praxis – a migrant and refugee resource centre in east London – and the Multi-Ethnic Counselling Service (MECS) in Waterloo, who work with refugees in south London.

### **7. Partnership work with Eaves Housing: the Scarlet Centre**

In the final quarter of the reporting period, the Minster Centre embarked on a partnership with Eaves Housing, delivering a counselling service for women based at the Scarlet Centre, Eaves' Advice and Support Centre.

FWF and the Mapesbury Clinic have combined their areas of expertise to provide female counsellors, offering one-to-one and group support for women affected by sexual violence, including rape, prostitution, trafficking and female genital mutilation.



# The Minster Centre

## Trustees' Report for the 16 Months Ended 31 December 2009

### 8. Future outlook for the Minster Centre

Trustees remain optimistic that the current level of demand for the Centre's training programmes will be maintained, but are also looking to diversify income streams to protect against over-reliance upon these

#### Risk assessment

The trustees carry out an annual risk assessment, agreeing measures to mitigate risks that would be high impact and/or have a high probability of occurrence

Major risks have been identified in the possibility of a downturn in student numbers, and of costs being incurred when the lease on half of 20 Lonsdale Road ends in 2014. The next risk assessment will take place at a trustees' meeting on 16th April 2010, when these risks will be re-evaluated, further measures to protect the organisation against fraud and other areas for attention will also be identified and considered

#### Reserves policy

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby funds used for core activities and not committed or invested in tangible fixed assets held by the charity should be three months expenditure. This gives a target of around £150,000 in general funds. The present level of reserves available to the charity of £117,606, as shown below, falls short of this target level

	£
Total unrestricted reserves	280,051
Less invested in fixed assets	(47,945)
Less designated funds	<u>(114,500)</u>
Free reserves	£ <u>117,606</u>

Although the strategy is to continue to build reserves through planned operating surpluses, the Trustees are well aware that it is unlikely that the target range can be reached for several years. In the short term the Trustees have also considered the extent to which existing activities and expenditure could be curtailed, should such circumstances arise

Trustees will continue to pursue the above strategy, balancing it with the need for continued investment to develop the Centre's work, the expansion of clinical services, provided free or at reduced cost on a basis of need, and their further integration with training programmes to the benefit of both will be afforded particular attention

### 9. Financial review

The charity had net incoming resources on unrestricted funds, a surplus, of £55,071 for the period. Together with the accumulated surplus brought forward from previous years, the charity now has an accumulated surplus on unrestricted funds of £280,051 (2008, *surplus of £224,980*). Restricted funds carried forward at 31 December 2009 amounted to £33,095 (2008, £31,367)

#### Principal funding sources

The Centre received funding from a trust who wish to be Anonymous, The Big Lottery Fund, Comic Relief, Eaves Housing, 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

## **The Minster Centre**

### **Trustees' Report for the 16 Months Ended 31 December 2009**

Trustees is to invest the amount that it has available and grants received in advance in short term deposit accounts

#### **10. Trustees**

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

Naima Ferah (resigned 13/11/2009)  
June Green (Secretary resigned 24/7/2009)  
Martin Pollecoff (Chair)

Philip Pollecoff  
Philip Reilly (Vice Chair)  
Peter Tyler

Sally Forster, Nicola Hart and Tamar Posner were appointed as trustees on 12 February 2010

#### **11. 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 period 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,
- observe the methods and principles in the Charities SORP
- 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 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.

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 period**

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 485 of the Companies Act 2006.

**The Minster Centre**  
**Trustees' Report for the 16 Months Ended 31 December 2009**

**Small company exemptions**

The report of the trustees has been prepared taking advantage of the small companies exemption of section 415A of the Companies Act 2006

This report was approved by the trustees on 16 April 2010 and signed on its behalf by

Martin Pollecoff  
Chair

A handwritten signature in black ink, appearing to read 'M. Pollecoff', written in a cursive style.

## **The Minster Centre**

### **Independent Auditors' Report to the Members of The Minster Centre Registered Number 02966937**

We have audited the financial statements of The Minster Centre for the period ended 31 December 2009 set out on pages 13 to 24 which comprise the Statement of Financial Activities, Balance Sheet and the related notes. 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 April 2008) and the accounting policies set out on pages 15 to 16.

This report is made solely to the company's members, as a body, in accordance with Section 195 and 496 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable 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 charitable company and its 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**

The trustees, who are also the directors for the purposes of company law, responsibilities, for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards and for being satisfied that the financial statements give a true and fair view, are set out in the Statement of Trustees' responsibilities.

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 United Kingdom Generally Accepted Accounting Practice and have been prepared in accordance with the Companies Act 2006. We also report to you whether in our opinion, the Trustees' Report is consistent with the financial statements.

In addition we report to you, if in our opinion, the company has not kept adequate accounting records, if the financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosure of trustees remuneration specified by law are not made.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **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 charitable 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

## The Minster Centre

### Independent Auditors' Report to the Members of The Minster Centre Registered Number 02966937

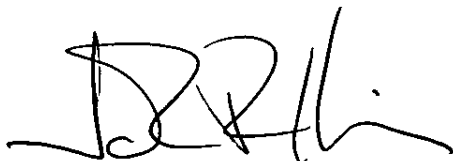
by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions for Small Entities, in the circumstances set out in note 1.2 to the financial statements.

#### Opinion

In our opinion:

- the financial statements give a true and fair view, of the state of the charitable company's affairs as at 31 December 2009 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities),
- the financial statements have been properly prepared in accordance with the Companies Act 2006, and
- the information given in the Trustees report is consistent with the financial statements.



John Ellis FCA  
Senior statutory auditor  
For and on behalf of  
**Gotham Erskine LLP**

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

16 April 2010

# The Minster Centre

## Statement of Financial Activities For the 16 months ended 31 December 2009

		16 months to 31 December			12 months to 31 August
		Unrestricted Funds	Restricted Funds	Total Funds 2009	Total Funds 2008
	Note	£	£	£	£
<b>Incoming Resources</b>					
Voluntary income		-	100	100	220
Investment income	3	3,088	343	3,431	12,906
Incoming from charitable activities	2	751,182	323,867	1,075,049	801,823
<b>Total Incoming Resources</b>		<b>754,270</b>	<b>324,310</b>	<b>1,078,580</b>	<b>814,949</b>
<b>Resources Expended</b>					
Charitable activities	4	610,279	403,364	1,013,643	658,314
Governance costs	6	6,138	2,000	8,138	4,696
<b>Total Resources Expended</b>		<b>616,417</b>	<b>405,364</b>	<b>1,021,781</b>	<b>663,010</b>
<b>Net Incoming/(Outgoing) Resources before transfers</b>		<b>137,853</b>	<b>(81,054)</b>	<b>56,799</b>	<b>151,939</b>
Transfers between funds		(82,782)	82,782	-	-
<b>Net Incoming/(Outgoing) Resources</b>		<b>55,071</b>	<b>1,728</b>	<b>56,799</b>	<b>151,939</b>
Fund balances brought forward at 1 September 2008		224,980	31,367	256,347	104,408
<b>Fund balances carried forward at 31 December 2009</b>		<b>£ 280,051</b>	<b>£ 33,095</b>	<b>£ 313,146</b>	<b>£ 256,347</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 2009 or 2008. 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 15 to 24 form part of these financial statements.

# The Minster Centre

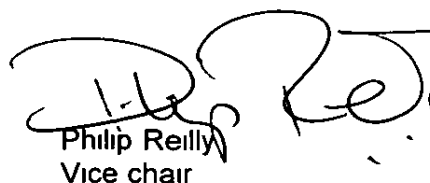
## Balance Sheet As at 31 December 2009

	Note	£	31 December 2009 £	£	31 August 2008 £
<b>FIXED ASSETS</b>					
Tangible fixed assets	12		48,430		27,480
<b>CURRENT ASSETS</b>					
Debtors	13	279,333		55,183	
Cash at bank and in hand		425,100		341,339	
		<u>704,433</u>		<u>396,522</u>	
<b>CREDITORS: amounts falling due within one year</b>	14	<u>(439,717)</u>		<u>(167,655)</u>	
<b>NET CURRENT ASSETS</b>			<u>264,716</u>		<u>228,867</u>
<b>NET ASSETS</b>			<u>£ 313,146</u>		<u>£ 256,347</u>
<b>FUNDS</b>					
Restricted funds			33,095		31,367
Unrestricted funds					
Designated funds		114,500		109,500	
Other charitable funds		165,551		115,480	
		<u>280,051</u>		<u>224,980</u>	
	16		<u>£ 313,146</u>		<u>£ 256,347</u>

The financial statements have been prepared in accordance with the provisions of the Companies Act 2006 applicable to companies subject to the small companies' regime 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 16 April 2010 and signed on its behalf by

Martin Pollecoff  
Chair

Philip Reilly  
Vice chair

The notes on pages 15 to 24 form part of these financial statements

# **The Minster Centre**

## **Notes to the Financial Statements For the period ended 31 December 2009**

### **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 April 2008, the Companies Act 2006 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 Other work carried out by the auditors**

In common with many other organisations of our size and nature we use our auditors to assist with the preparation of the financial statements.

#### **1.3 Company status**

The charity is a company limited by guarantee. The members of the company are the trustees named on page 9. 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.

#### **1.4 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 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.

#### **1.5 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.



# **The Minster Centre**

## **Notes to the Financial Statements For the period ended 31 December 2009**

### **1.5 Incoming resources\continued**

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

### **1.6 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

### **1.7 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

### **1.8 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

# The Minster Centre

## Notes to the Financial Statements For the period ended 31 December 2009

### 2. Income from Charitable Activities

	Grants	Fees	Total 2009	Total 2008
	£	£	£	£
Training and general	-	715,576	715,576	512,467
Referrals	-	35,606	35,606	34,222
Families without fear	134,416	7,966	142,382	94,004
Mapesbury clinic	167,787	-	167,787	151,130
Minster at Eaves	13,698	-	13,698	-
The move	-	-	-	10,000
	<u>£315,901</u>	<u>£759,148</u>	<u>£1,075,049</u>	<u>£801,823</u>

### 3. Investment Income

The investment income is bank interest received

### 4. Charitable Activities

	Staff Costs	Other direct costs	Support costs	Total 2009	Total 2008
	£	£	£	£	£
Training and general	177,337	269,609	104,566	551,512	388,194
Referrals	50,284	734	7,749	58,767	34,213
Families without fear	109,327	40,799	20,819	170,945	91,386
Mapesbury clinic	151,171	45,197	21,737	218,105	138,381
Minster at Eaves	10,160	2,350	932	13,442	6,140
The move	-	-	872	872	-
	<u>£498,279</u>	<u>£ 358,689</u>	<u>£156,675</u>	<u>£1,013,643</u>	<u>£ 658,314</u>

### 5. Support Costs

	Office costs	Premises and equipment	Total Funds 2009	Total Funds 2008
	£	£	£	£
Training and general	9,635	94,931	104,566	50,743
Referrals	1,432	6,317	7,749	9,826
Families without fear	2,313	18,506	20,819	4,265
Mapesbury clinic	2,397	19,340	21,737	15,046
Minster at Eaves	44	888	932	-
The move	-	872	872	525
	<u>£ 15,821</u>	<u>£ 140,854</u>	<u>£ 156,675</u>	<u>£ 80,405</u>

# The Minster Centre

## Notes to the Financial Statements For the period ended 31 December 2009

### 5. Support Costs\continued

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

### 6. Governance Costs

	Unrestricted Funds	Restricted Funds	Total 2009	Total 2008
	£	£		£
Auditors remuneration	4,666	2,000	6,666	4,696
Underprovision in previous year	1,446	-	1,446	-
Travel and subsistence	26	-	26	-
	<u>£ 6,138</u>	<u>£ 2,000</u>	<u>£ 8,138</u>	<u>£ 4,696</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

£70,416 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

## **The Minster Centre**

### **Notes to the Financial Statements For the period ended 31 December 2009**

#### **8. Other Grants**

The company received financial assistance from other funders as follows

£23,333 was received from a Trust who wish to remain anonymous as a contribution towards the Families without Fear Project

£55,611 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. All the money was spent during the year.

£41,760 was received from Comic Relief as a contribution towards the costs of running the Mapesbury Clinic. £33,260 of this was from the second year grant and £8,500 from the third year grant.

£27,395 was received from Eaves Housing as a contribution towards the costs of running a counselling service for women at the Scarlet Centre. £13,697 has been carried forward to next year due to the late start of the project.

£14,000 was received from the Lloyds TSB Foundation as a contribution towards the costs of running the Families Without Fear project. £7,875 of this was from the second year grant and £6,125 from the third year grant.

£13,333 was received from the Mercer's Foundation towards the costs of running the Families Without Fear project. £9,167 of this was from the first year's grant and £4,166 from the second year's grant.

£83,750 was received from the Tudor Trust as a contribution towards the running costs of the Families without Fear project. £43,750 of this was from a grant of £75,000 awarded for the year from 1 April 2008 to 31 March 2009, £22,500 was from a grant of £30,000 awarded for the year from 1 April 2009 to 31 March 2010, £17,500 was from a grant of £35,000 awarded for the 6 months from 1 October 2009 to 31 March 2010. £25,000 of these grants have been carried forward for the period from 1 January to 31 March 2010.

As described in note 16 all these projects have been included in restricted funds.

# The Minster Centre

## Notes to the Financial Statements For the period ended 31 December 2009

### 9. Net Incoming/(Outgoing) Resources

Net incoming/(outgoing) resources is stated after charging

	16 months to 31 December 2009 £	12 months to 31 August 2008 £
Depreciation of tangible fixed assets		
- owned by the company	18,797	6,478
Auditors' remuneration	8,112	4,696
Operating lease rentals		
- land and buildings	96,235	55,175
	<u>113,144</u>	<u>66,350</u>

No employee received emoluments of £60,000 or more (2008 - £Nil)

One of the trustees received fees amounting to £4,500 in respect of training and interviews (2008 £1,977) One of the trustees was reimbursed for travelling expenses amounting to £30 (2008 £53) One of the trustees received fees amounting to £300 in respect of training The firm with which one of the trustees is associated received fees of £1,185 net of VAT for legal services in respect of a new lease and wording for the website (2008 - £2,500) These fees were negotiated at arms length

### 10. Staff Costs

Staff costs were as follows

	16 months to 31 December 2009 £	12 months to 31 August 2008 £
Wages and salaries	450,827	279,908
Social security costs	42,050	25,585
	<u>£ 492,877</u>	<u>£ 305,493</u>

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

	16 months to 31 December 2009	12 months to 31 August 2008
Administration	1	1
Service	9	7
	<u>10</u>	<u>8</u>

# The Minster Centre

## Notes to the Financial Statements For the period ended 31 December 2009

### 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.

### 12. Tangible Assets

	Land & Buildings £	Computer Equipment £	Office Equipment £	Fixtures & Fittings £	Total £
<b>Cost</b>					
At 1 September 2008	29,306	10,227	10,234	3,804	53,571
Additions	31,747	4,894	-	3,106	39,747
At 31 December 2009	<u>61,053</u>	<u>15,121</u>	<u>10,234</u>	<u>6,910</u>	<u>93,318</u>
<b>Depreciation</b>					
At 1 September 2008	13,134	7,328	5,117	512	26,091
Charge for period	10,135	3,712	3,411	1,539	18,797
At 31 December 2009	<u>23,269</u>	<u>11,040</u>	<u>8,528</u>	<u>2,051</u>	<u>44,888</u>
<b>Net Book Value</b>					
At 31 December 2009	<u>£ 37,784</u>	<u>£ 4,081</u>	<u>£ 1,706</u>	<u>£ 4,859</u>	<u>£ 48,430</u>
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 December 2009, £37,784 and (2008 £16,172 included within the net book value of land and buildings relates to improvements to leasehold land and buildings

### 13. Debtors

	2009 £	2008 £
<b>Due within one year</b>		
Trade debtors	239,828	22,100
Other debtors	4,318	10,021
Prepayments and accrued income	35,187	13,062
Grants in arrears	-	10,000
	<u>£ 279,333</u>	<u>£ 55,183</u>

# The Minster Centre

## Notes to the Financial Statements For the period ended 31 December 2009

### 14. Creditors:

Amounts falling due within one year

	2009 £	2008 £
Trade creditors	18,079	13,326
Social security and other taxes	11,376	-
Other creditors	650	5,214
Accruals	15,012	61,332
Deferred income	394,600	87,783
	<u>£ 439,717</u>	<u>£ 167,655</u>

### 15. Deferred Income

	2009 £	2008 £
At 1 September 2008	87,783	44,238
Incoming resources deferred in the current year	394,600	87,783
Amounts released to statement of financial activities	<u>(87,783)</u>	<u>(44,238)</u>
At 31 December 2009	<u>£ 394,600</u>	<u>£ 87,783</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

# The Minster Centre

## Notes to the Financial Statements For the period ended 31 December 2009

### 16. Statement of Funds

	At 1 September 2008	Income	Expenditure	Transfers	At 31 December 2009
	£	£	£	£	£
<b>Unrestricted funds</b>					
General funds	115,480	754,270	(616,417)	(87,782)	165,551
Designated funds					
Families without fear	9,500	-	-	5,000	14,500
Premises	100,000	-	-	-	100,000
Total unrestricted funds	224,980	754,270	(616,417)	(82,782)	280,051
<b>Restricted funds</b>					
Families without fear	15,558	142,825	(171,920)	31,489	17,952
Mapesbury clinic	11,949	167,787	(219,080)	51,293	11,949
Minster at Eaves	-	13,698	(13,492)	-	206
The move	3,860	-	(872)	-	2,988
Total restricted funds	31,367	324,310	(405,364)	82,782	33,095
Total funds	256,347	1,078,580	1,021,781)	-	313,146

#### **Designated funds**

##### Families without fear

This fund will be used for the development of the project and for future fundraising

##### 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

##### Minster at Eaves

Run under the umbrella of the Mapesbury clinic this is a specific counselling service for women based at The Scarlet Centre - Eaves Advice and Support Centre



# The Minster Centre

## Notes to the Financial Statements For the period ended 31 December 2009

### 17. Analysis of Net Assets Between Funds

	Unrestricted Funds	Restricted Funds	Total Funds 2009
	£	£	£
Fund balances at 31 August 2009 are represented by			
Tangible fixed assets	47,945	485	48,430
Current assets	582,996	121,437	704,433
Current liabilities	(38,753)	(6,364)	(45,117)
Deferred income	(312,137)	(82,463)	(394,600)
	<u>£ 280,051</u>	<u>£ 33,095</u>	<u>£ 313,146</u>

### 18. Other Commitments

At 31 December 2009 the company had annual commitments under non-cancellable operating leases as follows

	Land and buildings 2009	2008
	£	£
<b>Expiry date:</b>		
Between 2 and 5 years	<u>120,437</u>	<u>88,125</u>