

**Company No 4421138**

**Charity No 1094458**

# **St Martin's Centre for Health and Healing**

## **Report of the Directors and Financial Statements for the year ended**

### **31st December 2006**



#### **Reporting Accountants**

**W H Parker  
174 High Street  
Harborne  
Birmingham  
B17 9PP**

**St Martin's Centre for Health and Healing**

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for the Year Ended 31 December 2006**

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**St Martin's Centre for Health and Healing**

**Company Information  
for the Year Ended 31 December 2006**

**DIRECTORS AND TRUSTEES:**

L A Cox  
Dr Neil Deuchar  
V G Dickens  
S A Ferris  
B Foster  
Dr Q Harris  
Revd Canon S Jones  
C M Marshall  
Dr Christine Parkinson  
M J Woodward

**SECRETARY:**

B Foster

**REGISTERED OFFICE:**

St Martin in the Bull Ring  
Birmingham  
B5 5BB

**REGISTERED NUMBER:**

4421138 (England and Wales)

**CHARITY NUMBER:**

1094458

**REPORTING ACCOUNTANTS:**

W H Parker  
174 High Street  
Harborne  
Birmingham  
B17 9PP

**SOLICITORS:**

Cobbetts LLP  
One Colmore Square  
Birmingham  
B4 6AJ

## **St Martin's Centre for Health and Healing**

### **Report of the Directors for the Year Ended 31 December 2006**

The directors present their report with the financial statements of the company for the year ended 31 December 2006.

#### **PRINCIPAL ACTIVITY**

The principal activity of the company in the year under review was that of promoting for the benefit of the public good physical, mental, spiritual and emotional health in accordance with Christian principles

#### **DIRECTORS**

The directors who held office during the period from 1 January 2006 to the date of this report were.

L A Cox  
Dr Neil Deuchar  
V G Dickens  
S A Ferris (*appointed 13/01/06*)  
B Foster  
J M Greenwood (*resigned 13/01/06*)  
Dr Q Harris  
Revd Canon S Jones  
Revd Canon F Longbottom (*resigned 21/11/06*)  
C M Marshall  
Dr Christine Parkinson  
Dr P R W Turner (*resigned 29/09/06*)  
M J Woodward

The directors of the company are trustees for the purposes of charity law.

As set out in the Articles of Association the body of trustees comprises five trustees appointed by the Parochial Church Council of St. Martin in the Bull Ring and up to ten persons co-opted for a fixed period of two years by the trustees for the time being. The chair of trustees is nominated by the Rector of St. Martin's.

#### **RELATIONSHIP WITH ST MARTIN'S PAROCHIAL CHURCH COUNCIL AND THE ST MARTIN'S CENTRE**

The charity works closely with the PCC and the St Martin's Centre on all matters relating to the operation of its services.

Transactions with related parties are disclosed in the notes to the accounts.

#### **ACCOUNTS**

The accounts comply with the requirements of the financial reporting standards for smaller entities and the requirements of the Statement of Recommended Practice for Accounting and Reporting by Charities.

## **St Martin's Centre for Health and Healing**

### **Report of the Directors for the Year Ended 31 December 2006 (continued)**

#### **REVIEW OF THE ACTIVITIES OF THE CHARITY**

2006 has been a very busy year for the Centre with the work of the Help Desk and the Counselling service providing much needed support and help to a large number of people. The Help Desk responded to 3450 brief inquiries and 6897 interventions offering support to a wide range of people including the homeless, the lonely, and those with serious mental health problems. Our counselling service offered 3369 appointments in the year with 2232 of these being taken up. Such work has only been possible because of the commitment of the staff and volunteers. We provided these services with a staff team of seven, four full time and three part time although one of the full time posts, namely the Director only worked part time as he was on secondment to NIMHE for much of the year. In addition around 60 volunteers help out week by week. Major funding secured towards the end of 2005 and other grants in 2006 ensured that all our work for the past 12 months has been financially secure with healthy reserves available to provide stability for the future.

The Board policy for holding reserves is up to 3 months of average expenditure.

The Board ensures that the Centre continues to adhere to the wide range of policies and procedures adopted by the four organisations that are based within St Martin's and the St Martin's Centre.

During the last year a number of the policies have been reviewed and updated. The Personnel Committee (a delegated committee of St Martin's PCC which includes representation from the different organisations at St Martin's) has a programme in place to review and update all policies and procedures.

Health & Safety – an updated policy covers all the main requirements for the health and safety of visitors, staff, clients and volunteers.

Building and contents are insured with an insurance company that specialise in churches and charities insurance.

Public Liability – the Charity insures its obligations and liabilities with an insurance company that specialises in churches and charities insurance.

Employer's Liability – the Charity is insured with an insurance company that specialises in churches and charities insurance.

Consequential Loss – the Charity is insured with an insurance company that specialises in churches and charities insurance.

Professional indemnity for counsellors is provided by an insurance company that specialises in counselling insurance.

Staff and volunteers – the Board consult with the Personnel Committee on all personnel matters. The Director of the Centre and two Board Members serve on this committee. We have a Staff Handbook and Personnel Folder where all policies and procedures are easily accessible. Volunteers are issued with appropriate volunteer policies covering their specific areas of work.

Policies and procedures are regularly reviewed on behalf of the Board, church officers, committees and the PCC.

**St Martin's Centre for Health and Healing**

**Report of the Directors  
for the Year Ended 31 December 2006 (continued)**

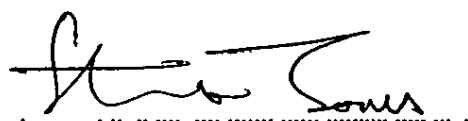
**REVIEW OF THE ACTIVITIES OF THE CHARITY (continued)**

Budgets – the Board approves budgets and monitors progress on a regular basis

Service level agreements for services provided between the Centre, The St Martin's Centre and St Martin's Church are agreed annually and may be varied by mutual agreement.

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

**SIGNED ON BEHALF OF THE BOARD:**

A handwritten signature in black ink, appearing to read 'Stewart Jones', is written over a horizontal dotted line.

Revd Canon Stewart Jones - Director

Date 25 May 2007

**St Martin's Centre for Health and Healing**

**Accountants' report to the members on the unaudited accounts of St Martin's Centre for Health and Healing.**

We report on the accounts for the year ended 31 December 2006 set out on pages 6 to 13

*Respective responsibilities of directors and reporting accountants*

As described on page 7, the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

*Basis of opinion*

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

*Opinion*

In our opinion

- (a) The financial statements are in agreement with the accounting records kept by the company under s221 of the Companies Act 1985;
- (b) Having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in s249C(6) of the Act, and
  - (ii) the company satisfied the conditions for exemption from audit specified in s249(A)4 of the Act as modified by s249A(5) and did not, at any time within that year, fall within any of the categories of the companies not entitled to the exemption specified in s249B(1)



W H Parker  
Chartered Certified Accountants  
174 High Street Harborne  
Birmingham  
B17 9 PP

12 June 2007

**STATEMENT OF FINANCIAL ACTIVITIES (Incorporating the Income & Expenditure Account)**

For the year ended 31st December 2006

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2006 £	Total Funds 2005 £
<b>INCOMING RESOURCES</b>					
Voluntary income	2(a)	57,355	142,508	199,863	231,767
Activities for generating funds	2(b)	33,857	-	33,857	11,774
Investment income	2(c)	6,333	-	6,333	3,728
<b>TOTAL INCOMING RESOURCES</b>		<b>97,545</b>	<b>142,508</b>	<b>240,053</b>	<b>247,269</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating voluntary income	3(a)	247	-	247	323
Charitable activities	3(b)	54,733	144,603	199,336	181,283
Governance costs	3(c)	2,051	-	2,051	2,727
<b>TOTAL RESOURCES EXPENDED</b>		<b>57,031</b>	<b>144,603</b>	<b>201,634</b>	<b>184,333</b>
<b>Net incoming resources (Surplus for the year)</b>		<b>40,514</b>	<b>(2,095)</b>	<b>38,419</b>	<b>62,936</b>
<b>Reconciliation of funds</b>					
Total funds brought forward 1 January 2006		150,625	2,595	153,220	90,284
<b>Total funds carried forward 31 December 2006</b>		<b>191,139</b>	<b>500</b>	<b>191,639</b>	<b>153,220</b>



St Martin's Centre for Health & Healing

**BALANCE SHEET**

At 31st December 2006

	Notes	2006 £	2005 £
<b>FIXED ASSETS</b>			
Tangible fixed assets	5	7,736	9,552
		<u>7,736</u>	<u>9,552</u>
<b>CURRENT ASSETS</b>			
Debtors	6	11,379	3,507
Short term deposits		174,865	83,533
Cash at bank and in hand		7,689	75,154
		<u>193,933</u>	<u>162,194</u>
<b>CREDITORS</b>			
Amounts falling due within one year	7	10,031	18,526
		<u>183,903</u>	<u>143,668</u>
<b>NET CURRENT ASSETS</b>			
		<u>191,639</u>	<u>153,220</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
<b>FUNDS</b>			
Unrestricted	9	191,139	150,625
Restricted	9	500	2,595
		<u>191,639</u>	<u>153,220</u>

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 December 2006

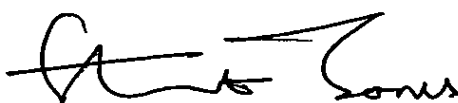
The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2006 in accordance with Section 249(b)(2) of the Companies Act 1985.

The directors acknowledge their responsibilities for

- (a) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profits or loss for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

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

The financial statements were approved by the Board of Directors on 25 May 2007 and were signed on its behalf by.



Revd Canon Stewart Jones - Director

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Smaller Entities (effective 2005) and the requirements of the Statement of Recommended Practice for Accounting and Reporting by Charities.

**Incoming Resources**

Grants and donations

Income from donations and grants is included in incoming resources when these are receivable

Other income

Other income is included in the Statement of Financial Activities on an accruals basis

**Resources Expended**

Resources Expended are included in the Statement of Financial Activities on an accruals basis

**Tangible Fixed assets**

Furniture and equipment taken over from St Martin's PCC on the transfer of the activities to this charity have not been incorporated into these accounts. Other assets are stated at cost less depreciation so as to write off those assets over their anticipated useful lives.

**Depreciation Rates :**

Equipment - 20% on the reducing balance.

Computing and electrical equipment - 25% on cost.

**Volunteer services**

The contributions of volunteers has been considerable but, because of practical difficulties, has not been quantified in the financial statements.

**Legal status of the charity**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31st December 2006

2 INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	Total Funds 2006	Total Funds 2005
	£	£	£	£
<b>2(a) Voluntary income</b>				
Counselling - individuals	8,480	-	8,480	6,303
Counselling - supervision	1,147	-	1,147	512
LAS Client Counselling	-	-	-	775
Donations				
Friends of CHH	7,839	-	7,839	8,031
Meal Vouchers	-	1,000	1,000	1,000
Organisations	5,850	-	5,850	7,447
Grants				
Big Lottery Fund	-	96,550	96,550	70,500
Henry Smith Charity	15,000	-	15,000	40,000
The Douglas Turner Trust	-	-	-	5,000
Other Trusts*	8,245	1,000	9,245	17,613
Vodafone UK Foundation	-	10,000	10,000	10,000
Heart of Birmingham Teaching Primary Care Trust	-	20,297	20,297	16,357
Birmingham City Council Health & Social Care Department	-	13,661	13,661	15,133
The Joseph Rank Trust	-	-	-	20,000
Help Desk Fee - BPC	8,000	-	8,000	10,000
Tax recoverable	2,794	-	2,794	3,096
	<u>57,355</u>	<u>142,508</u>	<u>199,863</u>	<u>231,767</u>
<b>2(b) Activities for generating funds</b>				
Room Bookings	2,474	-	2,474	1,990
External Consultancy	18,111	-	18,111	4,375
Workshops & Conferences	3,377	-	3,377	-
Fees	2,433	-	2,433	357
Fundraising	7,462	-	7,462	3,472
Mountain Climb	-	-	-	1,580
	<u>33,857</u>	<u>-</u>	<u>33,857</u>	<u>11,774</u>
<b>2(c) Investment income</b>				
Bank interest	6,333	-	6,333	3,728
	<u>6,333</u>	<u>-</u>	<u>6,333</u>	<u>3,728</u>

\*In addition to those separately listed in the accounts the following charitable trusts gave amounts of under £5,000

Jarman Charitable Trust, The Patrick Trust, Henry Payne Trust, Hugh Kenrick Trust, James Frederick Measures Trust, Sir Robert Gooch Trust, Lamoges Trust, Langdale Trust, Swanswell Charitable Trust, SC & M E Morelands Trust, Saints & Sinners, Banners Trust, Henry James Sayer Charity, John Alvins Trust, St Thomas's Dole Charity

## NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31st December 2006

## 3 RESOURCES USED

	Unrestricted Funds £	Restricted Funds £	Total Funds 2006 £	Total Funds 2005 £
<b>3(a) Costs of generating voluntary income</b>				
Fundraising expenses	247	-	247	323
	<u>247</u>	<u>-</u>	<u>247</u>	<u>323</u>
<b>3(b) Charitable activities</b>				
Bank charges	39	-	39	36
Salaries and training etc (Big Lottery Fund)	9,504	46,277	55,781	55,482
Rent	-	15,000	15,000	15,000
Contingency	186	-	186	65
Service evaluation	-	-	-	2,250
Counselling service delivery (inc vol exps)	539	1,000	1,539	2,100
Counselling supervision	4,157	830	4,987	846
Help desk service delivery (inc vol exps)	-	8,297	8,297	3,573
Heat and light	664	2,248	2,912	3,428
Repairs and maintenance	-	325	325	560
Inlight grant	1,000	-	1,000	300
Information technology	-	2,475	2,475	4,741
Insurance	-	2,663	2,663	2,625
Legal fees	-	437	437	94
Management fees	989	14,299	15,288	15,983
Office expenses	321	350	671	246
Postage	-	583	583	1,045
Printing and Stationery	-	2,448	2,448	3,567
Promotion and Publicity	1,400	1,000	2,400	1,364
Recruitment	303	1,500	1,803	2,954
Salaries	28,992	40,871	69,863	59,824
Staff Transport Subsidy	1,057	-	1,057	846
Telephone	97	2,000	2,097	1,685
Training	3,034	2,000	5,034	700
Depreciation	2,328	-	2,328	1,686
Bad debt	122	-	122	-
Prior period expenses & errors	-	-	-	283
	<u>54,733</u>	<u>144,603</u>	<u>199,336</u>	<u>181,283</u>

Because the support costs and activities are so intrinsically linked with the core costs of the delivery of charitable services it is not practicable to further analyse these expenses.

	Unrestricted Funds £	Restricted Funds £	Total Funds 2006 £	Total Funds 2,005 £
<b>3(c) Governance costs</b>				
Board expenses	151	-	151	377
Audit & accountancy including cost of Independent examination (2005: Audit fee)	1,900	-	1,900	2,350
	<u>2,051</u>	<u>-</u>	<u>2,051</u>	<u>2,727</u>

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
For the year ended 31st December 2006

**4 STAFF COSTS**

	2006	2005
	£	£
Wages and salaries	114,044	101,897
Social security costs	10,539	9,620
Other pension costs	1,061	1,061
Training	-	2,728
	<u>125,644</u>	<u>115,306</u>

The average number of employees for the year was 55, no employee was paid £50,000 or more

None of the trustees were remunerated or were reimbursed for any expenses by the charity during the year

**TAXATION**

The company's charitable income is exempt from corporation tax.

**5 TANGIBLE FIXED ASSETS**

	Fixtures and equipment £
<b>COST</b>	
At 1 January 2006	14,026
Additions	511
At 31 December 2006	<u>14,537</u>
<b>DEPRECIATION</b>	
At 1 January 2006	4,474
Charge for the year	2,327
At 31 December 2006	<u>6,801</u>
<b>Net Book value at 31/12/06</b>	<u>7,736</u>
<b>Net Book value at 31/12/05</b>	<u>9,552</u>

**6 DEBTORS**

	2006	2005
	£	£
Amounts due from St Martin's in the Bull Ring PCC	-	833
Other debtors	11,379	2,674
	<u>11,379</u>	<u>3,507</u>

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**For the year ended 31st December 2006**

**7 CREDITORS FALLING DUE WITHIN ONE YEAR**

	2006 £	2005 £
Amounts owed to PCC St Martin's in the Bull Ring	7,956	2,503
Taxation & Social security	-	2,932
Other creditors	2,075	13,091
	<u>10,031</u>	<u>18,526</u>

**8 ANALYSIS OF NET ASSETS BY FUND**

	Unrestricted Funds £	Restricted Funds £	Total £
Fixed assets	7,736	-	7,736
Current assets	193,433	500	193,933
Current liabilities	(10,031)	-	(10,031)
Fund balance	<u>191,139</u>	<u>500</u>	<u>191,639</u>

**9 FUND DETAILS**

	Balance at 01/01/2006 £	Income in 2006 £	Outgoings 2006 £	Balance at 31/12/2006 £
Unrestricted Funds:-	150,625	97,545	(57,031)	191,139
	<u>150,625</u>	<u>97,545</u>	<u>(57,031)</u>	<u>191,139</u>
Restricted Funds:-				
Big Lottery Fund	-	96,550	(96,550)	-
Birmingham City Council				
Health & Social Care Department	2,595	13,661	(16,256)	-
Heart of Birmingham Teaching				
Primary Care Trust	-	20,297	(20,297)	-
Vodafone UK Foundation	-	10,000	(10,000)	-
Meal Vouchers	-	1,000	(1,000)	-
Other Trusts	-	1,000	( 500)	500
	<u>2,595</u>	<u>142,508</u>	<u>(144,603)</u>	<u>500</u>
<b>Total Funds</b>	<u>153,220</u>	<u>240,053</u>	<u>(201,634)</u>	<u>191,639</u>

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**For the year ended 31st December 2006**

**10 RESTRICTED FUNDS**

The Big Lottery Fund is a restricted fund in respect of the Help Desk Co-ordinator, the counselling co-ordinator and other administration, service delivery and office costs

Heart of Birmingham Teaching Primary Care Trust is a restricted fund to provide counselling intervention.

Birmingham City Council Social Care & Health Department is a restricted fund in respect of the Help Desk Supervisor's salary

Vodafone UK Foundation is restricted by the terms of an agreement but can be used for general costs

**11 ASSOCIATED UNDERTAKINGS**

The charity is associated with St Martin's Parochial Church Council by reason of that council's ability to appoint members.

Rent of £15,000 has been paid to St Martin's Parochial Church Council, and £8,000 has been received towards help desk costs, including meal vouchers.

Management charges of £15,288 have been paid to St Martin's Centre