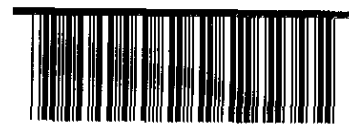


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**Report of the Directors and
Financial Statements for the Year Ended 31 March 2002
for
The Notre Dame Centre
(Limited by Guarantee)**



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COMPANIES HOUSE 28/11/02

**Contents of the Financial Statements
for the Year Ended 31 March 2002**

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**Company Information
for the Year Ended 31 March 2002**

DIRECTORS:	G McSorley Sister P A Graham K Cunningham G Seenan S C Harris Sister K McGhee Sister P Gribbin
SECRETARY:	Frank P McCormick
REGISTERED OFFICE:	1 Dundonald Road Glasgow G12 9LJ
REGISTERED NUMBER:	150187 (Scotland)
AUDITORS:	The Kelvin Partnership Registered Auditors Chartered Accountants The Cooper Building 505 Great Western Road Glasgow G12 8HN
BANKERS:	Bank of Scotland 701 Great Western Road Glasgow G2 4HY
SOLICITORS:	J McSparran & McCormick 19 Waterloo Street Glasgow G2 6AH

**Report of the Directors
for the Year Ended 31 March 2002**

The directors present their report with the financial statements of the company for the year ended 31 March 2002.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the promotion of the welfare of children and young people in Scotland who are suffering from any type of emotional distress.

DIRECTORS

The directors, who are also trustees of the charity, during the year under review were:

Sister K McGhee
G McSorley
K Cunningham
G Seenan
Sister P A Graham
S C Harris
Sister P Gribbin

CHARITABLE STATUS

The company is a Scottish charity as recognised by the Inland Revenue. Its charity reference number is SC002851.

DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS

September 2001 saw the 70th anniversary of the establishment of the Child Guidance Clinic. To celebrate this anniversary a number of events took place during the year. The most significant being the anniversary dinner which was held in May 2001 in the Marriott Hotel and was attended by over 300 people. In September, our 70th anniversary conference was held in Strathclyde University and this was extremely successful with over 100 professionals from a wide variety of organisations attending.

During the year, 658 clients came to the Centre for assessment and therapy; of these, 320 were taken on during the year and 338 continued their therapeutic programme from the previous year. Of the clients whose therapy was completed during this year, 73% completed their therapy in less than 1 year, 16% within 1 - 2 years and the remainder 3+ years. Nineteen clients were adults; of the remaining 639 only 24% lived with their two natural parents.

In addition to this work, staff continued to provide talks, seminars, workshops, supervision and consultative services to a variety of groups and organisations. Psychological assessments were also carried out for two schools in the independent sector. Our second cohort of play therapy trainees are coming to the end of the Post-graduate Certificate in Play Therapy. This course is accredited by Strathclyde University and validated by the Play Therapy Association. It is hoped that 11 students will obtain certification in September. Three of the trainees who gained the Post-graduate Certificate in 2000 are continuing the Diploma in Play Therapy. Seventeen students have accepted places for the third course commencing October 2002.

The Recovery after Trauma Project (Raft) which is funded by the Children's Promise Fund through Children in Need commenced in April 2001. Two full time psychologists and a part time clerical assistant work on the project. The focus of the project is to provide support to children and young people experiencing trauma. This is done through direct support with individual counselling but greater emphasis has been placed on providing support to professionals and others working with children and young people who are suffering trauma. One resource being used to do this is an educational programme developed in Australia called Seasons for Growth. As a result of this development the Centre has become the license holder for this programme in Scotland and the distributor of materials for the UK and Ireland.

Parental surgeries continue to be provided for the education department of East Renfrewshire Council in the health centres at Barrhead and Clarkston. The outreach work at Vale of Leven Hospital has been increased to one and a half days a week with four staff members now being involved.

In July 2001 a new project was established for vulnerable young women. This project is funded by Greater Glasgow Health Board and run in conjunction with the social work department. Two members of staff are involved in this work.

An increasing number of staff are involved in providing in-service training for staff from statutory agencies.

**The Notre Dame Centre
(Limited by Guarantee)**

Report of the Directors continued

for the Year Ended 31 March 2002

In December the Board decided to carry out a full review of the Centre in all its aspects. The review is still underway but will have far reaching implications on both the staff and the work being done.

In August 2002 work will commence on the extension at Fern Tower. It is hoped this additional accommodation will be available in January 2003. It has not been possible to secure planning approval for the installation of a lift at Athole Gardens. Work continues to be done to try to make the premises as accessible as possible for the disabled.

STAFF CHANGES

A number of staff changes took place during the year. In April Mike O'Conner, educational psychologist, who worked with the Centre for two days per week returned to Clackmannanshire on a full time basis. In July Kathryn Williams, music therapist returned to Canada. In August Vanessa McCormack, social worker left for a post in East Dunbartonshire and Sister Maureen McKenzie, learning support teacher left to undertake further training. October saw the departure to full time retirement of our long serving volunteer May McArdle. We were very sorry indeed to lose these individuals and wish them well for the future.

We were pleased in July to welcome Sue Hutchinson as a counsellor and in August to welcome Kate McLaughlin as a music therapist one day per week. In November we welcomed Martin Kearney as social worker and in January Sister Gail Taylor as an educational psychologist.

OBJECTIVES

"The Mission of the Centre is to contribute to the building up of integrated human beings capable of taking their place as members of the family and society."

STRATEGIC AIMS

This Mission will be achieved by :

- ☐ providing a service of the highest quality.
- ☐ ensuring that the needs of clients are addressed professionally, sensitively and expeditiously.
- ☐ maximising efficiency and effectiveness by ensuring that all resources are used to best advantage, thus guaranteeing maximum value for money.
- ☐ reviewing and assessing the training and development needs of staff on a regular basis.

ORGANISATION

The Centre organised in two units, one dealing with children aged from three to twelve, the other for adolescents and young adults.

The Board of Directors meet four times per year.

The company has successfully pursued its policy of establishing contracts on a purchase-provider basis with its main customers in the public sector. This represents the main body of the work.

Additional work has been undertaken in the private sector for schools and other organisations, and for the legal profession.

While work with individuals is the primary activity of the Centre, there continues to be a significant growth in the area of consultancy and training.

**Report of the Directors continued
for the Year Ended 31 March 2002**

REFERRALS/FUNDING

Our main source of referrals continues to be from education, social work and health.

Six health boards refer young people to the Centre: Argyll & Clyde, Ayrshire and Arran, Forth Valley, Tayside, Greater Glasgow and Lanarkshire. Greater Glasgow continues to provide the highest level of funding at £208,429. This year the income from health boards overall increased to £284,826.

Some eight education authorities mainly in the West of Scotland continue to refer young people and the level of funding this year increased slightly to £183,273.

Income from social work departments saw a small increase to £117,243.

FINANCIAL POSITION

The financial position of the company is as shown in the attached accounts. The directors are satisfied with the improvement shown in the accounts from the previous year. While it has not been possible, as was hoped, to achieve self-financing status as yet some movement has been made towards this with the services of the Sisters of Notre Dame now partly being paid for by the Centre.

The Sisters of Notre Dame provide members of staff who work full-time for the Centre but receive remuneration from the Centre equivalent to only 0.5 of their salary. They also allow the Centre the use of their premises at no charge. The equivalent costs to the Centre would have been £40,000 and £10,000 respectively.

The directors regularly review the risks facing the charity to enable them to mitigate those risks and to minimise the impact upon the charity, its clients and its staff should any of those risks materialise.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

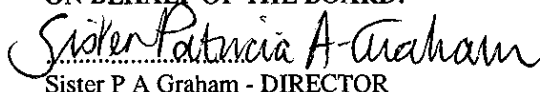
The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITORS

The auditors, The Kelvin Partnership, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

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

ON BEHALF OF THE BOARD:


Sister P A Graham - DIRECTOR

Dated: 1 November 2002

**The Notre Dame Centre
(Limited by Guarantee)**

**Report of the Independent Auditors to the Members of
The Notre Dame Centre
(Limited by Guarantee)**

We have audited the financial statements of The Notre Dame Centre (Limited by Guarantee) for the year ended 31 March 2002 on pages six to eleven. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000), under the historical cost convention (as modified by the revaluation of certain fixed assets) and the accounting policies set out therein.

Respective responsibilities of directors and auditors

As described on page four the company's directors are responsible for the preparation of 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 United Kingdom Auditing Standards.

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 Report of the Directors 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 Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

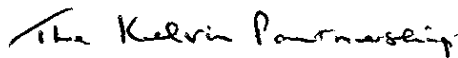
Basis of opinion

We conducted our audit in accordance with United Kingdom Auditing Standards 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 directors 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 of the state of the company's affairs as at 31 March 2002 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



The Kelvin Partnership
Registered Auditors
Chartered Accountants
The Cooper Building
505 Great Western Road
Glasgow
G12 8HN

Dated: 1 November 2002

**The Notre Dame Centre
(Limited by Guarantee)**

**Income and Expenditure Account
incorporating Statement of Financial Activities
For the Year Ended 31 March 2002**

		Unrestricted	Restricted	31.03.02 Total	31.03.01 Total
Notes		£	£	£	£
Income Resources					
Activities to further the Charity's Objectives: Fee income, Grant Income, legacies		644,885	105,015	749,900	618,834
Activities to generate funds: Cottage rental		585	-	585	1,321
Investment income and interest		4,354	-	4,354	27,044
Donations		<u>45,747</u>	<u>-</u>	<u>45,747</u>	<u>33,447</u>
Total Incoming Resources		695,571	105,015	800,586	680,646
Resources Expended					
Direct project expenditure		602,227	68,489	670,716	600,921
Administration and Management		<u>64,318</u>	<u>3,730</u>	<u>68,048</u>	<u>76,182</u>
Total Resources Expended	3	666,545	72,219	738,764	677,103
Net movement in funds		29,026	32,796	61,822	3,543
Total Funds at 1 April 2001		<u>52,591</u>	<u>68,628</u>	<u>121,219</u>	<u>117,676</u>
Total Funds at 31 March 2002		<u>£81,617</u>	<u>£101,424</u>	<u>£183,041</u>	<u>£121,219</u>

The notes form part of these financial statements

**The Notre Dame Centre
(Limited by Guarantee)**

**Balance Sheet
31 March 2002**

		31.3.02		31.3.01	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	4		13,954		8,771
CURRENT ASSETS:					
Debtors	5	290,278		123,924	
Cash at bank and in hand		<u>1,043</u>		<u>60,942</u>	
		291,321		184,866	
CREDITORS: Amounts falling due within one year	6	<u>122,234</u>		<u>72,418</u>	
NET CURRENT ASSETS:			<u>169,087</u>		<u>112,448</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			<u>£183,041</u>		<u>£121,219</u>
RESERVES:					
Income funds	8		<u>183,041</u>		<u>121,219</u>
			<u>£183,041</u>		<u>£121,219</u>

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 Standard for Smaller Entities (effective March 2000).

ON BEHALF OF THE BOARD:


Sister P A Graham - DIRECTOR


K Cunningham - DIRECTOR

Approved by the Board on 1 November 2002

The notes form part of these financial statements

**Notes to the Financial Statements
for the Year Ended 31 March 2002**

1. ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000).

The financial statements have been prepared in compliance with the Statement of Recommended Practice on Charity Accounts.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc	- 10% on reducing balance and 25% on reducing balance
-------------------------	--

Pensions

The company makes contributions to two defined benefit pension schemes on behalf of employees. These are the Strathclyde Pension Fund and the Scottish Teachers Superannuation Scheme. Contributions are charged to the income and expenditure account in the year payable. The company has no liability for any scheme shortfall, neither would it participate in any surplus.

Taxation

The company is a recognised charity and by reason of statute and concession there is no charge to taxation.

Management and administration expenses

Costs which are not wholly identifiable as either direct charitable expenses or management and administrative expenses are apportioned between these cost headings on the basis that 95% of overheads and 30% of salary costs are related to direct charitable expenditure. The balance of these costs are related to management and administrative expenditure.

2. STAFF COSTS

	31.3.02	31.3.01
	£	£
Wages and salaries	532,839	493,656
Social security costs	31,501	30,595
Other pension costs	40,992	39,187
	<u>605,332</u>	<u>563,438</u>

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

	31.3.02	31.3.01
Direct charitable work	24	24
Administration	<u>4</u>	<u>4</u>
	<u>28</u>	<u>28</u>

**Notes to the Financial Statements
for the Year Ended 31 March 2002**

3. TOTAL RESOURCES EXPENDED

Total Resources Expended are stated after charging:

	31.3.02	31.3.01
	£	£
Depreciation - owned assets	3,679	1,844
Auditors' remuneration	<u>2,526</u>	<u>2,350</u>
Directors' emoluments and other benefits etc	<u>-</u>	<u>-</u>

4. TANGIBLE FIXED ASSETS

	<u>Furniture and equipment</u>
	£
COST OR VALUATION:	
At 1 April 2001	63,237
Additions	<u>8,861</u>
At 31 March 2002	<u>72,098</u>
DEPRECIATION:	
At 1 April 2001	54,465
Charge for year	<u>3,679</u>
At 31 March 2002	<u>58,144</u>
NET BOOK VALUE:	
At 31 March 2002	<u>13,954</u>
At 31 March 2001	<u>8,771</u>

In the year ended 31 March 2000 the Board of Directors deemed it prudent to restate the value of furniture and equipment to their approximate realisable worth of £8,000.

Notes to the Financial Statements
for the Year Ended 31 March 2002

5. DEBTORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR

	31.3.02	31.3.01
	£	£
Trade debtors and work in progress	177,385	121,198
Other debtors	110,121	155
Prepayments	2,772	2,571
	<u>290,278</u>	<u>123,924</u>

6. CREDITORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR

	31.3.02	31.3.01
	£	£
Bank loans and overdrafts	9,447	-
Social security and other taxes	10,334	9,770
Deferred income	-	2,454
Sisters of Notre Dame	80,000	40,000
Accrued expenses	22,453	20,194
	<u>122,234</u>	<u>72,418</u>

7. SECURITY

The following secured debts are included within creditors:

	31.3.02	31.3.01
	£	£
Bank overdrafts	9,447	-
	<u>9,447</u>	<u>-</u>

The bank overdraft facility of £50,000 is secured by a guarantee from the Marley Fund held in the form of cash deposits with the Bank of Scotland.

8. INCOME FUNDS

	31.3.02	31.3.01
	£	£
Unrestricted reserves (note 9)	81,617	52,591
Restricted reserves (note 10)	101,424	68,628
	<u>183,041</u>	<u>121,219</u>

**The Notre Dame Centre
(Limited by Guarantee)**

**Notes to the Financial Statements
for the Year Ended 31 March 2002**

9. UNRESTRICTED FUNDS

In the year the Board have reviewed the general reserves position of the charity which exist to cater for fluctuations in the income of The Notre Dame Centre from year to year. The Board have decided upon the following desired provision:

	£
Core costs (6 months provision)	300,000
General fund balance	(218,383)
	<u>£81,617</u>

The Board are considering ways to increase the general free reserves to a position where the designated requirements are able to be met.

10. RESTRICTED FUNDS

	Balance at 31.03.00	Incoming	Outgoing	Balance at 31.03.01
	£	£	£	£
Glasgow UCM	725	-	725	-
Notre Dame Federation	-	2,400	2,150	250
Ronald McDonald trust	266	-	266	-
Children in need (trauma)	57,104	102,615	58,545	101,174
Anonymous donation	10,533	-	10,533	-
	<u>68,628</u>	<u>105,015</u>	<u>72,219</u>	<u>101,424</u>

11. COMPANY STATUS

The company is limited by guarantee. The members undertake to contribute a maximum of £1 each to the company's assets if it should be wound up.

**Income and Expenditure Account
incorporating Statement of Financial Activities
for the Year Ended 31 March 2002**

	Unrestricted	Restricted	31.03.02 Total	31.03.01 Total
	£	£	£	£
Income:				
Education	183,273	-	183,273	178,969
Social work	117,243	-	117,243	78,060
Health board	284,826	-	284,826	212,791
Play therapy course fees	17,722	2,400	20,122	25,582
Glenluce cottage rental	585	-	585	1,321
Tuition and assessment fees	41,821	-	41,821	32,398
Donations and fundraising	45,747	-	45,747	33,447
Marley Fund	2,838	-	2,838	25,699
Children in need	-	102,615	102,615	71,104
Lloyds TSB foundation	-	-	-	14,560
Ronald McDonald trust	-	-	-	-
Legacies	-	-	-	5,370
	<u>694,055</u>	<u>105,015</u>	<u>799,070</u>	<u>679,301</u>
 Direct project expenditure:				
Wages and salaries	428,981	48,684	477,665	432,745
Social security	26,685	1,853	28,538	26,951
Superannuation	36,520	-	36,520	33,035
Provision of administrative and psychological services by the Sisters of Notre Dame	40,000	-	40,000	40,000
Staff development costs	4,391	2,365	6,756	6,002
Telephone	6,265	-	6,265	7,135
Stationery and printing	6,877	584	7,461	5,330
Advertising	740	1,080	1,820	-
Travelling and accommodation	11,369	750	12,119	11,154
Books, materials and provisions	5,657	3,641	9,298	9,063
Repairs and maintenance	11,541	6,657	18,198	9,524
Play therapy course costs	3,582	2,150	5,732	3,134
Glenluce cottage	1,065	725	1,790	900
Sundry expenses	2,651	-	2,651	4,041
Rates and insurance	4,714	-	4,714	4,290
Heat and light	7,694	-	7,694	5,865
Depreciation	3,495	-	3,495	1,752
	<u>602,227</u>	<u>68,489</u>	<u>670,716</u>	<u>600,921</u>
 Excess of income over direct expenditure	91,828	36,526	128,354	78,380
 Other income:				
Interest received	1,516	-	1,516	1,345
	<u>93,344</u>	<u>36,526</u>	<u>129,870</u>	<u>79,725</u>

This page does not form part of the statutory financial statements

**The Notre Dame Centre
(Limited by Guarantee)**

**Income and Expenditure Account
incorporating Statement of Financial Activities continued
for the Year Ended 31 March 2002**

	Unrestricted	Restricted	31.03.02 Total	31.03.01 Total
	£	£	£	£
Brought forward	93,344	36,526	129,870	79,725
Other expenditure:				
Wages and salaries	51,444	3,730	55,174	60,911
Social security	2,963	-	2,963	3,644
Superannuation	4,472	-	4,472	6,152
Telephone	330	-	330	376
Stationery and printing	373	-	373	281
Advertising	96	-	96	820
Repairs and maintenance	693	-	693	502
Sundry expenses	140	-	140	211
Auditors remuneration	2,526	-	2,526	2,350
Rates and insurance	248	-	248	226
Heat and light	405	-	405	309
Bank interest	445	-	445	308
Depreciation	183	-	183	92
	<u>64,318</u>	<u>3,730</u>	<u>68,048</u>	<u>76,182</u>
Net surplus for period	<u>29,026</u>	<u>32,796</u>	<u>61,822</u>	<u>3,543</u>

This page does not form part of the statutory financial statements