

**Report of the Directors and
Financial Statements for the Year Ended 31 March 2000
for
The Notre Dame Centre Limited
(Limited by Guarantee)**



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COMPANIES HOUSE 29/09/00

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for the Year Ended 31 March 2000**

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**Company Information
for the Year Ended 31 March 2000**

| | |
|---------------------------|---|
| DIRECTORS: | Sister M J McCallum G McSorley Sister P A Graham G C McGlone K Bloomer K Cunningham G Seenan S C Harris Sister K McGhee |
| 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 2000

The directors present their report with the financial statements of the company for the year ended 31 March 2000.

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 behavioural disorder.

DIRECTORS

The directors during the year under review were:

| | |
|----------------------|---------------------|
| Sister M J McCallum | |
| G McSorley | |
| Rev M Lynch | - resigned 7.12.99 |
| Sister M T Gallacher | - resigned 7.3.00 |
| Sister P A Graham | |
| G C McGlone | |
| Sister H Darragh | - resigned 7.11.99 |
| K Bloomer | - appointed 14.9.99 |
| K Cunningham | - appointed 14.9.99 |
| G Seenan | - appointed 14.9.99 |
| S C Harris | - appointed 7.3.00 |
| Sister K McGhee | - appointed 7.3.00 |

CHARITABLE STATUS

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

DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS

During the year, 593 clients came to the Centre for assessment and therapy; of these, 305 were taken on during the year and 288 continued their therapeutic programme from the previous year. Of the clients whose therapy was completed during the year, 58% completed their therapy in less than 1 year, 41% within 1-2 years and the remainder 3+ years. Twenty-one clients were adults; of the remaining 572 only 26% lived with their 2 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. Play therapy observational sessions were offered throughout the year to several nurse therapists and other personnel working with young children. Psychological assessments were also carried out for two schools in the independent sector. The second year of the Post-graduate Certificate in Play Therapy, which is accredited by Strathclyde University and validated by the Play Therapy Association, began in October 1999 with six students. In addition the Diploma/Masters in Play Therapy has passed the first stages of approval at the university and it is hoped that the senate will confirm accreditation for both of these courses in June 2000.

The bereavement project, which commenced in April 1998 supported financially by Children-in-Need (£42,000 over 3 years) and from April 1999 also by Lloyds TSB (£29,120 over 2 years) continues to respond to an increasing demand from young people seeking support. This project provides a quick response service to children and young people coping with loss and grief. This year around 110 young people were given help with over 600 individual counselling sessions being provided. In addition many parents/carers have been given advice over the telephone.

Work continues to be done for Greater Glasgow Health Board Child Protection Service as part of the project to provide support to children suffering from abuse, who have been deemed, after a forensic medical, to be in need of therapy. Some 24 young people have been seen and support has also been given to their families/carers.

For a number of years the Centre has provided support to St Andrew's Hospice's 'drop in' centre for children and young people who are or are about to be bereaved. This year at the request of the Hospice the Centre undertook a full evaluation of the 'drop in' and provided a written report for their Board.

In November 1999 at the request of the education department of East Renfrewshire Council staff from the Centre provided parental surgeries for parents/carers of children in Barrhead. From February 2000 surgeries have also been offered at the health clinic in Clarkston.

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

Report of the Directors continued
for the Year Ended 31 March 2000

STAFF CHANGES

We were sorry in December 1999 to lose the services of Willie Slavin Educational Psychologist who retired after over 7 years with the Centre. Also in December we acquired on a part-time basis the services of a qualified Aromatherapist and Benefits Rights Adviser to provide additional help to both staff and clients.

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 and has one committee, the finance committee to enable it to achieve the objectives of the company.

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 of the Centre.

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.

REFERRALS/FUNDING

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

Six health boards continue to refer young people to the Centre namely Argyll & Clyde, Ayrshire and Arran, Forth Valley, Tayside, Greater Glasgow and Lanarkshire. Greater Glasgow continues to provide the highest level of funding at £100,000. Although the numbers being referred by Argyll and Clyde and Lanarkshire continues to increase.

Some eight education authorities mainly in the West of Scotland refer young people with the level of funding increasing this year to £214,448.

Income from social work departments fell this year. Sadly this is due not to a decreasing need but a lack of financial resources.

We have been particularly lucky this year to receive two large donations. The first was from Miss Mary Ledwidge Riley for £25,601 who bequeathed this amount to us in her will and the second was an anonymous donation of £20,000 which has been gifted to allow the appointment of new staff. We are extremely grateful to these two individuals and to all the generous people and organisations who support us year on year.

**Report of the Directors continued
for the Year Ended 31 March 2000**

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 by the year 2000 some movement has been made towards this with the services of the Sisters on 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.

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 surplus or deficit 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 M J McCallum - DIRECTOR

Dated: 29 August 2000

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

We have audited the financial statements on pages six to eleven which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000), under the historical cost convention and the accounting policies set out on page six.

Respective responsibilities of directors and auditors

As described on page two the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with 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 2000 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

The Kelvin Partnership

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

Dated: 29 August 2000

The Notre Dame Centre Limited
(Limited by Guarantee)

Income and Expenditure Account
incorporating Statement of Financial Activities
For the Year Ended 31 March 2000

| | | Unrestricted | Restricted | 31.03.00 Total | 31.03.99 Total |
|---|-------|-----------------------|-----------------------|------------------------|-----------------------|
| | Notes | £ | £ | £ | £ |
| Income | | 554,118 | 75,858 | 629,976 | 567,797 |
| Direct project expenditure | | <u>501,021</u> | <u>35,078</u> | <u>536,099</u> | <u>443,537</u> |
| Excess of income over direct expenses | | 53,097 | 40,780 | 93,877 | 124,260 |
| Administrative expenses | | <u>36,140</u> | <u>24,198</u> | <u>60,338</u> | <u>62,342</u> |
| Operating surplus/(deficit) | 2 | 16,957 | 16,582 | 33,539 | 61,918 |
| Interest receivable and similar income | | <u>1,461</u> | <u>-</u> | <u>1,461</u> | <u>373</u> |
| | | 18,418 | 16,582 | 35,000 | 62,291 |
| Interest payable and similar charges | | <u>298</u> | <u>-</u> | <u>298</u> | <u>659</u> |
| Surplus/(deficit) on ordinary activities before taxation | | 18,120 | 16,582 | 34,702 | 61,632 |
| Tax on surplus from ordinary activities | | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Surplus/(deficit) for financial year after taxation | 3 | 18,120 | 16,582 | 34,702 | 61,632 |
| Diminution in value of fixed assets | | (17,645) | - | (17,645) | - |
| Release of capital fund | | <u>38,448</u> | <u>-</u> | <u>38,448</u> | <u>-</u> |
| | | 38,923 | 16,582 | 55,505 | 61,632 |
| Surplus brought forward | | <u>57,762</u> | <u>4,409</u> | <u>62,171</u> | <u>539</u> |
| Retained surplus carried forward | | <u>£96,685</u> | <u>£20,991</u> | <u>£117,676</u> | <u>£62,171</u> |

The notes form part of these financial statements

The Notre Dame Centre Limited
(Limited by Guarantee)

Balance Sheet
31 March 2000

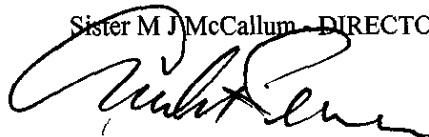
| | | <u>31.3.00</u> | | <u>31.3.99</u> | |
|---|-------|----------------|-----------------|----------------|-----------------|
| | Notes | £ | £ | £ | £ |
| FIXED ASSETS: | | | | | |
| Tangible assets | 4 | | 8,000 | | 28,680 |
| CURRENT ASSETS: | | | | | |
| Debtors | 5 | 122,438 | | 56,367 | |
| Cash at bank and in hand | | <u>10,353</u> | | <u>49,822</u> | |
| | | 132,791 | | 106,189 | |
| CREDITORS: Amounts falling due within one year | 6 | <u>23,115</u> | | <u>34,250</u> | |
| NET CURRENT ASSETS: | | | <u>109,676</u> | | <u>71,939</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES: | | | <u>£117,676</u> | | <u>£100,619</u> |
| RESERVES: | | | | | |
| Income fund | 8 | | 117,676 | | 62,171 |
| Capital fund | 10 | | <u>-</u> | | <u>38,448</u> |
| | | | <u>£117,676</u> | | <u>£100,619</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 M J McCallum - DIRECTOR



G Seenan - DIRECTOR

Approved by the Board on 29 August 2000

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 March 2000

1. ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000).

The financial statements have been prepared in accordance with the Statement of Recommended Practice on *Charity Accounting*.

Tangible fixed assets

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

| | |
|-------------------------|--|
| Furniture and equipment | - 10% on reducing balance and 25% on reducing balance |
|-------------------------|--|

At 31 March 2000 the directors deemed it prudent to adjust the value of fixed assets to reflect their approximate realisable worth.

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

| | 31.3.00 | 31.3.99 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Wages and salaries | 465,809 | 382,111 |
| Social security costs | 30,466 | 24,582 |
| Other pension costs | <u>32,253</u> | <u>22,633</u> |
| | <u>528,528</u> | <u>429,326</u> |

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

| | 31.3.00 | 31.3.99 |
|------------------------|-----------|-----------|
| Direct charitable work | 22 | 23 |
| Administration | <u>5</u> | <u>5</u> |
| | <u>27</u> | <u>28</u> |

Notes to the Financial Statements
for the Year Ended 31 March 2000

3. OPERATING SURPLUS

The operating surplus is stated after charging:

| | 31.3.00 | 31.3.99 |
|--|--------------|--------------|
| | £ | £ |
| Depreciation - owned assets | 4,407 | 5,233 |
| Auditors' remuneration | <u>2,397</u> | <u>3,384</u> |
| Directors' emoluments and other benefits etc | <u>-</u> | <u>-</u> |

4. TANGIBLE FIXED ASSETS

| | Furniture and Equipment |
|----------------------------------|----------------------------|
| | £ |
| COST: | |
| At 1 April 1999 | 76,895 |
| Additions | <u>1,372</u> |
| At 31 March 2000 | <u>78,267</u> |
| DEPRECIATION: | |
| At 1 April 1999 | 48,215 |
| Charge for year | 4,407 |
| Charge to adjust to market value | <u>17,645</u> |
| At 31 March 2000 | <u>70,267</u> |
| NET BOOK VALUE: | |
| At 31 March 2000 | <u>8,000</u> |
| At 31 March 1999 | <u>28,680</u> |

At the end of the year the Board of Directors deemed it prudent to restate the value of furniture and equipment to their approximate realisable worth of £8,000.

**5. DEBTORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR**

| | 31.3.00 | 31.3.99 |
|------------------------------------|----------------|---------------|
| | £ | £ |
| Trade debtors and work in progress | 119,707 | 52,626 |
| Prepayments | <u>2,731</u> | <u>3,741</u> |
| | <u>122,438</u> | <u>56,367</u> |

Notes to the Financial Statements
for the Year Ended 31 March 2000

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

| | 31.3.00 | 31.3.99 |
|---------------------------------|---------------|---------------|
| | £ | £ |
| Social security and other taxes | 9,994 | 8,584 |
| Deferred income | - | 14,100 |
| Accrued expenses | <u>13,121</u> | <u>11,566</u> |
| | <u>23,115</u> | <u>34,250</u> |

7. SECURITY

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

| | 31.3.00 | 31.3.99 |
|------------------------------|----------------|---------------|
| | £ | £ |
| Unrestricted reserves | 96,685 | 57,762 |
| Restricted reserves (note 9) | <u>20,991</u> | <u>4,409</u> |
| | <u>117,676</u> | <u>62,171</u> |

9. RESTRICTED FUNDS

| | Balance at 31.03.99 | Incoming | Outgoing | Balance at 31.03.00 |
|-----------------------------------|------------------------|---------------|---------------|------------------------|
| | £ | £ | £ | £ |
| Marley fund - play therapy course | 1,469 | - | 1,469 | - |
| Glasgow UCM | 2,940 | - | 2,215 | 725 |
| Children in need | - | 14,100 | 14,100 | - |
| Lloyds TSB foundation | - | 14,560 | 14,560 | - |
| Ronald McDonald trust | - | 1,000 | 734 | 266 |
| Marley fund | - | 26,198 | 26,198 | - |
| Anonymous donation | - | 20,000 | - | 20,000 |
| | <u>4,409</u> | <u>75,858</u> | <u>59,276</u> | <u>20,991</u> |

The Notre Dame Centre Limited
(Limited by Guarantee)

Notes to the Financial Statements
for the Year Ended 31 March 2000

10. CAPITAL FUNDS

| | 31.3.00 | 31.3.99 |
|-------------------------|---------------|---------------|
| | £ | £ |
| Brought forward | 38,448 | 38,448 |
| Released to income fund | <u>38,448</u> | <u>-</u> |
| | <u>-</u> | <u>38,448</u> |

This fund represents the net assets of the former Notre Dame Centre taken over by the limited company on 1 September 1994. As the fund was undesignated, the directors have decided to amalgamate it with the income fund.

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 2000

| | Unrestricted | Restricted | 31.03.00 Total | 31.03.99 Total |
|---|----------------|---------------|-------------------|-------------------|
| | £ | £ | £ | £ |
| Income: | | | | |
| Education | 214,448 | - | 214,448 | 203,980 |
| Social work | 75,624 | - | 75,624 | 100,717 |
| Health board | 180,584 | - | 180,584 | 151,794 |
| Other contracts | 3,500 | - | 3,500 | 6,700 |
| Play therapy course fees | 11,868 | - | 11,868 | 16,393 |
| Glenluce cottage rental | 1,010 | - | 1,010 | - |
| Tuition and assessment fees | 24,967 | - | 24,967 | 19,254 |
| Donations from individuals | 16,516 | 20,000 | 36,516 | 8,835 |
| Legacy | 25,601 | - | 25,601 | - |
| Marley fund | - | 26,198 | 26,198 | 32,946 |
| Marley fund - play therapy course | - | - | - | 10,000 |
| Glasgow UCM | - | - | - | 2,940 |
| Children in need | - | 14,100 | 14,100 | 14,238 |
| Lloyds TSB foundation | - | 14,560 | 14,560 | - |
| Ronald McDonald trust | - | 1,000 | 1,000 | - |
| | <u>554,118</u> | <u>75,858</u> | <u>629,976</u> | <u>567,797</u> |
| Direct project expenditure: | | | | |
| Wages and salaries | 442,634 | 30,660 | 473,294 | 376,031 |
| Staff development costs | 3,736 | - | 3,736 | 3,264 |
| Telephone | 7,507 | - | 7,507 | 7,084 |
| Stationery and printing | 6,535 | - | 6,535 | 8,221 |
| Travelling and accommodation | 11,531 | - | 11,531 | 8,785 |
| Books, materials and provisions | 5,421 | - | 5,421 | 6,098 |
| Repairs and maintenance | 3,348 | 734 | 4,082 | 5,387 |
| Play therapy course costs | 698 | 1,469 | 2,167 | 8,531 |
| Glenluce cottage | 1,272 | 2,215 | 3,487 | 157 |
| Sundry expenses | 4,467 | - | 4,467 | 4,273 |
| Rates and insurance | 3,881 | - | 3,881 | 3,040 |
| Heat and light | 5,804 | - | 5,804 | 7,697 |
| Depreciation | 4,187 | - | 4,187 | 4,972 |
| | <u>501,021</u> | <u>35,078</u> | <u>536,099</u> | <u>443,537</u> |
| Excess of income over direct expenditure | 53,097 | 40,780 | 93,877 | 124,260 |
| Other income: | | | | |
| Interest received | 1,461 | - | 1,461 | 373 |
| | <u>54,558</u> | <u>40,780</u> | <u>95,338</u> | <u>124,633</u> |
| Carried forward | | | | |

The Notre Dame Centre Limited
(Limited by Guarantee)

Income and Expenditure Account
incorporating Statement of Financial Activities continued
for the Year Ended 31 March 2000

| | Unrestricted | Restricted | 31.03.00 Total | 31.03.99 Total |
|----------------------------|-------------------|-------------------|-------------------|-------------------|
| | £ | £ | £ | £ |
| Brought forward | 54,558 | 40,780 | 95,338 | 124,633 |
| Other expenditure: | | | | |
| Wages and salaries | 31,036 | 24,198 | 52,234 | 53,294 |
| Telephone | 395 | - | 395 | 373 |
| Stationery and printing | 344 | - | 344 | 433 |
| Advertising | 494 | - | 494 | 2,226 |
| Repairs and maintenance | 215 | - | 215 | 284 |
| Sundry expenses | 236 | - | 236 | 224 |
| Auditors remuneration | 2,397 | - | 2,397 | 3,384 |
| Legal and professional | 294 | - | 294 | 1,298 |
| Rates and insurance | 204 | - | 204 | 160 |
| Heat and light | 305 | - | 305 | 405 |
| Bank interest | 298 | - | 298 | 659 |
| Depreciation | 220 | - | 220 | 261 |
| | <u>36,438</u> | <u>24,198</u> | <u>60,636</u> | <u>63,001</u> |
| Net surplus for period | <u>18,120</u> | <u>16,582</u> | <u>34,702</u> | <u>61,632</u> |

This page does not form part of the statutory financial statements