

**Report of the Directors and
Financial Statements for the Year Ended 31 March 2003
for
The Notre Dame Centre
(Limited by Guarantee)**



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for the Year Ended 31 March 2003**

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**Company Information
for the Year Ended 31 March 2003**

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

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

**Report of the Directors
for the Year Ended 31 March 2003**

The directors and trustees present their report with the financial statements of the company for the year ended 31 March 2003.

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.

COMPANY STATUS

The Notre Dame Centre is a company limited by guarantee, incorporated in Scotland (registration number 150187), and is also a Scottish charity recognised by the Inland Revenue (charity reference number SCO02851). It is governed by its Memorandum and Articles of Association which sets out the method of appointing directors.

DIRECTORS AND TRUSTEES

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

Sister Kathleen McGhee
George McSorley
Kenneth Cunningham
Gerard Seenan
Sister Patricia Anne Graham
Stephen Harris
Sister Patricia Gribben

DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS

During the year, 575 (plus 107 RaFT) clients came to the Centre for assessment and therapy; of these, 263 were taken on during the year and 312 continued their therapeutic programme from the previous year. Of the clients whose therapy was completed during this year, 54% completed their therapy in less than 1 year, 42% within 1-2 years and the remainder 3+ years. 18 clients were adults; of the remaining 557 only 27% 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. Psychological assessments were also carried out for a school in the independent sector. Our second cohort of 11 play therapy trainees successfully completed the Post-graduate Certificate in Play Therapy. This course is accredited by Strathclyde University and validated by the British Association of Play Therapy. Three of the trainees who gained the Post graduate Certificate in 2000 are continuing the Diploma in Play Therapy and seven of the new graduates have commenced the Diploma Course. Sixteen students commenced the third Certificate course in October 2002.

The Recovery after Trauma Project (RaFT) which is funded by the Children's Promise Fund through Children in Need which commenced in April 2001 continues to flourish. 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.

Parental surgeries continue to be provided for the education department of East Renfrewshire Council as does the outreach work at Vale of Leven Hospital. The vulnerable young womens project now called simply the young womens project, which is funded by Greater Glasgow Health Board and run in conjunction with the social work department, has seen some 48 young people since it started in July 2001. Outreach work is also being done one day per week in Ardrossan Academy.

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

The review of the Centre has been completed and Janet Barr and Christine Liddle have been appointed depute clinical directors for the Clinic and Fern Tower respectively. They will take up their new posts on 1 April 2003. A number of other changes have also taken place as a result of the review the most significant being the decision by four members of staff not to accept the new contracts being offered but to opt instead for redundancy.

**The Notre Dame Centre
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**Report of the Directors
for the Year Ended 31 March 2003**

Work commenced on the extension at Fern Tower in October and we hope to have the new rooms operational by the middle of April. This will make a tremendous difference to our work with ten new rooms being available. The directors and staff of the Centre are very grateful to the Sisters of Notre Dame for financing the extension work.

STAFF CHANGES

A number of staff changes took place during the year. In July Tracy Thomson secretary in the Clinic left to join Strathclyde Police. We were very sorry to see Tracy leave but we wish her well in her new career. The four members of staff, Margaret Clark, Barbara Daly, Dorothy O'Brien and Jean Stewart who had opted to be made redundant left on 31 August. We wish each of them well in their new positions.

We were pleased in April to welcome Deirdre Anderson as part time trainee art therapist and in July Samantha Murphy as receptionist/telephonist in the Clinic. In August we also welcomed Paul Murphy as assistant educational psychologist and Gwen Richardson as play therapist. We were also happy to have with us from September a new volunteer Ruth Babbington. In November we welcomed Michael Sweeney as group worker. We were also happy in January to see the return of Moshe Price 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.

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

**Report of the Directors
for the Year Ended 31 March 2003**

ORGANISATION

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

The Board of Directors meets four times per year.

The company has successfully pursued its policy of establishing contracts on a purchaser-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.

REFERRALS/FUNDING

The 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 £220,000. This year the income from health boards was £313,360.

Some eight education authorities mainly in the West of Scotland continue to refer young people with the level of funding this year being £189,217.

Income from social work departments was £111,696

FINANCIAL POSITION

The financial position of the company is as shown in the attached accounts. While the directors are disappointed with the position it is not unexpected given the disruption to client work due to the building of the extension and it is hoped that this will not affect the financial situation long term. No further movement towards self-financing status has been made this year but part of the services of the Sisters on Notre Dame continue to be paid for by the Centre.

The Sisters of Notre Dame allow the Centre the use of their premises at no charge and a conservative estimate of equivalent cost to the Centre would be £10,000.

STATEMENT ON RISK

During the year, as part of an ongoing general review of the organisation's activities, a detailed examination of the major risks to which the organisation may be exposed, was undertaken. Those risks, as highlighted by the Directors, have been reviewed and systems have been established to mitigate them.

RESERVES POLICY

The Directors continue to closely monitor the Charity's finances, with the agreed policy objectives of securing the future of the Charity's projects by establishing a working reserve to provide at least three months full operational costs, and maximising the funds available to promote the welfare of children and young people in Scotland.

**Report of the Directors
for the Year Ended 31 March 2003**

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 company's financial activities during the year and of its financial position at the end of the year. 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 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

Patricia Graham

Patricia Graham
Director and Trustee

Dated: 1 September 2003

**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 2003 on pages seven to thirteen. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), 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 2003 and of its profit 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: 1 September 2003

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

**Income and Expenditure Account
incorporating Statement of Financial Activities
For the Year Ended 31 March 2003**

		Unrestricted	Restricted	31.03.03 Total	31.03.02 Total
	Notes	£	£	£	£
Incoming Resources					
Activities to further the Charity's objectives: Fee income, Grant income		697,693	137,162	834,855	749,900
Activities to generate funds: Cottage rental		1,259	-	1,259	585
Investment income and interest		2,640	-	2,640	4,354
Donations		<u>52,964</u>	<u>16,280</u>	<u>69,244</u>	<u>45,747</u>
Total Incoming Resources		<u>754,556</u>	<u>153,442</u>	<u>907,998</u>	<u>800,586</u>
Resources Expended					
Costs of generating funds		-	-	-	-
Direct project expenditure		747,686	108,872	856,558	670,716
Administration and Management		<u>72,748</u>	<u>4,309</u>	<u>77,057</u>	<u>68,048</u>
Total Resources Expended	3	<u>820,434</u>	<u>113,181</u>	<u>933,615</u>	<u>738,764</u>
Net movement in funds		(65,878)	40,261	(25,617)	61,822
Total Funds at 1 April 2002		<u>81,617</u>	<u>101,424</u>	<u>183,041</u>	<u>121,219</u>
Total Funds at 31 March 2003		<u>£15,739</u>	<u>£141,685</u>	<u>£157,424</u>	<u>£183,041</u>

The notes form part of these financial statements

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

**Balance Sheet
31 March 2003**

		<u>31.3.03</u>		<u>31.3.02</u>	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	4		26,737		13,954
CURRENT ASSETS:					
Debtors	5	268,479		290,278	
Cash at bank and in hand		<u>28,513</u>		<u>1,043</u>	
		296,992		291,321	
CREDITORS: Amounts falling due within one year	6	<u>46,305</u>		<u>42,234</u>	
NET CURRENT ASSETS:			<u>250,687</u>		<u>249,087</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			277,424		263,041
CREDITORS: Amounts falling due after more than one year	7		<u>120,000</u>		<u>80,000</u>
			<u>£157,424</u>		<u>£183,041</u>
RESERVES:					
Income funds	8		<u>157,424</u>		<u>183,041</u>
			<u>£157,424</u>		<u>£183,041</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 June 2002).

ON BEHALF OF THE BOARD:

Sister P. A. Graham
.....
Sister P A Graham - DIRECTOR

K. Cunningham
.....
K. Cunningham - DIRECTOR

Approved by the Board on 1 September 2003

The notes form part of these financial statements

**Notes to the Financial Statements
for the Year Ended 31 March 2003**

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 June 2000).

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

Incoming resources

Fee income, grants received and donations are included in incoming resources when they are receivable. Income from activities to generate funds is shown gross, with the associated costs included in costs to generate funds.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of any VAT which cannot be recovered.

Funds

Unrestricted funds are donations and other incoming funds receivable or generated for the objects of the Charity without specific purpose and are available as general funds. Restricted funds are to be used for specific purposes as laid down by the donor.

Tangible fixed assets

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

Fixtures and fittings	- 10% on reducing balance
Equipment	- 25% on reducing balance

Individual fixed assets costing £600 or more are capitalised at cost.

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.

**Notes to the Financial Statements
for the Year Ended 31 March 2003**

2. STAFF COSTS

	31.3.03	31.3.02
	£	£
Wages and salaries	683,010	532,839
Social security costs	37,375	31,501
Other pension costs	<u>55,891</u>	<u>40,992</u>
	<u>776,276</u>	<u>605,332</u>

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

	31.3.03	31.3.02
Direct charitable work	25	24
Administration	<u>4</u>	<u>4</u>
	<u>29</u>	<u>28</u>

No employee received remuneration of more than £50,000.

3. TOTAL RESOURCES EXPENDED

Total Resources Expended are stated after charging:

	31.3.03	31.3.02
	£	£
Depreciation - owned assets	7,535	3,679
Auditors' remuneration	<u>2,912</u>	<u>2,526</u>
Directors' emoluments and other benefits etc	<u>-</u>	<u>-</u>

Notes to the Financial Statements
for the Year Ended 31 March 2003

4. TANGIBLE FIXED ASSETS

	Fixtures and equipment
	£
COST OR VALUATION:	
At 1 April 2001	72,098
Additions	<u>20,319</u>
At 31 March 2002	<u>92,417</u>
DEPRECIATION:	
At 1 April 2001	58,144
Charge for year	<u>7,536</u>
At 31 March 2002	<u>65,680</u>
NET BOOK VALUE:	
At 31 March 2002	<u>26,737</u>
At 31 March 2001	<u>13,954</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.

5. DEBTORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR

	31.3.03 £	31.3.02 £
Trade debtors and work in progress	169,489	177,385
Other debtors	95,937	110,121
Prepayments	<u>3,053</u>	<u>2,772</u>
	<u>268,479</u>	<u>290,278</u>

6. CREDITORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR

	31.3.03 £	31.3.02 £
Bank loans and overdrafts	-	9,447
Social security and other taxes	12,640	10,334
Other creditors	3,933	-
Accrued expenses	<u>29,732</u>	<u>22,453</u>
	<u>46,305</u>	<u>42,234</u>

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

**Notes to the Financial Statements
for the Year Ended 31 March 2003**

**7. CREDITORS: AMOUNTS FALLING
AFTER MORE THAN ONE YEAR**

	31.3.03	31.3.02
	£	£
Sisters of Notre Dame	<u>120,000</u>	<u>80,000</u>

The Sisters of Notre Dame have agreed to defer repayment of the above creditor for a period of at least five years.

8. INCOME FUNDS

	31.3.03	31.3.02
	£	£
Unrestricted reserves (note 9)	15,739	81,617
Restricted reserves (note 10)	<u>141,685</u>	<u>101,424</u>
	<u>157,424</u>	<u>183,041</u>

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:

	31.3.03	31.3.02
	£	£
Core costs (3 months provision)	200,000	150,000
Shortfall	<u>(184,261)</u>	<u>(68,383)</u>
General fund balance	<u>15,739</u>	<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 31.03.02	Incoming	Outgoing	Balance at 31.03.03
	£	£	£	£
Notre Dame Federation	250	3,600	650	3,200
Marley Fund	-	64,000	9,196	54,804
Children in need (trauma)	101,174	73,162	95,335	79,001
Anonymous donation - play therapy	-	7,680	3,000	4,680
- computer equipment	-	5,000	5,000	-
	<u>101,424</u>	<u>153,442</u>	<u>113,181</u>	<u>141,685</u>

**Notes to the Financial Statements
for the Year Ended 31 March 2003**

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.

12. DONATIONS

The Notre Dame Centre acknowledges with thanks all donations, as detailed in full in the annual report, and especially notes the following:

	£
Marley Fund	65,537
Children In Need	73,162
Notre Dame Federation	3,600
Solidarity	10,000

Income and Expenditure Account
incorporating Statement of Financial Activities
for the Year Ended 31 March 2003

	Unrestricted	Restricted	31.03.03 Total	31.03.02 Total
	£	£	£	£
Income:				
Education	189,217	-	189,217	183,273
Social work	111,696	-	111,696	117,243
Health board	313,360	-	313,360	284,826
Play therapy course fees	40,000	-	40,000	20,122
Glenluce cottage rental	1,259	-	1,259	585
Tuition and assessment fees	43,420	-	43,420	41,821
Donations from individuals	52,964	16,280	69,244	45,747
Marley Fund	1,537	64,000	65,537	2,838
Children in need	-	73,162	73,162	102,615
	<u>753,453</u>	<u>153,442</u>	<u>906,895</u>	<u>799,070</u>
 Direct project expenditure:				
Wages and salaries	501,454	79,320	580,774	477,665
Redundancy, backdated wages and salaries	35,493	5,635	41,128	-
Social security	25,401	8,181	33,582	28,538
Superannuation	51,287	-	51,287	36,520
Staff development costs	5,113	1,834	6,947	6,756
Telephone	6,798	-	6,798	6,265
Stationery and printing	9,935	1,056	10,991	7,461
Advertising	571	-	571	1,820
Travelling and accommodation	14,917	736	15,653	12,119
Books, materials and provisions	6,263	2,622	8,885	9,298
Repairs and maintenance	15,886	838	16,724	18,198
Play therapy course costs	2,740	3,650	6,390	5,732
Glenluce cottage	1,576	-	1,576	1,790
Sundry expenses	770	-	770	2,651
Rates and insurance	5,741	-	5,741	4,714
Heat and light	8,649	-	8,649	7,694
Depreciation	7,160	-	7,160	3,495
Provision of administrative and psychological services by the Sisters of Notre Dame	40,000	-	40,000	40,000
Legal & professional	7,932	-	7,932	-
Computer equipment	-	5,000	5,000	-
	<u>747,686</u>	<u>108,872</u>	<u>856,558</u>	<u>670,716</u>
 Excess of income over direct expenditure	5,767	44,570	50,337	128,354
 Other income:				
Interest received	1,103	-	1,103	1,516
 Carried forward	6,870	44,570	51,440	129,870

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

**Income and Expenditure Account
incorporating Statement of Financial Activities continued
for the Year Ended 31 March 2003**

	Unrestricted	Restricted	31.03.03 Total	31.03.02 Total
	£	£	£	£
Brought forward	6,870	44,570	51,440	129,870
Other expenditure:				
Wages and salaries	56,807	4,301	61,108	55,174
Social security	3,785	8	3,793	2,963
Superannuation	4,604	-	4,604	4,472
Telephone	358	-	358	330
Stationery and printing	368	-	368	373
Advertising	30	-	30	96
Repairs and maintenance	880	-	880	693
Sundry expenses	41	-	41	140
Auditors remuneration	2,912	-	2,912	2,525
Legal & professional	1,500	-	1,500	-
Rates and insurance	302	-	302	248
Heat and light	455	-	455	405
Bank interest	331	-	331	445
Depreciation	375	-	375	184
	<u>72,748</u>	<u>4,309</u>	<u>77,057</u>	<u>68,048</u>
Net deficit/surplus for period	<u>(65,878)</u>	<u>40,261</u>	<u>(25,617)</u>	<u>61,822</u>

This page does not form part of the statutory financial statements