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The Notre Dame Centre
Report of the Directors and Trustees
and Financial Statements
for the Year Ended 31 March 1999

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The Notre Dame Centre

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for the Year Ended 31 March 1999**

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The Notre Dame Centre
Company Information
for the Year Ended 31 March 1999

DIRECTORS AND TRUSTEES:	Sister Mary Josephine McCallum George McSorley Rev Michael Lynch Sister Maire Teresa Gallagher Sister Patricia Anne Graham Gerard Corbett McGlone Sister Helen Darragh
SECRETARY:	Frank P McCormick
REGISTERED OFFICE:	1 Dundonald Road Glasgow G12 9LJ
REGISTERED NUMBER:	150187 (Scotland)
SCOTTISH CHARITY NUMBER:	SC002851
AUDITORS:	E. Gillespie & Company Accountants Registered Auditors 201 Bath Street Glasgow G2 4HY
BANKERS:	Bank of Scotland 701 Great Western Road Glasgow G12 8RB
SOLICITORS:	J McSparran & McCormick 19 Waterloo Street Glasgow G2 6AH

The Notre Dame Centre

Report of the Directors and Trustees for the Year Ended 31 March 1999

The directors and trustees present their report with the financial statements of the company for the year ended 31 March 1999.

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 AND TRUSTEES

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

Sister Mary Josephine McCallum
George McSorley
Rev Michael Lynch
Sister Maire Teresa Gallagher
Sister Patricia Anne Graham
Mary Josephine Cullen – resigned 31.3.99
Gerard Corbett McGlone
Sister Helen Darragh

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.

OBJECTIVES

The charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

"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."

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

Report of the Directors and Trustees for the Year Ended 31 March 1999

ORGANISATION

The Centre is organised into 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 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 purchaser-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 working with individuals is the primary activity of the Centre, there has been significant growth in the area of consultancy and training.

DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS

During the year, 544 clients came to the Centre for assessment and therapy; of these, 268 were taken on during the year and 276 continued their therapeutic programme from the previous year. Of the clients whose therapy was completed during this year, 49% completed their therapy in less than 1 year, 39% within 1-2 years and the remainder 3+ years. 22 clients were adults; of the remaining 522, only 28% 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 establishments. Training placements were offered to one care worker trainee and one student undertaking teacher training. 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 Post-graduate Certificate in Play Therapy was accredited by Strathclyde University and validated by the Play Therapy Association. The course commenced in October 1998 with 9 students. In April 1998 a bereavement project commenced supported by a grant from Children-in-Need of £14,000 over 3 years. This project provides a quick response service to children and young people coping with loss and grief. In total around 384 appointments have been offered and in addition many parents/ carers have been given advice over the telephone. A pilot project commenced in September funded by the Greater Glasgow Health Board Child Protection Services. This project provides support to children suffering from abuse and who have been deemed after a forensic to be in need of therapy of any kind. An increasing number of staff are involved in providing in-service training for staff from statutory agencies.

STAFF CHANGES

There were a number of staff changes during the course of the year. In May Mrs Alison Caskie, referral secretary resigned. In August three new members of staff took up post - Diane Day, Clerical Assistant, Vanessa McCormack, Social Worker and David Murray, Psychologist. We also secured the service of a music therapist, Jane Bowler one day per week from September.

The Notre Dame Centre

**Report of the Directors and Trustees
for the Year Ended 31 March 1999**

REFERRALS/FUNDING

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

A total of 6 health boards now 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 £79,000. This has now been considered as payment rather than a grant.

A total of 8 education authorities mainly in the West of Scotland now refer young people with the level of funding being around £204,000.

Some 12 social work departments across Scotland refer young people which generates income of around £100,000.


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. This has been achieved by a re-costing of the service and the development of costed treatment packages. It is still hoped that the company will be able to be self-financing by the year 2000.

The Sisters of Notre Dame provide members of staff who work for the Centre at no cost. They also allow the Centre the use of their premises at no charge. The equivalent costs to the Centre would have been £80,000 and £10,000 respectively.

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:


Mary Josephine McCallum
Director and Trustee

Dated: 1 June 1999

The Notre Dame Centre

**Report of the Auditors to the Members of
The Notre Dame Centre**

We have audited the financial statements on pages six to eleven which have been prepared under the historical cost convention and the accounting policies set out on page eight.

Respective responsibilities of directors and auditors

As described on page two the company's directors, who also act as trustees for the charitable activities of The Notre Dame Centre, are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on the financial 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 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 as to whether 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 charitable company's state of affairs as at 31 March 1999 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



E. Gillespie & Company
Accountants
Registered Auditors
201 Bath Street
Glasgow
G2 4HY

Dated: 18 June 1999

The Notre Dame Centre
Statement of Financial Activities
and Income and Expenditure Account
for the Year Ended 31 March 1999

	Notes	Unrestricted Funds	Restricted Funds	Total 1999	Total 1998
		£	£	£	£
Incoming Resources					
Local Authority contracts	2	456,491	-	456,491	366,469
Other contracts		6,700	-	6,700	6,600
Tuition and assessment fees		19,254	-	19,254	18,513
Play therapy course fees		16,393	-	16,393	-
Donations and fundraising	3	8,835	60,124	68,959	43,310
Interest receivable		373	-	373	488
Total Income		<u>508,046</u>	<u>60,124</u>	<u>568,170</u>	<u>435,380</u>
Resources Expended					
Direct charitable expenditure	4	404,890	38,647	443,537	381,625
Management and administration	5	45,933	17,068	63,001	81,956
Total Expenditure		<u>450,823</u>	<u>55,715</u>	<u>506,538</u>	<u>463,581</u>
Net (Outgoing)/Incoming Resources for the Year		<u>57,223</u>	<u>4,409</u>	<u>61,632</u>	<u>(28,201)</u>

Statement of Income and Expenditure Account

	Unrestricted Funds	Restricted Funds	Total 1999	1998
	£	£	£	£
Net (outgoing)/income for the year	57,223	4,409	61,632	(28,201)
Balances brought forward	539	-	539	28,740
Balances carried forward	<u>57,762</u>	<u>4,409</u>	<u>62,171</u>	<u>539</u>

The notes form part of these financial statements

The Notre Dame Centre

Balance Sheet
31 March 1999

	Notes	1999		1998	
		£	£	£	£
FIXED ASSETS					
Tangible assets	7		28,680		33,032
CURRENT ASSETS					
Debtors	8	56,367		44,186	
Cash at bank and in hand		<u>49,822</u>		<u>2,519</u>	
		106,189		46,705	
CREDITORS: Amounts falling due within one year	9	<u>34,250</u>		<u>40,750</u>	
NET CURRENT ASSETS/(LIABILITIES)			<u>71,939</u>		<u>5,955</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>100,619</u>		<u>38,987</u>
CAPITAL FUNDS					
Endowments	11		38,448		38,448
INCOME FUNDS					
Unrestricted			57,762		539
Restricted	12		<u>4,409</u>		<u>-</u>
			<u>100,619</u>		<u>38,987</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 1999).

ON BEHALF OF THE BOARD:

Mary Josephine McCallum
Mary Josephine McCallum
Director and Trustee

Michael Lynch
Michael Lynch
Director and Trustee

Approved by the Board on 1 June 1999

The notes form part of these financial statements

The Notre Dame Centre
Notes to the Financial Statements
for the Year Ended 31 March 1999

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 1999).

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.

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

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. LOCAL AUTHORITY CONTRACTS

	1999 £	1998 £
Education	203,980	149,726
Social work	100,717	86,535
Health board	151,794	130,208
	<u>456,491</u>	<u>366,469</u>

3. DONATIONS AND FUNDRAISING

	1999 £	1998 £
Donations from individuals	8,835	15,197
Marley Trust	32,946	28,113
Marley Trust - Play Therapy Course	10,000	-
Children in Need	14,238	-
Glasgow UCM	2,940	-
	<u>68,959</u>	<u>43,310</u>

The Notre Dame Centre
Notes to the Financial Statements
for the Year Ended 31 March 1999

4. DIRECT CHARITABLE EXPENDITURE

	Unrestricted £	Restricted £	1999 Total £	1998 Total £
Salaries and related costs	345,915	30,116	376,031	318,855
Staff development costs	3,264	-	3,264	4,440
Telephone	7,084	-	7,084	6,915
Stationery and printing	8,221	-	8,221	6,059
Books, materials and provisions	6,098	-	6,098	6,479
Travel expenses	8,782	-	8,782	8,936
Play therapy course costs	-	8,531	8,531	-
Glenluce cottage	157	-	157	(25)
General expenses	4,273	-	4,273	4,758
Rates and insurance	3,040	-	3,040	2,889
Heat and light	7,697	-	7,697	7,170
Repairs and maintenance	5,387	-	5,387	9,190
Depreciation	4,972	-	4,972	5,959
	<u>404,890</u>	<u>38,647</u>	<u>443,537</u>	<u>381,625</u>

5. MANAGEMENT AND ADMINISTRATION

	Unrestricted £	Restricted £	1999 Total £	1998 Total £
Salaries and related costs	36,226	17,068	53,294	71,824
Auditors remuneration	3,384	-	3,384	2,538
Other professional fees	1,298	-	1,298	4,345
Other administrative costs	5,025	-	5,025	3,249
	<u>45,933</u>	<u>17,068</u>	<u>63,001</u>	<u>81,956</u>

6. STAFF COSTS

No remuneration was paid to trustees in the year, however, the cost of Board meetings during the year was £172. The costs of other staff were:

	1999	1998
Wages and salaries	382,110	350,241
Social security costs	24,582	22,368
Superannuation	22,633	18,070
	<u>429,325</u>	<u>390,679</u>

The average weekly number of staff employed by the Centre during the year was as follows:

	1999	1998
Direct charitable work	23	21
Administration	5	5

The Notre Dame Centre
Notes to the Financial Statements
for the Year Ended 31 March 1999

7. TANGIBLE FIXED ASSETS

**Furniture &
Equipment**

£

COST:

At 1 April 1998

76,014

Additions

881

At 31 March 1999

76,895

DEPRECIATION:

At 1 April 1998

42,982

Charge for year

5,233

At 31 March 1999

48,215

NET BOOK VALUE:

At 31 March 1999

28,680

At 31 March 1998

33,032

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

1999

1998

£

£

Trade debtors

52,626

41,704

Prepaid charges

3,741

2,482

56,367

44,186

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

1999

1998

£

£

Bank overdraft

-

15,532

Social security and other taxes

8,584

7,463

Accrued expenses

11,566

17,755

Deferred income

14,100

-

34,250

40,750

The Notre Dame Centre
Notes to the Financial Statements
for the Year Ended 31 March 1999

10. SECURED DEBTS

The following secured debts are included within creditors:

	1999 £	1998 £
Bank overdraft	<u>-</u>	<u>15,532</u>

The bank overdraft is secured by a letter of pledge by The Marley Trust Fund in favour of The Notre Dame Centre.

11. CAPITAL FUNDS

	1999 £	1998 £
Endowment fund	<u>38,448</u>	<u>38,448</u>

This fund represents the net assets of the former Notre Dame Centre taken over by the limited company at 1 September 1994.

12. RESTRICTED FUNDS

	Incoming £	Outgoing £	Balance at 31.3.99 £
Marley Trust	32,946	32,946	-
Marley Trust - Play Therapy Course	10,000	8,531	1,469
Children in Need	14,238	14,238	-
Glasgow UCM	2,940	-	2,940
	<u>60,124</u>	<u>55,715</u>	<u>4,409</u>

The Notre Dame Centre
Detailed Expenditure Statement
for the Year Ended 31 March 1999

	Direct Charitable	Admin	Total 1999	1998
	£	£	£	£
Salaries and related costs	376,031	53,294	429,325	390,679
Staff development costs	3,264	-	3,264	4,440
Advertising	-	2,226	2,226	-
Telephone	7,084	373	7,457	7,279
Stationery and printing	8,221	433	8,654	6,378
Books, materials and provisions	6,098	-	6,098	6,479
Travel expenses	8,782	-	8,782	8,936
Play therapy course costs	8,531	-	8,531	-
Glenluce cottage	157	-	157	(25)
General expenses	4,273	224	4,497	5,129
Auditors remuneration	-	3,384	3,384	2,538
Other professional fees	-	1,298	1,298	4,345
Rates and insurance	3,040	160	3,200	3,041
Heat and light	7,697	405	8,102	7,547
Repairs and maintenance	5,387	284	5,671	9,674
Dep'n - Furniture and fittings	2,055	108	2,163	2,369
Dep'n - Equipment	2,917	153	3,070	3,903
Bank interest	-	659	659	869
Total expenditure	<u>443,537</u>	<u>63,001</u>	<u>506,538</u>	<u>463,581</u>

This page does not form part of the statutory financial statements