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**Report of the Directors and
Financial Statements for the Year Ended 31 March 2001
for
The Notre Dame Centre
(Limited by Guarantee)**

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for the Year Ended 31 March 2001**

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**Company Information
for the Year Ended 31 March 2001**

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 2001**

The directors present their report with the financial statements of the company for the year ended 31 March 2001.

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 during the year under review were:

Sister M J M McCallum	- resigned 5.9.00
G McSorley	
Sister P A Graham	
G C McGlone	- resigned 5.9.00
K Bloomer	- resigned 6.9.00
K Cunningham	
G Seenan	
S C Harris	
Sister K McGhee	
Sister P Gribbin	- appointed 5.12.00

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, 609 clients came to the Centre for assessment and therapy; of these, 279 were taken on during the year and 330 continued their therapeutic programme from the previous year. Of the clients whose therapy was completed during the year, 55% completed their therapy in less than 1 year, 37% within 1-2 years and the remainder 3+ years. Eighteen clients were adults; of the remaining 591 only 23% 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 two schools in the independent sector. Five of our six play therapy trainees gained the Post-graduate Certificate in Play Therapy, accredited by Strathclyde University and validated by the British Association of Play Therapists. The second certificate course began in October 2000 with twelve new students and in addition four of the trainees who gained the Post Graduate Certificate commenced the Diploma in Play Therapy. Both the Diploma and the Masters received accreditation from Strathclyde University 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) came to an end on 31 March 2001. This project provided a quick response service to children and young people coping with loss and grief. During this last year of the project some 260 people were given help with over 1,000 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 32 young people have been seen and support has also been given to their families/carers.

Parental surgeries continue to be provided for the education department of East Renfrewshire Council in the health centres at Barrhead and Clarkston. Outreach work continues to be done on a weekly basis at Vale of Leven Hospital.

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

For some years the Centre has been short of accommodation, particularly in the adolescent unit. In previous years the Board has considered the possibility of moving to a single site but more recently has agreed that the Centre should remain on its current split site. The Board has agreed to pursue the possibility of an extension to the site at 1 Dundonald Road and the insertion of a lift at 20 Athole Gardens to maximise current space. Both of these proposals have considerable financial implications, but it is hoped that a large percentage of the cost can be funded from external agencies, eg The National Lottery Board.

**Report of the Directors continued
for the Year Ended 31 March 2001**

STAFF CHANGES

In September our play therapist of 30 years Pat McGee retired and in November 2000 we lost the services of Mary Ferguson senior teacher who was appointed to a promoted post with Glasgow City Council. Rosaleen Hanlon cleaner also left in November. We were very sorry to see these valued members of staff go. We were pleased to welcome to the staff during the year Kathryn Williams, music therapist, Sister Maureen MacKenzie, part time learning support teacher, Anne Barnes, part time play therapist, Cedric Cramer and Marilyn O'Connor, psychologists both working one day a week and Margaret Clark, drama teacher working one morning per week. Marion Ferguson joined the cleaning staff.

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. This year the income from health boards over all increased to £212,791.

Some eight education authorities mainly in the West of Scotland continue to refer young people although the level of funding dropped slightly this year to £178,969.

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

**Report of the Directors continued
for the Year Ended 31 March 2001**

Income from social work departments saw a small increase to £78,060. Unfortunately Glasgow City Council Social Work Services have indicated their intention to withdraw the seconded post of social worker as from 31 March 2001. This will mean a further drop in support of over £25,000 from the Council.

Although 31 March 2001 saw the end of funding for our bereavement project we were delighted to be successful with our grant application to the Children's Promise Fund through Children in Need which will, over a three year period, provide funding of £245,500 to allow us to establish a Recovery After Trauma Project in the Centre.

Once again we have been pleased this year to receive a number of generous donations. We are particularly grateful to Clearlane Limited for their generous donation of £10,000 and to all the people and organisations who provide much needed financial support to us year on year.

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.

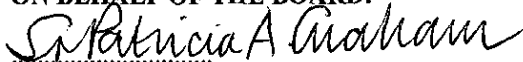
The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets 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: 18 September 2001

**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 2001 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 two 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 2001 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: 18 September 2001

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

**Income and Expenditure Account
incorporating Statement of Financial Activities
For the Year Ended 31 March 2001**

		Unrestricted	Restricted	31.03.01 Total	31.03.00 Total
	Notes	£	£	£	£
Income		589,037	90,264	679,301	629,976
Direct project expenditure		<u>558,294</u>	<u>42,627</u>	<u>600,921</u>	<u>536,099</u>
Excess of income over direct expenses		30,743	47,637	78,380	93,877
Administrative expenses		<u>75,874</u>	<u>-</u>	<u>75,874</u>	<u>60,338</u>
Operating surplus/(deficit)	2	(45,131)	47,637	2,506	33,539
Interest receivable and similar income		<u>1,345</u>	<u>-</u>	<u>1,345</u>	<u>1,461</u>
		(43,786)	47,637	3,851	35,000
Interest payable and similar charges		<u>308</u>	<u>-</u>	<u>308</u>	<u>298</u>
Surplus/(deficit) on ordinary activities before taxation		(44,094)	47,637	3,543	34,702
Tax on surplus from ordinary activities		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Surplus/(deficit) for financial year after taxation	3	(44,094)	47,637	3,543	34,702
Diminution in value of fixed assets		-	-	-	(17,645)
Release of capital fund		<u>-</u>	<u>-</u>	<u>-</u>	<u>38,448</u>
		(44,094)	47,637	3,543	55,505
Surplus brought forward		<u>96,685</u>	<u>20,991</u>	<u>117,676</u>	<u>62,171</u>
Retained surplus carried forward		<u>£52,591</u>	<u>£68,628</u>	<u>£121,219</u>	<u>£117,676</u>

The notes form part of these financial statements

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

**Balance Sheet
31 March 2001**

		31.3.01		31.3.00	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	4		8,771		8,000
CURRENT ASSETS:					
Debtors	5	123,924		122,438	
Cash at bank and in hand		<u>60,942</u>		<u>21,080</u>	
		184,866		143,518	
CREDITORS: Amounts falling due within one year	6	<u>72,418</u>		<u>33,842</u>	
NET CURRENT ASSETS:			<u>112,448</u>		<u>109,676</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			<u>£121,219</u>		<u>£117,676</u>
RESERVES:					
Income fund	8		<u>121,219</u>		<u>117,676</u>
			<u>£121,219</u>		<u>£117,676</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 Patricia A. Graham

Sister P.A. Graham - DIRECTOR

S Harris
S Harris - DIRECTOR

Approved by the Board on 18 September 2001

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 March 2001

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
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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

	31.3.01	31.3.00
	£	£
Wages and salaries	493,656	465,809
Social security costs	30,595	30,466
Other pension costs	<u>39,187</u>	<u>32,253</u>
	<u>563,438</u>	<u>528,528</u>

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

	31.3.01	31.3.00
Direct charitable work	24	22
Administration	<u>4</u>	<u>5</u>
	<u>28</u>	<u>27</u>

**Notes to the Financial Statements
for the Year Ended 31 March 2001**

3. OPERATING PROFIT

The operating profit is stated after charging:

	31.3.01	31.3.00
	£	£
Depreciation - owned assets	1,844	4,407
Auditors' remuneration	<u>2,350</u>	<u>2,397</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 2000	60,622
Additions	<u>2,615</u>
At 31 March 2001	<u>63,237</u>
DEPRECIATION:	
At 1 April 2000	52,622
Charge for year	<u>1,844</u>
At 31 March 2001	<u>54,466</u>
NET BOOK VALUE:	
At 31 March 2001	<u>8,771</u>
At 31 March 2000	<u>8,000</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 2001

5. DEBTORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR

	31.3.01	31.3.00
	£	£
Trade debtors and work in progress	121,198	119,707
Other debtors	155	-
Prepayments	<u>2,571</u>	<u>2,731</u>
	<u>123,924</u>	<u>122,438</u>

6. CREDITORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR

	31.3.01	31.3.00
	£	£
Bank loans and overdrafts	-	10,727
Social security and other taxes	9,770	9,994
Deferred income	2,454	-
Sisters of Notre Dame	40,000	-
Accrued expenses	<u>20,194</u>	<u>13,121</u>
	<u>72,418</u>	<u>33,842</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

	31.3.01	31.3.00
	£	£
Unrestricted reserves (note 9)	52,591	96,685
Restricted reserves (note 10)	<u>68,628</u>	<u>20,991</u>
	<u>121,219</u>	<u>117,676</u>

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

**Notes to the Financial Statements
for the Year Ended 31 March 2001**

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	<u>(247,409)</u>
	<u>£52,591</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
Children in need	-	14,000	14,000	-
Lloyds TSB foundation	-	14,560	14,560	-
Ronald McDonald trust	266	-	-	266
Children in need (trauma)	-	57,104	-	57,104
Anonymous donation	<u>20,000</u>	<u>4,600</u>	<u>14,067</u>	<u>10,533</u>
	<u>20,991</u>	<u>90,264</u>	<u>42,627</u>	<u>68,628</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.

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

**Income and Expenditure Account
incorporating Statement of Financial Activities
for the Year Ended 31 March 2001**

	Unrestricted	Restricted	31.03.01 Total	31.03.00 Total
	£	£	£	£
Income:				
Education	178,969	-	178,969	214,448
Social work	78,060	-	78,060	75,624
Health board	212,791	-	212,791	180,584
Other contracts	-	-	-	3,500
Play therapy course fees	25,582	-	25,582	11,868
Glenluce cottage rental	1,321	-	1,321	1,010
Tuition and assessment fees	32,398	-	32,398	24,967
Donations from individuals	28,847	4,600	33,447	36,516
Marley Fund	25,699	-	25,699	26,198
Children in need	-	71,104	71,104	14,100
Lloyds TSB foundation	-	14,560	14,560	14,560
Ronald McDonald trust	-	-	-	1,000
Legacies	5,370	-	5,370	-
	<u>589,037</u>	<u>90,264</u>	<u>679,301</u>	<u>629,976</u>
Direct project expenditure:				
Wages and salaries	392,518	40,227	432,745	418,495
Social security	26,951	-	26,951	26,864
Superannuation	33,035	-	33,035	27,935
Provision of administrative and psychological services by the Sisters of Notre Dame	40,000	-	40,000	-
Staff development costs	6,002	-	6,002	3,736
Telephone	7,135	-	7,135	7,507
Stationery and printing	5,330	-	5,330	6,535
Travelling and accommodation	11,154	-	11,154	11,531
Books, materials and provisions	9,063	-	9,063	5,421
Repairs and maintenance	9,524	-	9,524	4,082
Play therapy course costs	734	2,400	3,134	2,167
Glenluce cottage	900	-	900	3,487
Sundry expenses	4,041	-	4,041	4,467
Rates and insurance	4,290	-	4,290	3,881
Heat and light	5,865	-	5,865	5,804
Depreciation	1,752	-	1,752	4,187
	<u>558,294</u>	<u>42,627</u>	<u>600,921</u>	<u>536,099</u>
Excess of income over direct expenditure	30,743	47,637	78,380	93,877
Other income:				
Interest received	1,345	-	1,345	1,461
Carried forward	32,088	47,637	79,725	95,338

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 2001**

	Unrestricted	Restricted	31.03.01 Total	31.03.00 Total
	£	£	£	£
Brought forward	32,088	47,637	79,725	95,388
Other expenditure:				
Wages and salaries	60,911	-	60,911	47,314
Social security	3,644	-	3,644	3,602
Superannuation	6,152	-	6,152	4,318
Telephone	376	-	376	395
Stationery and printing	281	-	281	344
Advertising	820	-	820	494
Repairs and maintenance	502	-	502	215
Sundry expenses	211	-	211	236
Auditors remuneration	2,350	-	2,350	2,397
Legal and professional	-	-	-	294
Rates and insurance	226	-	226	204
Heat and light	309	-	309	305
Bank interest	308	-	308	298
Depreciation	92	-	92	220
	<u>76,182</u>	<u>-</u>	<u>76,182</u>	<u>60,636</u>
Net surplus for period	<u>(44,094)</u>	<u>47,637</u>	<u>3,543</u>	<u>34,702</u>

This page does not form part of the statutory financial statements