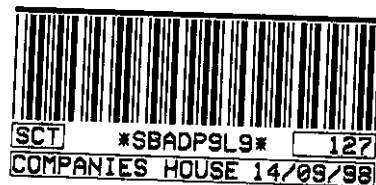


The Notre Dame Centre
Report of the Directors and Trustees
and Financial Statements
for the Year Ended 31 March 1998



The Notre Dame Centre

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for the Year Ended 31 March 1998**

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The Notre Dame Centre

**Company Information
for the Year Ended 31 March 1998**

**DIRECTORS AND
TRUSTEES:**

Sister Mary Josephine McCallum
George McSorley
Rev Michael Lynch
Sister Maire Teresa Gallagher
Sister Patricia Anne Graham
Mary Josephine Cullen
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 1998

The directors and trustees present their report with the financial statements of the company for the year ended 31 March 1998.

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 AND TRUSTEES

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

Sister Mary Josephine McCallum

George McSorley

Carla Findlay

- resigned 4.11.97

Rev Michael Lynch

Sister Maire Teresa Gallagher

Sister Patricia Anne Graham

Mary Josephine Cullen

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 1998

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 and property 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, 540 clients came to the Centre for assessment and therapy; of these, 260 were taken on during the year and 280 continued their therapeutic programme from the previous year. Of the clients whose therapy was completed during this year, 43 % completed their therapy in less than 1 year, 27 % within 1-2 years and the remainder 3+ years. 38 clients were adults; of the remaining 502, only 37 % 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. This year we have with us a Diplom-Heilpadagogin (therapeutic educator) from Germany undertaking a probationary year. We also have on placement a residential care student. Play therapy observational sessions were offered throughout the year to a psychologist, a nurse therapist and other personnel working with young children. Psychological assessments were also carried out for two schools in the independent sector. A pilot project which commenced in North Ayrshire Council in June 1996, where three secondary schools were provided for part of the week with a school counselling service came to an end in November 1997 due to lack of funding. The evaluation undertaken showed the project to have achieved its aims and to have been found to be a very useful resource for all those who were able to access it. In total some 461 appointments were offered during the life of the project. In co-operation with Strathclyde University a PostGraduate Certificate Course in Play Therapy has been developed and will commence in October 1998. This will be the first such course in Scotland.

Our day programme for 12 school phobic adolescents continues to have a waiting list.

STAFF CHANGES

There were a number of staff changes during the course of the year. In April Liz McGurn, a teacher in the Clinic, decided to take early retiral. This post was funded by the former Strathclyde Region. Unfortunately Glasgow City Council felt unable to continue this funding and the Clinic continues to operate without a teacher. In September Frank Savage, psychologist, was appointed to a part-time post as senior educational psychologist with Perth and Kinross Council. Mike O'Conner, who served in the Centre some time ago, was seconded from Clackmannanshire Council for two days a week to replace him. Teresa Conway and Martha Davidson, both cleaners, left and were replaced by Fred Richardson and Rosaleen Hanlon.

The Notre Dame Centre

**Report of the Directors and Trustees
for the Year Ended 31 March 1998**

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 £97,000.

A total of 8 education authorities mainly in the West of Scotland now refer young people with the level of funding being around £150,000.

Some 12 social work departments across Scotland refer young people which generates income of around £88,000.

FINANCIAL POSITION

The financial position of the company is as shown in the attached accounts. The directors while disappointed that the Company has not ended the year in surplus are satisfied that with the introduction of the new treatment packages the Company will be able to move to a self-financing basis 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 of these services, which the Centre would otherwise have to purchase, has been calculated at £80,000 and £10,000 respectively (1997 £120,000 and £10,000).

AUDITORS

The auditors, E. Gillespie & Company, 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:

Mary Josephine McCallum

Mary Josephine McCallum - DIRECTOR AND TRUSTEE

Dated: *18 September 1998*

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 twelve 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 1998 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: 4 September 1998

The Notre Dame Centre
Statement of Financial Activities
and Income and Expenditure Account
for the Year Ended 31 March 1998

	Notes	Unrestricted Funds	Restricted Funds	Total 1998	1997
		£	£	£	£
Incoming Resources					
Local Authority contracts	2	366,469	-	366,469	372,965
Other contracts		6,600	-	6,600	-
Tuition and assessment fees		18,513	-	18,513	15,040
Donations and fundraising	3	15,197	28,113	43,310	27,061
Interest receivable		488	-	488	706
Intangible income	4	-	-	-	130,000
Total Income		<u>407,267</u>	<u>28,113</u>	<u>435,380</u>	<u>545,772</u>
Resources Expended					
Direct charitable expenditure	5	376,774	4,851	381,625	459,701
Management and administration	6	58,694	23,262	81,956	66,487
Total Expenditure		<u>435,468</u>	<u>28,113</u>	<u>463,581</u>	<u>526,188</u>
Net (Outgoing)/Incoming Resources for the Year		<u>(28,201)</u>	<u>-</u>	<u>(28,201)</u>	<u>19,584</u>

Statement of Income and Expenditure Account

	Unrestricted Funds	Restricted Funds	Total 1998	1997
	£	£	£	£
Net (outgoing)/income for the year	(28,201)	-	(28,201)	19,584
Loan waiver	<u>-</u>	<u>-</u>	<u>-</u>	<u>65000</u>
Net movement in funds	(28,201)	-	(28,201)	84,584
Balances brought forward	28,740	-	28,740	(55,844)
Balances carried forward	<u>539</u>	<u>-</u>	<u>539</u>	<u>28,740</u>

There were no recognised gains or losses for the year other than those reported in the income and expenditure account.

The notes form part of these financial statements

The Notre Dame Centre

Balance Sheet
31 March 1998

	Notes	<u>1998</u>		<u>1997</u>	
		£	£	£	£
FIXED ASSETS					
Tangible assets	7		33,032		33,098
CURRENT ASSETS					
Debtors	8	44,186		28,366	
Cash at bank and in hand		<u>2,519</u>		<u>27,439</u>	
		46,705		55,805	
CREDITORS: Amounts falling due within one year	9	<u>40,750</u>		<u>21,715</u>	
NET CURRENT ASSETS/(LIABILITIES)			<u>5,955</u>		<u>34,090</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>38,987</u>		<u>67,188</u>
CAPITAL FUNDS					
Endowments	11		38,448		38,448
INCOME FUNDS					
Unrestricted	11		539		28,740
TOTAL CAPITAL EMPLOYED			<u>38,987</u>		<u>67,188</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.

ON BEHALF OF THE BOARD:

Mary Josephine McCallum

Mary Josephine McCallum - DIRECTOR AND TRUSTEE

Approved by the Board on 180 September 1998

The notes form part of these financial statements

The Notre Dame Centre

Notes to the Financial Statements for the Year Ended 31 March 1998

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention.

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

Financial Reporting Standard Number 1 (Revised)

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

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 the cost is related to direct charitable expenditure and 5% of the cost is related to management and administrative expenditure.

2. LOCAL AUTHORITY CONTRACTS

	1998	1997
	£	£
Education	149,726	151,214
Social Work	86,535	117,491
Health Board	130,208	104,260
	<hr/>	<hr/>
	<u>366,469</u>	<u>372,965</u>

3. DONATIONS AND FUNDRAISING

	1998	1997
	£	£
Donations from individuals	15,197	15,061
Cardinal's Funds	-	12,000
Marley Trust	28,113	-
	<hr/>	<hr/>
	<u>43,310</u>	<u>27,061</u>

The Notre Dame Centre

**Notes to the Financial Statements
for the Year Ended 31 March 1998**

4. INTANGIBLE INCOME

	1998	1997
	£	£
Donated services	-	120,000
Donated accommodation	-	10,000
	<hr/>	<hr/>
	-	130,000
	<hr/>	<hr/>

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. Previously these amounts were quantified and included within the financial statements as intangible income with an equivalent amount included as expenditure under the appropriate headings. The Trustees have amended this policy for 1998 and the future and reference regarding the services provided by the Sisters is now contained within the relevant section of the Trustees Report.

5. DIRECT CHARITABLE EXPENDITURE

	1998	1997
	£	£
Salaries and related costs	318,855	390,806
Rent	-	10,000
Conference and travel expenses	13,376	12,280
Books, materials and provisions	6,479	4,646
Telephone	6,915	6,164
Stationery and printing	6,059	3,783
Heat and light	7,170	7,249
Repairs and maintenance	9,190	7,335
Rates and insurance	2,889	1,227
Options appraisal project	-	2,027
Glenluce cottage	(25)	540
Legal fees	-	2,938
General expenses	4,758	4,725
Depreciation	5,959	5,981
	<hr/>	<hr/>
	381,625	459,701
	<hr/>	<hr/>

The 1997 costs for Salaries and related costs and Rent include notional amounts of £120,000 and £10,000 respectively. See note 4 regarding the change in policy adopted for 1998 and later years.

The Notre Dame Centre

Notes to the Financial Statements
for the Year Ended 31 March 1998

6. MANAGEMENT AND ADMINISTRATION

	1998 £	1997 £
Salaries and related costs	71,824	56,006
Auditors remuneration	2,538	2,000
Professional fees	4,345	4,439
Other administrative costs	3,249	4,042
	<u>81,956</u>	<u>66,487</u>

STAFF COSTS

No remuneration was paid to trustees in the year, however the cost of Board meetings during the year was £182. The costs of the remaining staff were:

	1998 £	1997 £
Wages and salaries	350,241	296,274
Social security costs	22,368	18,136
Superannuation	18,070	12,402
	<u>390,679</u>	<u>326,812</u>

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

	1998	1997
Direct charitable work	21	20
Administrative	5	4

The Notre Dame Centre

**Notes to the Financial Statements
for the Year Ended 31 March 1998**

7. TANGIBLE FIXED ASSETS

	<u>Furniture and equipment</u>
	£
COST:	
At 1 April 1997	69,808
Additions	<u>6,206</u>
At 31 March 1998	<u>76,014</u>
DEPRECIATION:	
At 1 April 1997	36,710
Charge for year	<u>6,272</u>
At 31 March 1998	<u>42,982</u>
NET BOOK VALUE:	
At 31 March 1998	<u>33,032</u>
At 31 March 1997	<u>33,098</u>

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

	1998	1997
	£	£
Trade debtors	41,704	27,222
Prepaid charges	2,482	1,144
	<u>44,186</u>	<u>28,366</u>

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

	1998	1997
	£	£
Bank overdraft	15,532	-
Social security & other taxes	7,463	7,659
Accrued expenses	17,755	14,056
	<u>40,750</u>	<u>21,715</u>

The Notre Dame Centre

**Notes to the Financial Statements
for the Year Ended 31 March 1998**

10. SECURED DEBTS

The following secured debts are included within creditors:

	1998 £	1997 £
Bank overdraft	<u>15,532</u>	<u>-</u>

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

11. FUNDS

	1998 £	1997 £
CAPITAL FUND		
Endowment Fund	38,448	38,448
INCOME FUNDS		
Unrestricted Income and Expenditure Fund	<u>539</u>	<u>28,740</u>
	<u>38,987</u>	<u>67,188</u>

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

12. CAPITAL COMMITMENTS

There were no commitments for capital expenditure at the financial year end (1997 - £ Nil).

The Notre Dame Centre
Detailed Expenditure Statement
for the Year Ended 31 March 1998

	Direct Charitable	Admin	Total 1998	1997
	£	£	£	£
Salaries and related costs	318,855	71,824	390,679	446,812
Telephone	6,915	364	7,279	6,488
Stationery and printing	6,059	319	6,378	3,982
Books, materials and provisions	6,479	-	6,479	4,646
Conference and travel expenses	13,376	-	13,376	12,280
Glenluce cottage	(25)	-	(25)	540
Options appraisal project	-	-	-	2,027
General expenses	4,758	251	5,009	5,558
Auditors remuneration	-	2,538	2,538	2,000
Accountancy fees	-	2,661	2,661	1,581
Professional fees	-	1,684	1,684	2,858
Legal fees	-	-	-	2,938
Advertising	-	-	-	1,363
Rent	-	-	-	10,000
Rates and insurance	2,889	152	3,041	896
Heat and light	7,170	377	7,547	7,630
Repairs and maintenance	9,190	484	9,674	7,721
Dep'n - Furniture and fittings	2,251	118	2,369	2,368
Dep'n - Equipment	3,708	195	3,903	3,927
Bank interest	-	869	869	453
Bank charges	-	120	120	120
Total expenditure	<u>381,625</u>	<u>81,956</u>	<u>463,581</u>	<u>526,188</u>

The 1997 figures for Salaries and related costs and Rent include notional amounts of £120,000 and £10,000 respectively. Such notional costs have not been included in 1998.