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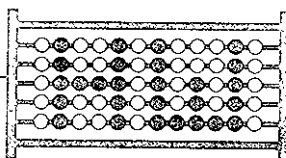
THE NOTRE DAME CENTRE  
(LIMITED BY GUARANTEE)

FIRST ANNUAL REPORT AND ACCOUNTS

FOR THE PERIOD FROM THE DATE OF INCORPORATION,

13 APRIL 1994, TO 31 MARCH 1995

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**THE NOTRE DAME CENTRE**  
**(LIMITED BY GUARANTEE)**  
**ANNUAL REPORT AND ACCOUNTS**  
**FOR THE PERIOD ENDED 31 MARCH 1995**

**DIRECTORS**

Sr Mary J McCallum  
George McSorley  
Carla Findlay  
Rev Michael Lynch  
Rev Sister Helen Murphy  
Sr Maire Gallagher  
Sr Patricia Graham

**SECRETARY**

Frank P McCormick

**REGISTERED OFFICE**

1 Dundonald Road  
Glasgow  
G12 9LJ

**COMPANY NUMBER**

SC150187

**SCOTTISH CHARITY NUMBER**

SC002851

**BANKERS**

Bank of Scotland

**SOLICITORS**

J McSparran & McCormick

**AUDITORS**

Hughes Walker

**THE NOTRE DAME CENTRE**  
**(LIMITED BY GUARANTEE)**  
**ANNUAL REPORT AND ACCOUNTS**  
**FOR THE PERIOD ENDED 31 MARCH 1995**

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	8	Report of the Auditors
	9	Income and Expenditure Account
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The following do not form part of the statutory accounts:

14	Detailed Income and Expenditure Account
15	Detailed Income and Expenditure Account Summaries

THE NOTRE DAME CENTRE  
(LIMITED BY GUARANTEE)  
ANNUAL REPORT  
FOR THE PERIOD ENDED 31 MARCH 1995

**OBJECTIVES AND ORGANISATION**

The aim of the Notre Dame Centre is to contribute to the building up of integrated human beings capable of taking their place as members of the family and of society.

To achieve this aim the Centre undertakes

1. to provide assessment and treatment for emotionally and behaviourally disturbed children and young people;
2. to provide professional support and guidance for the families of such children and young people;
3. to provide consultancy and in-service training for statutory bodies within the fields of Education, Health and Social Work;
4. to provide training and education within the wider community on the developmental needs of children and young people; and
5. to undertake any other such activities to promote the psychological wellbeing of children, young people and families.

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 monthly and has a committee structure to enable it to achieve the objectives of the company. The committees are as follows:

**FINANCE AND PROPERTY COMMITTEE**

- to establish the annual budget
- to monitor income and expenditure
- to undertake financial negotiations with purchasers of service
- to initiate fundraising procedures
- to propose a budget for property maintenance
- to establish and monitor an internal maintenance programme
- to oversee all matters relating to health and safety

**STAFFING COMMITTEE**

- to establish and monitor a staff appraisal and development policy
- to deal with matters pertaining to contracts, discipline and grievance
- to establish recruitment policy and procedures
- to establish and implement a health and safety policy
- to establish and implement an equal opportunities policy

**PUBLICITY AND MARKETING COMMITTEE**

- to promote the company and its services by ensuring
- good publicity and public relations
- effective marketing and communication

**THE NOTRE DAME CENTRE**  
**(LIMITED BY GUARANTEE)**  
**ANNUAL REPORT (CONTINUED)**  
**FOR THE PERIOD ENDED 31 MARCH 1995**

PROFESSIONAL ADVISORY COMMITTEE

- to ensure effective monitoring systems for every aspect of the work of the Centre
- to make reports and recommendations to the Board on quality of service
- to report to and consult with senior representatives of statutory bodies and purchasers of the service

The company has successfully pursued its policy of establishing contracts on a purchaser-provider basis with our 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 has been significant growth in the areas of consultancy and training.

**DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS**

During the period the staff have worked with 585 children/young people and their families. Various trends have emerged throughout the period.

- There has been an increase in the number of clients being referred by Social Work Departments. This has been primarily due to multiple referrals (i.e. several children from one family requiring therapeutic help) and from an increase in the number of requests to assess children in order to advise Social Work personnel re multiple placements.
- Education referrals are now almost exclusively filtered through to our Centre by Strathclyde Educational Psychologists, in line with the conditions laid down by Strathclyde Region Education Department.
- Requests for help from parents are generally re-directed via an appropriate professional referring agency (i.e. Social Work, Health, Education). Those clients who received help during this year at the request of the parents represented long-term casework carried over from previous years.
- There has been an increase in work with sexually abused children and young people. The pilot project for under-age drug users which was started in 1992 with start-up funding from Children in Need has been maintained with full uptake of all appointments offered by the consultant psychologist.
- Another innovation was the sessional employment of a counsellor/psychologist for individual therapeutic work with older teenagers and/or parents. Again all sessions are taken up.

£25,000 was received from the Social Work Department to fund an action-research project in the G22 area of Glasgow to investigate the factors involved in under-age drug use. Strathclyde Region Education Department also gave the services of a full-time teacher and the resultant report will be completed by October 1995.

THE NOTRE DAME CENTRE  
(LIMITED BY GUARANTEE)  
ANNUAL REPORT (CONTINUED)  
FOR THE PERIOD ENDED 31 MARCH 1995

Staff have attended conferences on a number of topics related to our work such as Child Protection, Work with Sexually Abused Children and Adolescents, Adolescent Suicide/Breakdown, Children's Right and Bereavement.

In-service sessions have been given to other agencies including talks to prospective adoptive parents and their case workers, foster parents and their case workers, St Andrew's College of Education, Hospice personnel, Marriage Guidance Counsellors and staff involved in the Public Health domain.

**FINANCIAL POSITION**

The financial position of the company is as shown in the attached accounts. The directors are satisfied with the current position and emphasise that their intention is for the company to become financially self-sufficient within three years.

These accounts incorporate a charge for the services of the Sisters who do work for the Centre; however, they do not include charges for use of premises which are currently being assessed.

*Michael Lynd*

5. 12. 1995

**THE NOTRE DAME CENTRE**  
**DIRECTORS' REPORT**  
**FOR THE PERIOD ENDED 31 MARCH 1995**

The directors present their report and the audited accounts of the company for the period ended 31 March 1995.

**DIRECTORS RESPONSIBILITIES**

Company law requires the directors to prepare accounts 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 accounts, the directors are required to:-

- 1) select suitable accounting policies and then apply them consistently;
- 2) make judgements and estimates that are reasonable and prudent;
- 3) prepare the accounts 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 enable them to ensure that the accounts 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.

**PRINCIPAL ACTIVITIES**

The principal activity of the company is the promotion of the welfare of children and young people in Scotland who are suffering from any type of behavioural disorder.

Although The Notre Dame Centre was incorporated on 13 April 1994, it did not operate until 1 September 1994.

**DIRECTORS**

The directors who served during the period were as follows:

Sr Mary J McCallum	(Appointed 13.4.94)
George McSorley	(Appointed 13.4.94)
Carla Findlay	(Appointed 23.5.94)
Rev Michael Lynch	(Appointed 13.4.94)
Rev Sister Helen Murphy	(Appointed 1.8.94)
Sr Maire Gallagher	(Appointed 13.8.94)
Sr Patricia Graham	(Appointed 21.8.94)

**AUDITORS**

The directors will place a resolution before the Annual General Meeting to reappoint Hughes Walker as auditors for the ensuing year.

THE NOTRE DAME CENTRE  
DIRECTORS' REPORT (CONTINUED)  
FOR THE PERIOD ENDED 31 MARCH 1995

**SMALL COMPANY EXEMPTION**

This report has been prepared taking advantage of special exemptions applicable to small companies.

On behalf of the board of directors

Michael Lynd  
5.12.1995



THE NOTRE DAME CENTRE  
(LIMITED BY GUARANTEE)  
AUDITORS' REPORT TO THE SHAREHOLDERS OF THE NOTRE DAME CENTRE  
FOR THE PERIOD ENDED 31 MARCH 1995

We have audited the accounts on pages 9 to 13 which have been prepared under the historical cost convention and the accounting policies set out on page 11.

**Respective responsibilities of directors and auditors**

As described on page 4 the company's directors are responsible for the preparation of accounts. It is our responsibility to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

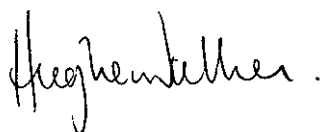
**Basis of opinion**

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 accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts, 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 accounts 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 accounts.

**Opinion**

In our opinion the accounts give a true and fair view of the state of the company's affairs at 31 March 1995 and of its deficit for the period then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies.



Hughes Walker  
Chartered Accountants  
Registered Auditors

**THE NOTRE DAME CENTRE**  
**(LIMITED BY GUARANTEE)**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE PERIOD ENDED 31 MARCH 1995**

	Notes	1995 £
Operating income	2	174,829
Operating costs	3	307,362
<b>OPERATING DEFICIT</b>		<u>(132,533)</u>
Interest receivable and similar income	4	74,263
Interest payable and similar charges	5	(99)
<b>DEFICIT</b>		<u><u>(58,369)</u></u>

**Statement of Income and Expenditure Fund**

Deficit for the period to 31 March 1995	<u>(58,369)</u>
Deficit carried forward	<u><u>(58,369)</u></u>

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

The notes on pages 11 to 13 form part of these accounts

**THE NOTRE DAME CENTRE**  
**(LIMITED BY GUARANTEE)**  
**BALANCE SHEET**  
**AT 31 MARCH 1995**

	Notes	1995 £	£
<b>FIXED ASSETS</b>			
Tangible assets	6		34,087
<b>CURRENT ASSETS</b>			
Debtors	7	461	
Cash at bank		21,909	
Cash in hand		211	
		<hr/>	
		22,581	
<b>CREDITORS: Amounts falling due within one year</b>	8	76,589	
		<hr/>	
<b>NET CURRENT LIABILITIES</b>			(54,008)
<b>NET LIABILITIES</b>			<hr/>
		£ (19,921)	
		<hr/>	
<b>CAPITAL AND RESERVES</b>			
Income and expenditure fund	9	(58,369)	
Other reserves	10	38,448	
		<hr/>	
<b>TOTAL CAPITAL EMPLOYED</b>		£ (19,921)	
		<hr/>	

Advantage has been taken of the exemptions conferred by Part I of Schedule 8 to the Companies Act 1985 on the grounds that, in the directors' opinion, the company is entitled to the benefit of those exemptions as a small company.

Signed on behalf of the board

*Michael Lynd*  
5. 12. 1995

The notes on pages 11 to 13 form part of these accounts

THE NOTRE DAME CENTRE  
NOTES TO THE ACCOUNTS  
FOR THE PERIOD ENDED 31 MARCH 1995

**1. ACCOUNTING POLICIES**

**1a. Basis of accounting**

The accounts have been prepared under the historical cost convention and in accordance with the Companies Act 1985, and in compliance with the Statement of Recommended Practice No.2 (Accounting for Charities).

**1b. Tangible fixed assets**

Fixed assets are shown at historical cost.

Depreciation is provided, after taking account of any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life.

Furniture & equipment - 10-25% on NBV

**1c. Taxation**

The company is a registered charity and by reason of statute and concession there is no charge to taxation.

**1d. Operating income**

Income from contract services is immediately written off to the Income and Expenditure Account unless it relates to the purchase of fixed assets, when the income is taken to reserves and written off over the useful life of the asset.

**1e. Cash flow statement**

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from producing a cash flow statement on the grounds that it is a small company.

**2. OPERATING INCOME**

Income from contract services	153,997
Donations & fundraising	5,919
Tuition & assessment fees	2,655
Project income	12,258
	<hr/>
	£ 174,829
	<hr/>

THE NOTRE DAME CENTRE  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE PERIOD ENDED 31 MARCH 1995

**3. OPERATING COSTS**

**1995**  
£

Administrative expenses	303,763
Costs relating to the purchase, use, and disposal of assets	3,599
	<hr/> £ 307,362 <hr/>

**4. INTEREST RECEIVABLE AND OTHER INCOME**

**1995**  
£

Bank interest receivable	1,429
Donated services of Sisters	72,834
	<hr/> £ 74,263 <hr/>

**5. INTEREST PAYABLE AND SIMILAR CHARGES**

**1995**  
£

Interest on loans repayable within five years, not by instalments	99
	<hr/> £ 99 <hr/>

**6. TANGIBLE FIXED ASSETS**

<b>Cost</b>	<b>Furniture &amp; Equipment £</b>	<b>Total £</b>
At 13 April 1994	39,592	39,592
Additions	18,061	18,061
	<hr/>	<hr/>
At 31 March 1995	57,653	57,653
	<hr/>	<hr/>
<b>Depreciation</b>		
At 13 April 1994	19,967	19,967
For the period	3,599	3,599
	<hr/>	<hr/>
At 31 March 1995	23,566	23,566
	<hr/>	<hr/>
<b>Net Book Amounts</b>		
At 31 March 1995	£ 34,087	£ 34,087
	<hr/>	<hr/>

THE NOTRE DAME CENTRE  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE PERIOD ENDED 31 MARCH 1995

**7. DEBTORS**

1995	
£	
Prepayments and accrued income	461
£	<u>461</u>

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

1995	
£	
Loans	65,000
Social security and other taxes	6,462
Accruals	5,127
£	<u>76,589</u>

The loans are from an anonymous source and there are no fixed terms for repayment or interest.

**9. RESERVES**

	Income & expenditure fund £	Total £
At beginning of period	-	-
Other reserves		38,448
Transfer to income & expenditure account	(58,369)	(58,369)
At end of period	<u>£ (58,369)</u>	<u>£ (19,921)</u>

**10. OTHER RESERVES**

1995	
£	
Capital reserve	38,448
£	<u>38,448</u>

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

**11. CAPITAL COMMITMENTS**

There were no commitments for capital expenditure at the financial period end.