

The Centre for Crime and Justice Studies (ISTD)

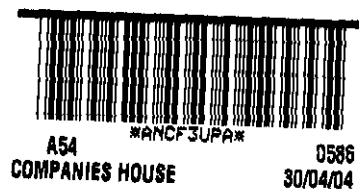
(A charitable company limited by guarantee)

Company Number 496821 (England & Wales)

Charity Number 251588

**Financial Statements for the
Year Ended 30 June 2003**

**Neuhoff & Co
Chartered Accountants**



The Centre for Crime and Justice Studies (ISTD)

Members of the Council:

Anthony Pearson CBE (Chairman)
Elizabeth Hill (Vice-Chairman)
Elaine Player (Vice-Chairman)

Paul Campayne (Treasurer)
Rob Allen
Paul Bebbington
Kathy Biggar MBE
Caroline Briggs
Yolande Burgin JP
Robert Colover
David Downes
Peter Francis
John Harding CBE
Marion Janner
Davinder Lachhar
David Lancaster
Rod Morgan
John Samuels
Crispian Strachan QPM CBE
John Wates
Martin Wright

Director and Company Secretary:

Una Padel OBE

Registered Office:

King's College London
8th Floor
75-79 York Road
London SE1 7AW

Company Registration Number:

496821 (England and Wales)

Charity Registration Number:

251588

Bankers:

Barclays Bank plc
Barclays Business Centre
1 North End
Croydon CR9 1RN

CAFCASH Limited
Kings Hill
West Malling
Kent ME19 4TA

Solicitors:

Bates Wells and Braithwaite
Cheapside House
138 Cheapside
London EC2V 6BB

Auditors:

Neuhoff & Co
Chartered Accountants
1/33 Rutland Gate
London SW7 1PD

The Centre for Crime and Justice Studies (ISTD)

Financial Statements for the Year Ended 30 June 2003

Contents

Page(s)	
1	Report of the Members of the Council
2	Statement of Responsibilities of the Directors (Members of the Council)
3	Report of the Auditors
4	Statement of Financial Activities (Incorporating the Income and Expenditure Account)
5	Balance Sheet
6 to 9	Notes to the Financial Statements

The Centre for Crime and Justice Studies (ISTD)
Report of the Members of the Council
For the Year Ended 30 June 2003

The members of the Council present their annual report together with the financial statements for the year ended 30 June 2003.

Principal Activity

The principal activity of the company in the year under review continued to be that of following its objects namely, promoting the exchange of knowledge, experience and understanding of criminal justice matters among interested individuals and agencies.

Review of Business

A summary of the results for the year is given on page 4 of the financial statements.

The Members of the Council consider the state of affairs to be satisfactory. The published annual report for the year contains detailed information of the full extent of the activities of the charity during the year.

The Members of the Council have approved a Reserves Policy which aims to designate sufficient funds from the charity's general reserves as is equivalent to six months overhead expenditure. Reserves are held because the Centre is dependent upon charitable funding which can be subject to significant fluctuation and the Trustees are mindful of their financial commitments, particularly to staff. As at 30 June 2003 the level of these designated reserves was £70,000. (2002 - £70,000).

Risk Management

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

Members of the Council

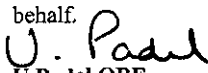
The Members of the Council in office during the year were as follows:

Anthony Pearson CBE
Elizabeth Hill
Elaine Player
Paul Campayne
Rob Allen
Paul Bebbington
Kathy Biggar MBE
Caroline Briggs (Appointed March 2003)
Yolande Burgin JP
Robert Colover
David Downes
Peter Francis
John Harding CBE
Marion Janner
Davinder Lachhar
David Lancaster (Appointed March 2003)
Rod Morgan
John Samuels
Crispian Strachan QPM CBE
John Wates
Martin Wright

Auditors

The auditors, Neuhoff & Co, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

This report was approved by the Members of the Council on ¹⁶ September 2003 and signed on their behalf.


U Padel OBE
Secretary

The Centre for Crime and Justice Studies (ISTD)

Statement of Responsibilities of Directors (Members of the Council)

The directors are required by law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Report of the Independent Auditors to the Members of The Centre for Crime and Justice Studies (ISTD)

We have audited the financial statements of The Centre for Crime and Justice Studies (ISTD) for the year ended 30 June 2003 on pages 4 to 9 which have been prepared under the historical cost convention and the accounting policies set out on page 6.

Respective Responsibilities of the Members of the Council and Auditors

As described on page 2, the charity's trustees, who are also Members of the Council and directors of The Centre for Crime and Justice Studies (ISTD) for the purpose of company law, 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.

prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Trustees is not consistent with the financial statements, if the charitable 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 trustees' remuneration and transactions with the company is not disclosed.

We read the Report of the Trustees 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 trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable 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 charitable company's affairs as at 30 June 2003 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 provisions of the Companies Act 1985.

Neuhoff & Co

**Neuhoff & Co
Chartered Accountants
Registered Auditors**

**1/33 Rutland Gate
London
SW7 1PD**

..30 September... 2003

Statement of Financial Activities for the Year Ended 30 June 2003
(Incorporating the Income and Expenditure Account for the Year)

		Unrestricted Funds	Restricted Funds	Total Funds 30 June 2003	Total Funds 30 June 2002
	Note	£	£	£	£
Incoming resources					
Membership subscriptions		26,870	-	26,870	24,727
Grants and donations	1	10,283	103,500	113,783	65,727
Profit share - BJC	1	83,685	-	83,685	55,985
Conferences visits etc		61,984	-	61,984	61,220
Other events		1,340	-	1,340	1,964
Publications		11,960	-	11,960	10,432
Research & consultancy fees		55,187	-	55,187	71,401
Interest received		2,236	-	2,236	2,460
Total incoming resources		253,545	103,500	357,045	293,916
Resources expended					
Direct charitable expenditure					
Conference visits etc		69,540	-	69,540	76,536
Publications		53,973	-	53,973	50,922
Research and development		80,144	12,990	93,134	79,662
Information		7,990	63,250	71,240	32,093
		211,647	76,240	287,887	239,213
Other expenditure					
Cost of generating funds		6,771	5,850	12,621	18,717
Management and administration		36,877	-	36,877	39,788
		43,648	5,850	49,498	58,505
Total resources expended	2	255,295	82,090	337,385	297,717
Net (outgoing)/ incoming resources for the year		(1,750)	21,410	19,660	(3,802)
Balances brought forward at 1 July 2002	1	80,042	7,990	88,032	91,834
Balances carried forward at 30 June 2003		78,292	29,400	107,692	88,032

There were no recognised gains or losses for 2002 or 2003 other than those included in the Statement of Financial Activities.

The notes on pages 6 to 9 form part of these financial statements.

The Centre for Crime and Justice Studies (ISTD)

Balance Sheet as at 30 June 2003

	Note	<u>2003</u>		<u>2002</u>	
		£	£	£	£
Fixed Assets					
Tangible Assets	5		3,880		5,170
Current Assets					
Stocks	1	690		750	
Debtors	6	31,940		19,485	
Bank Deposit Accounts		93,072		75,788	
Bank Current Account		<u>2,748</u>		<u>13,226</u>	
		128,450		109,249	
Creditors: amounts falling due within one year	7	<u>24,638</u>		<u>26,387</u>	
Net Current Assets			103,812		82,862
Total Net Assets			<u>107,692</u>		<u>88,032</u>
Funds					
Unrestricted Funds					
General		8,292		10,042	
Designated	9	<u>70,000</u>		<u>70,000</u>	
			78,292		80,042
Restricted Funds	10		<u>29,400</u>		<u>7,990</u>
			<u>107,692</u>		<u>88,032</u>

The financial statements were approved by the directors (Members of the Council) on 16th September 2003 and signed on their behalf.

Anthony Pearson

) *A. Pearson*

Members of the Council

Paul Campayne

) *P. A. Campayne*

The notes on pages 6 to 9 form part of these financial statements

The Centre for Crime and Justice Studies (ISTD)

Notes to the Financial Statements for the Year Ended 30 June 2003

1. Accounting Policies

The charity is a company limited by guarantee (No.496821), and a charity registered by the Charity Commissioners (No.251588). The financial statements have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP2000) issued in October 2000, applicable Accounting Standards and the Companies Act 1985.

Basis of Accounting

The financial statements have been prepared under the historical cost convention and include the results of the charity's operations which are described in the Report of the Members of the Council and all of which are continuing.

Stocks

These comprise publications for sale valued at the lower cost and net realisable value.

Tangible Fixed Assets

Depreciation of office and computer equipment is provided at a rate of 25% per annum on a reducing balance basis.

Profit Share - B J C

The Centre receives a profit share under its ownership rights of the British Journal of Criminology. The publishers account to the Centre on a Volume Year (i.e. calendar year) basis. Therefore, the profit share accounted for in these financial statements represents a final payment for the Volume 2002 year and an on-account payment for the subsequent Volume 2003 year.

Grants and Donations

These comprise amounts receivable during the year and represent sums received from charitable trust, Government departments, companies and individuals.

Expenditure Allocation

The allocation of staff costs and office overheads has been made on the basis of time spent on the principal operational functions of the charity.

Value added tax

Where applicable, recoverable VAT has been deducted in arriving at costs.

Cash Flow Statement

The charity has taken advantage of the exemption provided by Financial Reporting Standard 1 and has not prepared a Cash Flow Statement for the year.

The Centre for Crime and Justice Studies (ISTD)

Notes to the Financial Statements for the Year Ended 30 June 2003

2. Analysis of Resources Used

	Conferences Visits etc	Public- ations	Research & Develop- ment	Inform- ation	Fundraising & Adminis- tration	2003	2002
	£	£	£	£	£	£	£
Direct costs	22,287	22,354	8,666	21,820	333	75,460	55,176
Staff costs	42,329	28,664	76,303	46,317	39,299	232,912	219,812
Other costs	4,924	2,955	8,165	3,103	7,576	26,723	20,007
Amounts written off fixed assets	-	-	-	-	1,290	1,290	1,723
Audit fees	-	-	-	-	1,000	1,000	1,000
	<u>69,540</u>	<u>53,973</u>	<u>93,134</u>	<u>71,240</u>	<u>49,498</u>	<u>337,385</u>	<u>297,718</u>

3. Staff Costs

	2003	2002
	£	£
Salaries	205,850	193,066
Employers National Insurance	20,248	18,371
Other pension costs	6,218	5,751
Recruitment training and volunteers' expenses	624	2,624
	<u>232,940</u>	<u>219,812</u>

The average weekly number of employees
(full-time equivalent), during the year
was as follows:

8	8
---	---

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

Members of the Council are unpaid.

Expenses reimbursed to Members of the Council
during the year were £43. (2002 £450)

4. Taxation

The company has no liability to Corporation Tax for the year ended 30 June 2003 due to its exempt status as a Registered Charity.

The Centre for Crime and Justice Studies (ISTD)

Notes to the Financial Statements for the Year Ended 30 June 2003

5. Tangible Fixed Assets

	Computer Equipment	Office Equipment	Total
Cost	£	£	£
At 1 July 2002	15,279	3,754	19,033
Additions	-	-	-
At 30 June 2003	<u>15,279</u>	<u>3,754</u>	<u>19,033</u>
Depreciation			
At 1 July 2002	10,852	3,011	13,863
Charge for year	1,105	186	1,290
At 30 June 2003	<u>11,957</u>	<u>3,197</u>	<u>15,153</u>
Net Book Value			
At 30 June 2003	<u>3,322</u>	<u>558</u>	<u>3,880</u>
At 30 June 2002	<u>4,427</u>	<u>743</u>	<u>5,170</u>

6. Debtors

	2003 £	2002 £
Due Within One Year:		
Debtors	22,429	16,100
Income Tax recoverable	2,637	3,385
Grants receivable	5,000	-
VAT	1,874	-
	<u>31,940</u>	<u>19,485</u>

7. Creditors - Amounts falling due within one year

	2003 £	2002 £
Creditors - suppliers	8,655	5,663
Social Security and other taxes	6,043	16,214
Sundry Creditors and accruals	9,940	4,510
Receipts in advance	-	-
	<u>24,638</u>	<u>26,387</u>

The Centre for Crime and Justice Studies (ISTD)

Notes to the Financial Statements for the Year Ended 30 June 2003

8. Liability of members

The liability of members is limited by guarantee not exceeding £1 each.

9. Unrestricted funds

See also Statement of Reserves Policy on page 1 (Trustees Report).

The Centre's programme requires planning for at least a year ahead. Therefore, the charity aims to maintain its unrestricted funds at a level which is sufficient to honour its contractual obligations relating to staff, overhead and publishing commitments. The amount of these funds excludes the cost of specifically funded research and makes allowance for continuing income from subscriptions and BJC profit share.

Designated Funds

	Balance as at 1 July 2002 £	Increases £	Decreases £	Balance as at 30 June 2003 £
Appropriation from general fund				
Overhead reserve	70,000	-	-	70,000
	<u>70,000</u>	<u>-</u>	<u>-</u>	<u>70,000</u>

10. Restricted Funds

	Balance as at 1 July 2002 £	Increases £	Decreases £	Balance as at 30 June 2003 £
Research grants	7,990	5,000	12,990	-
Communications grant	-	85,350	61,100	24,250
Information Service grant	-	7,300	2,150	5,150
Fundraising donations	-	5,850	5,850	-
Conference grants	-	-	-	-
	<u>7,990</u>	<u>103,500</u>	<u>82,090</u>	<u>29,400</u>

The Centre for Crime and Justice Studies (ISTD)

Year Ended 30 June 2003

Schedule of Grants and Donations Received

	Unrestricted £	Restricted £	Total £
Grants			
The Diana Princess of Wales Memorial Fund		4,000	4,000
The Pilgrim Trust		5,000	5,000
The Allen Lane Foundation	4,000		4,000
The Rayne Foundation		1,000	1,000
The Lankelly Foundation		12,500	12,500
Esmee Fairbairn Foundation			
Rethinking Crime & Punishment Project		53,250	53,250
Weblog		7,300	7,300
The Home Office		14,600	14,600
	4,000	97,650	101,650
Donations			
Others	6,283	5,850	12,133
	10,283	103,500	113,783