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 2004

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 Rod Morgan Helen Rinaldi John Samuels Crispian Strachan QPM CBE Martin Wright
Director and Company Secretary:	Una Padel OBE
Registered Office:	King's College London The School of Law 26 - 29 Drury Lane London WC2B 5RL
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 2004

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The Centre for Crime and Justice Studies (ISTD)
Report of the Members of the Council
For the Year Ended 30 June 2004

The members of the Council present their annual report together with the financial statements for the year ended 30 June 2004.

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 flunctuation and the Trustees are mindful of their financial commitments, particularly to staff. As at 30 June 2004 the level of these designated reserves was £50,000. (2003 - £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	(Resigned March 2004)
Rod Morgan	
John Samuels	
Crispian Strachan QPM CBE	
John Wates	(Resigned December 2003)
Martin Wright	
Helen Rinaldi	(Co-opted June 2004)

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 14 September 2004 and signed on their behalf.

U. Padel

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 2004 on pages 4 to 9 which have been prepared under the historical cost convention and the accounting policies set out on page 6.

This report is made solely to the company's members, as a body, in accordance with S.235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report or for the opinions we have formed.

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 2004 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

17 September 2004

The Centre for Crime and Justice Studies (ISTD)

Statement of Financial Activities for the Year Ended 30 June 2004 (Incorporating the Income and Expenditure Account for the Year)

	Note	*Unrestricted* Funds £	*Restricted* Funds £	*Total Funds* 30 June 2004 £	*Total Funds* 30 June 2003 £
Incoming resources					
Membership subscriptions		26,772	-	26,772	26,870
Grants and donations	1	11,407	388,198	399,605	113,783
Profit share - BJC	1	92,077	-	92,077	83,685
Conferences visits etc		36,126	-	36,126	61,984
Other events		1,993	-	1,993	1,340
Publications		11,254	-	11,254	11,960
Research & consultancy fees		49,699	-	49,699	55,187
Interest received		8,074	-	8,074	2,236
Total incoming resources		237,402	388,198	625,600	357,045
Resources expended					
Direct charitable expenditure					
Conference visits etc		64,957	-	64,957	69,540
Publications		55,549	-	55,549	53,973
Research and development		83,956	12,348	96,304	93,134
Information		-	45,130	45,130	71,240
Crime and Society Foundation		-	60,600	60,600	-
Whose Justice		-	1,008	1,008	-
		204,462	119,086	323,548	287,887
Other expenditure					
Cost of generating funds		12,818	- 500	13,318	12,621
Management and administration		38,931	15,289	54,220	36,877
		51,749	15,789	67,538	49,498
Total resources expended	2	256,211	134,875	391,086	337,385
Net incoming / (outgoing) resources for the year		**(18,809)**	**253,323**	**234,514**	**19,660**
Balances brought forward at 1 July 2003	1	78,292	29,400	107,692	88,032
Balances carried forward at 30 June 2004		**59,483**	**282,723**	**342,206**	**107,692**

There were no recognised gains or losses for 2003 or 2004 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 2004

	Note	2004		2003	
		£	£	£	£
Fixed Assets					
Tangible Assets	5		15,007		3,880
Current Assets					
Stocks	1	690		690	
Debtors	6	45,600		31,940	
Bank Deposit Accounts		307,317		93,072	
Bank Current Account		7,495		2,748	
		361,102		128,450	
Creditors: amounts falling due within one year	7	33,903		24,638	
Net Current Assets			327,199		103,812
Total Net Assets			342,206		107,692
Funds					
Unrestricted Funds					
General		9,483		8,292	
Designated	9	50,000		70,000	
			59,483		78,292
Restricted Funds	10		282,723		29,400
			342,206		107,692

The financial statements were approved by the directors (Members of the Council) on 14 September 2004 and signed on their behalf.

Anthony Pearson)
Members of the Council
Paul 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 2004

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 equipment and computer equipment is provided at the rates of 25% and 33 1/3 % respectively on a reducing balance basis. In prior years the rate of 25% had been used in respect of all the depreciation provided.

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 2003 year and an on-account payment for the subsequent Volume 2004 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 fo the year.

Notes to the Financial Statements for the Year Ended 30 June 2004

2. Analysis of Resources Expended

	Conferences Visits etc	Public-ations	Research & Develop-ment	Inform-ation	Fundraising & Adminis-tration	Crime & Society Foundation	2004	2003
	£	£	£	£	£	£	£	£
Direct costs	20,213	25,098	10,900	16,784	-	9,056	82,051	75,460
Staff costs	44,744	30,451	86,412	28,346	42,765	48,950	281,668	232,912
Other costs	-	-	-	-	9,390	9,953	19,343	26,723
Amounts written off fixed assets	-	-	-	-	3,914	2,910	6,824	1,290
Audit fees	-	-	-	-	1,200	-	1,200	1,000
	64,957	55,549	97,312	45,130	57,269	70,869	391,086	337,385

3. Staff Costs

	2004	2003
	£	£
Salaries	238,923	205,850
Employers National Insurance	23,990	20,248
Other pension costs	7,945	6,218
Recruitment training and volunteers' expenses	10,810	624
	281,668	232,940
The average weekly number of employees (full-time equivalent), during the year was as follows:	8.5	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 £Nil . (2003 - £43)* .

4. Taxation

The company has no liability to Corporation Tax for the year ended 30 June 2004 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 2004

5. Tangible Fixed Assets

	Computer Equipment	Office Equipment	Total
Cost	£	£	£
At 1 July 2003	15,279	3,754	19,033
Additions	13,089	4,862	17,951
At 30 June 2004	28,368	8,616	36,984
Depreciation			
At 1 July 2003	11,956	3,197	15,153
Charge for year	5,469	1,355	6,824
At 30 June 2004	17,425	4,552	21,977
Net Book Value			
At 30 June 2004	10,943	4,064	15,007
At 30 June 2003	3,323	557	3,880

6. Debtors

	2004	2003
	£	£
Due Within One Year:		
Debtors	38,724	22,429
Income Tax recoverable	4,644	2,637
Grants receivable	2,232	5,000
VAT	-	1,874
	45,600	31,940

7. Creditors - Amounts falling due within one year

	2004	2003
	£	£
Creditors - suppliers	5,886	8,655
Social Security and other taxes	15,135	6,043
Sundry Creditors and accruals	12,882	9,940
	33,903	24,638

The Centre for Crime and Justice Studies (ISTD)

Notes to the Financial Statements for the Year Ended 30 June 2004

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 costs of specifically funded research and other projects which comprise restricted funds and makes allowance for continuing income from subscriptions and BJC profit share.

Designated Funds

	Balance as at 1 July 2003 £	Increases £	Decreases £	Balance as at 30 June 2004 £
Appropriation from general fund				
Overhead reserve	70,000	-	20,000	50,000
	70,000	-	20,000	50,000

10. Restricted Funds

	Balance as at 1 July 2003 £	Increases £	Decreases £	Balance as at 30 June 2004 £
The Atlantic Philanthropies:				
Crime and Society Foundation		258,600	70,869	187,731
Whose Justice		80,000	1,008	78,992
Crime Information Service	29,400	36,750	50,150	16,000
Fundraiser donations	-	500	500	-
Prisoners' Families Poverty Project	-	12,348	12,348	-
	29,400	388,198	137,526	282,723

The Centre for Crime and Justice Studies (ISTD)

Year Ended 30 June 2004

Schedule of Grants and Donations Received

	Unrestricted	Restricted	Total
	£	£	£
Grants			
The Atlantic Philanthropies:			
Crime and Society Foundation		258,600	258,600
Whose Justice		80,000	80,000
The Allen Lane Foundation	3,000		3,000
The Noel Buxton Trust	2,500		2,500
The Lankelly Foundation		12,500	
Esmee Fairbairn Foundation		24,250	
Joseph Rowntree Foundation		12,348	12,348
	5,500	387,698	393,198
Donations			
Others	5,907	500	6,407
	11,407	388,198	399,605