

**INSTITUTE OF ST ANSELM
FINANCIAL STATEMENTS
YEAR ENDED
30 JUNE 2000**

**Company Registration Number 2010021
Charity Number 294625**



INSTITUTE OF ST ANSELM
FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2000

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INSTITUTE OF ST ANSELM

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

The members of the committee

Reverend L Kofler
Reverend D Clark
A M H King

Company secretary

A M H King

Registered office

Institute of St Anselm
26-28 Edgar Road
Margate
Kent
CT9 2EU

Auditors

Levicks
Chartered Accountants and Business Advisers & Registered
Auditors
Station Gates
3 Lloyd Road
BROADSTAIRS
Kent
CT10 1HY

Bankers

National Westminster
Northdown Road
Cliftonville
Margate
Kent

Solicitors

Stone King
13 Queen Square
Bath
BA1 2HJ

Investment Advisors

J Rothschild Assurance
The Soap House
Ripley Lane
West Horsley
Surrey
KT24 6JS

INSTITUTE OF ST ANSELM

TRUSTEES ANNUAL REPORT

YEAR ENDED 30 JUNE 2000

The trustees have pleasure in presenting their report and the financial statements of the charity for the year ended 30 June 2000.

ACTIVITIES OF THE CHARITY

The principal activity of the Charity during the year continued to be the advancement of religion and education throughout the world. It was established in 1984 to pursue within the Church the analysis of the process of human growth and the training of individuals, particularly leaders, to foster psychological, physical and spiritual growth. The Institute of St Anselm is a company limited by guarantee and does not have share capital.

FINANCIAL POSITION

The Trustees consider the Charity's financial position to be satisfactory. The Institute continues to grow and provide funds for investment, both into property such as Trinity House, used for lecture rooms and residential accommodation, and also into the "Hardship and Establishment Fund", which has also performed well over the past year.

HARDSHIP AND ESTABLISHMENT FUND

The Hardship and Establishment Fund was set up with the aim of assisting those students to attend courses who would otherwise be unable to attend because of financial reasons.

At the year end the fund stands at £480,720, made up as follows:

	£
Investments at market value	430,266
Cash at bank and investment proceeds receivable	20,454
Reserved for future investment	<u>30,000</u>
	<u>480,720</u>

ORGANISATION

The Charity has now become part of an Accrediting Body called Choreo, and a number of members of the team have become accredited.

The Advisory Board, which meets twice each year, continues to prove most supportive and helpful.

The Charity is integral in the formation of a "world wide movement for reconciliation", with the objective of training people to be agents for reconciliation on an International scale.

REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

The Charity continued to run both Diploma and Summer courses along with the new Integrative Spiritual Counselling courses, Intensive Personal Development programmes, and St Bede's courses designed for people in need of therapy.

ANY OTHER MATTERS AS DESCRIBED

Continuing repairs and improvements were made during the year to the properties owned by the Charity, in particular Trinity House. Since the year-end the Charity has purchased an additional property in the area.

INSTITUTE OF ST ANSELM

TRUSTEES ANNUAL REPORT (CONTINUED)

YEAR ENDED 30 JUNE 2000

RESULTS

The results for the year, and the charity's financial position at the end of the year are shown in the attached financial statements, which have been prepared in accordance with the current statutory requirements and the Statement of Recommended Practice.

THE TRUSTEES

The trustees who served the charity during the year were as follows:

Reverend Len Kofler

Reverend Derek Clark

A M H King

Sylvine Vas (Retired 24 November 1999)

RESPONSIBILITIES OF THE TRUSTEES

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies, as described on page 8, and then apply them on a consistent basis, making judgments and estimates that are prudent and reasonable. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping 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. The trustees 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.

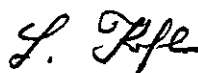
AUDITORS

A resolution to re-appoint Levicks as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

Registered office:

Institute of St Anselm
26-28 Edgar Road
Margate
Kent

Signed by order of the
trustees



Reverend L Kofler
Trustee

27/4/01

INSTITUTE OF ST ANSELM**AUDITORS' REPORT TO THE MEMBERS****YEAR ENDED 30 JUNE 2000**

We have audited the financial statements on pages 5 to 12 which have been prepared under the historical cost convention and the accounting policies set out on page 8.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS

As described on page 3, the trustees (who also act as Trustees for the charitable activities of the company) are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those 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 significant estimates and judgements made in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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 charity's state of affairs as at 30 June 2000 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.

Station Gates
3 Lloyd Road
BROADSTAIRS
Kent
CT10 1HY
27/4/01.

Levicks
LEVICKS
Chartered Accountants and Business Advisers
& Registered Auditors

INSTITUTE OF ST ANSELM
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 30 JUNE 2000

	Note	Total Funds 2000 £	Total Funds 1999 £
INCOMING RESOURCES			
Donations		13,409	1,883
Investment income	2	1,912	2,248
Income from charitable trading activities		691,872	647,120
Interest receivable		12,465	3,702
TOTAL INCOMING RESOURCES		719,658	654,953
RESOURCES EXPENDED			
Direct charitable expenditure	3	585,928	499,023
Management and administration	4	85,778	79,515
TOTAL RESOURCES EXPENDED	5	671,706	578,538
NET INCOMING RESOURCES FOR THE YEAR		47,952	76,415
OTHER RECOGNISED GAINS AND LOSSES			
Net gains on disposal of investment assets		3,603	11,718
Unrealised gains on investments		45,572	11,948
Net movement in funds relating to the year		97,127	100,081
Balances brought forward		2,592,306	2,492,225
Balances carried forward		2,689,433	2,592,306

All movements are in Unrestricted Funds

The Statement of Financial Activities incorporates the Statement of Total
 Recognised Gains and Losses required by FRS 3.
 All of the activities of the charity are classed as continuing.

INSTITUTE OF ST ANSELM
SUMMARY INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 30 JUNE 2000

	Note	2000 £	1999 £
INCOME		705,281	649,003
TOTAL EXPENDITURE	5	671,706	578,538
OPERATING SURPLUS		33,575	70,465
OTHER INCOME			
Income from shares in listed companies	2	1,912	2,248
Interest receivable and similar income	6	12,465	3,702
Net Income before investment asset disposals		47,952	76,415
Gain on disposal of fixed asset investments		3,603	11,718
NET SURPLUS FOR THE FINANCIAL YEAR		51,555	88,133

All of the activities of the charity are classed as continuing.

INSTITUTE OF ST ANSELM

BALANCE SHEET

30 JUNE 2000

	Note	2000 £	1999 £
FIXED ASSETS			
Tangible assets	7	2,214,569	2,228,050
Investments	2	430,266	238,758
		<u>2,644,835</u>	<u>2,466,808</u>
CURRENT ASSETS			
Debtors	8	38,108	30,388
Cash at bank and in hand		228,726	296,529
		<u>266,834</u>	<u>326,917</u>
CREDITORS: Amounts falling due within one year	9	<u>(219,319)</u>	<u>(201,419)</u>
NET CURRENT ASSETS		<u>47,515</u>	<u>125,498</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>2,692,350</u>	<u>2,592,306</u>
CREDITORS: Amounts falling due after more than one year	10	<u>(2,917)</u>	<u>-</u>
NET ASSETS		<u>2,689,433</u>	<u>2,592,306</u>
FUNDS			
Unrestricted:			
Designated funds	11	480,720	425,928
Other charitable funds		2,208,713	2,166,378
		<u>2,689,433</u>	<u>2,592,306</u>

These financial statements were approved by the members of the committee on the 27/4/01, and are signed on their behalf by:



REVEREND L KOFLER
member of the committee

INSTITUTE OF ST ANSELM

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2000

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and the Statement of Recommended Practice on accounting by charities.

Investment assets

Investments have been revalued at their market value. This gain has been shown as "unrealised gain on investment" in the Statement of Financial Activities.

Commitments and use of designated funds

The designated funds are made up of the Hardship and Establishment Fund. A reservation of cash is made each year, decided on by the Trustees in the General Meeting.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	- 15% per annum on net book value
Fixtures & fittings	- 15% per annum on net book value
Motor vehicles	- 25% per annum on net book value

Freehold buildings and improvements are depreciated at a rate of 2% on cost, in accordance with Statement of Standard Accounting Practice No 12.

Hire purchase agreements

Assets held under hire purchase agreements are capitalised and disclosed under tangible fixed assets at their fair value. The capital element of the future payments is treated as a liability and the interest is charged to the Statement of Financial Activities on a straight line basis.

Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activities.

Allocation of costs

Costs have been allocated on the basis of all expenses being directly charitable with the exception of administrative staff salaries, audit, professional and legal fees, and other administrative expenses.

2. INVESTMENTS

	Value 2000 £	Value 1999 £	Income 2000 £	Income 1999 £
UK quoted investments	67,921	84,642	1,912	2,248
Non-UK quoted investments	10,876	26,416	-	-
Other UK unlisted	-	74,357	-	-
Other non-UK unlisted	351,469	53,343	-	-
	<u>430,266</u>	<u>238,758</u>	<u>1,912</u>	<u>2,248</u>

INSTITUTE OF ST ANSELM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2000

2. INVESTMENTS *(continued)*

Movement in market value

	2000	1999
	£	£
Market value at 1 July 1999	238,758	291,795
Acquisitions at cost	180,000	120,100
Disposals at opening book value	(34,064)	(185,085)
Net gains on revaluations in the year ended 30 June 2000	45,572	11,948
Market value at 30 June 2000	<u>430,266</u>	<u>238,758</u>
Historical cost at 30 June 2000	<u>368,100</u>	<u>208,600</u>

By the Trust Deed, the investments are not subject to the limitations of the Trustee Investments Act.

Analysis of investments at 30 June 2000 between funds

	£
	Designated fund
Quoted investments:	
Fixed interest	59,508
Unit trusts	19,289
	<u>78,797</u>
Un-quoted investments:	
Other	351,469
	<u>430,266</u>

Material investments are as follows

	Value as at 30 June 2000 £
JRI International Investment Bond	351,469
£10,700 Treasury 2% index-linked stock 2006	25,233
£36,850 Funding 3.5% stock 99/04	34,285

Listed investments

Listed investments having a net book value of £68,000 (1999 - £88,500) are held by the charity and had a market value of £78,797 at the end of the year (1999 - £111,058).

3. DIRECT CHARITABLE EXPENDITURE

	Total Funds 2000	Total Funds 1999
	£	£
Provision of charitable services:		
Course costs	<u>581,401</u>	<u>499,023</u>

INSTITUTE OF ST ANSELM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2000

3. DIRECT CHARITABLE EXPENDITURE *(continued)*

Analysis of provision of charitable services:

	Staff costs	Depreciation	Other costs	Total 2000	Total 1999
	£	£	£	£	£
Course costs	<u>88,226</u>	<u>78,526</u>	<u>419,176</u>	<u>585,928</u>	<u>499,023</u>

4. MANAGEMENT AND ADMINISTRATION

	Total Funds 2000	Total Funds 1999
	£	£
Salaries	60,079	53,927
Office costs	13,347	12,991
Audit fees	7,050	7,168
Legal and professional	5,126	5,429
Interest payable	176	-
	<u>85,778</u>	<u>79,515</u>

5. TOTAL RESOURCES EXPENDED

	Staff costs	Depreciation	Other costs	Total Funds 2000	Total Funds 1999
	£	£	£	£	£
Direct charitable expenditure	88,226	78,526	419,176	585,928	499,023
Management and administration	<u>60,079</u>	<u>-</u>	<u>25,699</u>	<u>85,778</u>	<u>79,515</u>
	<u>148,305</u>	<u>78,526</u>	<u>444,875</u>	<u>671,706</u>	<u>578,538</u>

Total expenditure:

In Statement of Financial Activities	671,530	578,538
Interest payable and similar charges	176	-
In Statement of Financial Activities as above	<u>671,706</u>	<u>578,538</u>

The aggregate payroll costs were:

	2000	1999
	£	£
Wages and salaries	139,190	121,978
Social security costs	7,276	7,589
Other pension costs	1,839	3,229
	<u>148,305</u>	<u>132,796</u>

INSTITUTE OF ST ANSELM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2000

5. TOTAL RESOURCES EXPENDED *(continued)*

Particulars of employees:

The average number of staff employed by the charity during the financial year amounted to:

	2000	1999
	No.	No.
Number of directly charitable staff	13	12
Number of administrative staff	7	5
	20	17

	2000	1999
	£	£
Other costs:		
Food	77,474	73,876
Repairs and renewals	122,840	81,143
Teaching	103,650	83,040
Miscellaneous	140,911	109,493
	444,875	347,552

	2000	1999
	£	£
Auditors' fees		
Fees charged by the auditors can be analysed as follows:		
Audit	7,050	7,168
Payroll	1,093	1,016
Book-keeping	1,739	1,639
Other	969	881
	10,851	10,704

6. INTEREST RECEIVABLE AND SIMILAR INCOME

	2000	1999
	£	£
Bank interest receivable	12,465	3,702

INSTITUTE OF ST ANSELM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2000

7. TANGIBLE FIXED ASSETS

	Freehold property £	Equipment £	Fixtures & fittings £	Motor vehicles £	Total £
COST					
At 1 July 1999	2,484,504	231,172	49,725	12,845	2,778,246
Additions	36,859	10,113	5,978	19,745	72,695
Disposals	-	-	-	(18,745)	(18,745)
At 30 June 2000	2,521,363	241,285	55,703	13,845	2,832,196
DEPRECIATION					
At 1 July 1999	380,708	129,289	33,631	6,568	550,196
Charge for the year	50,428	16,799	3,311	3,461	73,999
On disposals	-	-	-	(6,568)	(6,568)
At 30 June 2000	431,136	146,088	36,942	3,461	617,627
NET BOOK VALUE					
At 30 June 2000	2,090,227	95,197	18,761	10,384	2,214,569
At 30 June 1999	2,103,796	101,883	16,094	6,277	2,228,050

All fixed assets are capitalized at cost, are used in direct furtherance of the charity's objects, and are shown at purchase price.

Hire purchase agreements

Included within the net book value of £2,214,569 is £10,384 (1999 - £Nil) relating to assets held under hire purchase agreements. The depreciation charged to the accounts in the year in respect of such assets amounted to £3,461 (1999 - £Nil).

8. DEBTORS

	2000 £	1999 £
Other debtors	35,964	26,920
Prepayments	2,144	3,468
	38,108	30,388

9. CREDITORS: Amounts falling due within one year

	2000 £	1999 £
PAYE and social security	20	-
Hire purchase agreements	3,500	-
Accruals	215,799	201,419
	219,319	201,419

10. CREDITORS: Amounts falling due after more than one year

	2000 £	1999 £
Hire purchase agreements	2,917	-

INSTITUTE OF ST ANSELM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2000

11. DESIGNATED FUNDS

	Balance at 1 July 1999 £	Movement in resources: New designations £	Balance at 30 June 2000 £
Hardship and Establishment Fund	<u>425,928</u>	<u>54,792</u>	<u>480,720</u>

12. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS

	Tangible fixed assets £	Investments £	Other net assets £	Total £
Unrestricted funds	<u>2,214,569</u>	<u>430,266</u>	<u>44,598</u>	<u>2,689,433</u>

13. RELATED PARTY TRANSACTIONS

Legal fees incurred during the year of £949 were paid to a solicitor firm of which A M H King is a partner.

14. COMPANY LIMITED BY GUARANTEE

The Institute of St Anselm is a company limited by guarantee and does not have share capital.