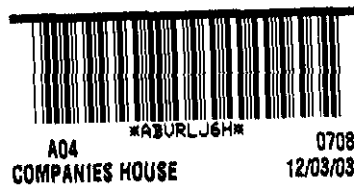


INSTITUTE OF ST ANSELM
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2002

Company Registered Number: 2010021
Charity Number: 294625



INSTITUTE OF ST ANSELM
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2002

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INSTITUTE OF ST ANSELM

COMPANY INFORMATION

FOR THE YEAR ENDED 30 JUNE 2002

MEMBERS OF THE BOARD

Reverend L Kofler
Reverend D Clark
A M H King
M P Azaredo
A I Kneath

COMPANY SECRETARY

A M H King

REGISTERED OFFICE

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

AUDITORS

haysmacintyre
Chartered Accountants
Registered Auditors
Southampton House
317 High Holborn
London WC1V 7NL

BANKERS

National Westminster
Northdown Road
Cliftonville
Margate
Kent

SOLICITORS

Stone King
13 Queen Square
Bath
BA1 2HJ

INVESTMENT ADVISORS

St James's Place Partnership
The Soap House
Ripley Lane
West Horsley
Surrey
DT24 6JS

INSTITUTE OF ST ANSELM

TRUSTEES' REPORT

FOR THE YEAR ENDED 30 JUNE 2002

The trustees have pleasure in presenting their report and the financial statements of the charity for the year ended 30 June 2002. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 in preparing the annual report and financial statements of the charity.

CONSTITUTION AND OBJECTS

The Institute of Saint Anselm was incorporated on 14 April 1986 and its governing instrument is its memorandum and articles of association. These define the charity's objects as being :

'The advancement of religion and education throughout the world and in particular but without prejudice to the foregoing the analysis of the process of human growth and the training of individuals (and especially leaders) to foster psychological, physical and spiritual growth.'

The Institute's mission is driven by the conviction that the formation of priests, religious and pastoral workers needs to be more process-orientated if the Church of the future is to become a healing Church. Candidates learn how to grow in love for themselves, others and God through learning to relate to all three.

The Institute is based on the fundamental premise that Christianity will become relevant to the needs of our time when the emphasis changes from its traditional teaching function to its healing ministry. The courses run by the Institute encourage and facilitate a process of inner change and growth in the candidates. This moment of metanoia or spiritual conversion enables them to outgrow their fears and trust themselves in 'the unfolding process of life and meaning'.

ORGANISATIONAL STRUCTURE

The Charity is UK based with its headquarters in Cliftonville, near Margate-on-Sea. The Institute's management structure has three tiers :

- Senior
- Middle
- Team

The support functions are broken down into two departments as follows :

- Maintenance
- Catering

An Advisory Board meets twice each year offering guidance and direction to the Trustees.

The Institute is currently overhauling its employment practices and support structures for staff. Contracts, rules of conduct, disciplinary procedures and employment processes are currently being reviewed to create a staff handbook.

During the year a small centre for training in psycho-spiritual counselling was opened in Kenya. This sister organisation shares the vision of the Institute and provides encouragement that other such centres may be opened in the future in other parts of the world.

The Institute hopes to build up its contacts within the Church hierarchy with a view to establishing fruitful relationships with the structures of the wider Church. During the year one of the Institute's lecturers taught at Womersley Seminary and the Director gave a weekend workshop to the Seminary Staff Association.

RELATIONSHIPS WITH OTHER ORGANISATIONS

The Institute co-operated with three organisations during the year in the pursuit of its charitable objectives.

INSTITUTE OF ST ANSELM

TRUSTEES' REPORT

FOR THE YEAR ENDED 30 JUNE 2002

REVIEW OF ACTIVITIES

The Institute's courses continued to be well attended in spite of the fact that the Home Office withdrew its status as a bona fide educational institution. The Institute, on its own initiative, put great effort and concentrated resources of time, personnel and finance to rectify the situation. As a result of these actions it was reinstated as a bona fide educational institution.

Attendance at the various courses was as follows :

• 66	Diploma Course
• 55	Summer Course
• 25	Intensive Personal Development (IPD) Programme
• 23	Integrative Spiritual Counselling (ISC) Course
• 18	Post Graduate Certificate
• 8	Post Graduate Diploma

Four empowerment workshops and two clinical skills seminars were held in SHEN therapy. This is a body-centred discipline that has been developed in America in recent years and was first implemented in the Institute's programmes in January this year.

FINANCIAL REVIEW

The Institute's income increased from £750,138 to £833,001. This increase of 11% is totally due to a generous legacy of £91,281 received from the estate of Mrs Ethel Jane Azzopardi deceased. The Institute thanks all its benefactors, past and present, for their generosity.

Costs in furtherance of the charitable objects increased by 6.5%.

There were net incoming resources of £128,670 (2001:£89,146).

During the year a conservatory was added at Westbrook, which is well used and appreciated by those who live there.

Hardship and establishment fund

The Hardship and Establishment Fund, set up with the aim of assisting those students to attend courses who would otherwise be unable to attend because of financial reasons, stands at £535,854 (2000: £520,851).

At the year end the fund was made up as follows:

	2002 £	2001 £
Investments at market value	484,019	490,653
Cash at bank and investment proceeds receivable	-	198
Reserved for future investment	51,835	30,000
	<u>£535,854</u>	<u>£520,851</u>

FUTURE PLANS

With the planned for retirement of the Director and key members of the Senior Management team the focus is on consolidating and strengthening the life of the Institute. The development of structures to preserve the work of the Institute into the future is now an urgent priority.

INSTITUTE OF ST ANSELM

TRUSTEES' REPORT

FOR THE YEAR ENDED 30 JUNE 2002

POLICIES

Investments

The Institute has adopted a "total return" strategy in its investment policy balancing capital appreciation with income return. The investment portfolio performed in line with market expectations.

Reserves

Of unrestricted funds totalling £2,839,481, £2,185,288 are tied up in tangible fixed assets and £535,854 are designated as the Hardship and Establishment fund. Free reserves remain of £118,339 which represents approximately 2 months expenditure at current levels. The Trustees consider this to be a sufficient but not excessive provision for the on-going needs of the charity.

RISK MANAGEMENT

The trustees have examined the major strategic, business and operational risks which the charity faces and has set up systems to mitigate these.

STATEMENT OF TRUSTEES RESPONSIBILITIES

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 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 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. 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.

The financial statements were approved by the members of the committee on 5TH MARCH 2003 and signed on their behalf by:



Reverend L. Kofler
Trustee

Registered office;
Institute of St Anselm
26-28 Edgar Road
Margate
Kent

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE

INSTITUTE OF ST ANSELM

We have audited the financial statements of The Institute of St Anselm for the year ended 30 June 2002 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the charity's trustees, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees' responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities. The Trustees are also the directors of The Institute of St Anselm for the purposes of company law.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Report 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 charitable company is not disclosed.

We are not required to consider whether the statement in the Trustees' Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

We read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. This other information comprises only the Trustees' Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

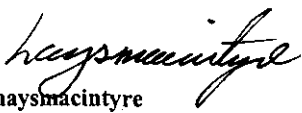
Basis of audit opinion

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 charity's affairs as at 30 June 2002 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.


haysmacintyre
Southampton House
Chartered Accountants
Registered Auditors

317 High Holborn
London
WC1V 7NL

7 March 2003

INSTITUTE OF ST ANSELM
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2002

	Note	Total Funds 2002 £	Total Funds 2001 £
INCOMING RESOURCES			
Donations and Legacies		92,281	5,959
<i>Activities in furtherance of charitable objects</i>			
Course fees		724,118	726,203
<i>Activities to generate funds</i>			
Interest receivable	6	6,533	17,133
Investment income		-	843
Other income		10,069	-
TOTAL INCOMING RESOURCES		833,001	750,138
RESOURCES EXPENDED			
<i>Costs of generating funds</i>			
Investment manager's fee			
<i>Activities to further the charitable objects</i>			
Course costs	3	607,583	568,889
Support costs	4 a	83,247	74,971
Management and administration	4 b	13,501	17,132
TOTAL RESOURCES EXPENDED		704,331	660,992
NET INCOMING RESOURCES FOR THE YEAR		128,670	89,146
OTHER RECOGNISED GAINS AND LOSSES			
Net gains on disposal of investment assets		-	12,316
Unrealised gains/(losses) on investments	2	(56,634)	(23,450)
Net movement in funds relating to the year		72,036	78,012
Balances brought forward		2,767,445	2,689,433
Balances carried forward		£2,839,481	£2,767,445

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.

The notes on pages 8 to 12 form part of these financial statements

INSTITUTE OF ST ANSELM

BALANCE SHEET

AT 30 JUNE 2002

	Note	£	2002 £	£	2001 £	£
FIXED ASSETS						
Tangible assets	7	2,185,288			2,242,780	
Investments	2	484,019			490,653	
				2,669,307		2,733,433
CURRENT ASSETS						
Debtors	8	139,115			4,675	
Cash at bank and in hand		183,077			242,303	
						246,978
CREDITORS: amounts falling due within one year	9	(152,018)			(212,966)	
NET CURRENT ASSETS				170,174		34,012
NET ASSETS				£2,839,481		£2,767,445
FUNDS						
Unrestricted:						
Designated funds	10		535,854		520,851	
Other charitable funds			2,303,627		2,246,594	
				£2,839,481		£2,767,445

The financial statements were approved by the members of the committee on 5TH MARCH 2003 and signed on their behalf by:



REVEREND L KOFLER
Member of the committee

The notes on pages 8 to 12 form part of these financial statements

INSTITUTE OF ST ANSELM

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2002

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 & Reporting by Charities" (2000).

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 their expected useful life of that asset as follows:

Equipment	- 15% per annum on net book value
Fixtures and 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.

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.

INSTITUTE OF ST ANSELM

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 JUNE 2002

2. INVESTMENTS

	Value		Income	
	2002	2001	2002	2001
	£	£	£	£
UK quoted investments	-	-	-	843
Non-UK quoted investments	-	-	-	-
Other non-UK unlisted	484,019	490,653	-	-
	<u>£484,019</u>	<u>£490,653</u>	<u>-</u>	<u>£843</u>

Movement in market value

	2002	2001
	£	£
Market value at 1 July 2001	490,653	430,266
Acquisitions at cost	50,000	237,621
Disposals at opening book value	-	(153,784)
Net gains on revaluations in the year ended 30 June 2001	(56,634)	(23,450)
Market value at 30 June 2002	<u>£484,019</u>	<u>£490,653</u>
Historical cost at 30 June 2001	<u>£517,621</u>	<u>£467,621</u>

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

Material investments are as follows

	2002	2001
	£	£
JRI International Investment Bond	<u>£484,019</u>	<u>£490,653</u>

3. DIRECT CHARITABLE EXPENDITURE

	Total funds 2002	Total funds 2001
	£	£
Provision of charitable services:		
Course costs	<u>£607,583</u>	<u>£568,889</u>

Analysis of provision of charitable services:

	Staff costs	Depreciation	Other costs	Total 2002	Total 2001
	£	£	£	£	£
Course costs	<u>£116,677</u>	<u>£70,908</u>	<u>£419,998</u>	<u>£607,583</u>	<u>£568,889</u>

INSTITUTE OF ST ANSELM

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 JUNE 2002

4. a SUPPORT COSTS

	Total 2002 £	Total 2001 £
Salaries	63,207	60,408
Office costs	20,040	14,533
Interest payable	-	30
	<u>£83,247</u>	<u>£74,971</u>

4. b MANAGEMENT & ADMINISTRATION

Accountancy fees	4,325	5,875
Audit fees	6,500	6,169
Legal and professional	2,676	5,088
	<u>£13,501</u>	<u>£17,132</u>

5. TOTAL RESOURCES EXPENDED

	Staff costs £	Depreciation £	Other costs £	Total 2002 £	Total 2001 £
Direct charitable expenditure	116,677	70,908	419,998	607,583	568,889
Management and administration	63,207	-	33,541	96,748	92,103
	<u>£179,884</u>	<u>£70,908</u>	<u>£453,539</u>	<u>£704,331</u>	<u>£660,992</u>

Total expenditure:

In statement of financial activities	704,331	660,962
Interest payable and similar charges	-	30

In statement of financial activities as above	<u>£704,331</u>	<u>£660,992</u>
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The aggregate payroll costs were:

	2002 £	2001 £
Wages and salaries	168,988	154,762
Social security costs	8,397	8,054
Other pension costs	2,499	3,169
	<u>£179,884</u>	<u>£165,985</u>

Particulars of employees:

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

	2002 No.	2001 No.
Number of directly charitable staff	18	15
Number of administrative staff	6	7
	<u>24</u>	<u>22</u>

INSTITUTE OF ST ANSELM

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 JUNE 2002

5. TOTAL RESOURCES EXPENDED (continued)					
				2002	2001
				£	£
Other costs:					
Food				108,931	80,976
Repairs and renewals				100,364	102,368
Teaching				100,202	94,595
Miscellaneous				144,042	143,155
				<u>£453,539</u>	<u>£421,094</u>
6. INTEREST RECEIVABLE AND SIMILAR INCOME					
				2002	2001
				£	£
Bank interest receivable				<u>£6,533</u>	<u>£17,133</u>
7. TANGIBLE FIXED ASSETS					
	Freehold	Equipment	Fixtures &	Motor	Total
	Property		Fittings	Vehicles	
	£	£	£	£	£
COST					
At 1 July 2001	2,610,005	254,767	55,703	13,845	2,934,320
Additions	13,416	-	-	-	13,416
At 30 June 2002	<u>2,623,421</u>	<u>254,767</u>	<u>55,703</u>	<u>13,845</u>	<u>2,947,736</u>
DEPRECIATION					
At 1 July 2001	483,337	162,390	39,756	6,057	691,540
Charge for the year	52,712	13,857	2,392	1,947	70,908
At 30 June 2002	<u>536,049</u>	<u>176,247</u>	<u>42,148</u>	<u>8,004</u>	<u>762,448</u>
NET BOOK VALUE					
At 30 June 2002	<u>£2,087,372</u>	<u>78,520</u>	<u>£13,555</u>	<u>£5,841</u>	<u>£2,185,288</u>
At 30 June 2001	<u>£2,126,668</u>	<u>£92,377</u>	<u>£15,947</u>	<u>£7,788</u>	<u>£2,242,780</u>

All fixed assets are capitalised 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 £2,185,288 is £5,841 (2001: £7,788) relating to assets held under hire purchase agreements. The depreciation charge to the accounts in the year in respect of such assets amounted to £1,947 (2001: £2,596).

8. DEBTORS					
				2002	2001
				£	£
Other debtors				137,595	2,795
Prepayments				1,520	1,880
				<u>£139,115</u>	<u>£4,675</u>

INSTITUTE OF ST ANSELM

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 JUNE 2002

9. CREDITORS: amounts falling due within one year	2002 £	2001 £
Trade creditors	9,938	-
PAYE and social security	-	-
Hire purchase agreements	-	2,917
Accruals and deferred income	142,080	210,049
	<u>£152,018</u>	<u>£212,966</u>

10. DESIGNATED FUNDS	Balance at 1 July 2001 £	New Designations £	Movement in resources Utilised/ Released £	Balance at 30 June 2002 £
Hardship and Establishment Fund	<u>£520,851</u>	<u>£71,835</u>	<u>£(56,832)</u>	<u>£535,854</u>

11. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS	Tangible Fixed assets £	Investments £	Other net Assets £	Total £
Unrestricted funds	<u>£2,185,288</u>	<u>£484,019</u>	<u>£170,174</u>	<u>£2,839,481</u>

12. RELATED PARTY TRANSACTIONS

Legal fees incurred during the year of £ 763 (2001: £300) were paid to a solicitor firm of which A M H King is a partner.

13. COMPANY LIMITED BY GUARANTEE

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