

INSTITUTE OF ST ANSELM
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2005

Company Registered Number: 2010021
Charity Number: 294625



INSTITUTE OF ST ANSELM

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2005

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INSTITUTE OF ST ANSELM

COMPANY INFORMATION

FOR THE YEAR ENDED 30 JUNE 2005

MEMBERS OF THE BOARD

Reverend L Kofler
Reverend D Clark
A I Kneath
P Jukes (Resigned 23 June 2005)
Miss T Slinn (Appointed 2 December 2005)

COMPANY SECRETARY

Miss T Slinn

REGISTERED OFFICE

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

AUDITORS

haysmacintyre
Chartered Accountants
Registered Auditors
Fairfax House
15 Fulwood Place
London WC1V 6AY

BANKERS

National Westminster
Northdown Road
Cliftonville
Margate
Kent

SOLICITORS

Stone King
13 Queen Square
Bath
BA1 2HJ

INVESTMENT ADVISORS

St James's Place Partnership
St James's Place House
3 Moorgate Place
London
EC2R 6EA

INSTITUTE OF ST ANSELM

TRUSTEES' REPORT

FOR THE YEAR ENDED 30 JUNE 2005

The trustees, who are also the directors of the charity for the purposes of the Companies Act, have pleasure in presenting their report and the financial statements of the Charity for the year ended 30 June 2005. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000, and the Companies Act 1985, 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.

RELATIONSHIPS WITH OTHER ORGANISATIONS

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

REVIEW OF ACTIVITIES AND FUTURE PLANS

The Charity continues to train leaders for many Countries in the world who will work towards a better world. It provides some participants with bursaries, who otherwise would not afford to follow the courses of the Institute. It also provides free counselling for some who are not in a position to pay. The Charity has also introduced free courses for parents with young children and adolescents. In this way it hopes to contribute in a preventative way towards tackling the problem of anti-social behaviour. Many one parent families lack the basic physical and psychological skills for parenting. These are some of the ways the Charity continues its charitable work.

INSTITUTE OF ST ANSELM

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 30 JUNE 2005

FINANCIAL REVIEW

The Institute's income increased in total from £876,954 to £890,995. £149,759 of this income was due to a profit the sale of 37-39 Gordon Road.

Costs in furtherance of the charitable objects increased slightly.

There were net incoming resources for the year amounted to £51,296 (2004: net incoming resources: £47,231).

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 £80,785 (2004: £512,693).

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

	2005	2004
	£	£
Investments at market value	78,950	510,858
Reserved for future investment	1,835	1,835
	£80,785	£512,693

POST BALANCE SHEET EVENTS

Since the end of the financial year the charity has sold its property at 77 Cornwall Gardens and has acquired a property on Northumberland Avenue.

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 £2,955,082, £2,619,059 is tied up in tangible fixed assets and £78,950 is designated as the Hardship and Establishment fund. The year end shows a net current asset position of £257,073.

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.

INSTITUTE OF ST ANSELM

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 30 JUNE 2005

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 15 February 2006 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
FOR THE YEAR ENDED 30 JUNE 2005**

We have audited the financial statements of the Institute of St Anselm for the year ended 30 June 2005 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, modified by the revaluation of investments, and the accounting policies set out therein.

This report is made solely to the company's members, 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 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 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 read the other information contained in the Trustees' Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or apparent material inconsistencies with the financial statements.

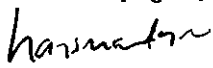
Basis of audit opinion

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 2005 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
Chartered Accountants
Registered Auditors

Fairfax House
15 Fulwood Place
London
WC1V 6AY

16 February 2006

INSTITUTE OF ST ANSELM

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30 JUNE 2005

	Note	Unrestricted Total Funds 2005 £	Unrestricted Total Funds 2004 £
INCOMING RESOURCES			
Donations and Legacies		1,130	1,078
<i>Activities in furtherance of charitable objects</i>			
Course fees		709,437	646,715
<i>Activities to generate funds</i>			
Interest receivable	4	5,186	5,867
Profit on disposal of fixed assets		149,759	217,495
Other income		25,483	5,799
TOTAL INCOMING RESOURCES		890,995	876,954
RESOURCES EXPENDED			
<i>Costs of generating funds</i>			
Fundraising costs		5,091	24,364
<i>Costs to further the charitable objects</i>			
Course costs		719,730	671,522
Support costs	2 a	102,119	102,724
Management and administration	2 b	12,759	31,113
TOTAL RESOURCES EXPENDED	3	839,699	829,723
NET INCOMING RESOURCES FOR THE YEAR		51,296	47,231
OTHER RECOGNISED GAINS AND LOSSES			
Unrealised gains on investments	6	100,166	18,300
Net movement in funds relating to the year		151,462	65,531
Balances brought forward		2,803,620	2,738,089
Balances carried forward		£2,955,082	£2,803,620

All of the activities of the charity are classed as continuing and there were no recognised gains and losses other than those shown in the above SOFA.

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

INSTITUTE OF ST ANSELM

BALANCE SHEET

AT 30 JUNE 2005

		2005		2004	
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	5	2,619,059		2,352,275	
Investments	6	78,950		510,858	
			2,698,009		2,863,133
CURRENT ASSETS					
Debtors	7	42,893		36,338	
Cash at bank and in hand		459,069		100,431	
		501,962		136,769	
CREDITORS: amounts falling due within one year	8	(244,889)		(196,282)	
NET CURRENT ASSETS/(LIABILITIES)			257,073		(59,513)
NET ASSETS			<u>£2,955,082</u>		<u>£2,803,620</u>
FUNDS					
Unrestricted:					
Designated funds	9	80,785		512,693	
Other charitable funds		2,874,297		2,290,927	
		<u>£2,955,082</u>		<u>£2,803,620</u>	

The financial statements were approved by the members of the committee on 15 February 2006 and signed on their behalf by:

L Kofler

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 2005

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, modified by the revaluation of investments, and in accordance with applicable accounting standards and the Statement of Recommended Practice on "Accounting & Reporting by Charities" (2000) and the Companies Act 1985.

Investment assets

Investments have been revalued at their market value. This gain has been shown as "unrealised gain on investments" 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 2005

2. a SUPPORT COSTS

	Total 2005 £	Total 2004 £
Salaries	86,370	72,854
Office costs	15,749	29,870
	<u>£102,119</u>	<u>£102,724</u>

2. b MANAGEMENT & ADMINISTRATION

Audit and accounting fees	3,294	8,882
Legal and professional	9,465	22,231
	<u>£12,759</u>	<u>£31,113</u>

3. TOTAL RESOURCES EXPENDED

	Staff costs £	Depreciation £	Other costs £	Total 2005 £	Total 2004 £
<i>Costs of generating funds</i>					
Fundraising	-	-	5,091	5,091	24,364
<i>Costs to further the charitable objects</i>					
Direct charitable expenditure	218,083	74,234	427,413	719,730	671,522
Support Costs	86,370	-	15,749	102,119	102,724
Management and administration	-	-	12,759	12,759	31,113
	<u>£304,453</u>	<u>£74,234</u>	<u>£461,012</u>	<u>£839,699</u>	<u>£829,723</u>

The aggregate payroll costs were:

	2005 £	2004 £
Wages and salaries	265,868	215,638
Social security costs	35,955	38,293
Other pension costs	2,630	3,918
	<u>£304,453</u>	<u>£257,849</u>

Particulars of employees:

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

	2005 No.	2004 No.
Number of directly charitable staff	19	20
Number of administrative staff	6	6
	<u>25</u>	<u>26</u>

No employees received remuneration above £50,000 during the year.

INSTITUTE OF ST ANSELM

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 JUNE 2005

3. TOTAL RESOURCES EXPENDED (continued)					
				2005	2004
				£	£
Other costs:					
Food				73,048	96,864
Repairs and renewals				51,191	60,671
Teaching				120,884	117,443
Fundraising				5,091	24,364
Other				210,798	201,645
				<u>£461,012</u>	<u>£500,987</u>
4. INTEREST RECEIVABLE AND SIMILAR INCOME					
				2005	2004
				£	£
Bank interest receivable				<u>£5,186</u>	<u>£5,867</u>
5. TANGIBLE FIXED ASSETS					
	Freehold Property	Equipment	Fixtures & Fittings	Motor Vehicles	Total
	£	£	£	£	£
COST					
At 1 July 2004	2,855,325	256,659	56,798	13,845	3,182,627
Additions	500,000	-	-	-	500,000
Disposals	(200,009)	-	-	-	(200,009)
At 30 June 2005	<u>3,155,316</u>	<u>256,659</u>	<u>56,798</u>	<u>13,845</u>	<u>3,482,618</u>
DEPRECIATION					
At 1 July 2004	575,017	198,562	46,214	10,559	830,352
Charge for the year	63,110	8,715	1,588	821	74,234
Disposals	(41,027)	-	-	-	(41,027)
At 30 June 2005	<u>597,100</u>	<u>207,277</u>	<u>47,802</u>	<u>11,380</u>	<u>863,559</u>
NET BOOK VALUE					
At 30 June 2005	<u>£2,558,216</u>	<u>£49,382</u>	<u>£8,996</u>	<u>£2,465</u>	<u>£2,619,059</u>
At 30 June 2004	<u>£2,280,308</u>	<u>£58,097</u>	<u>£10,584</u>	<u>£3,286</u>	<u>£2,352,275</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 £2,619,059 is £2,464 (2004: £3,286) relating to assets held under hire purchase agreements. The depreciation charge to the accounts in the year in respect of such assets amounted to £821 (2004: £1,095).

INSTITUTE OF ST ANSELM

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 JUNE 2005

6. INVESTMENTS

Movement in market value	2005 £	2004 £
Market value at 1 July 2004	510,858	492,558
Acquisitions at cost	-	-
Proceeds for disposal	(532,074)	-
Net gains on revaluations in the year ended 30 June 2004	100,166	18,300
Market value at 30 June 2005	<u>£78,950</u>	<u>£510,858</u>
Historical cost at 30 June 2005	<u>£61,026</u>	<u>£567,621</u>

All investments are classified as other non- UK unlisted accumulated investments and do not generate income. By the Trust Deed, the investments were not subject to the limitations of the Trustee Investments Act.

Investments which represent more than 5% of the portfolio are as follows	2005 £	2004 £
St James's Place International European Fund	-	82,299
St James's Place International Managed Funds	<u>78,950</u>	<u>428,559</u>

7. DEBTORS

	2005 £	2004 £
Trade debtors	15,291	5,960
Other debtors	27,234	30,378
Prepayments	368	-
	<u>£42,893</u>	<u>£36,338</u>

8. CREDITORS: amounts falling due within one year

	2005 £	2004 £
Trade creditors	7,267	13,205
Other creditors	29,512	25,014
Deferred income	196,403	144,938
Accruals	11,707	13,125
	<u>£244,889</u>	<u>£196,282</u>

INSTITUTE OF ST ANSELM

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 JUNE 2005

9. DESIGNATED FUNDS

	Balance at 1 July 2004 £	Transfers & (Expenditure) £	Investment Gains £	Balance at 30 June 2005 £
Hardship and Establishment Fund	<u>£512,693</u>	<u>£(532,074)</u>	<u>£100,166</u>	<u>£80,785</u>

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

**10. ANALYSIS OF NET ASSETS IN
UNRESTRICTED FUNDS**

	Tangible Fixed assets £	Investments £	Other Net Assets / (Liabilities) £	Total £
Unrestricted funds	<u>£2,619,059</u>	<u>£78,950</u>	<u>£257,073</u>	<u>£2,955,082</u>

11. RELATED PARTY TRANSACTIONS

The Trustees are not remunerated for their services to the Institute nor did they receive any reimbursed expenses during the year.

12. COMPANY LIMITED BY GUARANTEE

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