

INSTITUTE OF ST ANSELM

TRUSTEES REPORT AND FINANCIAL STATEMENTS

For the year ended 30 June 2007

Registered number: 2010021

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INSTITUTE OF ST ANSELM
(A company limited by guarantee)

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INSTITUTE OF ST ANSELM
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
for the year ended 30 June 2007

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 30 June 2007

Trustees	Reverend L Kofler Reverend D Clark A I Kneath Miss T Sinn
Company registered number	2010021
Charity registered number	294625
Registered office	37 - 39 Edgar Road Cliftonville Kent CT9 2EU
Company secretary	Reverend J McCluskey
Chief executive officer	Reverend L Kofler
Auditors	Lakin Clark Chartered Accountants Registered Auditors Delandale House 37 Old Dover Road Canterbury Kent CT1 3JF
Bankers	National Westminster Bank plc Cliftonville Margate Kent
Solicitors	Stone King 13 Queen Square Bath BA1 2HJ

INSTITUTE OF ST ANSELM
(A company limited by guarantee)

TRUSTEES' REPORT
for the year ended 30 June 2007

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the audited financial statements of Institute Of St Anselm (the company) for the year ended 30 June 2007. The Trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a CONSTITUTION

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 14 April 1986.

The company is constituted under a Memorandum of Association dated 14 April 1986 and is a registered charity number 294625.

The principal object of the company is to provide "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".

b METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the memorandum and articles of association.

c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

When a new Trustee joins the Institute they are first introduced to the existing Trustees and Staff members and shown around the various buildings. The Trustees are informed of what is expected of them and made aware of their legal obligations. To assist them they are issued with a copy of the latest edition of "The Essential Trustee: What you need to know" to give them a guide as to what is expected. A copy of "The Essential Trustee" is also given to existing Trustees as and when a new edition is updated.

Updated literature about Charities and Charity Law is distributed to the Trustees as and when received.

d. ORGANISATIONAL STRUCTURE AND DECISION MAKING

The Charity is UK based with its headquarters in Cliftonville, near Margate-on-Sea. The Institute's management structure has three tiers of Senior, Middle and Team. The support functions are broken down between maintenance and catering departments. An advisory board meets twice each year offering guidance and direction to the Trustees.

INSTITUTE OF ST ANSELM
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TRUSTEES' REPORT (continued)
for the year ended 30 June 2007
OBJECTIVES AND ACTIVITIES

a. POLICIES AND OBJECTIVES

The chief objects of the Charity are the advancement of religion 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 main objectives of the year are the running, assessing and improving of all courses, training and counselling

Greater emphasis and focus on Spiritual and emotional development

b. STRATEGIES FOR ACHIEVING OBJECTIVES

The strategies employed to achieve the charity's objectives are to
Leadership Training – to help them to understand themselves as a leader
Multi cultural - Community Living - and to continue to encourage people from countries worldwide to attend courses
Support of those in need

Details of significant activities that contribute to the achievement of the stated objectives

Offer a variety of courses to meet the particular needs of participants

c. ACTIVITIES FOR ACHIEVING OBJECTIVES

The Institute was established in 1984 and over 1,350 students have received a Diploma in Human Development after completing their nine-month experiential programme This year there were 33 on the Diploma 2005/06 course and 33 certificates were issued To date, the Institute has assisted over five thousand participants, these in turn have helped countless others throughout the world, which is a vast achievement for us here at the Institute, each year knowing that these participants will take with them what they have learned, and go on to teach others back in their own countries, we hope that in this way our teaching will be passed on for many years to come

To see the students when they first arrive and when they leave, and to see how much they have grown and gained from the course is extremely beneficial and highly gratifying They change in many personally liberating ways

INSTITUTE OF ST ANSELM
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TRUSTEES' REPORT (continued)
for the year ended 30 June 2007
ACHIEVEMENTS AND PERFORMANCE

a. REVIEW OF ACTIVITIES

Annual Report to the Trustee's Meeting November 2007

Diploma Course, Intensive Personal Development Programme and Sabbatical Course

Altogether we had 104 participants on all courses. We began and finished the academic year with 24 participants for the Diploma Course. This was the lowest number since the Institute started.

For several reasons we decided to bring the IPD participants up to Edgar Road and integrate them more into the overall programme. It was a difficult year. We spent much time in supervision and Executive meetings discussing three participants. This convinced me that too much of the energy was wasted with a few participants to the detriment of the majority. There were 22 participants on the IPD programme. It is designed for people in need of therapy excluding addiction and other serious mental illnesses. They have therapy groups four times a week, once a week individual therapy and one session of community building.

On the Sabbatical Course there were seven participants for the first term, eight for the Easter to June term and nine from June to August. They seemed to enjoy the Course and gained much from it. On the whole they were more satisfied than usual, because Sister Mary gave them special lectures.

Summer Courses

34 participants from different nationalities followed all seven weeks of the Summer Course. We divided the group into communities as we do in the Year's Course. This was very much appreciated. We also included 'cultural masses'. They put a lot of effort into these and it was a pleasure to be part of such enriching celebrations. We had one to one counselling sessions twice a week. The rest of the course was similar to the Diploma Course. The training of the new team was done for group work, which proved to be very successful. They did not have individual clients.

In addition to the seven week Course, we offered an Intensive Programme of Human Development to 14 people from overseas and Europe. There were nine participants for the Sabbatical Course. All courses during the summer were a great success and easy to manage.

We concluded the Summer Course with a lovely mass, presentation of certificates and diplomas by one of the bishops who was a participant of the Summer Course.

Academic Staff

The Summer Courses were also used for training our new staff. Sr Therese Garman played an important role in the training of the new and old second years. Franz Strieder was also with us for one day. He gave his last lectures. He is 80 years old. His personality, lectures on Psycho-synthesis, and Spirituality much endeared him to staff and participants. Mrs Susan Pianta-Morrish finished her lecturing career. She is still available for consultation. She also introduced us to Brian Fenton who gave two day's sessions in the Summer course on Transactional Analysis, a shortened version, of what Susan gave during the year's Course. Being very lively and dynamic her course was a great success. Participants find Brian's Scottish accent difficult to understand.

At the moment we have seven growth-facilitators and ten staff. Len and Claire are responsible for the running of the Institute with much support and consultation from Thalia. John McCluskey keeps excellent records of our minutes for the various meetings. We have simplified many structures and reduced many meetings. However, we introduced a finance committee and regular meetings between Brenda, Claire and Len.

Domestic Staff

In line with the process of consolidation we have also had to look into our staffing requirements. Two of our catering and cleaning staff have left and we will not replace them and a third person has been made redundant.

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TRUSTEES' REPORT (continued)
for the year ended 30 June 2007

Properties

We bought two new houses in Madeira Road. One of them provides us with accommodation for three staff members and the library. The other house was bought in part exchange for the Julian Centre. This was done up and exchanged with Claire's house in Stanley Road, which we are now renting to Ellen Lane for 15 hours work a week. Several rooms have been newly decorated. Double glazing has been installed in Madeira Road 38, 12, and we replaced 20 windows in St Basils and Holland House. We also insulated walls and roofs throughout the whole Institute.

We are in the process of selling Trinity House and Gables to ease and simplify the administrative efforts. Hopefully we obtain Planning Permission to build a new Lecture Hall at the rear of St Mary's.

The New Academic Year 2007-2008

We began the year on the 3rd October with 32 participants for the Diploma Course, six for the Sabbatical and nine for the IPD. Some were delayed for various reasons. Some did not get the visa. There is a good mixture of priests, brothers and sisters. We had a most wonderful start and the group seems to have settled in and are highly motivated. We hope to have a successful year.

Process of Consolidation:

This process was started after an attempt of expansion in all kinds of directions suggested by some staff failed to materialise. Moreover, the numbers of the participants of the Diploma Course dropped from year to year and reached a low of twenty four last year. We became aware that the purpose of setting up the Institute to train leaders and formators changed slowly into a therapeutic centre. We also became aware that this may be part of the reason why the number of participants for the diploma course went down. Thus, I set up a committee to look into this development. Too much energy was going into the therapeutic work. Problems caused by four or five participants took up much of the time and energy of the staff. Moreover, the Institute got a good reputation as a therapeutic centre, but lost its name as a training centre for formators and leaders in the Church. To remedy this, it was decided to close the therapeutic centre as from autumn 2008 and emphasise the leadership and formation aspect of the Institute again, since we were all convinced that these two aspects are very important for the Church and religious congregations now and for the future. We developed a new prospectus and sent it out to many bishops and superiors. We also developed a new logo which was based on the original.

Conclusion

The Institute is still in a process of consolidation, developing and changing. We are a unique set up, providing services that are appreciated by those who follow them, but not yet understood by the official church. If only the church and society would know how it could profit from the Institute we would not be able to cater with the influx of students.

The present premises can still cater for 100 participants together with the team.

Greater emphasis and focus on Spiritual and emotional development.

b. INVESTMENT POLICY AND PERFORMANCE

Under the Memorandum and Articles of Association the charity has the power to invest the monies of the Trust not immediately required for its purposes in or upon such investments, securities or property as the Trustees (meaning in the Memorandum the persons holding such office as constitute under the Trust's Articles of Association) shall think fit.

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.

INSTITUTE OF ST ANSELM
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TRUSTEES' REPORT (continued)
for the year ended 30 June 2007
FINANCIAL REVIEW

a. RESERVES POLICY

The reserves or Hardship fund are the monies, which are held and to be used in case of emergency

The Hardship fund has recently been used to assist us whilst we purchased another property. We currently have two properties for sale. Should the need for another property be required, due to an increase in numbers, the money from the sale of properties held in the hardship fund can be used for this purpose. Any remaining monies will be put into the Hardship fund.

The Hardship fund is also used for some bursaries which are given to Students each year.

In the event of the Institute having to close for some reason the Hardship fund would then be used to pay the staff wages and redundancy. In the unforeseen event of the sudden loss of a key member of staff should occur, this would mean employing a new person to take over and a salary would have to be paid.

We now have Planning Permission for the new Lecture room and we will also be centralising the offices.

We always need to keep a reserve because most Participants come from overseas and each year we have had problems with visas so several applicants could not come on courses, which reduces our yearly income considerably. Thus, we need reserves for situations like this.

PLANS FOR THE FUTURE

a. FUTURE DEVELOPMENTS

It is provisionally planned to sell some of the existing properties and to consolidate by purchasing another property in a closer proximity to Edgar Road.

We are also hoping to bring in some short courses, which would run over weekends this would help increase income.

We will continue to offer free courses to the community to help families, parents etc. These courses were introduced a couple of years ago and went very well with the local people.

INSTITUTE OF ST ANSELM
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TRUSTEES' REPORT (continued)
for the year ended 30 June 2007
TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Annual report and the financial statements in accordance with applicable law and regulations applicable law and regulations

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these 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 operation.

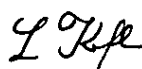
The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PROVISION OF INFORMATION TO AUDITORS

So far as each of the Trustees is aware at the time the report is approved

- there is no relevant audit information of which the company's auditors are unaware, and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

This report was approved by the Trustees on 15 November 2007 and signed on its behalf, by



Reverend L. Kofler

INSTITUTE OF ST ANSELM
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF INSTITUTE OF ST ANSELM

We have audited the financial statements of Institute Of St Anselm for the year ended 30 June 2007 set out on pages 10 to 20. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2005).

This report is made solely to the charitable 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 charitable company's members those matters we are required to state to them in an Auditors' 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 charitable company and its members, as a body, for our audit work, for this report, or for the opinion we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

The responsibilities of the Trustees (who also act as company directors of Institute Of St Anselm for the purposes of company law) for preparing the Trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

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 whether the information given in the Trustees' annual report is consistent with the financial statements.

In addition we report to you if, in our opinion, the 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 Trustees' annual report and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 judgments 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.

INSTITUTE OF ST ANSELM
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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF INSTITUTE OF ST ANSELM

OPINION

In our opinion

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 30 June 2007 and of its Incoming resources and application of resources, including its income and expenditure for the year then ended,
- the financial statements have been properly prepared in accordance with the Companies Act 1985, and
- the information given in the Trustees' annual report is consistent with the financial statements



LAKIN CLARK

Chartered Accountants
Registered Auditors

Delandale House
37 Old Dover Road
Canterbury
Kent
CT1 3JF

16 November 2007

INSTITUTE OF ST ANSELM
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 30 June 2007

	Note	Unrestricted Funds 2007 £	Total Funds 2006 £
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income - Donations		1,728	578
Investment income - Bank interest		20,362	58,985
Incoming resources from charitable activities	2	616,089	788,834
Other incoming resources	3	92,406	7,327
TOTAL INCOMING RESOURCES		730,585	855,724
RESOURCES EXPENDED			
Charitable activities	8	619,724	719,843
Governance costs - Auditors remuneration	4	5,640	5,299
TOTAL RESOURCES EXPENDED	7	625,364	725,142
NET INCOMING RESOURCES BEFORE REVALUATIONS		105,221	130,582
Gains and losses on revaluations of fixed assets for the charity's own use	11	8,284	18,064
NET MOVEMENT IN FUNDS FOR THE YEAR		113,505	148,646
Total funds at 1 July 2006		3,103,728	2,955,082
TOTAL FUNDS AT 30 JUNE 2007		3,217,233	3,103,728

The notes on pages 12 to 20 form part of these financial statements

INSTITUTE OF ST ANSELM
(A company limited by guarantee)

BALANCE SHEET
as at 30 June 2007

	Note	£	2007 £	£	2006 £
FIXED ASSETS					
Tangible fixed assets	11		2,540,941		2,577,714
Fixed asset investments	12		105,299		97,015
			<u>2,646,240</u>		<u>2,674,729</u>
CURRENT ASSETS					
Debtors	13	253,278		249,085	
Cash at bank and in hand		583,914		339,791	
		<u>837,192</u>		<u>588,876</u>	
CREDITORS: amounts falling due within one year	14	(266,199)		(159,878)	
NET CURRENT ASSETS			<u>570,993</u>		<u>428,998</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u><u>3,217,233</u></u>		<u><u>3,103,727</u></u>
CHARITY FUNDS					
Unrestricted funds	15		<u>3,217,233</u>		<u>3,103,727</u>
			<u><u>3,217,233</u></u>		<u><u>3,103,727</u></u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005)

The financial statements were approved by the Trustees on 15 November 2007 and signed on their behalf, by



Reverend L Kofler



Miss T Sinn

The notes on pages 12 to 20 form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2007

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 1985.

1.2 COMPANY STATUS

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.4 INCOMING RESOURCES

All incoming resources are included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income from courses is included in the Statement of Financial Activities in relation to the dates that the course relates to.

1.5 RESOURCES EXPENDED

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2007

1. ACCOUNTING POLICIES (continued)

1.6 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £1,000 are capitalised

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases

Freehold property	-	2%	straight line
Motor vehicles	-	25%	reducing balance
Fixtures & fittings	-	15%	reducing balance
Office equipment	-	15%	reducing balance

1.7 INVESTMENTS

Investments are stated at market value at the balance sheet date. The Statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year

2. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

Fee and accommodation income

	Unrestricted Funds 2007 £	Total Funds 2006 £
Diploma	165,600	264,283
Summer	67,981	63,298
ISCC	36,812	32,721
IPD	256,290	304,092
Sabbatical	64,725	87,223
EQ (Bodywork)	23,708	28,912
Other courses	973	8,305
	616,089	788,834

3. OTHER INCOMING RESOURCES

	Unrestricted Funds 2007 £	Total Funds 2006 £
Registration fees	2,102	2,899
Accommodation fees for visitors	12,810	4,428
Profit on disposal of fixed assets for charity use	77,494	-
	92,406	7,327

INSTITUTE OF ST ANSELM
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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2007

4. EXPENDITURE BY CHARITABLE ACTIVITY

SUMMARY BY FUND TYPE

	Unrestricted Funds 2007 £	Total Funds 2006 £
Diploma	179,909	446,690
Summer	73,807	33,427
ISCC	1,674	17,292
IPD	267,286	156,737
Sabbatical	70,278	46,055
EQ (Bodywork)	25,717	15,269
Other courses	1,053	4,373
	<u>619,724</u>	<u>719,843</u>

SUMMARY BY EXPENDITURE TYPE

	Staff costs 2007 £	Depreciation 2007 £	Other costs 2007 £	Total 2007 £	Total 2006 £
Diploma	55,261	21,225	103,423	179,909	446,690
Summer	22,670	8,709	42,428	73,807	33,427
ISCC	514	198	962	1,674	17,292
IPD	82,099	31,535	153,652	267,286	156,737
Sabbatical	21,585	8,292	40,401	70,278	46,055
EQ (Bodywork)	7,899	3,034	14,784	25,717	15,269
Other courses	324	124	605	1,053	4,373
	<u>190,352</u>	<u>73,117</u>	<u>356,255</u>	<u>619,724</u>	<u>719,843</u>

5. DIRECT COSTS

	Diploma £	Summer £	ISCC £	IPD £	Sabbatical £
Guest and Team Lecturers	20,147	8,265	187	29,931	7,870
Library and visual aids	416	171	4	618	162
Food	19,689	8,077	183	29,250	7,691
Building repairs	12,103	4,966	113	17,982	4,728
Rates	7,984	3,275	74	11,862	3,119
Light and heat	10,622	4,358	99	15,782	4,150
Cleaning and laundry	319	131	3	475	125
Household and refuse collection	1,500	616	14	2,230	586
Insurance	3,633	1,490	34	5,397	1,419
Wages and salaries	31,510	12,927	293	46,813	12,308
National insurance	3,414	1,400	32	5,072	1,333
Pension cost	-	-	-	-	-
Depreciation	19,659	8,066	183	29,208	7,680
	<u>130,996</u>	<u>53,742</u>	<u>1,219</u>	<u>194,620</u>	<u>51,171</u>

INSTITUTE OF ST ANSELM
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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2007

5. DIRECT COSTS (continued)

	EQ (Bodywork) £	Other courses £	Total 2007 £	Total 2006 £
Guest and Team Lecturers	2,880	118	69,398	125,629
Library and visual aids	59	2	1,432	2,100
Food	2,814	115	67,819	76,479
Building repairs	1,730	71	41,693	50,233
Rates	1,141	47	27,502	23,793
Light and heat	1,519	62	36,592	65,521
Cleaning and laundry	46	2	1,101	8,360
Household and refuse collection	215	9	5,170	8,696
Insurance	519	21	12,513	13,572
Wages and salaries	4,504	185	108,540	55,403
National insurance	488	20	11,759	12,105
Pension cost	-	-	-	352
Depreciation	2,810	115	67,721	60,613
	<u>18,725</u>	<u>767</u>	<u>451,240</u>	<u>502,856</u>

6. SUPPORT COSTS

	Diploma £	Summer £	ISCC £	IPD £	Sabbatical £
Building repairs	480	197	4	713	188
Advertising	243	99	2	360	95
Rates	414	169	4	613	161
Light and heat	1,683	690	16	2,499	657
Other expenditure	1,418	582	13	2,107	554
Travel and subsistence	3,655	1,499	34	5,428	1,427
Telephone, printing and stationery	3,210	1,317	30	4,770	1,254
Equipment maint and repairs	7,106	2,915	66	10,558	2,776
Legal and professional fees	4,785	1,964	45	7,111	1,870
Insurance	290	119	3	432	114
Household and refuse collection	120	49	1	179	47
Bad debts written off	673	276	6	999	263
Wages and salaries	20,337	8,343	189	30,214	7,944
Depreciation	1,566	643	15	2,327	612
	<u>45,980</u>	<u>18,862</u>	<u>428</u>	<u>68,310</u>	<u>17,962</u>

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NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2007

6. SUPPORT COSTS (continued)

	EQ (Bodywork) £	Other courses £	Total 2007 £	Total 2006 £
Building repairs	69	3	1,654	273
Advertising	35	1	835	7,188
Rates	59	2	1,422	1,044
Light and heat	240	10	5,795	2,188
Other expenditure	203	8	4,885	3,757
Travel and subsistence	522	21	12,586	13,949
Telephone, printing and stationery	459	19	11,059	15,848
Equipment maint and repairs	1,016	42	24,479	19,560
Legal and professional fees	684	28	16,487	12,093
Insurance	42	2	1,002	596
Household and refuse collection	17	1	414	381
Bad debts written off	96	4	2,317	5,908
Wages and salaries	2,907	119	70,053	107,680
Depreciation	224	9	5,396	12,032
	<u>6,573</u>	<u>269</u>	<u>158,384</u>	<u>202,497</u>

7. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE

	Staff costs 2007 £	Depreciation 2007 £	Other costs 2007 £	Total 2007 £	Total 2006 £
Diploma	55,261	21,225	103,423	179,909	446,690
Summer	22,670	8,709	42,428	73,807	33,427
ISCC	514	198	962	1,674	17,292
IPD	82,099	31,535	153,652	267,286	156,737
Sabbatical	21,585	8,292	40,401	70,278	46,055
EQ (Bodywork)	7,899	3,034	14,784	25,717	15,269
Other courses	324	124	605	1,053	4,373
Subtotal charitable activities	<u>190,352</u>	<u>73,117</u>	<u>356,255</u>	<u>619,724</u>	<u>719,843</u>
Governance	-	-	5,640	5,640	5,299
	<u>190,352</u>	<u>73,117</u>	<u>361,895</u>	<u>625,364</u>	<u>725,142</u>

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8. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	Activities undertaken directly 2007 £	Grant funding of activities 2007 £	Support costs 2007 £	Total 2007 £	Total 2006 £
Diploma	130,996	2,933	45,980	179,909	446,690
Summer	53,742	1,203	18,862	73,807	33,427
ISCC	1,219	27	428	1,674	17,292
IPD	194,620	4,356	68,310	267,286	156,737
Sabbatical	51,171	1,145	17,962	70,278	46,055
EQ (Bodywork)	18,725	419	6,573	25,717	15,269
Other courses	767	17	269	1,053	4,373
Total	<u>451,240</u>	<u>10,100</u>	<u>158,384</u>	<u>619,724</u>	<u>719,843</u>

9. NET INCOMING RESOURCES

This is stated after charging

	2007 £	2006 £
Depreciation of tangible fixed assets - owned by the charity	73,117	72,645
Auditors' remuneration	5,640	5,299
Pension costs	-	352
	<u>78,757</u>	<u>78,296</u>

During the year, no Trustees received any remuneration (2006 - £NIL)

During the year, no Trustees received any benefits in kind (2006 - £NIL)

During the year, no Trustees received any reimbursement of expenses (2006 - £NIL)

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NOTES TO THE FINANCIAL STATEMENTS
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10. STAFF COSTS

Staff costs were as follows

	2007 £	2006 £
Wages and salaries	178,594	163,083
Social security costs	11,759	12,105
Other pension costs	-	352
	<u>190,353</u>	<u>175,540</u>

The average monthly number of employees during the year was as follows

	2007 No.	2006 No.
Direct charitable staff	13	16
Support staff	5	5
	<u>18</u>	<u>21</u>

No employee received remuneration amounting to more than £60,000 in either year

11. TANGIBLE FIXED ASSETS

	Land and buildings £	Motor vehicles £	Furniture, fittings and equipment £	Total £
COST				
At 1 July 2006	3,163,418	15,045	321,367	3,499,830
Additions	808,757	-	2,483	811,240
Disposals	(804,704)	-	-	(804,704)
At 30 June 2007	<u>3,167,471</u>	<u>15,045</u>	<u>323,850</u>	<u>3,506,366</u>
DEPRECIATION				
At 1 July 2006	646,284	11,996	263,836	922,116
Charge for the year	63,353	762	9,002	73,117
On disposals	(29,808)	-	-	(29,808)
At 30 June 2007	<u>679,829</u>	<u>12,758</u>	<u>272,838</u>	<u>965,425</u>
NET BOOK VALUE				
At 30 June 2007	<u>2,487,642</u>	<u>2,287</u>	<u>51,012</u>	<u>2,540,941</u>
At 30 June 2006	<u>2,517,134</u>	<u>3,049</u>	<u>57,531</u>	<u>2,577,714</u>

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NOTES TO THE FINANCIAL STATEMENTS
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12. FIXED ASSET INVESTMENTS

	Unlisted securities £
MARKET VALUE	
At 1 July 2006	97,015
Revaluations	8,284
	<u>105,299</u>
At 30 June 2007	<u><u>105,299</u></u>

INVESTMENTS AT MARKET VALUE COMPRISE:

	2007 £	2006 £
Unlisted investments	<u>105,299</u>	<u>97,014</u>

All the fixed asset investments are held in the UK

13. DEBTORS

	2007 £	2006 £
Trade debtors	184,431	40,806
Other debtors	68,847	208,279
	<u>253,278</u>	<u>249,085</u>

**14. CREDITORS:
AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2007 £	2006 £
Trade creditors	8,401	12,137
Other creditors	2,740	8,867
Accruals and deferred income	255,058	138,874
	<u>266,199</u>	<u>159,878</u>

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NOTES TO THE FINANCIAL STATEMENTS
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15. SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Gains/ (Losses) £	Carried Forward £
Designated fund	118,849	-	-	-	118,849
General fund	2,984,879	730,585	(625,364)	8,284	3,098,384
	<u>3,103,728</u>	<u>730,585</u>	<u>(625,364)</u>	<u>8,284</u>	<u>3,217,233</u>
	<u>3,103,728</u>	<u>730,585</u>	<u>(625,364)</u>	<u>8,284</u>	<u>3,217,233</u>

16. PENSION COMMITMENTS

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £nil (2006 - £nil). Contributions totalling £nil (2006 - £352) were payable to the fund at the balance sheet date and are included in creditors.