Registered number: 2010021
Charity number: 294625

INSTITUTE OF ST ANSELM

TRUSTEES REPORT AND FINANCIAL STATEMENTS

for the year ended 30 June 2008

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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 2008

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 30 June 2008

Trustees	Reverend L Kofler Reverend D Clark A I Kneath Miss T Slinn Sister S J Moloney (appointed 11/12/2007)
Company registered number	2010021
Charity registered number	294625
Registered office	Institute Of St Anselm Norfolk 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 2008

The Trustees, who are also directors of the charity for the purposes of the Companies Act, present their annual report together with the audited financial statements of Institute of St Anselm (the Company) for the year ended 30 June 2008 The Trustees confirm that the Annual report and financial statements of the company comply with the 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

TRUSTEES' REPORT (continued)
for the year ended 30 June 2008
e. RISK MANAGEMENT

We did a very thorough risk assessment on several levels, particularly with regard to contracts and health and safety issues Thus, we came to the conclusion that we should employ a firm to assist us in this work The firm we chose is Peninsula which has already helped us much in many respects

Financial risk assessment

The number of participants is still dropping in spite of the fact that we receive very positive feedback about the Courses The main factor for this drop is the visa situation Several potential participants for the summer and this year's course were refused visas Thus, we had to make some staff redundant This process was very painful for all concerned and very time consuming for the administration

Seeing that the number of participants went down and the Institute owned many buildings which were occupied with few participants, we brought them together last year in St Basis's, Holland House and St Mary's Thus we saved much heating and dealt with the risk factor of financial losses to some extent

OBJECTIVES AND ACTIVITIES

a POLICIES AND OBJECTIVES

The chief objects of the Charity are 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 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 1,400 students have received a Diploma in Human Development after completing their nine-month experiential programme There were 23 participants on the Diploma 2006/07 course and 23 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

d. GRANT MAKING POLICIES
During the year the Institute offered bursaries to 10 team members which would be worth £90,000 in fees to the Institute

ACHIEVEMENTS AND PERFORMANCE

a. REVIEW OF ACTIVITIES

The Academic year 2007 to 2008 was the most hectic and turbulent year in the history of the Institute of St Anselm Many things had to be dealt with to save the Institute and update it

Diploma Course, Intensive Personal Development Programme and Sabbatical Course.

Altogether we had 81 participants on all courses We began and finished the academic year with 35 participants for the Diploma Course This is an increase of 11 participants from last year For several reasons we decided to integrate the IPD participants more into the Diploma Programme It was a very good year with an exceptionally good atmosphere There were 16 participants on the IPD programme They had therapy groups four times a week, once a week individual therapy and one session of body work, which was highly successful

On the Sabbatical Course there were four participants They seemed to enjoy the Course and gained much from it On the whole they were very satisfied and took part in all activities

Summer Courses

26 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 that 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 7 people from overseas and Europe All courses during the summer were a great success and easy to manage

Academic Staff

At the moment we have eight growth-facilitators and nine staff Len and Claire are responsible for the running of the Institute with much support and consultation from Thalia John McGluscky keeps excellent records of our minutes for the various meetings Sr Therese Garman has done wonderful work for the accreditation process of the Institute We have simplified some structures and introduced many meetings in connection with the accreditation We had regular meetings between Brenda, Claire, Laura and Len to manage the daily running of the Institute

Domestic Staff

In line with the process of consolidation we have had to look into our staffing requirements One of our cooks left and we did not replace him and several people were made redundant due to the fact that the number of our participants has come down considerably over the years, mainly due to visa problems

Properties and consolidation

The policy of consolidation, started a few years ago and was pursued on several levels Physically it has achieved its final stage the whole Institute is now together in two buildings the Institute of St Anselm (former Lonsdale Hotel) and Cumberland Lodge, opposite The Institute of St Anselm contains a lecture room, computer room, chapel, recreation hall, dining room, kitchen, reception area, four offices and two laundrettes in the ground floor In the first, second and third floors there are 57 ensuites study/bedrooms plus two apartments Altogether this provides us with a capacity for 55 participants This year we have 40 first years, 3 second year, 5 third years, plus two more participants who want to gain more experience in growth facilitation Altogether we have 50 participants Only 40 pay fees, the rest have bursaries for which they in return offer services to the Institute

TRUSTEES' REPORT (continued)
for the year ended 30 June 2008

Properties and consolidation (continued)

Opposite the Institute of St Anselm is the Cumberland Lodge (which will be named St Basil's) with an adjacent hall The lodge provides downstairs a kitchenette and sitting facilities for many participants and upstairs six group rooms and one staff room The adjacent hall was converted into 8 offices by putting in a mezzanine floor and a huge hall for body work downstairs

The library still remains in Madeira Rd 38 where also 3 staff stays In Madeira 12 Rd four more staff live there In addition, the Institute owns 8 Stanley Rd which is rented to Ellen for 15 hours work a week

Process of Consolidation and Accreditation

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 two years ago 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 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

As far as the courses are concerned we have achieved a final consolidation by reducing the courses to two leadership/formation courses (one 9 months and the 7 weeks' Summer Course) and a Sabbatical (starting in October for 3, 6, or 9 months) In addition to these we have a second year apprenticeship course with focus on group facilitation and a third year apprenticeship course with special focus on individual facilitation and leadership

The process of accreditation with ASIC (Accreditation service for international colleges) is finished We have completed the third stage of the process on 30th October The two inspectors did a very thorough job, but were very sensitive to our situation They will send a report to the Accreditation Board of ASIC which meets in December We should hear before Christmas whether we were successful in our accreditation efforts If the out come is positive, this should help the process of obtaining visas for our participants

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

TRUSTEES' REPORT (continued)
for the year ended 30 June 2008
FINANCIAL REVIEW

a. RESERVES POLICY

The general reserves are held and to be used for operation of the charitable activities and levels are held to cover 12 months worth of expenditure

We always need to keep a reserve of 12 months 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

Reserves at 30 June 2008 were higher due to activities after the year end See note 16 for further details

PLANS FOR THE FUTURE

a. FUTURE DEVELOPMENTS

Properties and consolidation

We are in the process of selling Trinity house and Gables Two builders who support us very much in all the changes we undertake, applied for planning permission for converting the two buildings into 28 flats The Council refused planning permission They appealed and won the appeal, but had to put in another application which takes another 8 weeks We are anxious to complete this transaction, since we rented the Longsdale Hotel from them for a rent of £85 000 a year We had also to put down a deposit of 20 per cent (£ 200 000) The two builders also want to acquire our four other properties St Mary's, St Basil's, Holland House and Arthur 19 We put the other two houses (Arthur Rd 18 and 20) on the market

The New Academic Year 2008-2009

We began the year with 32 participants for the Diploma Course, and 8 for the Sabbatical Some were delayed for various reasons Some did not get the visa and dropped out 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

Since the numbers of participants are dropping due to visa problems, we shall try to advertise for participants from Europe Thus, we focus the Institute on leadership/formation and hope to attract European priests and pastoral workers

The present financial crisis has made us aware of other risk factors All our money is in four banks We are trying to distribute it into two more banks, to minimise the financial collapse of the Institute

Last year, we had intended to build a lecture room behind St Mary's We got planning permission and a builder was supposed to start building on the first of April He pulled out because of lack of financial resources We tendered again and had no reply for a long time Maybe it was providential since the idea of acquiring Longsdale Hotel came up Thus, since our meeting in November 2007 this was the most busy and turbulent year of the Institute I hope it will quieten down now after consolidation and accreditation policies have been achieved and we can focus more on improving, developing and advertising our courses

All these ventures with several improvements cost us a lot of money However, we hope that in the future we shall be able to save some money every year, if the numbers increase and build up a solid hardship fund again

This year we kept two different accounts, one for daily running of the Institute and the other for non-recurring expenditure With the recurring budget we did satisfactory The non-recurring expenditure was very high and can be kept under the control of the normal budget in future with one exception This is the re-roofing of the whole Institute For the rest, there should be no substantial financial improvements necessary

TRUSTEES' REPORT (continued)
for the year ended 30 June 2008
STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

Company and charity 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

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that

- so far as that Trustee is aware, there is no relevant audit information of which the Company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the Company's auditors in connection with preparing their report and to establish that the Company's auditors are aware of that information

This report was approved by the Trustees on 10 November 2008 and signed on their behalf, by

L Kofler

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 2008 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 2007)

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
(A company limited by guarantee)

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 2008 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

10 November 2008

INSTITUTE OF ST ANSELM
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 30 June 2008

	Note	Unrestricted Funds 2008 £	Total Funds 2007 £
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income - Donations		**459**	1,728
Investment income - Bank interest		**29,458**	20,362
Incoming resources from charitable activities	2	**467,850**	616,089
Other incoming resources	3	**39,187**	92,406
TOTAL INCOMING RESOURCES		**536,954**	730,585
RESOURCES EXPENDED			
Charitable activities	8	**511,190**	619,724
Governance costs - Auditors remuneration	4	**6,200**	5,640
TOTAL RESOURCES EXPENDED	7	**517,390**	625,364
NET INCOMING RESOURCES BEFORE REVALUATIONS		**19,564**	105,221
Gains and losses on revaluations of investment assets		**(18,029)**	8,284
NET MOVEMENT IN FUNDS FOR THE YEAR		**1,535**	113,505
Total funds at 1 July 2007		3,217,233	3,103,728
TOTAL FUNDS AT 30 JUNE 2008		**3,218,768**	3,217,233

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 2008

	Note	£	2008 £	£	2007 £
FIXED ASSETS					
Tangible fixed assets	11		**2,319,309**		2,540,941
Fixed asset investments	12		**87,270**		105,299
			2,406,579		2,646,240
CURRENT ASSETS					
Debtors	13	**317,922**		253,278	
Cash at bank and in hand		**863,345**		583,914	
		1,181,267		837,192	
CREDITORS: amounts falling due within one year	14	**(369,078)**		(266,199)	
NET CURRENT ASSETS			**812,189**		570,993
TOTAL ASSETS LESS CURRENT LIABILITIES			**3,218,768**		3,217,233
CHARITY FUNDS					
Unrestricted funds	15		**3,218,768**		3,217,233
			3,218,768		3,217,233

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 2007)

The financial statements were approved by the Trustees on 10 November 2008 and signed on their behalf, by

L. Kofler

Reverend L Kofler

Thalea M-Slinn

Miss T Slinn

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

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

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 2007) 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 tax recoverable in relation to investment income is recognised at the time the investment income is receivable

When the outcome of a transaction involving courses can be estimated reliably, revenue associated with the transaction is recognised by reference to the stage of completion of the transaction at the balance sheet date Deferred revenue represents amounts invoiced for which the service will be provided in future periods

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

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

	Unrestricted Funds 2008 £	Total Funds 2007 £
Diploma	**248,131**	165,600
Summer	**58,949**	67,981
ISCC	**33,579**	36,812
IPD	**103,812**	256,290
Sabbatical	**15,654**	64,725
EQ (Bodywork)	**565**	23,708
Other courses	**7,160**	973
	467,850	616,089

3. OTHER INCOMING RESOURCES

	Unrestricted Funds 2008 £	Total Funds 2007 £
Registration fees	**2,354**	2,102
Accommodation fees for visitors	**2,614**	12,810
Profit on disposal of fixed assets for charity use	**34,219**	77,494
	39,187	92,406

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

4. EXPENDITURE BY CHARITABLE ACTIVITY

SUMMARY BY FUND TYPE

	Unrestricted Funds 2008 £	Total Funds 2007 £
Diploma	**271,086**	179,909
Summer	**64,408**	73,807
ISCC	**36,704**	1,674
IPD	**113,431**	267,286
Sabbatical	**17,125**	70,278
EQ (Bodywork)	**612**	25,717
Other courses	**7,824**	1,053
	511,190	619,724

SUMMARY BY EXPENDITURE TYPE

	Staff costs 2008 £	Depreciation 2008 £	Other costs 2008 £	Total 2008 £	Total 2007 £
Diploma	**81,723**	**36,879**	**152,484**	**271,086**	179,909
Summer	**19,418**	**8,762**	**36,228**	**64,408**	73,807
ISCC	**11,065**	**4,993**	**20,646**	**36,704**	1,674
IPD	**34,196**	**15,431**	**63,804**	**113,431**	267,286
Sabbatical	**5,163**	**2,329**	**9,633**	**17,125**	70,278
EQ (Bodywork)	**185**	**83**	**344**	**612**	25,717
Other courses	**2,358**	**1,064**	**4,402**	**7,824**	1,053
	154,108	**69,541**	**287,541**	**511,190**	619,724

5. DIRECT COSTS

	Diploma £	Summer £	ISCC £	IPD £	Sabbatical £
Guest and Team Lectures	**21,842**	**5,189**	**2,957**	**9,139**	**1,380**
Library and visual aids	**2,649**	**629**	**358**	**1,108**	**167**
Food	**33,123**	**7,870**	**4,485**	**13,861**	**2,093**
Building Repairs	**9,698**	**2,305**	**1,313**	**4,059**	**613**
Rates	**14,892**	**3,538**	**2,016**	**6,231**	**941**
Light and heat	**17,596**	**4,181**	**2,382**	**7,363**	**1,112**
Cleaning and Laundry	**244**	**58**	**33**	**102**	**15**
Household and refuse collection	**2,306**	**548**	**312**	**965**	**146**
Insurance	**6,453**	**1,533**	**874**	**2,701**	**408**
Wages and salaries	**55,526**	**13,193**	**7,518**	**23,234**	**3,508**
National insurance	**5,273**	**1,253**	**714**	**2,206**	**333**
Depreciation	**36,431**	**8,656**	**4,932**	**15,244**	**2,301**
	206,033	**48,953**	**27,894**	**86,213**	**13,017**

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

5. DIRECT COSTS (continued)

	EQ (Bodywork) £	Other courses £	Total 2008 £	Total 2007 £
Guest and Team Lectures	49	630	41,186	69,398
Library and visual aids	6	76	4,993	1,432
Food	75	956	62,463	67,819
Building Repairs	22	280	18,290	41,693
Rates	34	430	28,082	27,502
Light and heat	40	508	33,182	36,592
Cleaning and Laundry	1	7	460	1,101
Household and refuse collection	5	67	4,349	5,169
Insurance	15	186	12,170	12,513
Wages and salaries	126	1,602	104,707	108,540
National insurance	12	152	9,943	11,759
Depreciation	82	1,051	68,697	67,721
	467	5,945	388,522	451,239

6 SUPPORT COSTS

	Diploma £	Summer £	ISCC £	IPD £	Sabbatical £
Building Repairs	1,825	433	247	763	115
Advertising	2,681	637	363	1,122	169
Rates	448	106	61	187	28
Light and Heat	909	216	123	380	57
Other Expenditure	4,114	978	557	1,722	260
Travel and subsistence	5,945	1,412	805	2,487	376
Telephone, printing and stationery	2,961	704	401	1,239	187
Equipment maint and repairs	4,182	993	566	1,749	264
Legal and professional fees	11,633	2,764	1,575	4,868	735
Insurance	448	106	61	187	28
Household and refuse collection	448	106	61	187	28
Bad debts written off	2,870	682	389	1,201	181
Wages and salaries	20,924	4,972	2,833	8,756	1,322
Depreciation	448	106	61	187	28
	59,836	14,215	8,103	25,035	3,778

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

6. SUPPORT COSTS (continued)

	EQ (Bodywork) £	Other courses £	Total 2008 £	Total 2007 £
Building Repairs	4	53	3,440	1,654
Advertising	6	77	5,055	835
Rates	1	13	844	1,422
Light and Heat	2	26	1,713	5,795
Other Expenditure	9	119	7,759	4,883
Travel and subsistence	13	172	11,210	12,586
Telephone, printing and stationery	7	85	5,584	11,061
Equipment maint and repairs	9	121	7,884	24,480
Legal and professional fees	26	336	21,937	16,487
Insurance	1	13	844	1,002
Household and refuse collection	1	13	844	414
Bad debts written off	6	83	5,412	2,317
Wages and salaries	47	604	39,458	70,053
Depreciation	1	13	844	5,396
	133	1,728	112,828	158,385

7. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE

	Staff costs 2008 £	Depreciation 2008 £	Other costs 2008 £	Total 2008 £	Total 2007 £
Diploma	81,723	36,879	152,484	271,086	179,909
Summer	19,418	8,762	36,228	64,408	73,807
ISCC	11,065	4,993	20,646	36,704	1,674
IPD	34,196	15,431	63,804	113,431	267,286
Sabbatical	5,163	2,329	9,633	17,125	70,278
EQ (Bodywork)	185	83	344	612	25,717
Other courses	2,358	1,064	4,402	7,824	1,053
Subtotal charitable activities	154,108	69,541	287,541	511,190	619,724
Governance	-	-	6,200	6,200	5,640
	154,108	69,541	293,741	517,390	625,364

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

8. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	Activities undertaken directly 2008 £	Grant funding of activities 2008 £	Support costs 2008 £	Total 2008 £	Total 2007 £
Diploma	**206,033**	**5,217**	**59,836**	**271,086**	179,909
Summer	**48,953**	**1,240**	**14,215**	**64,408**	73,807
ISCC	**27,894**	**707**	**8,103**	**36,704**	1,674
IPD	**86,213**	**2,183**	**25,035**	**113,431**	267,286
Sabbatical	**13,017**	**330**	**3,778**	**17,125**	70,278
EQ (Bodywork)	**467**	**12**	**133**	**612**	25,717
Other courses	**5,945**	**151**	**1,728**	**7,824**	1,053
Total	**388,522**	**9,840**	**112,828**	**511,190**	619,724

9. NET INCOMING RESOURCES

This is stated after charging

	2008 £	2007 £
Depreciation of tangible fixed assets - owned by the charity	**69,541**	73,117
Governance Auditors' remuneration	**6,200**	5,640

During the year, no Trustees received any remuneration (2007 - £NIL)
During the year, no Trustees received any benefits in kind (2007 - £NIL)
2 Trustees received reimbursement of expenses amounting to £210 in the current year, (2007 - 1 Trustee - £140)

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

10. STAFF COSTS

Staff costs were as follows

	2008 £	2007 £
Wages and salaries	144,165	178,593
Social security costs	9,943	11,759
	154,108	190,352

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

	2008 No.	2007 No
Direct charitable staff	11	14
Support staff	3	4
	14	18

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 2007	3,167,471	15,045	323,850	3,506,366
Additions	290,609	6,190	-	296,799
Disposals	(469,629)	-	(1,503)	(471,132)
At 30 June 2008	2,988,451	21,235	322,347	3,332,033
DEPRECIATION				
At 1 July 2007	679,829	12,758	272,838	965,425
Charge for the year	59,770	2,119	7,652	69,541
On disposals	(20,739)	-	(1,503)	(22,242)
At 30 June 2008	718,860	14,877	278,987	1,012,724
NET BOOK VALUE				
At 30 June 2008	2,269,591	6,358	43,360	2,319,309
At 30 June 2007	2,487,642	2,287	51,012	2,540,941

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

12. FIXED ASSET INVESTMENTS

	Unlisted securities £
MARKET VALUE	
At 1 July 2007	**105,299**
Revaluations	**(18,029)**
At 30 June 2008	**87,270**

INVESTMENTS AT MARKET VALUE COMPRISE:

	2008 £	2007 £
Unlisted investments	**87,270**	105,299

All the fixed asset investments are held in the UK

13. DEBTORS

	2008 £	2007 £
Trade debtors	**276,868**	184,431
Other debtors	**41,054**	68,847
	317,922	253,278

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2008 £	2007 £
Trade creditors	**7,285**	8,401
Social security and other taxes	**2,311**	-
Other creditors	**2,740**	2,740
Accruals and deferred income	**356,742**	255,058
	369,078	266,199

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2008

15. SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Gains/ (Losses) £	Carried Forward £
Designated funds	118,849	-	-	-	118,849
General funds	3,098,384	536,954	(517,390)	(18,029)	3,099,919
	3,217,233	536,954	(517,390)	(18,029)	3,218,768
	3,217,233	536,954	(517,390)	(18,029)	3,218,768

Designated fund

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

The Hardship fund is also available for bursaries which can be given to students

16. POST BALANCE SHEET EVENTS

On 15 September 2008, the Institute entered into a contract to purchase the new premises in Norfolk Road The initial transaction was for a 10 year operating lease with a deposit of £260,000 and an annual rental of £85,000

The Institute will eventually purchase the property from the developers for the sum of £1,300,000 when funds have been made available from property disposals

The deposit and annual rental in advance were paid out of reserves held at 30 June 2008