

BROOK ADVISORY CENTRES

(A Company Limited by Guarantee not having a Share Capital)

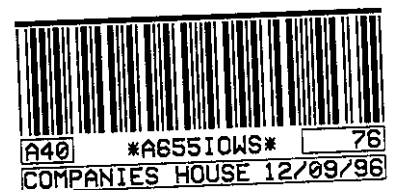
Company No. 813847

Charity No. 239966

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST MARCH 1996



Brook Advisory Centres
Report and Financial Statements
Year ended 31st March 1996

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Brook Advisory Centres

Legal and Administrative Details

Registered Office

165 Grays Inn Road
London WC1X 8UD

Bankers

Trustee Savings Bank
115 Regent's Street
London W1R 7HA

Solicitors

Wood Winfield
5 Richbell Place
London WC1N 3LA

Bindman & Partners
1 Euston Road
London NW1 2SA

Nicholson, Graham & Jones
110 Cannon Street
London EC4N 6AR

Auditors

Kingston Smith
Chartered Accountants
Devonshire House
146 Bishopsgate
London EC2M 4JX

Brook Advisory Centres

Report of the Directors

Report for the year ended 31st March 1996 to be submitted to the 31st Annual General Meeting.

Directors for the period 1st April 1995 to 28th June 1996 the date of this report when the accounts were approved by the Board of Directors for adoption by the Annual General Meeting. Dates given are of AGMs or Boards. Only the first date is shown for Branch appointments and re-appointments. Changes made on 28th June 1996 are not included.

* Sheila Abdullah	Re-elected at AGM 20.9.95
Philip Barbour	Resigned 20.9.95
Sandra Barnes	Resigned 20.9.95
Paul Brearley	Resigned 20.9.95
* Dilys Cossey	Re-elected at AGM 20.9.95
Sarah Crabtree	Resigned 20.9.95
Sheila Dolphin	Resigned 20.9.95
Nazih F-Eldin	Resigned 20.9.95
Sylvia Haigh	Resigned 20.9.95
* Suzie Hayman	Re-elected at AGM 20.9.95
* Linda Hughes	Elected at AGM 20.9.95
* Tricia Kreitman	Re-elected at AGM 20.9.95
Mazel Le Ruez	Resigned 20.9.95
Ann McCormick	Resigned 20.9.95
John McEwan	Resigned 20.9.95
* Yvonne McGinley	Elected at AGM 20.9.95
Alison McKay	Resigned 20.9.95
Eleanor Martin	Resigned 20.9.95
* Cynthia Milligan	Elected at AGM 20.9.95
David Paintin	Resigned 20.9.95
* Stephen Peckham	Elected at AGM 20.9.95
* Audrey Simpson	Elected at AGM 20.9.95
Dilys Went	Resigned 20.9.95
Anne Weyman	Resigned 20.9.95

* Directors 28th June 1996

Financial Statements for the year ended 31st March 1996

The financial statements for the year show a surplus of £18,198 (1995 - surplus £81,121) full details being shown on pages 4 to 12.

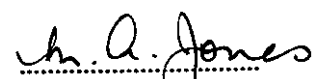
Activities of the Company

The company is a registered charity providing advisory centres for young people around the country.

Auditors

Kingston Smith have indicated their willingness to continue in office and in accordance with the provisions of the Companies Act it is proposed that they be re-appointed to the company for the ensuing year.

By Order of the Board


M. Jones
Secretary

165 Grays Inn Road
London WC1X 8UD

SM July 1996

Brook Advisory Centres

Directors' Responsibilities and Report of the Auditors

Statement of Directors' Responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for that period.

In preparing those financial statements, the directors are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent and prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue in business.

The directors are responsible for keeping proper accounting records which 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.

Auditors' Report to the Members of Brook Advisory Centres

We have audited the financial statements on pages 4 to 12 which have been prepared under the historical cost convention and the accounting policies set out on page 6.

Respective Responsibilities of Directors and Auditors

As described above the company's directors are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

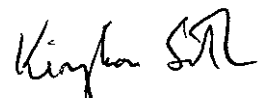
Basis of Opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements and of whether the accounting policies are appropriate to the 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 company's affairs at 31st March 1996 and of the surplus and the cash flows of the company for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



KINGSTON SMITH
Chartered Accountants
and Registered Auditors

Devonshire House,
146 Bishopsgate,
London EC2M 4JX.

8th July 1996

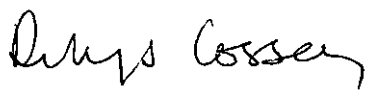
Brook Advisory Centres
Income and Expenditure Account
For the year ended 31st March 1996

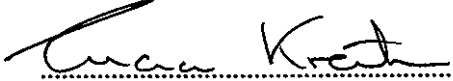
	Note	1996 £	1995 £
Operating income	2	471,856	472,098
Operating expenditure	3	<u>453,658</u>	<u>390,977</u>
Surplus for the Year	5	18,198	81,121
Accumulated funds brought forward		<u>170,640</u>	<u>89,519</u>
Accumulated Funds Carried Forward	11	<u><u>188,838</u></u>	<u><u>170,640</u></u>

Brook Advisory Centres

Balance Sheet as at 31st March 1996

	Note	1996 £	1996 £	1995 £	1995 £
Fixed Assets					
Tangible assets	6		42,782		48,018
Current Assets					
Stocks	7	45,680		43,511	
Debtors	8	87,743		59,627	
Cash at bank and in hand		<u>189,226</u>		<u>104,993</u>	
		322,649		208,131	
Creditors: Amounts falling due within one year	9	<u>160,593</u>		<u>66,509</u>	
Net Current Assets			<u>162,056</u>		<u>141,622</u>
Total Assets less Current Liabilities			204,838		189,640
Creditors: Amounts falling due after more than one year	10		<u>16,000</u>		<u>19,000</u>
Total Assets			<u>188,838</u>		<u>170,640</u>
 Reserves					
General Fund	11		99,397		87,405
Pamela Sheridan Fund	11		80,000		80,000
Joint Project Fund	11		<u>9,441</u>		<u>3,235</u>
			<u>188,838</u>		<u>170,640</u>


 Director
 Dilys Cossey


 Director
 Tricia Kreitman

The accounts were approved by the Board of Directors on 8th July 1996

The notes on pages 6 to 12 form part of these financial statements.

Brook Advisory Centres

Notes to the Financial Statements

For the year ended 31st March 1996

1 Accounting Policies

Accounting Basis and Standards

The financial statements have been prepared under the historical cost accounting rules and in accordance with applicable accounting standards.

A profit and loss account in the form laid down by the Companies Act has not been produced as it is not appropriate in the circumstances of the company which is a non-profit making organisation.

Depreciation and Amortisation

Fixed assets are depreciated by equal annual instalments over the estimated useful lives, which are as follows:

Improvements to leasehold land and buildings	period of lease
Furniture, fittings and equipment	10% straight line
Computer equipment	25% straight line

Freehold buildings are not depreciated as required by SSAP 12. In the directors opinion the buildings are maintained to a high standard and the cost of repairs and maintenance approximates to depreciation and is charged to the income and expenditure account when it is incurred.

Stocks

Stocks are stated at the lower of cost and net realisable value.

Grants

Grants received of a revenue nature are treated as income in the year to which the related expenditure is incurred.

Capital grants received are treated as deferred credit and transferred to revenue over the estimated useful life of the asset.

Operating Leases

Operating lease costs are charged to the profit and loss account on a straight line basis over the lease term.

2 Operating Income

	1996	1995
	£	£
Subscriptions, donations and legacies	66,634	194,468
Department of Health	65,000	75,000
Branches	57,207	49,894
Sales	71,142	45,675
Joint Project	12,832	-
Conference fees	31,306	14,830
Lecture fees and sundry income	8,630	7,742
Interest	5,668	3,473
Grants for projects	141,576	75,932
Grants for purchase of equipment	5,084	5,084
Grants for marketing survey	6,777	-
	<u>471,856</u>	<u>472,098</u>

Brook Advisory Centres
Notes to the Financial Statements
For the year ended 31st March 1996 (Continued)

3	Operating Expenditure	1996	1995
		£	£
	Salaries	172,660	164,882
	Administrative expenses	101,917	84,956
	Premises costs	26,242	27,572
	Production costs	27,747	41,658
	Publicity costs	3,765	5,007
	Marketing costs	3,488	-
	Fund raising costs	8,636	9,324
	Projects and conferences	109,203	57,578
		<u>453,658</u>	<u>390,977</u>
	Analysed by Office:		
	Central Office	308,343	234,759
	Development Office	51,297	54,845
	Education and Publications Unit	87,392	85,763
	Total National Organisation	<u>447,032</u>	<u>375,367</u>
	Joint Project	<u>6,626</u>	<u>15,610</u>
	Total	<u>453,658</u>	<u>390,977</u>

4 **Staff Numbers and Costs**

The average number of persons employed by the company during the year was 10 (1995 - 9).

The aggregate payroll costs of these persons were as follows:	1996	1995
	£	£
Wages and salaries	181,795	152,537
Social security costs	17,195	12,345
Total Payroll Costs	<u>198,990</u>	<u>164,882</u>

None of the directors receive any remuneration from the company except for one director who received a fee and expenses for actual consultancy work done for the company. Travelling expenses of £2,563 (1995 - £2,870) in respect of attendance for board meetings are reimbursed.

Salary costs of the national office staff are included within salaries under the heading of operating expenditure shown in note 3 above.

The salaries of two people employed in projects are included within the projects and conferences costs under the heading of operating expenditure shown in note 3 above.

5(a).	Surplus for the Year	1996	1995
		£	£
	The surplus for the year is stated after charging:		
	Auditors' remuneration	3,000	3,798
	Depreciation of tangible fixed assets	6,520	6,372
	Other operating lease costs	15,864	9,828

Brook Advisory Centres
Notes to the Financial Statements
For the year ended 31st March 1996 (Continued)

5(b). Education and Publications

The income and expenditure for education and publications was as follows:

	1996	1995
	£	£
Income		
Grants for production of publications	8,020	30,000
Sales	71,142	43,211
Sundry income	215	2,545
Grant for Marketing Survey	6,777	-
Donations	-	6,000
Fees	2,189	2,263
	<u>88,343</u>	<u>84,019</u>
Expenditure		
Salaries	34,638	23,042
Premises	9,380	9,866
Production costs of publications	21,119	41,658
Overheads	18,767	6,197
Marketing survey	3,488	5,000
	<u>87,392</u>	<u>85,763</u>

6 Fixed Assets - Tangible

	Freehold Buildings £	Improvements to Leasehold Buildings £	Furniture, Fittings and Equipment £	Total £
Cost				
At 1st April 1995	30,000	3,806	39,596	73,402
Additions	-	-	1,284	1,284
At 31st March 1996	<u>30,000</u>	<u>3,806</u>	<u>40,880</u>	<u>74,686</u>
Depreciation				
At 1st April 1995	-	2,462	22,922	25,384
Charged in year	-	382	6,138	6,520
At 31st March 1996	<u>-</u>	<u>2,844</u>	<u>29,060</u>	<u>31,904</u>
Net Book Value				
At 31st March 1996	<u>30,000</u>	<u>962</u>	<u>11,820</u>	<u>42,782</u>
At 31st March 1995	<u>30,000</u>	<u>1,344</u>	<u>16,674</u>	<u>48,018</u>

7 Stocks and Work in Progress

	1996	1995
	£	£
Publications: Education and Publications Unit	<u>45,680</u>	<u>43,511</u>

Brook Advisory Centres
Notes to the Financial Statements
For the year ended 31st March 1996 (Continued)

8 Debtors	1996	1995
	£	£
Trade debtors	76,955	52,674
Other debtors	2,551	2,865
Prepayments and accrued income	8,237	4,088
	<u>87,743</u>	<u>59,627</u>
 9 Creditors: Amounts falling due within one year	 1996	 1995
	£	£
Trade creditors	31,072	-
Taxation and social security	441	4,796
Other creditors	11,285	21,532
Accruals and deferred income	117,795	40,181
	<u>160,593</u>	<u>66,509</u>
 10 Creditors: Amounts falling due after more than one year	 1996	 1995
	£	£
Amounts repayable by instalments:		
Within five years	9,000	12,000
Less: Amounts falling due within one year	<u>(3,000)</u>	<u>(3,000)</u>
	6,000	9,000
Amounts wholly repayable after five years	<u>10,000</u>	<u>10,000</u>
	<u>16,000</u>	<u>19,000</u>

The Department of Health grant of £10,000 has a first charge over the freehold property which is held jointly with London Brook Advisory Centre. The grant becomes repayable upon the sale of the freehold property or upon a change of use.

11 Reserves	General Fund	Pamela Sheridan Fund	Joint Project Fund	Total
	£	£	£	£
Balance at 1st April 1995	87,405	80,000	3,235	170,640
Joint Project	-	-	6,206	6,206
General deficit	<u>11,992</u>	<u>-</u>	<u>-</u>	<u>11,992</u>
Balance at 31st March 1996	<u>99,397</u>	<u>80,000</u>	<u>9,441</u>	<u>188,838</u>

Pamela Sheridan Fund

A legacy of £75,000 was received from Pamela Sheridan together with a donation of £5,000 from her sister-in-law in 1995. The fund is intended for the purposes of supporting national office developments and the acquisition or support of headquarter premises.

Brook Advisory Centres
Notes to the Financial Statements
For the year ended 31st March 1996 (Continued)

11 Reserves (Continued)

Joint Project Fund

A booklet on confidentiality was produced in 1995 on a joint project with several other organisations. The administration of the project was handled by Brook. When all costs relating to the current project have been made, the balance of the fund will be used to cover future printing costs, the last of which will arise during 1996/97.

12 Branch Companies

The company is closely associated with all branches of Brook Advisory Centres. The branches contribute annually two per cent of income in the previous year to the National Organisation.

13 Future Financial Commitments

Operating Leases

At 31st March 1995 the company had annual commitments under operating leases as set out below:

	1996		1995	
	Land and Buildings £	Other £	Land and Buildings £	Other £
Operating leases which expire: in the second to fifth year	<u>15,864</u>	<u>4,356</u>	<u>9,828</u>	<u>4,356</u>

The lease of land and buildings is subject to rent reviews. The company's total future financial commitments under operating leases are £52,245 (1995 - £77,206).

14 Contingent Liabilities

The company has a contingent liability in respect of guarantees given in respect of property used by Belfast and Brook which is a separate company limited by Guarantee.

Brook Advisory Centres
Cash Flow Statement
For the year ended 31st March 1996

	Note	1996 £	1995 £
Net Cash Surplus from Operating Activities	1	85,517	2,418
Investing Activities			
Purchase of fixed assets		<u>(1,284)</u>	<u>(20,575)</u>
Increase/(Decrease) in Cash and Cash Equivalents	2	<u>84,233</u>	<u>(18,157)</u>

Brook Advisory Centres
Notes to the Cash Flow Statement
For the year ended 31st March 1996

Note 1	Reconciliation of Operating Surplus to Net Cash Surplus from Operating Activities	1996 £	1995 £	
	Operating surplus	18,198	81,121	
	Depreciation charge	6,520	6,372	
	(Increase) in stock	(2,169)	(22,163)	
	(Increase) in debtors	(28,116)	(23,252)	
	Increase/(decrease) in creditors	<u>91,084</u>	<u>(39,660)</u>	
	Net Cash Surplus from continuing Operating Activities	<u>85,517</u>	<u>2,418</u>	
Note 2	Analysis of Changes in Cash and Cash Equivalents During the Year	1996 £	1995 £	
	Balance at 1st April 1995	104,993	123,150	
	Net cash inflow/(outflow)	<u>84,233</u>	<u>(18,157)</u>	
	Balance at 31st March 1996	<u>189,226</u>	<u>104,993</u>	
Note 3	Analysis of the Balances of Cash and Cash Equivalents as Shown in the Balance Sheet			Change in year
		1996 £	1995 £	£
	Cash at bank and in hand	<u>189,226</u>	<u>104,993</u>	<u>84,233</u>