

**Catholic  
Marriage  
Care  
Limited**

**Annual Report and Financial  
Statements**

31 March 2009

Company Limited by Guarantee  
Registration Number  
417528 (England and Wales)

Charity Registration Number  
218159

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## Contents

### Reports

Reference and administrative information	1
Vision, mission and activity – a summary	3
Chairman’s statement	5
Message from the Chief Executive	7
The Marriage Care Network	8
Directors’ report	9
Independent auditors’ report	26

### Financial statements

Statement of financial activities	28
Balance sheet	30
Principal accounting policies	31
Notes to the financial statements	33

## Reference and administrative information

**President** His Eminence the Cardinal Archbishop of Westminster, Cormac Murphy-O'Connor (retired 21 May 2009)  
Most Rev Vincent Nichols, Archbishop of Westminster (installed on 21 May 2009)

**Chief Executive** Mr Terry Prendergast

**Directors** Mrs Judith Schmidt (Chairperson )  
Mr Tony Cabourn-Smith  
Rev Canon Michael Cooley  
Mrs Freda Lambert  
Mrs Truda-Anne Lee  
Mr Hugh Parry  
Mr Charles Perryman (Vice Chair)  
Mr John Priest  
Mr Andrew von Speyr  
Rev Philip White  
Mrs Sheila Wright

**Secretary** Mr Terry Prendergast

**Registered Office** Clitherow House  
Blythe Mews  
Blythe Road  
London  
W14 0NW

Telephone +4420 7371 1341  
Facsimile +4420 7341 4921  
e-mail [info@marriagecare.org.uk](mailto:info@marriagecare.org.uk)  
Website [www.marriagecare.org.uk](http://www.marriagecare.org.uk)

**Company registration number** 417528 (England and Wales)

**Charity registration number** 218159

## Reference and administrative information

**Auditors** Buzzacott LLP  
12 New Fetter Lane  
London  
EC4A 1AG

**Investment Managers** Blackrock Investment Managers Limited  
33 King William Street  
London  
EC4R 9AS

**Principal Bankers** Royal Bank of Scotland plc  
PO Box 312  
62-63 Threadneedle Street  
London  
EC2R 8LA

**Legal Advisors** Pinsent Masons LLP  
3 Colmore Circus  
Birmingham  
B4 6BH

## **Vision, mission and activity – a summary**

### **Vision and mission of Marriage Care**

#### **Vision**

Catholic Marriage Care Limited (“Marriage Care”) embraces and upholds the Christian vision of marriage as a vocation of life and love, with the power to transform the lives of the couple, the family and society. We seek to work for a society where adults are emotionally literate, able to form and sustain long-term relationships, and pass this knowledge and skill onto their own families and communities, but crucially to their own children.

#### **Mission**

Marriage Care offers support to people in their marriages, relationships and family life.

We have been involved in the development and delivery of relationship support (counselling, preparation, education, crisis helpline support) for over sixty years. We have broadened our strategic vision and scope over these years.

### **Summary of the objects of the charity**

Our charity’s purposes, as set out in the Objects contained in the Memorandum and Articles of Association, are to help people in the spheres of marriage, relationships and family life.

The aims of the charity are to provide support and education both to couples in relationships and to families, so as to reduce the distress caused by relationship difficulties or breakdown, and to educate those embarking on relationships so that they will be better prepared to live out their lives. We do this by providing relationship counselling, marriage and relationship preparation, relationship education, in schools and elsewhere, and any other services whose purpose is to promote and support marriage, relationships and family life in accordance with the Christian vision of marriage as a vocation of life and love.

### **Public benefit**

We have referred to the Charity Commission’s general guidance on public benefit when reviewing our aims and objectives and in planning our future services. In particular, the Directors consider carefully how planned activities will contribute to the aims and objectives they have set and deliver public benefit.

## **Vision, mission and activity – a summary**

### **Summary of Marriage Care activity**

- ◆ We provide help to adult couples at the emotional, psychological, sexual and spiritual level.
- ◆ We seek to promote emotional literacy for young people in schools and other educational establishments, as well as for couples in adult relationships. Family breakdown, with the consequent social, emotional, psychological and economic costs, weighs heavily on UK communities, and we are therefore committed to providing accessible services for adult couples in preparation and support for marriage and all long-term relationships.
- ◆ The current concern in relation to parenting has caused us to work more closely with the adult couple as parents, both in our own work and in partnership with other agencies. In this, we have worked closely and have been supported by our Government partner, the Department for Children, Schools and Families.
- ◆ We continue to provide all of these services through a local network of committed and professionally trained volunteers in England and Wales, supported by a small paid workforce, with an emphasis on providing accessible services at a time that people need them, and at affordable rates (refer to page 8 for the Marriage Care Network).

## **Chairman's statement**

### **Chairman's statement for the year 2008-2009**

This is the first time that I have the pleasure of presenting the annual report and accounts of Catholic Marriage Care. I took over from Sydney McFarlane as Chair of the Board in November 2008 and would like to start by thanking him for the energy and enthusiasm that he brought to Marriage Care during the six years of his Chairmanship and, in particular, for his commitment to the process of bringing the National Office and 54 local Centres together as one united charity, something that was achieved with a speed and harmony that has been deemed remarkable by others in the voluntary sector.

This has been a successful but challenging year for Marriage Care. Unification was not an end in itself as it was borne of the need to create a unified and flexible organisation to meet the challenges of the changing world in which we are now operating. The level of service provided for clients, as evidenced by the comments to be found in the Report, continues to be of a very high level, as does the quality of the training and supervision provided for all our practitioners. However, Marriage Care remains relatively unknown, within the Catholic community and beyond, although widespread relationship breakdown, with its effects on families and society, argue an increased need for our services. Increased uptake of our services is essential for our survival and the Board has agreed a five-year strategy for the development and marketing of our services. The targets we have set will prove challenging but progress is essential if Marriage Care is to grow and remain financially viable. The creation of a budget for the whole organisation has made for better monitoring and control of financial matters but we remain vulnerable to the effects of the recession both in terms of direct counselling income and possible reduction in the government grant.

The successful implementation of the five-year strategy will depend to a considerable extent on work done at Centre level and in particular, by the Centre management teams. However, training and support for members of Centre management teams has not matched that available to practitioners. To rectify this, it became apparent that there was an urgent need for a Director of Centre Development and, although the appointment was made just outside the period covered by this Report, we were fortunate to be able to offer the post to a very highly qualified candidate who has already made a significant contribution to the development process.

Throughout the year, all these challenges and proposals have been discussed and debated at the Marriage Care Forum, the channel for communication between the different parts of the organisation – Centres, Board and National Office. Forum meetings have been well attended and the high level of concern and involvement on the part of members has been both encouraging and helpful for the Board in making important decisions for the future.

## **Chairman's statement**

### **Chairman's statement for the year 2008-2009** (continued)

I would like to thank the Chief Executive and his management team and staff for all their help, encouragement and patience during my first few months in office and also my fellow Board members for all their help and support. Above all my thanks go to all the volunteers who so generously give up their time, as practitioner or manager, to help and support those embarking on marriage and those in trouble in their relationships: without them Marriage Care would not exist.

Judith Schmidt, Chair.

Date: 22 October 2009

**The Chief Executive's comment for the year 2008-2009**

Marriage Care has again continued the progress we have witnessed for some time now, despite some key changes in personnel and work. We said goodbye to Sidney McFarlane as Chair in November 2008, after his six good and productive years in that role. Sidney saw through the major change of unifying the organisation into a single charity, and I have no doubt that it was his enthusiasm and commitment that made this process relatively straightforward. He was succeeded by Judith Schmidt and the smoothness of this transition is also testament to the solidity of the structure that has been set in place over the last few years. Judith had been vice-Chair and had worked closely with Sidney and me in his last year in office to ensure continuity.

During that time we also had a number of key changes at Centre level that caused minimal disruption. I feel that this says so much about the commitment and belief from the volunteers who carry out the majority of our work that these were managed with little or no obvious adverse effect.

One of the key developments in the year was the work done in preparation for establishing a new five-year strategic plan, to take the organisation further forward into the twenty-first century. Again, it feels as if the process has been straightforward and informed, and the increased use of the Marriage Care Forum has been especially important in facilitating communication up and down the organisation.

We have continued also to look outwards, establishing an important partnership with One Plus One, setting up the web-based coupleconnection.net, a resource for parents where the focus is on the adult couple. Equally, our collaboration with the Parenting Fund, and our partner organisations working in the field of relationship support, has been a productive if not challenging venture, linked as it is to our Government partner, the Department for Children, Schools and Families. The continuance and growth of relations with the Dioceses in England and Wales has also been crucial since the faith-base of Marriage Care is important from a number of perspectives.

My thanks go to all the volunteers for their continuation to our development, and the commitment to long-term relationships, and marriage in particular. I am grateful also to the Board of Directors for their continuing support and their willingness to take risks and embark on a planned development. Finally, my thanks also go to the paid workforce in Marriage Care which, whilst is it small, really does work effectively and with commitment to support all of the volunteers up and down our organisation.

T Prendergast  
Chief Executive

**The Marriage Care Network of Centres, supporting marriage, relationships and family life in England and Wales, including other service outlets.**

Barnet & Enfield (Finsbury Park and Oakwood)	Hereford (Bromyard)	Portsmouth
Birmingham (Acocks Green)	Ilford (Barkingside, Chadwell Heath, Chingford)	Preston (Lancaster, Morcambe)
Blackheath	Leeds (Huddersfield, York)	Reading
Blackpool	Lincolnshire (Brigg, Grimsby, Scunthorpe)	South Bucks
Bournemouth & Poole	Liverpool	South/Mid Cheshire (Crewe)
Brighton	London (Hayes, Notting Hill, Shepherds Bush)	Southampton (Winchester)
Bristol (Bath)	Marriage Care South West (Bodmin, Dorchester, Exeter, Newton Abbott, Plymouth, Torquay, Totnes)	Southend (Rayleigh)
Cardiff	Medway Towns (Chatham)	Southport
Carlisle (Cockermouth, Penrith)	Milton Keynes	Stockport
Chelmsford (Witham, South Woodham Ferrers)	Newmarket (Ely)	Swansea
Colchester and Ipswich	Newport	Trafford (Altrincham)
Coventry	Norfolk (Beccles, Great Yarmouth, Kings Lynn)	Tyneside (Middlesborough, Newcastle, Stockton)
Crawley	North East Hants	Warrington
Croydon (Purley)	North Staffs (Shrewsbury, Stoke on Trent)	Wiltshire (Swindon)
Eastbourne	Northamptonshire (Corby, Kettering, Northampton)	Wimbledon (Morden)
Gloucestershire (Cheltenham)	Nottingham & Derby (Nuneaton)	Wolverhampton & Dudley
Greater Manchester (Colne, Bolton, Prestwich, Manchester, Rochdale, Salford, Wigan,)	Oxford	Wrexham
Hallam (Sheffield)	Peterborough (Orton Malbourne)	National Office
Marriage Care also has a Centre based in Gibraltar.		

## **Directors' report** 31 March 2009

The Directors present their statutory report together with the financial statements of Catholic Marriage Care Limited for the year ended 31 March 2009.

The report, which constitutes a Trustees' report for the purposes of charity legislation and a Directors' report for the purposes of company legislation, has been prepared in accordance with Part VI of the Charities Act 1993.

The financial statements have been prepared in accordance with the accounting policies set out on pages 31 and 32 of the attached accounts and comply with the charitable company's Memorandum and Articles of Association, applicable laws and the requirements of the Statement of Recommended Practice on "Accounting and Reporting by Charities" issued in March 2005.

### **Constitution**

Catholic Marriage Care Limited (Marriage Care), a charity registered under the Charities Act 1993, is constituted as a company limited by guarantee and is governed by Memorandum and Articles of Association. In the event of the charity being wound up during the period of membership, or within the year following, company members are required to contribute an amount not exceeding £1.

### **Scope**

From 1 April 2000, the activities, assets and liabilities of the local Marriage Care Centres have been included within the charity's accounts.

### **Structure**

The charity is comprised of 54 local Centres, which provide the organisation's direct services, and a National Office. All of the people in the Centres work on a voluntary basis with the exception of a very small number of people employed at local level. The Centres are supported by a small paid workforce which operates mainly from the National Office in London, though some people work remotely. The charity is governed by a Board of Directors which meets regularly throughout the year, supported in its work by the Chief Executive and a management team, Board committees, and the Marriage Care Forum, a representative group elected by "clusters" of Centres and contributing their views to the Board and management team. There is a high level of attendance at relevant meetings, which supports good governance and management. In addition, all Centres meet as local units during the year to co-ordinate their work, share best practice and reflect on meeting local needs.

### **Governance**

#### **Directors**

Mr Tony Cabourn-Smith received remuneration of £890 (2008 - £nil) and Mrs Sheila Wright received £426 (2008 - £nil) from the charity during the year in respect of their work as moderators for a website, the coupleconnection.net, for which the charity provides moderating services.

## Directors' report 31 March 2009

### Governance (continued)

#### Directors (continued)

A total of £8,584 (2008 - £3,163) was reimbursed for out of pocket travelling and subsistence expenses to 11 (2008 - 10) Directors. Of these expenses, £905 (2008 - £500) was donated back to the charity under Gift Aid.

One Director had a beneficial interest in a contract with the charity during the year. Following her appointment after fair and open competition in December 2007, Mrs Jane Perryman continues to fulfil the role of Services Development Manager with the charity at a salary of £14,560 (reviewable annually). She is married to a Director (Mr Charles Perryman) who took no part in the deliberations or decision to appoint her. By virtue of their relationship (married couple living together and sharing common household expenses), Mr Perryman derives a personal benefit from Mrs Perryman's employment. This arrangement is endorsed by the Board and is in accordance with our governing provisions as a charity.

#### Election of Directors

The Directors are elected at the Annual General Meeting of the charity by the membership. Those eligible to vote are determined by their membership of the charity on 1 September of any one year. There is a clear voting process. Candidates for election as Directors must be members of the charity and a proportion of them must be Catholics. Election is carried out by simple majority vote. In addition, the Directors have the power to co-opt people during the year to help deal with specific matters. In addition, the President has the power to nominate someone to serve as a Director.

The following Directors were in office at the date on which this annual report was approved and served on the Board throughout the year to 31 March 2009, except where shown.

Trustees	Appointed / Retired
<b>Mr Tony Cabourn-Smith</b> - Mr Cabourn-Smith is a retired senior partner of a major accounting firm. He is the Treasurer of the Wimbledon Centre, where he is also a counsellor and FOCCUS facilitator. He is Chair of the Finance Committee.	Appointed to the Board in September 2008
<b>Rev Canon Michael Cooley</b> - Father Michael is parish priest of Our Lady of La Salette and St Joseph, in Bermondsey, the Diocese of Southwark. He is the President's nominee and a Theologian.	
<b>Mr Ian Johnston</b> - Mr Johnston is a retired company manager of Total Oil, and also the Chair of the Greater Manchester Marriage Care Centre. He is also active in his local village church.	Retired in November 2008
<b>Mrs Freda Lambert</b> - Mrs Lambert is a Past-President of the National Board of Catholic Women.	
<b>Mrs Truda-Anne Lee</b> - Mrs Lee has been a counsellor, supervisor and tutor in Marriage Care for many years. During the year, she was also Chair of the Services Committee.	

**Governance** (continued)

Election of directors (continued)

<b>Trustees</b>	<b>Appointed / Retired</b>
<b>Mr Sidney McFarlane, MBE</b> - Mr McFarlane is a retired RAF officer with a HR background. He is an 'independent member' of the Lincolnshire Criminal Justice Board Community Confidence Delivery Group and Chairman of Lincolnshire Crown Prosecution Service Hate Crime Scrutiny Panel. He is former chair/member of the Independent Monitoring Board for HMP Lincoln, the Lincolnshire Probation Board and Lincolnshire Racial Equality Council.	Retired in November 2008
<b>Mrs Patricia Meacock</b> - Mrs Meacock was a retired accountant and also a counsellor and supervisor for Marriage Care, based in Norwich.	Died in February 2009
<b>Mr Hugh Parry</b> - Mr Parry has a background in financial services and insurance. He is also a counsellor for Marriage Care in Bournemouth and Poole. He is Chair of the Strategy Committee.	
<b>Mr Charles Perryman</b> - Mr Perryman is a retired engineer. He is a magistrate and also chairs the South Yorkshire Police Authority. He is also a counsellor, supervisor and tutor in Marriage Care, based in the Hallam Centre. He became Vice-Chair of the Board in November 2008.	
<b>Mr John Priest</b> - Mr Priest is a former counsellor and Regional Officer in Marriage Care, actively supporting the Gloucestershire Centre as a member.	
<b>Mrs Judith Schmidt</b> - Mrs Schmidt is a former counsellor with Marriage Care and former Chair of the Oxford Centre. She is also a barrister and magistrate. She was Vice-Chair of the Board, and Chair of the Finance Committee until November 2008, when she took over as Chairman.	
<b>Mr Andrew von Speyr</b> - Mr von Speyr has a background in sales and marketing with Kraft Foods. He also is the chair of the Gloucestershire Centre and Chair of the Marketing Committee.	
<b>Reverend Philip White</b> - Mr White is Head of Legal Services with the Charity Commission in Liverpool, and a Deacon of the Diocese of Shrewsbury. He is also a marriage preparation provider and counsellor in (and chaplain to) the Liverpool/Wirral Centre.	
<b>Mrs Sheila Wright</b> - Mrs Wright is a self-employed Coach working within Essex. She is a counsellor, supervisor and Tutor with Marriage Care based in Colchester and Ipswich Centre.	Elected in November 2008

Policies and procedures relating to Directors' training and induction

All Directors receive an induction pack prior to joining the Board so that they are equipped to carry out their role. Additionally, new Board members receive direct support from the Chairman of the Board and the Chief Executive. In order to keep Board members informed about the charity's on-going work, the Board receives reports from senior staff members as required. In addition, the Board meets from time to time, more informally with the management team to work on specific areas of development.

**Governance** (continued)

Directors' responsibilities statement

Company law requires the Directors (who are 'charity trustees' for the purpose of the Charities Act) to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year, and of its incoming resources and the application of resources, including its income and expenditure, for the financial year. In preparing financial statements, giving a true and fair view, Directors are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts;
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

Each of the Directors confirms that:

- ◆ so far as the Director is aware, there is no relevant audit information of which the company's auditors are unaware; and
- ◆ the Director has taken all steps that s/he ought to have taken as a Director in order to make herself/himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s234ZA of the Companies Act 1985.

Organisational structure

The Directors have five meetings in each year. In addition, this year, we held an Awayday to focus on future development, and the strategic direction of the organisation over the next five years. The Awayday was attended by Directors and the management team from the National Office, and was facilitated by an external Consultant. During this year, we worked on the following areas, as well as the on-going maintenance matters:

- ◆ raising the profile of Marriage Care, under the title Making Marriage Care a Household Name, using the PR company, Geronimo (now re-named Kindred), to aid the specific work of raising the media profile of Marriage Care;
- ◆ continuing to work on ensuring that the financial resources of the organisation are put to best use;

**Governance** (continued)

Organisational structure (continued)

- ◆ succession planning for the Chair's post resulting in a smooth transfer in November 2008;
- ◆ the drawing up of a Marriage Care Covenant to define more clearly the roles of the Centres and the National Office;
- ◆ the annual risk assessment review;
- ◆ the development of a five-year strategy from 2009 onwards.

In addition, the Finance Committee met five times during the year, the Services Committee three, and the Marketing Committee four. These were the Committees of the main Board for the reporting period. Since the year-end, the Board has established a Strategy Committee in place of the Services Committee. The primary purpose of this new Committee is to monitor progress against strategic goals.

The National Office, under the leadership of the Chief Executive, worked with both the Board of Directors and Marriage Care Centres. The management team of the National Office met eleven times during the year. The team's role is to ensure that all major issues related to functioning and development are dealt with, and targets and strategies set, within the direction set by the Board of Directors. The management team are supported by a small administration team.

The 54 Centres of Marriage Care also worked hard during the year. Given the different structure and nature of Centres – each tries to respond to local need and is therefore structured on this basis – there were a number of different meetings of Centre personnel during the year. Some Centres find it useful to meet frequently others less so.

The Marriage Care Forum, which met three times during the reporting period, continues to grow and provide a very helpful source of communication and information between the Board of Directors and Centres. This group, made up of 16 representatives of Centres, plus Board members and the Chief Executive and some of his staff, focused on key Marriage Care issues. Included in the year's work was in-depth work on:

- ◆ the development of marriage preparation and relationship education;
- ◆ a review of the Forum's structure and activity;
- ◆ the financing of Marriage Care;
- ◆ the five-year Strategy;
- ◆ the development of the Marriage Care Covenant which sets out the respective roles and responsibilities of the National Office and the Centres, the public face of Marriage Care.

All these meetings were well attended. There is a marked commitment to Marriage Care by its members and staff, and this is reflected in the efficacy and efficiency of these different settings.

**Governance** (continued)

Organisational structure (continued)

In addition, two management conferences were held during the year – one in the North of England and one in the South. These two events were used principally to pass on to Centre Management information about structure, finance and joint working, and to engage in debate with them on the key issues for Marriage Care. The events were successful with a high level of participation from Centres, leading to some specific outcomes, not least an awareness of the need for the post of Director of Centre Development, to aid Centre Chairs/Managers in their roles.

Risk management

The Directors have assessed the major risks to which the charity is exposed, in particular those relating to the specific operational areas of the charity, its investments and its finances. We believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, we have established effective systems to mitigate those risks. We produced a detailed risk management document and this was reviewed formally in the September 2008 Board meeting, as well as continuing to pay attention to this area of activity as part of the regular Board and sub-committee meetings. The Chief Executive maintains an oversight on a day-to-day basis. There have been a number of amendments and updates to this year's analysis based on practice development, legal matters and a perspective on the general welfare of the charity. Policies are in place covering all of the charity's work and all aspects of its functioning and operation. These policies are disseminated to all Centres when they are reviewed and amended. New policies are brought into operation as the need arises, or to comply with changes in legislation or practice.

**Objectives and activities**

Principal aims and activities

The main objective of Marriage Care is to provide for the life-long support of couples in marriage, long-term relationships and family life. It does this by promoting the delivery of services supporting marriage and relationship through the local Marriage Care Centres which provide:

- ◆ relationship counselling
- ◆ marriage preparation
- ◆ relationship education training

In addition, the National Office provides a telephone helpline for people in immediate crisis with relationship difficulties, and aids the Centres in volunteer selection and training so that they can offer the services noted above. Further, the National Office provides information and advice to the general public about how to go about the process of marrying, normally in the Catholic Church, also more generally. Information about marriage, for students, researchers and journalists is also provided, mainly centrally but also through Centre personnel.

**Objectives and activities** (continued)

Work carried out during the year

As noted above, the key element in Marriage Care is the close working relationship between the Centres and National Office. Other than the telephone helpline, virtually all work with service users happens through 54 Centres. Counselling, marriage preparation and education work went on throughout the year, and the National Office provided training, consultation, policy and practice support to enable all of this.

During the year, trainee counsellors achieved certificate qualifications working with the following Centres:

Marriage Care South West (2)	Nottingham and Derby (2)
Trafford (2)	Barnet and Enfield
Lincolnshire	Milton Keynes (2)

Further, the Fast Track training programme for counsellors was run in a different form during this year, with a more flexible course structure, with the aim of getting experienced counsellors trained in relationship work as quickly as possible. The courses were non-residential and are being monitored in relation to effectiveness and accessibility. During the year, the following Centres had new counsellors trained within this programme:

Blackpool (2)	Preston (3)
Gt. Manchester	Newmarket & Cambridge
Nth Staffs	Oxford
Stockport	

In addition, there has been a comprehensive continuing professional development programme (CPD) and the following Centres were represented in the different events:

<b>Date</b>	<b>Event and venue</b>	<b>Attendees</b>	<b>Centres represented</b>
Apr-08	National Training Event Weekend	81	37
May-08	South East CPD Weekend	23	19
Jun-08	Newmarket CPD Day	19	9
Jul-08	North West CPD Weekend	16	13
Jul-08	Refresher Day	9	5
Oct-08	Tutor Training Weekend	27	21
Oct-08	South West CPD Weekend	20	14
Oct-08	North West CPD Day	16	7
Nov-08	Return To Counselling Day	4	3
Dec-08	Northampton CPD Day	10	6
Feb-09	Chelmsford Day	12	4
Feb-09	Return To Counselling Day	6	5
Mar-09	Supervisor Training Weekend	55	36
	<b>Total</b>	<b>298</b>	<b>179</b>

**Objectives and activities** (continued)

Work carried out during the year (continued)

The other major service provided by the charity is marriage and relationship preparation using two approaches. One is a skills-based group course structure and, during the year, the following Centres had newly trained personnel in post:

Birmingham	2	Leeds	4
Blackpool	2	London	1
Blackheath	2	MCSW	7
Bristol	3	N.E. Hants	3
Cardiff	4	Peterborough	1
Carlisle	2	Southampton	1
Eastbourne	8	Swansea	1
Ilford	1	Tyneside	2

A total of 44 new practitioners

The other approach is an inventory-based approach using a method developed by our partners in America, FOCCUS Inc. FOCCUS (Facilitating Open Couple Communication, Understanding and Study) uses a computer-based inventory system to build up a profile of the couple. During the year, the following Centres had new facilitators in place:

Birmingham (4)	Croydon (1)
Blackheath (1)	London (2)
Blackpool (2)	Portsmouth (3)
Carlisle (1)	Wiltshire (1)
Chelmsford (1)	Wolverhampton (1)
Crawley (2)	

A total of 19 new practitioners

As part of its commitment to support the Catholic Dioceses in England and Wales, Marriage Care also trained 19 external marriage preparation practitioners (Shrewsbury, Cardiff and Westminster Dioceses).

The relatively new FOCCUS on-line is proving to be successful, providing now an even more accessible service for those preparing for marriage and relationships.

Alongside the above, the local Centres are looking for other ways of meeting local needs, within their spheres of competence. As an example of this, the following Centres were engaged in the following activities:

- ◆ The Tyneside Centre has continued to provide a Listening Service at the Catholic Cathedral in Newcastle for those wanting support with relationship issues;

**Objectives and activities** (continued)

Work carried out during the year (continued)

- ◆ The three Centres in the Diocese of Northampton (Northampton, Milton Keynes and South Bucks) have been working together, and with local Diocesan officials to provide more “joined-up” services for those in that geographical area. This has also happened for the Centres in the Diocese of Lancaster (Preston, Blackpool and the Fylde, and Carlisle);
- ◆ The Trafford Centre has been expanding its work into other neighbourhoods, and into work environments so as to make its services more accessible;
- ◆ The Wimbledon Centre provided a relationship education seminar in a local school; and
- ◆ The Liverpool Centre engaged with the local Diocese and took over responsibility for all marriage preparation in that area.

During the year, the number of Centres served by the National Telephone Appointments Service has continued to expand, so that now the majority of counsellors are part of the system. This vital service operates from 10.00 am to 9.00 pm, providing a “live” voice for service users. It has made the operation more efficient and focused, something that is vital when working with volunteers. The appointments team also collect important statistical information on numbers of clients, appointments kept or failed and hours worked by counsellors.

The National Office itself has continued to lead in the area of working in partnership with other agencies, and this is replicated at local level. The development with PACT (Prisoners And Carers Trust) came to an end during the year, because PACT funding on this development ran out, but the work was deemed efficacious and there will be future work in this area.

The other major development has been with One Plus One Partnership Research. One Plus One has developed two different web-based resources for parents and couples, and Marriage Care counsellors are providing facilitation, moderation and support on the coupleconnection.net, a Government-supported interactive, self-help website that provides a wide range of individuals and couples with resources and practical tools designed to enable them to improve their relationships.

In order to raise the profile of Marriage Care, we continued work with the media and publicity agency, Geronimo (now called Kindred), during the financial year to the completion of the contract in February 2009. There have been continuing discussions with the company about possible new and different developments, but to date there are no firm plans to develop work further. This work was carried out within an overall “marketing” context which would continue to raise the profile of the organisation within the Catholic Community, that had a focus on services, support for Centre management as well as media and press engagement.

The re-built website has proved to be a useful addition and support for our work, and it is now possible for service users to access relationship counselling appointments directly via the web, by email.

**Objectives and activities** (continued)

Work carried out during the year (continued)

Marriage Care is continually exploring and seeking out new methods of work, or taking up tried and tested services. The Director of Relationship Support and the Head of Relationship and Marriage Education attended the SMART Marriages Conference in America during the year. Further, the Chief Executive continues to chair the International Commission on Couple and Family Relations (ICCFR), an international group focused on our area of work with links to the UN. In addition, he has also started to attend meetings of FAFCE (the Federation of Catholic Family Associations in Europe) to provide further information and resource for the organisation in our field of work and activity, meeting the Pope in Rome in May 2008.

We also continued with our close links to the charity's two sister organisations in Ireland (ACCORD) and in Scotland (Scottish Marriage Care), by joint working meetings, attendance at Annual Conferences, and in shared training and practice development.

Public benefit

It is generally accepted that individual, mature human flourishing requires the presence of successful and enduring close personal and social relationships. Marriage Care is a charity that offers its services to the whole community (all of which we make available without discrimination on grounds of belief, ethnicity or race, sex, ability or sexual orientation). We do this by providing relationship and marriage education, relationship counselling, a telephone crisis helpline, and general information to the public on the issues related to marrying in England and Wales, and further afield where requested. The services are provided on a non-fee basis, where service users are asked to make whatever financial contribution they can towards costs of the charity, by professionally trained volunteers so that all sections of the community can access these services without fear of judgement. The only restriction on our services is that they are only provided to persons over 16 years of age.

It is accepted that as well as individual benefits to members of the community, the more general societal benefits flowing from the existence and maintenance of stable relationships, particularly those involving children, are well attested and documented in academic and other literature. We have noted with some concern the breakdown of family units with the consequent social, emotional, psychological and economic costs, which weigh heavily on UK communities. Amongst other indicators of public benefit, there is the clear public policy evidenced by Government's commitment to stable personal family units, particularly where children are involved, witnessed by the support of our work by the Department for Children, Schools and Families. Such public policy has clear cross-party support. Within the above comments, therefore, we set out below how the organisation has delivered these public benefits.

We review our aims and objectives regularly, and each year. The review looks at what we have achieved and the outcomes of our work in the previous 12-month period. The review looks at the performance of each key activity and the benefits they have brought to those groups of people we were set up to help. The reviewing process allows us to ensure that our aims, objectives and activities remain focused on our stated purposes.

### **Objectives and activities** (continued)

Who used and benefitted from our services

There is general concern from all quarters at the levels of relationship breakdown in the UK. Whilst the divorce rate in marriages has slowed in recent years, this is partly attributable to the fact that fewer people are marrying. The rise of cohabitation is cause for concern, at one level, since there is still evidence that these relationships are less stable than marriages. Current estimates suggest that around 160,000 children and young people suffer because of their parents' separation or divorce each year. The same number also suffer on account of parental incarceration. The cost to the public purse is considerable, with current estimates suggesting that this is at the level of £20bn per annum. Relationship breakdown is no respecter of class or social status, so that all sections of the community feel the effects of this disease in our society.

During this past period, 2,777 couples participated in our marriage preparation programmes, which are designed to educate and prepare people for long-term relationships, mainly marriage. Also, 1,726 new individuals or couples with a perceived problem with their relationship were seen by our relationship counsellors. Finally, the Telephone Helpline continues to be used regularly with 16,253 callers to the line during this year.

### **Achievements and performance**

Relationship and Marriage Education

We have continued to experience a large number of downloads from the website of the 76 lesson plans developed specifically for schools in the area of relationship education and emotional intelligence. There has been a continuance of work directly in schools also with pupils and teaching staff (the Wimbledon Centre has been active in this area, for example)

Marriage Care has worked with almost a third of the people who wish to marry in the Catholic Church, thus allowing us to influence these people, some of whom were already parents since the vast majority of those who attend our courses are cohabiting.

It is clear from figures produced by the Office of National Statistics that fewer people are marrying but the number of couples seen by us has nevertheless increased slightly. Virtually 100% of the evaluation forms issued were received back from service users (couples complete them as the course ends). Feedback shows clients see clear benefits in attending and levels of satisfaction match the target. The groups are varied – all of the couples have included at least one Catholic though it is relatively unusual to have a couple where both are Catholic. The increase in the use of FOCCUS has meant that there is now a much broader choice for couples preparing for long-term relationships, with FOCCUS offering a more flexible opportunity for people.

#### Relationship Counselling

The first new Diploma in Relationship Counselling commenced during this period, in October 2008. The course is currently in its second phase, with 15 trainees completing the first part of the course. Additionally, the new version of Fast Track training for experienced counsellors has been very successful with 9 new counsellors joining Marriage Care.

#### **Achievements and performance** (continued)

##### Relationship Counselling (continued)

The evaluation feedback from clients who come for relationship counselling is moving, helpful and instructive. A very small selection of responses on how counselling helped and other relevant comments, are set out below. It is interesting to note, in the context of a major recession, the comments related to the cost of sessions:

- ◆ “Provided a lifeline that helped us remain together, helped us understand each other, and through this cemented our foundations for a committed happy future together.”
- ◆ “Counselling was everything we hoped for as it opened up the lines of communication between us to enable us to discuss and solve problems and difficulties without blame on each other. Helping us to see and consider the other’s point of view and feelings, and understanding how our actions reflect upon the other and cause ‘crosswires’.”
- ◆ ”Made us realise how very much we meant to each other and that the marriage was worth ‘fighting for’ – it wasn’t that we wanted to part but we had very much lost our way after a particularly traumatic experience within the family.”
- ◆ “It has presented me with an ability to look forward to the future and move on with a different partner who I know will never abuse me and come to terms with the abuse I suffered in a past long and unhappy marriage. Can I also say, that being in rather difficult financial circumstances, I found the donation policy so very helpful as I could donate what I could afford each session and not worry too much. This was accepted without making me feel guilty and enabled me to attend regular sessions, which really helped.”

The cultural and spiritual breadth of people seeking to train and work as relationship counsellors continues. Given the faith-base of Marriage Care, the majority of these remain Catholic, though we have numbers from other Christian communities, non-Christian communities, and some of no faith. What binds them together is the shared Marriage Care ethos. The respective levels of different cultures and communities in England are well represented in the counselling workforce. Our concern in respect of all volunteers is the declining numbers of those coming forward, hence the programme commenced during the last period to raise the organisation’s profile to attract new volunteers as well as service users, and the development of a new five-year strategic plan (see below). The whole volunteer workforce delivered in excess of 14,000 hours of service to users during this year, spending an additional 9,500 hours in training and supervision to ensure safe and effective practice.

#### Quality Assurance and Practice Development

The continuing development of the national telephone appointments service has started to produce more timely and reliable statistics.

The numbers of client evaluation forms received as a result of relationship counselling continues to increase. There is virtually a 100% response in relation to evaluation forms from marriage preparation (see above) and there has been a sharp increase in the numbers of returned annual reports from supervisors on the counsellors they supervise. This is the result of work with the supervisors and counsellors, explaining the importance of this information.

#### **Achievements and performance** (continued)

##### Telephone Helpline

The Helpline continues to provide a good and reliable service to those who are in immediate crisis in their relationships. It is clearly a "pressure release" for many people in families. The number of calls is difficult to manage but there are huge numbers of callers on the days that Marriage Care is mentioned on a TV programme, or when relationships are a topic on such a programme.

The line continues to provide high levels of immediate support to many in deep distress. The volume of calls is very difficult to predict but the increase in awareness of Marriage Care because of the profile-raising strategy means that the general public continue to become aware of the service. As has been noted in the past, women who cannot access more traditional routes of help, and men have been the main users. The work is very difficult and stressful for workers, with a high level of calls related to suicide and other forms of violence.

##### Centre Management

There has been extensive work carried out in re-structuring and configuring the Centre Management tasks and roles. The local Centres are most effective and efficient, and service user-friendly, when there is strong local management. The two Centre Management Conferences (see above) were instrumental in providing feedback on this key area of activity, with some clear ideas about what was needed to increase efficiency and benefit.

The risk assessment guidelines have been reviewed again to help practitioners provide a good and supportive service for those who seek our help. The areas that these guidelines cover are: domestic abuse; child abuse; suicide; and mental health issues.

##### Value for money

All of the above work was carried out with the help of the volunteer workforce of Marriage Care. The great majority of the work carried out by our volunteers is totally unpaid, and the voluntary contribution of people up and down the country continues to be one of the organisation's greatest assets. This is an almost unique situation in a relationship support agency providing a very good value for money level of support for families.

**Directors' report** 31 March 2009

Again, the supervisory workforce provides its services free of charge – given the relative numbers of supervisees, sessions and what would be the rate of payment, we conservatively estimate that the true cost of having to provide this service at the market rate would be in excess of £80,000. The tutors, or training team, are another fundamental group within Marriage Care since they deliver every piece of internal training and do this at no charge to the organisation. We conservatively estimate that the respective market rate for providing this training is around £240,000. This has meant that we have been able to maintain our provision of varied services without paying any of the service providers. Finally, with 54 Centre Chairs in post, with additional Centre support from Treasurers, providing in the region of £300,000 per annum in voluntary time and expertise, at conservatively estimated market rates, this again is a huge gift of time and revenue to the support of families (£620,000 approximately in total).

It should be noted that none of the above figures are included in the accounts.

### **Future plans**

The next task facing the Directors will be managing the plan determining the strategic development of the organisation for the next five years. The Awayday was held in September and 18 potential areas of work, that fitted with the Objects of the charity, were identified. Out of these, five areas for development and growth were decided upon:

- ◆ the provision of marriage preparation;
- ◆ the provision of FOCCUS;
- ◆ the provision of relationship counselling;
- ◆ the further development of marriage preparation to other faiths and to the Local Authority registrars; and
- ◆ the development of work in prison.

Much of the work of the next five years, therefore, will be bound up in this planning process. Each of the Centres will be asked to provide targets of their intended output so that the growth and development of Marriage Care can be monitored and achieved. A research project, run by the University of Newcastle and the Family and Parenting Institute (where Marriage Care is a partner in the work), that was just commencing as the financial year ended, will be focused on identifying what it is the adults want as relationship support, and will provide rich but solid evidence for the organisation's development.

At the same time, there will be continuing initiatives and some developments that fall outside of the strict planning process. The work noted above with One Plus One will continue, providing a very specific but much needed level of support to adult couples who are parents.

### **Financial review**

Financial report for the year

Incoming resources increased during the year to £1,264,803 in 2009 from £855,100 in 2008. An exceptional donation of £213,000 contributed to this significant increase. Expenditure has increased to £1,140,481 in 2009 from £952,284 in 2008. This increase is largely due to planned marketing expenditure and restructuring costs intended to result in future savings.

Net investment losses of £57,033 for the year (2008 £17,239) gave rise to a final increase in funds of £67,289 (2008: decrease of £114,423) for the year. Total funds carried forward at 31 March 2009 amounted to £1,043,647 (2008 £976,358).

Reserves policy and financial position

As the foregoing sections demonstrate, Marriage Care carries out a diverse range of services and activities, mainly offered by the Marriage Care Centres, so the development and support of these Centres is crucial to the objectives and can only be achieved fully over the medium to long-term. Thus, all areas of the charity's commitments require long-term and sustained funding, and investment.

**Financial review** (continued)

Reserves policy and financial position (continued)

In the light of these requirements, the Directors consider that, given the nature of the charity's work, the level of free reserves should at any one time be equivalent to at least twelve months' grant from the Department for Children, Schools and Families, i.e. approximately £400,000. The Directors are of the opinion that this provides sufficient flexibility to cover temporary shortfalls in incoming resources due to timing differences in income flows, adequate working capital to cover core costs, and the flexibility to allow the charity to respond to unforeseen emergencies whilst specific action plans are formulated and implemented.

The desired level of reserves continues to be maintained, with the balance sheet showing that the general funds of the charity at 31 March 2009 total £535,496. The intention is to continue to monitor and manage recurring income and expenditure closely so that the two are kept broadly in balance, and the Directors remain confident that this can be achieved over the next two years.

The balance sheet includes restricted funds of £2,991. These monies have either been raised for, and their use restricted to specific purposes, or they comprise donations subject to donor-imposed conditions. Full details of the restricted funds can be found in note 15 to the accounts together with an analysis of the movement in the year.

Funds amounting to £392,977 have been set aside by the Directors in a tangible fixed assets fund. The fund represents the net book value of the charity's fixed assets at 31 March 2009. The tangible fixed assets are essential to the charity being able to fulfil its objectives and carry out its work and as such the funds they represent should not be regarded as realisable in order to meet ongoing expenditure or commitments.

In addition, funds totalling £112,183 have been designated, or set aside, by the Directors represent the resources required to fund the working capital and immediate development needs of Centres.

The charity's assets

Acquisitions and disposals of fixed assets during the year are recorded in the notes to the financial statements.

The Directors are of the opinion that the market value of the freehold property is in excess of the net book value at which it is shown on the balance sheet.

Investment powers of the directors

The Memorandum of Association prescribes the investment powers of the Directors as follows:

“To deposit or invest funds in any manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification).”

**Financial review** (continued)

Investment powers of the directors (continued)

There is further power to delegate (subject to certain conditions) the management of investments to a financial expert and to arrange for investments to be held by a nominee.

Investments of Marriage Care comprise funds invested in unit trusts managed by Blackrock Investment Managers Limited. They are split between Charinco-income and Charishare-medium term growth shareholdings. The overall policy is to maximise growth in the medium-term taking account of income requirements needed to fund expenditure in the short-term. Regular contact is maintained with the investment managers to review investment strategy and to formulate future policy.

The Directors are of the opinion that their investment policy is appropriate although the continuing adverse financial climate has inevitably resulted in significant reductions in the current value of long-term investments.

**Employees**

Catholic Marriage Care Limited is an equal opportunities employer and applies objective criteria to recruit and assess on merit. Selection criteria and procedures are reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees are given an equal opportunity and, where appropriate and possible, special training to enable them to progress both within and outside the organisation. Catholic Marriage Care Limited is committed to a programme of action to make this policy effective and brings it to the attention of all employees.

Signed on behalf of the Directors:

J Schmidt

Director

Approved by the Directors on: 22 October 2009

**Report of the independent auditors to the members of Catholic Marriage Care Limited**

We have audited the financial statements on pages 28 to 42 which have been prepared under the historical cost convention, as modified by the inclusion of investments at market value, and the accounting policies set out on pages 31 and 32.

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 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of Directors and auditors**

As described on page 12 the Directors, who are also the trustees of Catholic Marriage Care Limited for the purposes of charity law, are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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, in our opinion, the information given in the Directors' report is consistent with the financial statements. In addition, we report to you if the charitable company has not kept proper accounting records, if we have not received all information and explanations we require for our audit, or if information specified by law regarding Directors' remuneration and other transactions is not disclosed.

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

**Basis of 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 judgements made by the Directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

## **Independent auditors' report** 31 March 2009

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether 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, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of affairs of the charity as at 31 March 2009 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended;
- ◆ the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- ◆ the information given in the Directors' report is consistent with the financial statements.

Buzzacott LLP  
Chartered Accountants and Registered Auditors  
12 New Fetter Lane  
London  
EC4A 1AG

27 October 2009

## Statement of financial activities Year to 31 March 2009

	Notes	Unrestricted funds			Total 2009 funds £	Total 2008 funds £
		General fund £	Tangible fixed assets fund & designated funds £	Restricted funds £		
<b>Income and expenditure</b>						
<b>Incoming resources</b>						
<b><i>Incoming resources from generated funds</i></b>						
. Voluntary income	1	357,764	—	500,561	<b>858,325</b>	559,342
. Investment income and interest receivable	2	22,379	—	—	<b>22,379</b>	29,709
<b><i>Incoming resources from charitable activities</i></b>						
. Counselling and training		122,849	—	—	<b>122,849</b>	106,285
. Marriage preparation		161,792	—	—	<b>161,792</b>	142,980
. Parenting and relationship education	3	82,997	—	—	<b>82,997</b>	—
. Annual conference		16,461	—	—	<b>16,461</b>	16,784
<b>Total incoming resources</b>		<b>764,242</b>	<b>—</b>	<b>500,561</b>	<b>1,264,803</b>	<b>855,100</b>
<b>Resources expended</b>						
<b><i>Cost of generating funds</i></b>						
. Charitable activities	4	32,032	—	47,649	<b>79,681</b>	14,447
. Counselling and training	5	344,563	—	264,500	<b>609,063</b>	595,872
. Marriage preparation		90,100	—	118,443	<b>208,543</b>	180,549
. Parenting and relationship education		77,823	—	35,649	<b>113,472</b>	14,111
. Telephone helpline		3,510	—	23,673	<b>27,183</b>	25,594
. Projects		—	—	42,597	<b>42,597</b>	43,061
. Annual conference		32,170	—	—	<b>32,170</b>	53,935
<b>Governance costs</b>	7	<b>24,650</b>	<b>—</b>	<b>3,122</b>	<b>27,772</b>	<b>24,715</b>
<b>Total resources expended</b>		<b>604,848</b>	<b>—</b>	<b>535,633</b>	<b>1,140,481</b>	<b>952,284</b>
<b>Net incoming/(outgoing) resources before transfers</b>						
	8	159,394	—	(35,072)	<b>124,322</b>	(97,184)
<b>Transfers between funds</b>	16,17	4,661	(4,661)	—	—	—
<b>Statement of total recognised gains and losses</b>						
<b>Net income (expenditure)</b>		164,055	(4,661)	(35,072)	<b>124,322</b>	(97,184)
Net unrealised investment losses		(57,033)	—	—	<b>(57,033)</b>	(17,239)
<b>Net movement in funds</b>		<b>107,022</b>	<b>(4,661)</b>	<b>(35,072)</b>	<b>67,289</b>	<b>(114,423)</b>
<b>Balances brought forward at 1 April 2008</b>		<b>428,474</b>	<b>509,821</b>	<b>38,063</b>	<b>976,358</b>	<b>1,090,781</b>
<b>Balances carried forward at 31 March 2009</b>		<b>535,496</b>	<b>505,160</b>	<b>2,991</b>	<b>1,043,647</b>	<b>976,358</b>

All recognised gains and losses are included in the above statement of financial activities.

**Statement of financial activities** Year to 31 March 2009

	<b>2009</b>	2008
<b>Historical cost net movement in funds</b>	<b>£</b>	£
Net movement in funds (page 28)	<b>67,289</b>	(114,423)
Unrealised losses on listed investments	<b>57,033</b>	17,239
Historical cost net movement in funds	<b>124,322</b>	(97,184)

All of the charity's activities derived from continuing operations during the above two financial periods.

**Balance sheet** 31 March 2009

	Notes	2009 £	2008 £
<b>Fixed assets</b>			
Tangible fixed assets	11	<b>392,977</b>	402,192
Investments	12	<b>250,752</b>	307,785
		<b>643,729</b>	709,977
<b>Current assets</b>			
Debtors	13	<b>23,081</b>	23,973
Cash at bank and in hand		<b>442,379</b>	283,603
		<b>465,460</b>	307,576
<b>Creditors:</b> amounts falling due within one year	14	<b>(65,542)</b>	(41,195)
<b>Net current assets</b>		<b>399,918</b>	266,381
<b>Total net assets</b>		<b>1,043,647</b>	976,358
<b>Represented by:</b>			
<b>Funds and reserves</b>			
Restricted funds	15	<b>2,991</b>	38,063
Unrestricted funds			
. General fund		<b>535,496</b>	428,474
. Tangible fixed assets fund	16	<b>392,977</b>	402,192
. Designated funds	17	<b>112,183</b>	107,629
		<b>1,043,647</b>	976,358

Approved by the Directors  
and signed on their behalf by:

J Schmidt  
Director

Approved on: 22 October 2009

### **Basis of accounting**

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of investments at market value, and in accordance with the requirements of the Companies Act 1985. Applicable United Kingdom accounting standards (United Kingdom Generally Accepted Accounting Practice) and the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) have been followed in the preparation for these financial statements.

### **Cash flow**

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 'Cash flow statements'.

### **Incoming resources**

Incoming resources are recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor or funder has specified that the income is to be expended in a future accounting period.

Grants from government and other agencies have been included as incoming resources from charitable activities where these amount to a contract for services or where they relate to specific projects or areas of the charity's work, but as donations where the money is given in response to an appeal or with greater freedom of use, for example monies for core funding.

### **Resources expended**

Expenditure is included in the statement of financial activities when incurred.

Resources expended comprise the following:

- a. The cost of generating funds includes the salaries, direct costs and overheads associated with generating donations and other voluntary income.
- b. Expenditure on charitable activities comprises direct expenditure on the provision of the charity's services, i.e. counselling and training, marriage preparation, the provision of a telephone helpline, relationship education and the carrying out of projects consistent with the charity's objectives. Support costs have been allocated to each of these activities in direct proportion to the direct costs each has incurred including staff costs.
- c. Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charity it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment. These are allocated to charitable activities on the basis of the direct costs each has incurred.

**Resources expended** (continued)

- d. Governance costs comprises the costs incurred which are directly attributable to the management of the charity's assets, organisational procedures and the necessary legal procedures for compliance with statutory requirements.

**Tangible fixed assets**

All assets costing in excess of £1,000 and with an expected useful life exceeding one year are capitalised.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

- ◆ Freehold buildings 2% on cost
- ◆ Office equipment and furniture 20% on reducing balance

No depreciation is provided on freehold land.

**Fixed asset investments**

Investments are included on the balance sheet at their market value at the end of the financial period. Realised and unrealised gains (or losses) are credited (or debited) to the statement of financial activities in the year in which they arise.

**Fund accounting**

The general fund comprises those monies which may be used towards meeting the charitable objectives of the charity and which may be applied at the discretion of the Directors.

The tangible fixed assets fund represents the net book value of the charity's tangible fixed assets.

The designated funds are monies or assets set aside out of general funds and designated for specific purposes by the Directors.

The restricted funds are monies raised for, and their use restricted to, a specific purpose, or donations subject to donor imposed conditions.

**Leased assets**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the statement of financial activities on a straight line basis over the lease term.

**Pension costs**

Contributions to employees' personal pension schemes are debited to the statement of financial activities in the year in which they are payable to the relevant schemes.

## Notes to the financial statements 31 March 2009

### 1 Voluntary income

	Unrestricted funds £	Restricted funds £	<b>Total 2009 £</b>	Total 2008 £
Strategic grant from the Department for Children, Schools and Families (DCSF), Children, Young People and Families (CYPF) Grant Programme	—	400,000	<b>400,000</b>	380,000
Additional grant from the DCSF Children, Young People and Families (CYPF) Grant Programme	—	100,000	<b>100,000</b>	—
Infrastructure grant from the DCSF	—	—	—	42,500
Church grants	78,810	—	<b>78,810</b>	81,982
Council grants	8,390	—	<b>8,390</b>	13,056
Other grants	24,084	561	<b>24,645</b>	11,515
Donation from the Roman Catholic Diocese of Clifton	213,169	—	<b>213,169</b>	—
Other donations and voluntary income	33,311	—	<b>33,311</b>	30,289
	<b>357,764</b>	<b>500,561</b>	<b>858,325</b>	<b>559,342</b>

### 2 Investment income and interest receivable

	Unrestricted funds £	Restricted funds £	<b>Total 2009 £</b>	Total 2008 £
Investment income				
. Fixed interest common investment fund – Charinco	7,661	—	<b>7,661</b>	7,661
. Equity based common investment fund – Charishare	5,097	—	<b>5,097</b>	5,016
. Other investment income	154	—	<b>154</b>	316
	<b>12,912</b>	<b>—</b>	<b>12,912</b>	12,993
Bank interest	9,467	—	<b>9,467</b>	16,716
	<b>22,379</b>	<b>—</b>	<b>22,379</b>	<b>29,709</b>

### 3 Parenting and relationship education

	Unrestricted funds £	Restricted funds £	<b>Total 2009 £</b>	Total 2008 £
Amount from the Parenting Fund managed on behalf of the DCSF by the Family and Parenting Institute	60,000	—	<b>60,000</b>	—
Provision of website moderating services	22,997	—	<b>22,997</b>	—
	<b>82,997</b>	<b>—</b>	<b>82,997</b>	<b>—</b>

## Notes to the financial statements 31 March 2009

### 4 Cost of generating funds

	Unrestricted funds £	Restricted funds £	<b>Total 2009 £</b>	Total 2008 £
Fundraising staff costs	—	8,498	<b>8,498</b>	10,068
Fundraising and publicity direct costs	24,516	19,756	<b>44,272</b>	350
Allocated support costs (note 6)	7,516	19,395	<b>26,911</b>	4,029
	<b>32,032</b>	<b>47,649</b>	<b>79,681</b>	<b>14,447</b>

### 5 Charitable activities

	Unrestricted funds £	Restricted funds £	<b>Total 2009 £</b>	Total 2008 £
<b>Counselling and training</b>				
Staff costs	24,375	156,277	<b>180,652</b>	190,843
Initial and in-service training	72,770	—	<b>72,770</b>	67,166
Practice standards	20,562	—	<b>20,562</b>	13,170
Other direct costs	146,008	561	<b>146,569</b>	144,045
Allocated support costs (note 6)	80,848	107,662	<b>188,510</b>	180,648
	<b>344,563</b>	<b>264,500</b>	<b>609,063</b>	<b>595,872</b>

	Unrestricted funds £	Restricted funds £	<b>Total 2009 £</b>	Total 2008 £
<b>Marriage preparation</b>				
Staff costs	17,793	53,768	<b>71,561</b>	70,512
United Arab Emirates project	9,016	—	<b>9,016</b>	5,146
FOCCUS & marriage preparation	5,836	10,935	<b>16,771</b>	5,833
Other direct costs	36,314	5,530	<b>41,844</b>	43,846
Allocated support costs (note 6)	21,141	48,210	<b>69,351</b>	55,212
	<b>90,100</b>	<b>118,443</b>	<b>208,543</b>	<b>180,549</b>

	Unrestricted funds £	Restricted funds £	<b>Total 2009 £</b>	Total 2008 £
<b>Parenting and Relationship education</b>				
Staff costs	51,812	21,138	<b>72,950</b>	8,681
Other direct costs	7,751	—	<b>7,751</b>	1,400
Allocated support costs (note 6)	18,260	14,511	<b>32,771</b>	4,030
	<b>77,823</b>	<b>35,649</b>	<b>113,472</b>	<b>14,111</b>

	Unrestricted funds £	Restricted funds £	<b>Total 2009 £</b>	Total 2008 £
<b>Telephone helpline</b>				
Staff costs	—	14,037	<b>14,037</b>	13,966
Other direct costs	2,687	—	<b>2,687</b>	4,172
Allocated support costs (note 6)	823	9,636	<b>10,459</b>	7,456

**Notes to the financial statements** 31 March 2009

	3,510	23,673	<b>27,183</b>	25,594
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## Notes to the financial statements 31 March 2009

### 5 Charitable activities (continued)

Projects	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
Staff costs	—	25,258	<b>25,258</b>	31,144
Allocated support costs (note 6)	—	17,339	<b>17,339</b>	11,917
	—	42,597	<b>42,597</b>	43,061

  

Annual conference	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
Direct costs	24,622	—	<b>24,622</b>	35,809
Allocated support costs (note 6)	7,548	—	<b>7,548</b>	18,126
	32,170	—	<b>32,170</b>	53,935

### 6 Support costs

	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
Staff costs	—	149,624	<b>149,624</b>	154,876
Publicity costs	—	—	—	10,651
Insurance	15,635	—	<b>15,635</b>	13,452
Legal and professional costs	11,968	—	<b>11,968</b>	6,139
Central overheads	77,920	19,015	<b>96,935</b>	79,039
Depreciation	9,215	—	<b>9,215</b>	10,745
Staff training	5,679	—	<b>5,679</b>	3,664
Restructuring costs	11,063	48,114	<b>59,177</b>	—
Other costs	4,656	—	<b>4,656</b>	2,852
	136,136	216,753	<b>352,889</b>	281,418

## Notes to the financial statements 31 March 2009

### 6 Support costs (continued)

Support costs are allocated on the basis of the direct costs incurred by each activity as follows:

	Unrestricted funds £	Restricted funds £	<b>Total 2009 £</b>	Total 2008 £
Cost of generating funds	7,516	19,395	<b>26,911</b>	4,029
Charitable activities				
. Counselling and training	80,848	107,662	<b>188,510</b>	180,648
. Marriage preparation	21,141	48,210	<b>69,351</b>	55,212
. Relationship education	18,260	14,511	<b>32,771</b>	4,030
. Telephone helpline	823	9,636	<b>10,459</b>	7,456
. Projects	—	17,339	<b>17,339</b>	11,917
. Annual conference	7,548	—	<b>7,548</b>	18,126
	<u>136,136</u>	<u>216,753</u>	<b><u>352,889</u></b>	<u>281,418</u>

### 7 Governance costs

	Unrestricted funds £	Restricted funds £	<b>Total 2009 £</b>	Total 2008 £
Committee costs	8,830	3,122	<b>11,952</b>	7,777
Audit fees	15,420	—	<b>15,420</b>	16,938
Legal and professional fees	400	—	<b>400</b>	—
	<u>24,650</u>	<u>3,122</u>	<b><u>27,772</u></b>	<u>24,715</u>

### 8 Net incoming (outgoing) resources before transfers

This is stated after charging:

	<b>Total 2009 £</b>	Total 2008 £
Staff costs (note 9)	<b>570,695</b>	480,090
Auditors' remuneration – statutory audit services	<b>9,750</b>	16,938
Depreciation	<b>9,215</b>	10,745
Operating lease rentals	<b>7,367</b>	7,035

**9 Staff costs and Directors' remuneration**

	2009 £	2008 £
Staff costs during the year were as follows:		
Wages and salaries	<b>513,399</b>	429,127
Social security costs	<b>45,623</b>	40,345
Other pension costs	<b>11,672</b>	10,618
	<b>570,694</b>	480,090

During the year Marriage Care made pension contributions equivalent to 5% of gross pay (2008 – 5%) into employees' personal pension schemes.

	2009 £	2008 £
Staff costs per function were as follows:		
Fundraising	<b>8,498</b>	10,068
Charitable activities		
. Counselling and training	<b>180,652</b>	190,843
. Marriage preparation	<b>71,561</b>	70,512
. Relationship education	<b>72,950</b>	8,681
. Helpline	<b>14,037</b>	13,966
. Projects	<b>25,258</b>	31,144
Support		
. Restructuring	<b>48,114</b>	—
. Other	<b>149,624</b>	154,876
	<b>570,694</b>	480,090

One employee earned between £60,000 and £70,000 per annum (including taxable benefits but excluding employer's pension contributions) during the year (2008 – one employee).

The average number of employees during the year based on both a headcount and a full time equivalent (FTE) basis, analysed by function, was as follows:

	2009 Headcount	2008 Headcount	2009 FTE	2008 FTE
Staff numbers	<b>25</b>	24	<b>14.1</b>	13.3

No Director received any remuneration in respect of their services as a Director during the year (2008 – £nil).

Two Directors received an aggregate of £1,316 (2008 £nil) in connection with the provision of online moderation for an external website. No other Director received any remuneration from the charity during the year (2008 – £nil). A total of £8,584 (2008 – £3,163) was reimbursed for out of pocket travelling and subsistence expenses to 13 (2008 – 10) Directors. Of these expenses, £905 (2008 – £500) was donated back to the charity under Gift Aid.

## Notes to the financial statements 31 March 2009

### 10 Taxation

Catholic Marriage Care Limited is a registered charity and, therefore, is not liable to income tax or corporation tax on income or gains derived from its charitable activities, as they fall within the various exemptions available to registered charities.

### 11 Tangible fixed assets

	Freehold land and buildings £	Office equipment £	Total £
<b>Cost</b>			
At 1 April 2008 and at 31 March 2009	522,040	48,388	<b>570,428</b>
<b>Depreciation</b>			
At 1 April 2008	133,291	34,945	<b>168,236</b>
Charge for year	6,300	2,915	<b>9,215</b>
At 31 March 2009	139,591	37,860	<b>177,451</b>
<b>Net book values</b>			
At 31 March 2009	382,449	10,528	<b>392,977</b>
At 31 March 2008	388,749	13,443	<b>402,192</b>

### 12 Fixed asset investments

	2009 £	2008 £
<b>Listed investments</b>		
Market value at 1 April 2009	<b>307,785</b>	205,024
Additions at cost	—	120,000
Net unrealised losses	<b>(57,033)</b>	(17,239)
Market value at 31 March 2008	<b>250,752</b>	307,785
Cost of listed investments at 31 March 2009	<b>277,317</b>	277,317

## Notes to the financial statements 31 March 2009

### 12 Fixed asset investments (continued)

Listed investments held at 31 March 2009 comprised the following:

	2009 £	2008 £
Charinco Common Investment Fund	137,672	136,599
Charishare Common Investment Fund	108,984	164,636
Charifund Common Investment Fund	4,096	6,550
	<b>250,752</b>	<b>307,785</b>

### 13 Debtors

	2009 £	2008 £
Prepayments	18,155	20,660
Other debtors	4,926	3,313
	<b>23,081</b>	<b>23,973</b>

### 14 Creditors: amounts falling due within one year

	2009 £	2008 £
Social security and other taxes	18,499	12,942
Expense creditors	400	803
Other creditors	13,919	—
Accruals	32,724	27,450
	<b>65,542</b>	<b>41,195</b>

## Notes to the financial statements 31 March 2009

### 15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of grants and donations held on trusts to be applied for specific purposes:

	At 1 April 2008 £	Incoming resources £	Resources expended, gains, losses and transfers £	At 31 March 2009 £
Department for Children, Schools and Families (DCSF)				
. Infrastructure bid	23,448	—	(23,448)	—
Strategic grant from the DCSF, Children, Young People and Families (CYPF) Grant Programme	—	500,000	(500,000)	—
Grant from the DCSF Every Child Matters .Grant Programme 2006/07	11,624	—	(11,624)	—
Other	2,991	561	(561)	<b>2,991</b>
	<b>38,063</b>	<b>500,561</b>	<b>(535,633)</b>	<b>2,991</b>

### 16 Tangible fixed assets fund

	At 1 April 2008 £	Transfers being depreciation charge £	At 31 March 2009 £
Tangible fixed assets fund	402,192	(9,215)	<b>392,977</b>

The tangible fixed assets fund represents the net book value of the charity's tangible fixed assets. A decision was made to separate this fund from the general fund in recognition of the fact that the tangible fixed assets are used in the day-to-day work of the charity, and the fund value would not be easily realisable if needed to meet future contingencies.

### 17 Designated funds

The income funds of Catholic Marriage Care Limited includes the following designated fund which has been set aside out of unrestricted funds by the directors for specific purposes:

	At 1 April 2008 £	Utilised/ released £	Transfers £	At 31 March 2009 £
Centres fund	107,629	—	4,554	<b>112,183</b>

## Notes to the financial statements 31 March 2009

### 17 Designated funds (continued)

#### Centres fund

The designated “Centres fund” represents the working capital needs of the charity’s Centres. The fund is based on a percentage of the projected annual expenditure of the Centres.

### 18 Analysis of net assets between funds

	General fund £	Tangible fixed assets fund £	Designated Funds £	Restricted funds £	Total 2009 £
<b>Fund balances at 31 March 2009 are represented by:</b>					
Tangible fixed assets	—	392,977	—	—	<b>392,977</b>
Investments	250,752	—	—	—	<b>250,752</b>
Current assets	350,286	—	112,183	2,991	<b>465,460</b>
Creditors: amounts falling due within one year	(65,542)	—	—	—	<b>(65,542)</b>
<b>Total net assets</b>	<b>535,496</b>	<b>392,977</b>	<b>112,183</b>	<b>2,991</b>	<b>1,043,647</b>
Unrealised losses included above on investments (see below)					<b>(26,565)</b>
<b>Reconciliation of movements in unrealised gains (losses) on investments:</b>					
Unrealised gains at 1 April 2008					<b>30,468</b>
Net unrealised losses in year					<b>(57,033)</b>
Unrealised losses at 31 March 2009					<b>(26,565)</b>

### 19 Leasing commitments

#### Operating leases

At 31 March 2009 Catholic Marriage Care Limited had annual commitments under non-cancellable operating leases as follows:

	Office equipment	
	2009 £	2008 £
Operating leases which expire:		
Within one year	<b>6,426</b>	—
Within two to five years	<b>853</b>	7,322