

Charity no: 1053863  
Company no: 03153329

**The Charity for the**  
**F Matthias Alexander Technique**  
(A company limited by guarantee)

Report

Year ended: 31 March 2012

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**The Charity for the F Matthias Alexander Technique: Company no: 03153329**  
**Report and financial statement, year ended March 31 2012**

**Legal and administrative information**

**Status**

The organisation is a charitable company limited by guarantee, incorporated on 31<sup>st</sup> January 1996 and registered as a charity on 21 Mar 1996

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, the charity is managed by the Board of Directors. At each Annual General Meeting one third of the Directors shall retire by rotation. Directors are appointed by resolution at general meetings of the charity. The Directors shall have power at any time, and from time to time, to appoint any person to be a Director, either to fill a casual vacancy or as an addition to the existing Directors, but so that the total number of Directors shall not at any time exceed the number fixed in accordance with these Articles. Any Director so appointed shall hold office only until the next following Annual General Meeting, and shall then be eligible for re-election, but shall not be taken into account in determining the Directors who are to retire by rotation at such meeting.

**Chairman:**

Mr John Simeon Hunter

**Secretary:**

Ms Diane Venis

**Treasurer:**

Mr. Kamal Thapen

**Directors:**

Mrs Margaret Edis

Ms Brita Forsstrom

Mr. James Noel McDowell

Ms Glynn MacDonald

Mrs Dorothea Magonet

Mr Adam John Nott

Mr Philip Tucker

Mr. Malcolm Williamson

**Registered Office and operation address**

Unit B3, First Floor

Linton House

39-51 Highgate Road

London

NW5 1RS

**Bankers**

Barclays Bank

193 Camden High Street

London

NW1 7PJ

**Accountants**

Spencer-Davis & Co

Suite 105A

Signal House

Lyon Road

Harrow

HA1 2AG

## **Report of the Directors for the year ended March 31 2012**

The management committee presents its report for the year ended March 31 2012.

### **Overall Aim**

The company is a charity and exists to advance the education of the public in health both individually and socially, in particular, but without prejudice to the foregoing, the system of psycho-physical re-education known as the F Matthias Alexander Technique

### **Objectives**

The board of directors has continued its aim of the last four years, namely to recruit Associate Members (Friends) and to encourage them to organise and participate in events and activities which would be open to the public. In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit and fee charging. The Charity relies on subscriptions and donations and the income from fees and charges to cover its operating costs. In setting the level of fees, charges and concessions, the trustees give careful consideration to the accessibility of the Charity's events for those on low incomes.

### **Strategies**

In order to try to achieve our objectives we sought to employ the following strategies

- a) produce publicity material to be circulated via existing networks of interested parties
- b) maintain an up-to-date web-site with relevant material
- c) encourage associate-members (Friends) and others to organise appropriate events
- d) correspond and establish contact with other organisations and individuals, both nationally and internationally, which have related interests
- e) organise events open to the public at low cost and publicise them through local media
- g) circulate an electronic newsletter to members and other interested parties for free
- f) seek to raise revenue from subscriptions from associate members and other interested parties in order to finance these activities

### **Activities**

In order to try to achieve our objectives we undertook the following activities:

- Our web-site [www.atfriends.org](http://www.atfriends.org) is regularly updated with articles, book reviews and details of events open to the public
- Several talks, presentations and workshops, open to the public, have taken place the trustees have set the fees for these events at a low level and have included concessionary rates

- Our electronic newsletter has been regularly circulated to “Friends” (Associate Members) and other interested parties
- Events have been advertised in local magazines and newspapers to ensure that a broad spectrum of the general public are aware of these activities
- The trustees are encouraging projects aimed at disadvantaged communities

### **Pricing Policy**

We have set a rate of £5 (concessions £3) for events. Our subscriptions have been kept at a low level and include a concessionary rate: £15 (standard) and £12.50 (concessionary) to keep accessibility as broad as possible during the current economic situation.

### **Results**

The directors are of the view that our major objectives for the year have been achieved, though we would like to attract more new members. It is still an early stage in the development of the charity and work needs to continue in order to establish a solid framework.

### **Future strategy**

The charity plans to continue the activities as outlined above in the forthcoming years. The trustees are exploring ways in which they can raise the profile of the Alexander Technique in Education.

### **Reserves policy**

At the present time neither the income nor the assets of the charity are sufficient to put in place a reserves policy, but necessary measures will be taken at the appropriate time.

### **Investment policy**

At the present time neither the income nor the assets of the charity are sufficient to put in place an investment policy, but necessary measures will be taken at the appropriate time.

### **Risk review**

The management committee has conducted its own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

### **Responsibilities of the management committee**

Company law requires the management committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

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The management committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The management committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Members of the management committee**

Members of the management committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3.

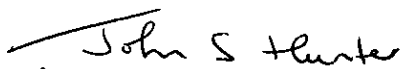
All trustees give of their time freely and no remuneration or expenses were paid in the year

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31 March 2012 was 12.

This report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

Approved by the management committee on 2<sup>nd</sup> December 2012 and signed on its behalf by:

John Hunter  
Director and trustee



Kamal Thapen  
Director and trustee



**The Charity for the F Matthias Alexander Technique: Company no. 03153329**  
**Report and financial statement, year ended March 31 2012**

**Statement of Financial Activities**  
**Year Ended 31 March 2012**

	Notes	2012 £	2011 £
<b>Incoming resources from generated funds</b>			
Membership fees		788	685
Other income		<u>362</u>	<u>671</u>
<b>Total incoming resources</b>		1,150	1,356
 <b>Resources expended</b>	 <b>2</b>		
Charitable activities		765	1,270
Governance costs		<u>360</u>	<u>353</u>
<b>Total resources expended</b>		<u>1,125</u>	<u>1,623</u>
<b>Net movement in funds</b>		25	(267)
<b>Fund balances as at 1 April 2011</b>		<u>810</u>	<u>1,077</u>
<b>Fund balances as at 31 March 2012</b>		<u>835</u>	<u>810</u>

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**Balance Sheet**  
**As at 31 March 2012**

	2012 £	2011 £
<b>Notes</b>		
<b>Current assets</b>		
Debtors	145	-
Cash at bank and in hand	<u>3,066</u>	<u>3,550</u>
	3,211	3,550
<b>Current liabilities</b>		
Creditors: amounts falling due within one year.	4 <u>(2,376)</u>	<u>(2,740)</u>
<b>Total assets less current liabilities</b>	<u>835</u>	<u>810</u>
<b>Income funds</b>		
Unrestricted funds	<u>835</u>	<u>810</u>

These annual accounts have not been audited because the company is entitled to the exemption provided by s477 Companies Act 2006 and its members have not required the company to obtain an audit of these accounts in accordance with s476. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records that comply with ss386 and 387 Companies Act 2006. The directors also acknowledge their responsibilities for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with ss394 and 395 Companies Act 2006, and which otherwise comply with the requirements of that Act relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies subject to the small companies regime

Approved by the management committee on  
and signed on its behalf by

2 December 2012

John Hunter  
Director and trustee



Kamal Thapen  
Director and trustee





The Charity for the F Matthias Alexander Technique Company no: 03153329  
Report and financial statement, year ended March 31 2012

## 1. Accounting Policies

### (a) Basis of preparation

The accounts are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in October 2000

The charity has the full support of the Society of Teachers of the Alexander Technique which pays the debts on behalf of the charity. On this basis the directors and trustees consider it appropriate to prepare accounts on a going concern basis

The charity has taken advantage of the exemption in Financial Reporting Standard 1 from the requirement to produce a cash flow statement on the grounds that it is a small company

### (b) Investments

Fixed assets investments are stated at cost less provision for diminution in value

### (c) Expenditure on management and administration of the charity

Administration expenditure includes all expenditure not directly related to the charitable activity or fundraising ventures. This includes professional fees for accountancy.

## 2. Total resources expended

	2012	2011
	£	£
Governance costs	<u>360</u>	<u>353</u>

## 3. Employees

There were no employees during the year.

## 4. Creditors: amounts falling due within one year

	2012	2011
	£	£
Sundry creditors	636	-
Amounts owed to connected undertakings	<u>1,740</u>	<u>2,740</u>
	<u>2,376</u>	<u>2,740</u>

## 5. Related parties

The trustees of the company are also members of the Society of Teachers of the Alexander Technique, a company limited by guarantee At the year end £1,740 (2011 £2,740) was owed to the society

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**6. Constitution**

The company, which is limited by guarantee, does not have a share capital and is constituted as a charity. Every member undertakes to contribute an amount not exceeding £1 in the event of winding up. The income and property of the company cannot be transferred to the members by way of dividend.

**Income and Expenditure Account**  
**Year Ended 31 March 2012**

	2012 £	2011 £
Income		
Membership fees	788	685
Donations	-	38
Workshops	362	633
Gift Aid reclaimed	<u>-</u>	<u>-</u>
	1,150	1,356
Expenditure		
Casual wages	645	1,180
Printing, postage and stationery	31	-
Sundry expenses	29	-
Room hire	60	90
Accountancy	<u>360</u>	<u>353</u>
	1,125	1,623
Surplus of income over expenditure	<u>25</u>	<u>(267)</u>