

Charity no: 1053863  
Company no: 03153329

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

**Report and Accounts**  
**Year ended: 31 March 2009**



**The Charity for the F Matthias Alexander Technique:  
Report and financial statement, year ended March 31 2009**

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**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

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 2009

The management committee presents its report for the year ended March 31 2009.

### 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 two 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:

- a) 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
- b) Several talks, presentations and workshops, open to the public, have taken place in London and Manchester: the trustees have set the fees for these events at a low level and have included concessionary rates

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- c) Our electronic newsletter has been regularly circulated to "Friends" (Associate Members) and other interested parties
- d) A questionnaire has been devised and circulated to Associate Members and members of the public who have attended some of our events
- e) Events have been advertised in local magazines and newspapers to ensure that a broad spectrum of the general public are aware of these activities
- f) The trustees are keen to support an initiative from a group of Alexander teachers who propose to widen access to the ideas, principles and learning of the Alexander Technique beyond the current constituency in their area. In particular they aim to provide an opportunity for more disadvantaged communities and groups to access these ideas. It is hoped this project will come to fruition later in 2009 and may become a template for similar 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: namely £25 standard and £15 concessions. These rates will be lowered from April 1 2009 to £15 and £12.50 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. 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

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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.

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 1985. 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**

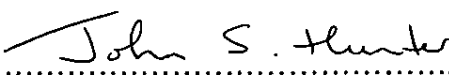
Members of the management committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3.


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 2009 was 10.

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 VII of the Companies Act 1985 relating to small entities.

Approved by the management committee on 27<sup>th</sup> October 2009 and signed on its behalf by:

John Hunter.....  
Director and trustee

Kamal Thapen.....  
Director and trustee

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**Statement of Financial Activities  
Year Ended 31 March 2009**

	Notes	2009 £	2008 £
<b>Incoming resources from generated funds</b>			
Membership fees		1,205	7,102
Other income		<u>952</u>	<u>2,064</u>
<b>Total incoming resources</b>		2,157	9,166
 <b>Resources expended</b>	 <b>2</b>		
Charitable activities		1,854	3,255
Governance costs		<u>353</u>	<u>294</u>
<b>Total resources expended</b>		<u>2,207</u>	<u>3,549</u>
<b>Net movement in funds</b>		(50)	5,617
<b>Fund balances as at 1 April 2008</b>		<u>1,277</u>	<u>(4,340)</u>
<b>Fund balances as at 31 March 2009</b>		<u>1,227</u>	<u>1,277</u>

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**Balance Sheet**  
**As at 31 March 2009**

	2009	2008
	£	£
<b>Notes</b>		
<b>Current assets</b>		
Debtors	364	-
Cash at bank and in hand	<u>5,203</u>	<u>5,632</u>
	5,567	5,632
<b>Current liabilities</b>		
Creditors: amounts falling due within one year.	4 <u>(4,340)</u>	<u>(4,355)</u>
<b>Total assets less current liabilities</b>	<u>1,227</u>	<u>1,277</u>
<b>Income funds</b>		
Unrestricted funds	<u>1,227</u>	<u>1,277</u>

For the year ended 31 March 2009 the company was entitled to exemption from the requirement to have an audit under the provisions of section 249A(1) of the Companies Act 1985.

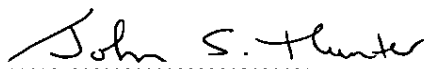
No notice has been deposited with the company under section 249B(2) requiring an audit to be carried out.

The directors acknowledge their responsibility for:

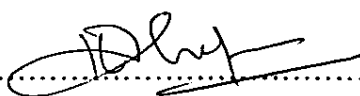
- ensuring the company keeps accounting records in accordance with section 221 of the Companies Act 1985; and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of its financial year and of its profit for that financial year in accordance with the requirements of section 226 of the Companies Act 1985 and which otherwise comply with the accounting requirements of the Act relating to accounts so far as they are applicable to the company.

Approved by the management committee on 27<sup>th</sup> October 2009 and signed on its behalf by:

John Hunter.....  
Director and trustee



Kamal Thapen.....  
Director and trustee





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## **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 and audit.

## **2. Total resources expended**

	<b>2009</b>	<b>2008</b>
	£	£
Governance costs	<u>353</u>	<u>294</u>

## **3. Employees**

There were no employees during the year.

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

	<b>2009</b>	<b>2008</b>
	£	£
Sundry creditors	-	15
Amounts owed to connected undertakings	<u>4,340</u>	<u>4,340</u>
	<u>4,340</u>	<u>4,355</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 £4,340 (2008: £4,340) 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 2009**

	<b>2009</b>	<b>2008</b>
	£	£
Income		
Membership fees	1,205	7,102
Donations	90	224
Workshops	498	249
Gift Aid reclaimed	<u>364</u>	<u>1,591</u>
	2,157	9,166
Expenditure:		
Casual wages	1,137	655
Travel and subsistence	13	172
Printing, postage and stationery	105	2,356
Website hosting	-	42
Room hire	549	60
Sundry expenses	50	-
Accountancy	<u>353</u>	<u>294</u>
	<u>2,207</u>	<u>3,549</u>
Surplus of income over expenditure	<u>(50)</u>	<u>5,617</u>