

Registered number  
06144314

Registered Charity number  
1122517

The Oxford Mindfulness Centre Limited  
(A company not having share capital)  
Report and Unaudited Accounts

31 March 2011

Chapman, Robinson & Moore Limited  
30 Bankside Court  
Staionfields  
Kidlington  
Oxford  
OX5 1JE

## **The Oxford Mindfulness Centre Limited Trustees' Report**

The trustees present their report and accounts for the year ended 31 March 2011.

### **Principal activities**

The company's principal activity during the year was the advancement of the mental health promoting research, education and training in the application of mindfulness.

### **Trustees**

The following persons served as trustees during the year:

Prof. Richard F Gombrich  
Venerable. Khammai Dhammasami  
Dr. John Peacock  
Mr. Geoffrey Bamford  
Mr. David Gladstone  
Prof. Mark Williams

The minimum number of Trustees is 3. The maximum number continues to be set at 5. The Trustees may at any time co-opt any person as a Trustee, either to fill a casual vacancy or by their number, provided that the maximum is not exceeded. Any member so co-opted only until the next Annual General Meeting, but shall then be eligible for re-appointment.

The current Board of Trustees appoints recommended new Trustees at a General Meeting. A decision is duly minuted. One-third of the Trustees are obliged to retire by rotation at each General Meeting. They can offer themselves for re-election if that is their wish. At the last AGM, having offered to withdraw, Mr. David Gladstone was formally re-elected.

Company Secretary	-Pro bono
Bankers	-Royal Bank of Scotland 32 St. Giles, Oxford, OX1 3ND
Legal Advisors	-Interchange Legal Advice Service Hampstead Town Hall Centre 213 Haverstock Hill London NW3 4QP
Accountant	-Chapman, Robinson & Moore Limited 30 Bankside Court, Stationfields Kidlington, Oxford OX5 1JE

## **The Oxford Mindfulness Centre Limited Trustees' Report**

### **Responsibilities of the Trustees**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the period and of the results of its operations and of its assets and liabilities, including any deficiency for the period then ended. In preparing those financial statements, the trustees are required to:

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

The Trustees are responsible for keeping proper accounting records which disclose accurately at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

### **Small company special provisions**

This report of the Trustees. This report has been prepared in accordance with the provisions of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the trustees and signed on their behalf on 17 August 2011.

Dr. J. Peacock  
Chair

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**The Oxford Mindfulness Centre Limited  
Independent examiners Report.**

**Independent examiner's report to the trustees of The Oxford Mindfulness Centre Limited.**

**We report on the accounts of the company for the year ended 31st March 2011.**

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to our attention.

**Basis of independent examiner's report**

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view'

Chapman, Robinson and Moore Limited  
Accountants and Registered Auditors

30 Bankside Court  
Stationfields  
Kidlington  
Oxon  
OX5 1JE

17 August 2011

**The Oxford Mindfulness Centre Limited**  
**Income & Expenditure Account & Statement of Financial Activities**  
**for the year ended 31 March 2011**

	Notes	Restricted funds	Unrestricted funds	2011 £	2010 £
Income for charitable services rendered	8		92,117	92,117	112,899
Rental Income			27,314	27,314	24,759
Workshop income			21,120	21,120	-
Resources expended	9		(125,278)	(125,278)	(143,893)
<b>Operating surplus/(deficit)</b>			<u>15,273</u>	<u>15,273</u>	<u>(6,235)</u>
<b>surplus/(deficit) for the financial year</b>			<u>15,273</u>	<u>15,273</u>	<u>(6,235)</u>
Funds brought forward			38,915	38,915	45,150
Funds carried forward			<u><u>-</u></u>	<u><u>54,188</u></u>	<u><u>38,915</u></u>

**The Oxford Mindfulness Centre Limited**  
**Balance Sheet**  
**as at 31 March 2011**

	Notes	2011 £	2010 £
<b>Fixed assets</b>			
Tangible assets	3	484	883
<b>Current assets</b>			
Debtors	4	20,589	33,675
Cash at bank and in hand		102,929	66,286
		<u>123,518</u>	<u>99,961</u>
<b>Creditors: amounts falling due within one year</b>			
	5	(69,814)	(61,929)
<b>Net current assets</b>		<u>53,704</u>	<u>38,032</u>
<b>Net assets</b>		<u>54,188</u>	<u>38,915</u>
<b>Capital and reserves</b>			
Income & Expenditure account	6	54,188	38,915
		<u>54,188</u>	<u>38,915</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Dr. J. Peacock  
Chair  
Approved by the board on 17 August 2011



**The Oxford Mindfulness Centre Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2011**

**3 Tangible fixed assets**

	<b>Plant and machinery etc £</b>
<b>Cost</b>	
At 1 April 2010	1,595
At 31 March 2011	<u>1,595</u>
<b>Depreciation</b>	
At 1 April 2010	712
Charge for the year	<u>399</u>
At 31 March 2011	<u>1,111</u>
<b>Net book value</b>	
At 31 March 2011	<u>484</u>
At 31 March 2010	<u>883</u>

<b>4 Debtors</b>	<b>2011 £</b>	<b>2010 £</b>
Other debtors	<u>20,589</u>	<u>33,675</u>

<b>5 Creditors: amounts falling due within one year</b>	<b>2011 £</b>	<b>2010 £</b>
Trade creditors	-	841
Other creditors	<u>69,814</u>	<u>61,088</u>
	<u>69,814</u>	<u>61,929</u>

<b>6 Reserves</b>	<b>2011 £</b>
At 1 April	38,915
Surplus for the year	15,273
At 31 March 2011	<u>54,188</u>

**7 Liability of members**

The company is limited by guarantee and has no share capital. In accordance with the Memorandum and Articles of the company, the liability of the members is limited to £1 each in the event of winding up the company. At 31st March 2011 there were 6 members.

**The Oxford Mindfulness Centre Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2011**

**8 Incoming resources**

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total funds 2011</u>	<u>Total funds 2010</u>
Income for charitable services rendered	0	92,117	92,117	112,899
Room rental charges	0	27,314	27,314	24,759
Workshop income	0	21,120	21,120	0
Interest received	0	0	0	-
			<b><u>140,551</u></b>	<b><u>137,658</u></b>

**9 Resources expended**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Costs of generating funds	5,997	-
Charitable activities	117,608	142,818
Governance costs	1,673	1,075
Total resources expended	<b><u>125,278</u></b>	<b><u>143,893</u></b>

**The Oxford Mindfulness Centre Limited**  
**Income & Expenditure Account & Statement of Financial Activities**  
**for the year ended 31 March 2011**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources</b>	140,551	137,658
Resources expended	(125,278)	(143,893)
<b>Operating Surplus</b>	<u>15,273</u>	<u>(6,235)</u>
<b>Surplus for the financial year</b>	<u>15,273</u>	<u>(6,235)</u>

**The Oxford Mindfulness Centre Limited**  
**Schedule to the Income & Expenditure account & SoFA**  
**for the year ended 31 March 2011**

	2011 £	2010 £
<b>Incoming resources</b>		
Income for charitable services rendered	92,117	112,899
Room rental charges	27,314	24,759
Workshop income	21,120	-
	<u>140,551</u>	<u>137,658</u>
<b>Costs of generating funds</b>		
Fundraising	<u>5,997</u>	<u>-</u>
<b>Charitable expenditure</b>		
Premises costs:		
Ground rent & service charges	43,664	43,660
Rates	7,375	7,903
Repairs & maintenance	8,064	19,412
Light and heat	21,200	18,050
Cleaning	3,150	4,264
Premises insurance	3,123	4,135
Facilities management fees	9,472	-
	<u>96,048</u>	<u>97,424</u>
General administrative expenses:		
Management fees	9,148	9,832
Bank charges	185	163
Teaching	11,000	29,240
Computer and website expenses	299	440
Teaching materials	-	4,559
Depreciation	399	399
Advertising	361	-
Sundry expenses	168	761
	<u>21,560</u>	<u>45,394</u>
Total charitable expenditure	<u>117,608</u>	<u>142,818</u>
<b>Governance Costs</b>		
Trustee/reporting expenses	15	-
Accountancy fees	1,658	1,075
	<u>1,673</u>	<u>1,075</u>
	<u>119,281</u>	<u>143,893</u>