

Counselling Pastoral Trust (a charitable company limited by guarantee)



# Counselling Pastoral Trust

*(A Charitable Company Limited by Guarantee)*

**Company No: 2848495**

**Registered Charity No: 1027526**

**Annual Report and Accounts Sept 1<sup>st</sup> 2019 to August 31<sup>st</sup> 2020**



Established in 1993, the Counselling Pastoral Trust is a grass-roots community-based counselling and training charity, with a growing national and international reputation for its work in helping individuals to breakthrough negative behaviours and recover from mental illness.

Counselling Pastoral Trust's registered address is  
Suite 24 Ground Floor, Hurlingham Studios, Ranelagh Gardens,  
London SW6 3PA

**Counselling Pastoral Trust (a charitable company limited by guarantee)**

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## Executive Summary

Counselling Pastoral Trust was formed to keep families together and give support for reconciliation in intimate relationships. This has been a year of two halves. Beginning with expansions in operations and services adding 50 days of advanced trainings between Q 1 and Q2. The year ended with more than 350 clients and trainees working online with sessions and materials adapted to a real-time electronic environment, where much of our psychotherapy and training programmes remain.

**“This is a time of shared suffering. There are few among us who are unaffected by these extraordinary events.”**

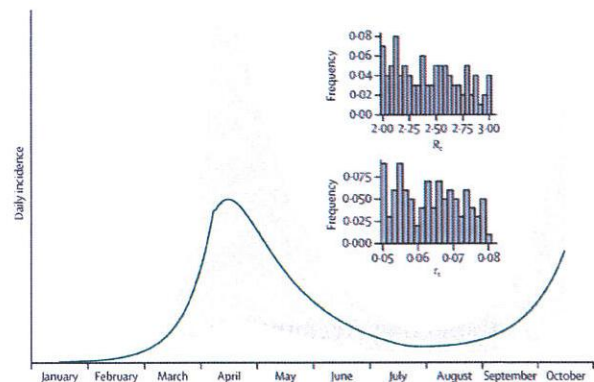
### *September 2019 to early March 2020*

Before the start of the pandemic, CPT offered major trainings in London, attended by 250+ clinicians. In September we trained a group of Auxiliary Professionals in Schema Therapy. In October we launched the first professional training in Emotionally Focussed Family Therapy (EFFT) in the UK. November and December featured specialist workshops to address personality disorders and group work. Participants travelled from around the UK, Europe, and North America to attend in person.

### *Mid March 2020-August 2020*

We have seen psychotherapy playing a vital role in helping individuals address the psychological and behavioural health sequelae of the COVID-19 pandemic. It has also been essential that our professional training programmes have continued throughout the pandemic period, so that trainees graduate and enter the workforce in the UK as soon

as feasible. These individuals are needed to ensure capacity to support the surge in need resulting from the pandemic; we determined throughout this year that our services should continue to support the development of trainees, including ensuring sufficient access to quality supervision adapted for remote delivery. We also determined that our most senior and experienced practitioners needed to be maintained in role and where possible full time administrative support by added to help plan and deliver the right psychological responses now and into the future



This is a time of shared suffering. There are few among us unaffected by the pandemic. At the end of what has been a very challenging year, we are keen to promote a message of hope that comes from healing relationships. Penetrating the isolation that is inherently so traumatizing to human beings, restores emotional connection and is curative.

**“Psychological therapy services are essential services that save lives.”**

Our staff and volunteers continue to feel privileged to support our clients' courage and determination as they make powerful changes in their lives, and that of their families.

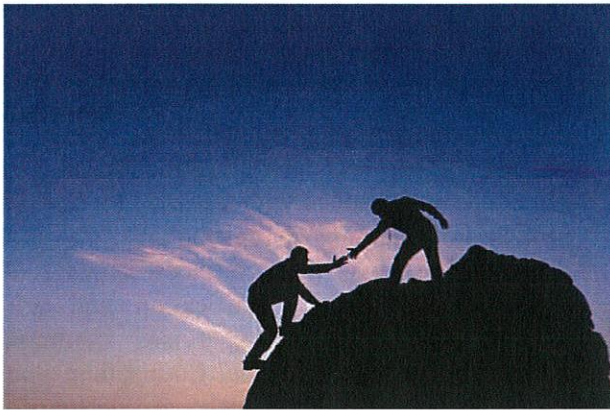
## General information

<b>Company Number:</b>	2848495
<b>Charity Number:</b>	1027526
<b>Registered Office:</b>	Suite 24 Ground Floor, Hurlingham Studios, Ranelagh Gardens, London SW6 3PA
<b>Trustees:</b>	M. Duckworth A. Sullivan R. Chandler L. Shortt C. Vasey J. Francis E. Ferris J. Sturt
<b>Bankers:</b>	National Westminster Bank plc Finsbury Square Branch
<b>Reporting Accountant:</b>	Simon Lewcock FCCA Windsor Lodge Millfield Road Hounslow Middlesex TW4 5PN



## Objectives

We believe that all psychological care in the community should be of an excellent standard, and that effective treatment should be accessible to every human being, when they are in need. Individuals experiencing trauma during childhood unfortunately experience problematic reactive fear and shame leading to physical and emotional health consequences which can last a lifetime.



CPT acts as an advocate for families, building awareness of how emotional connection and sharing insulates individual family members against depression, anxiety, addiction, poor relationships and many other problems in adulthood. Trauma produces profound helplessness in children. If the trauma is not addressed and children not permitted to express their overwhelming feelings, they will begin to shut down to survive. Later on, even if help becomes available, the growing adolescent/adult may not be able to take in care when it is offered, continuing instead to suffer in isolation. Even though, as grown-ups, some victims of early trauma go on to have families of their own, their emotions and relationships are dogged by reactive patterns of instability and dysregulation.

When one family member receives help there is a real opportunity to transform the lives and the futures of all family members. Close, meaningful relationships offer refuge and nurture for children, and stability and love for adults. Whenever relational bonds break down, the effects are

distressing. The counselling and psychotherapy delivered by CPT is designed to help individuals steer away from patterns of relating and behaviours, which prevent them meeting each other's core emotional needs.

CPT receives grants and financial support from larger charities, and companies as well as individual donations from beneficiaries of its programmes who want to ensure others can benefit from similar help. The charity sees 250+ individuals and families per week, aiding recovery from chronic mood and personality disorders, alcohol and substance abuse. Our programmes are structured with a ripple effect so that those who have had change are able to transfer this benefit to others in their families and community.

It is widely known that although wealth does not insulate an individual from suffering, the challenges facing individuals with limited financial means who run into psychological or emotional difficulties can feel insurmountable because of the lack of resources and consistency of publically-funded services.

We are hugely grateful to grant-givers and friends who speak publically and lend their support for CPT's work. Through its fundraising and volunteerism, CPT endeavours to keep its therapy affordable, delivering varying levels of bursary to > 70% of its clients.

The most common childhood mental disorders are anxiety disorders, depression, and attention deficit hyperactivity disorder (ADHD). Despite the proof that effective counselling and psychotherapy can relieve the suffering of the vast majority of those young people suffering from mental health problems, there remains across the UK, a shortage of trained professionals who can work to provide the high quality long-lasting services that are needed. NHS waiting lists range from months in and around London to approaching one year in other areas of the UK.



CPT believes that breaking down stigma requires individual and collective activity. It is estimated that, despite debilitating social, emotional, and physical effects, over half of those experiencing moderate to severe emotional/mental illness do not seek professional help or other forms of medical treatment through their GP. To address this gap in necessary help, CPT is providing clinical training for professionals. CPT offers training via its



#### Schema Therapy Institute and CPT's Training School

In 2009, CPT established the **Schema Therapy Institute**, to train psychotherapists/psychologists in schema therapy. Our training and certification programmes have been approved by the International Society for Schema Therapy (ISST).

Through the Institute, CPT provides Schema Therapy practitioner training to psychologists, psychotherapists and psychiatrists working in the NHS and private settings determined to deliver effective help to so-called 'treatment failures,' i.e. individuals who have remained un-helped and sometimes made more hopeless by traditional methods of psychotherapy such as CBT or psychodynamic psychotherapy.

As the Schema Therapy Institute, CPT was involved in the UK government's Green Paper consultation with the Department of Health and Education, setting out plans for improved mental health provision and prevention work for young people in the UK. Significant numbers of those who come for psychological help and experienced change, feel secure and motivated to go on to train to help others. We depend on grants and the generosity of partners and our volunteers for this to be sustainable.

**CPT's Training School** trains professionals who are coming to counselling as a second career and those who use counselling skills in the course of their work. We train students from introductory (Level 2), intermediate (Levels 3 / 4) and advanced levels of counselling/psychotherapy practice (Levels 5 & 6).



All individual one-to-one counselling, group work, couples therapy and family counselling at CPT is provided by therapists with a minimum of 4 years professional training in counselling. Volunteer therapists offering their services at CPT have obtained professional certification and are in supervised practice or supervised training for accreditation by the National Counselling Society (NCS) or BACP (British Association for Counselling and Psychotherapy), and the UKCP (United Kingdom Council for Psychotherapy). In partnership with other agencies, including churches, CPT encourages community involvement in supporting vulnerable individuals and families.

CPT (the Schema Therapy Institute) is the only training centre in the UK to be approved by the International Society for Schema Therapy (ISST) to provide Individual and Group Standard and Advanced, Child and Adolescent and Auxiliary Schema Therapy Certification training. Newly added this year, is the UK's first ISST-approved training programme for certification training for Auxiliary Professionals.



## Review of Activities



CPT's Founder and Principal, Agnes Sullivan is a Consultant Psychologist and Advanced Certified Schema Therapist, Supervisor and Trainer who maintains standards of professional practice by promoting training, supervision and adherence to a professional code of ethics.

This is a time of shared suffering. There are few among us who are unaffected by extraordinary events. Demonstrating empathy and appropriate self-disclosure in working together with clients helps all of us optimally manage this crisis. Paradoxically, as we strive to establish even better connections with our clients/patients during these difficult times, connecting with them has become even more complicated.

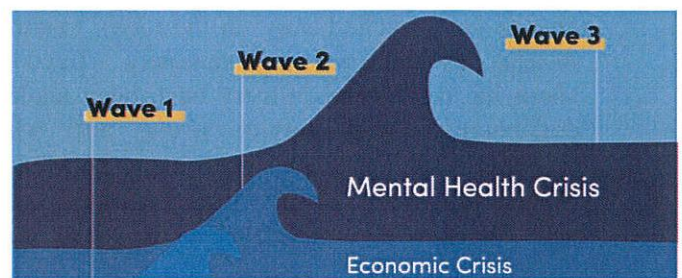


Use of video platforms such as Zoom and telephone video chats of Facetime/WhatsApp etc. to deliver psychotherapy remotely, once a relatively unpopular mode of treatment delivery, has become the mainstay of psychotherapy and training practice during the pandemic. The learning curve has been steep for some, especially psychotherapists and some patients who are less comfortable or less experienced with technology. Fortunately, there is strong empirical support for online therapy.

CPT's mission is to establish accessible and effective psychological help, delivered from within the community so that effective counselling can be an everyday provision. CPT pioneers activities that are inclusive reach also those on the margins

of society who have mental health problems. During the early part of this year, we received more than 20 new calls every week.

Part of my role as CPT Principal whether psychotherapy or psychotherapy training is conducted in person or online, has been to ensure high quality treatment is made available to the broadest number of individuals and families.



I am proud to see that as a response to the pandemic, CPT's qualified professionals have increased their commitment, and have continued to volunteer 1000s hours in counselling and training provision each month to support our therapeutic activities of individual, group, family and couples therapy. Since CPT's operations moved online officially Friday March 20<sup>th</sup> 2020, (our last day in our Central London office) not a single client or training session has been missed.

## Assessment and Individual Therapy

Regardless of the nature of the presenting problem, all therapy begins with assessment. During the assessment, several measures are conducted to determine the severity of symptoms and pervasiveness of problems in a person's life. This year, CPT has conducted detailed assessment sessions in person and online (post March 2020).

Individual therapy treatment plans are designed to meet specific emotional needs in an individual's life which, if they remain unmet, will continue to cause repetitive problems in his/her intimate



relationships, job, social network and ability to be stable when with others, or alone.

### **Impact of COVID-19 on risk profiles**

Clinical judgments about the best method of delivery have been based on balanced individual assessment of the risks (including of COVID infection), and need, taking into account available measures to reduce risks. This has meant that at times work that previously would have indicated face to face psychotherapy in the room, treatment instead has been delivered remotely. Decisions about the method of delivery have been made in collaboration with service users, and where appropriate their families, with clear information being provided about the options. Client preferences have consistently been recorded.

### **Online Groups**

All groups including CPT's nine Attachment / Schema groups moved online seamlessly and have continued online offering individuals a stable base and regular weekly group sessions in which members feel seen, heard and understood amidst tumultuous anxiety provoking events such as lockdown, family pressure, key-working demands and illness.

Attachment/Schema Groups involve an integration of understanding of attachment needs, which underlie all human motivational systems, with Schema Therapy. These groups transform hard-to-treat patterns of avoidance and anxious pre-occupation that undermine healing, into restorative and nurturing experiences. The positive outcomes measures are assertiveness, esteem, openness, and flexibility, plus reduced depression, impulsivity and addiction. Group facilitators focus on moving individuals from insecure to secure attachment, enhancing emotional regulation, reducing the distressing patterns of mood disturbances that disrupt the relationships of otherwise well-meaning individuals.

Each of CPT's interventions with individuals, group and families and to increase emotional capacity, build and access new resources and decrease the feeling of isolation. CPT's interventions have been shown to increase secure attachment which is linked to increased care-giving, affiliation, emotional intimacy, as well as improving motivation and goal-setting.

### **Schema Therapy**

Schema Therapy synthesizes concepts and approaches from a broad range of schools of psychotherapy including cognitive-behavioral, object relations, attachment theory, psychodynamic therapy, and emotion-focused therapies. The model sees the most effective way of treating problems rooted in early development as being the provision of therapeutic experiences that promote integration. Schema Therapy has been strongly influenced by the work of John Bowlby and his seminal works on attachment, separation and loss.

Schema Therapy is more than twice as effective as traditional psychodynamic or CBT approaches. Its greater effectiveness arises in part from its use of "limited reparenting," which is not part of other approaches. In this, the therapist tries to fulfill those emotional needs for a patient that were not fully met in childhood, while respecting the healthy limits of a therapy relationship.

Schema Therapy enables changes in clients who feel hopeless about their self-destructive patterns and gives a way through and change pathway when problematic behaviours seem so entrenched that they appear to be part of a person's identity. Thus, Schema Therapy is especially helpful in treating recurrent depression and anxiety and chronic relationship difficulties, helping also to prevent relapse among substance abusers.



### Borderline Personality Disorder Symptoms

- **Fear of abandonment**- even if the "abandonment" is minor or imagined. Frantic efforts to avoid being alone.
- **A pattern of intense, unstable relationships.** Quickly attaches to new partner. Lack of boundaries. Idealizes/Devalues -can't tolerate ambiguity.
- **Impulsivity.** Self-damaging acts. Inability to control impulsivity: shoplifting, drug abuse, spending sprees, binge eating, etc.
- **Emotional instability:** frequent and dramatic changes in affect too short to be considered changes in mood -but "moody".
- **Suicidality:** threats or gestures - overdose not intended to be lethal, self-mutilation; suicide notes frequently written and left in areas easily found.
- Persistent feelings of emptiness, guilt.
- **Inability to regulate emotion:** Difficulties with anger control - cutting, slashing, burning, acts of violence.
- Episodes of **dissociation**, paranoid ideas or illusions are transient and induced by stressful external events.
- Disturbances of **self-image/self-concept**, bad or in-existent.

## Psychoeducation groups '*Learning to Live, Learning to Love*'



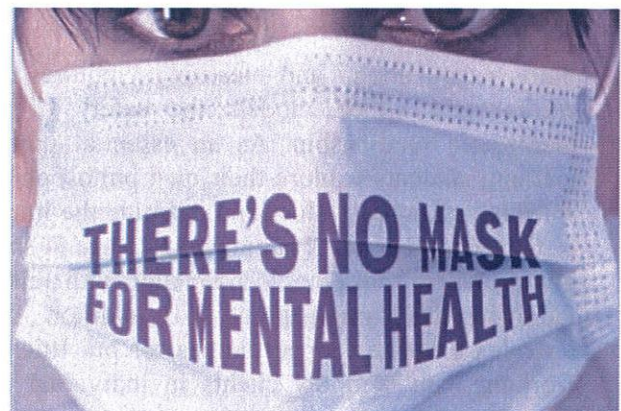
CPT's *Learning to Live, Learning to Love* curriculum creates understanding to unpack the conflicts that arise in individual and family life. The 51 men and women participated in groups experienced improvements in anger management, intimacy, assertiveness, and lowered anxiety/depression.

## Addiction Prevention Groups

CPT's addiction treatment and prevention works with individuals to modify damaging coping responses that block healing. We support men and women from age 16 upwards, fostering connection and openness as antidotes to emptiness and shame.

## Helping the Helpers

Over the last nine years, CPT and its funders have worked hard to develop programmes to provide specialist psychological support for individuals working in church ministry and their families supporting those who vocation has led them to be with others at the hardest times of life.



## Couple and Family Therapy

When we make sense of love, we can shape loving connections. Love calms and comforts the neurons in the brain. Our closest relationships are the regulators of physiological and emotional functioning. Couples therapy is about bonds, not bargains, or how contented we can be, it's about being emotionally accessible to one another. Change takes place through heightened emotions and a strong alliance.





## Training



CPT trains counsellors providing a ladder to move from introductory to advanced levels of practice. Under the professional leading of Dr. Agnes Sullivan, the Schema Therapy Institute conducts specialist professional development workshops in schema therapy, emotionally focused family therapy and self reflection/self practice for professionals working in a variety of clinical settings in the UK.

Skills acquisition and learning requires an environment which models the safety of the therapeutic relationship. As an essential part of learning students explore their own philosophical, spiritual and moral values and examine the impact of these on practice. Training takes place in small groups, where considerable interaction with trainers facilitates the learning process. In addition, CPT provides placement opportunities for practitioners working with complex clients in individual and group settings.

## Impact of the Pandemic

It has been very important that psychological professional training programmes continue through the pandemic period, so that trainees graduate and enter the workforce as soon as feasible. More than ever, these skilled individuals are needed to ensure capacity to support the surge in need resulting from the pandemic. The Trustees determined in March 2020 that above all, CPT through the Level 4 Diploma and also the Schema Therapy Institute, training and certification programmes should continue to support the development of clinicians, including ensuring sufficient access to quality supervision (adapted for remote delivery).

## NCS Accredited Level 4 Diploma in Counselling Practice (450 hours)



THE NATIONAL  
COUNSELLING  
SOCIETY

We completed the initial 6 months of our first 2-year Level 4 Diploma Course Accredited by the National Counselling Society (NCS) with classroom teaching in the room with a cohort of 8 skilled trainees. Memorably, we were able to conduct our midterm skills assessments on the final weekend before the first National Lockdown in March 2020.

The first year ended online using the Zoom platform where classroom learning was facilitated by interactive skills sessions in breakout rooms and student-led reflections. Learning seems to have proved even more accessible in the online environment, with students locked down outside London being able to continue to attend learning sessions. The online environment worked well to support students who are key workers such that they could access recorded lectures and skills sessions if unable to take leave to attend training. We successfully delivered 250 hours of professional counselling training on the Diploma course using the online format. Attendance has been strong and all learning objectives achieved.





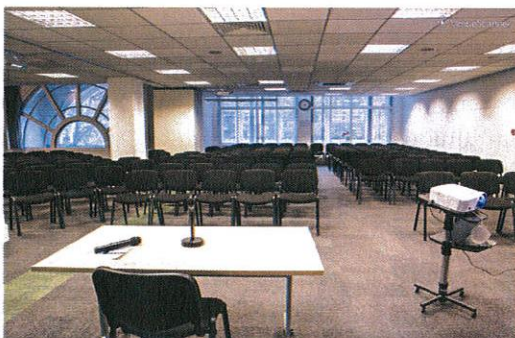
### New Trainings Including Emotionally Focussed Family Therapy (EFFT)

One of the standout achievements of this year has been that CPT and the Schema Therapy Institute combined, provided close to one hundred days of training and supervision for students of counselling and qualified mental health professionals.

In November 2019 the Schema Therapy Institute delivered the first Emotionally Focussed Family Therapy (EFFT) training programme in the UK to include a special workshop on working with stepfamilies. This programme was delivered by Gail Palmer of the International Centre for Emotionally Focussed Therapy (ICEEFT).

In addition, the Institute hosted a two-day workshop approved by the International Society of Schema Therapy (ISST) entitled *"From Merging and Disconnection to Attachment and Autonomy"* delivered by the ISST's Director of Training Jeff Conway from New York.

CPT found it necessary to expand to larger venues to accommodate the number of delegates participating in the Autumn trainings. We successfully collaborated with Resource for London and rented appropriate conference rooms to seat up to 100 delegates for these breakthrough trainings.

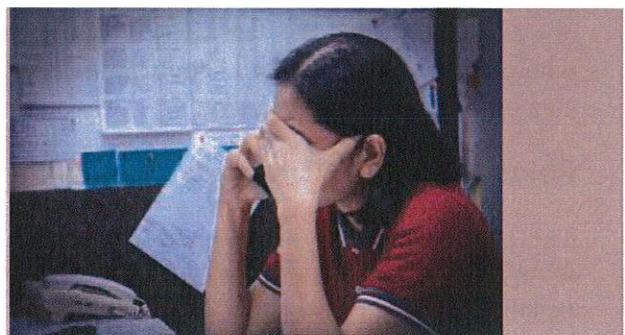


### Schema Therapy Certification Trainings Approved by ISST

Approved by the International Society of Schema Therapy (ISST), CPT has created a Centre of Excellence, with the Schema Therapy Institute London as the only centre in the UK and /Europe, approved by the International Society (ISST) to provide four full certification programmes to Standard and Advanced levels. Dr. Sullivan holds the responsibility and demonstrated expertise in each of these disciplines and her energy has adapted and promoted each of these programmes to online accreditation and successful delivery this year:

- Individual Schema Therapy (Spring and Autumn series)
- Group Schema Therapy
- Schema Therapy for Auxiliary Professionals (Spring and Autumn series)
- Child/Adolescent Schema Therapy

Where prioritisation decisions are needed, training programmes that expand the workforce should be prioritised. CPT's planned expansion of its other training programmes is continuing in order to maximise workforce capacity into future years. In an important advance, extending the practice and effectiveness of Schema Therapy to a greater number and range of treatment settings in the UK, the Schema Therapy Institute was only the second centre world-wide to offer specialist certification training in Schema Therapy for nurses, occupational therapists, social workers, probation officers and mental health teams.







## Community Work

Although focus since March 2020 has been on maintaining CPT's operations in a virtual (online) environment, it is important to remember that for the first six months of this year, CPT worked to expand links to local funders, educational and care organizations in Covent Garden.

In late Autumn of 2019, we hosted participants from across the UK and Europe to our Central London base for our international trainings and established relationships with local hotels and received beneficial arrangements for speakers and delegates. We conducted introductory meetings with local charities and corporations in Westminster including Enabling Assessment Service London (EASL), a mental health team supporting homeless people across London.

We established a relationship with the London Film School adjacent to our office on Long Acre to provide short term psychological services to students in crisis. Commencing in November 2019, this vital service continued on-line and has been a significant resource for students particularly those unable to return home to family and stability during lockdown.

## Fundraising

CPT appreciated the financial support of grants from The Fitton Trust, The Henry Smith Charity, and the responsiveness of The Golden Bottle Trust. We also appreciated the sensitivity of individuals who gave generously toward administration and IT support for CPT's management.

## Relocation and Office Move

The circumstances of working through the initial months of the pandemic were hard to comprehend; isolation, loneliness, and the experiences of

frightened, locked down communities. CPT moved its operations on-line.

**“Without targeted intervention, grassroots charity organisations risk being wiped out altogether at an incalculable cost to our society, and its future generations...”**

*New Philanthropy Capital*

In April 2020, CPT Trustees met to consider the challenge that, having paid rent for Q2 (till June 30th 2020) that we would need to relocate away from the central zone – thereby reducing rent and travel costs and improving access when lockdown eased. With collaboration from our landlords, the Mercer's Company, CPT's Trustees negotiated release from our lease of First Floor at 116 Long Acre and moved to vacant premises in Hurlingham Studios in SW6. Having proximity to excellent transport links we modified and built sound-proofed-rooms, dividing the brightly furnished office space on the ground floor for CPT's use from the beginning of August 2020.

**“If charities have to cut services or even close down because of the funding and delivery challenges of the pandemic, it will be the most vulnerable who suffer.”**

*Polly Mackenzie, CEO of Demos*

Our Trustees have motivated and inspired the charity with their individual strengths and resources to maintain access to services during this tumultuous year.

## Acknowledgements

The Henry Smith Charity, the Fitton Trust, Axis Capital and the Golden Bottle Trust. We also thank the many individuals who have given privately and through Gift Aid. In addition, we should like to thank: Agnes Sullivan, Rachel Chandler, Mike



Exton, Cathy Vasey, Simon Burgess, Joanne Marsden, Rebecca, Paul and Oliver Hone, John Sturt, Emma Ferris, Rebecca and Mark Duckworth, Alex Boulton, Leo Cortes, Veronica Chavarria, Chris Ferris, Julian Churcher, Andrew Chandler, Jansel and David Hews, David and Louise Lancaster, Gabriella Csaszlava, Ed Hicks of Pam Insight, Patrick Katzenberg of the Radisson Blu Hotel Mercer Street, Nasra Kassim of Radisson Blu Bloomsbury, Alexander Hoare of The Golden Bottle Trust, Kate Lumsden of The Fitton Trust, The Rector The Rev. Simon Grigg, James O'Shaughnessey, Christine Muskett of The Henry Smith Charity, Michael and Phil Robinson of Fincomp, Simon Taylor of The Mercers' Company, Mike Mike Tuohy and Randall Osborne of Knight Frank, Clare Atkinson of Resource for London, Ethical Property Company, Gail Palmer, Joan Farrell and Ida Shaw, Charanjit Gil, Izzy Walsh of Hall Brown and Peter Davidson.

### Legal Status and Organisation

The charity was incorporated on 27 August 1993 as a company limited by guarantee and not having a share capital, and is therefore governed by its Memorandum and Articles of Association. The liability of the members is limited to £1. The number of members with which the company is registered is two. Members have full power and discretion as to the admission or refusal of any person as a member.

Management is in the hands of a Board of Trustees, which meets three times a year. Minutes and proceedings of the Trustees are prepared for each meeting. The Board is made up of a composite of skills and consists of representatives from other Christian and professional counselling organisations, and others with an interest in the education and well-being of individuals and families.

The Chairman (elected by the Trustees) presides at Trustee meetings. Every matter is determined by a majority of the Trustees present at the meeting and

voting on each question. In the case of equality of votes on any question, the person presiding as chairman of the meeting has a second (casting) vote.

The Board of Trustees is authorised to appoint new Trustees to fill vacancies arising through resignation or death of an existing Trustee. Appointment of Trustees is governed by the Memorandum and Articles of the charity.

### Principal Aim and Objective

CPT's main object, as stated in the charity's Memorandum, is the maintenance, advancement and promotion of the Christian faith and the advancement of the education of the public. Trustees have a more comprehensive description of our work to be reflected in this wording. The Trustees have proposed the following: "The Objects for which the Company is established are the provision of a change process through professional one-to-one counselling and group work for the advancement of Christian compassion and principles. We have no expectation that clients practise any form of faith or religious belief. We also emphasise that each volunteer makes commitments that are based on professional ethics, and a driving concern for client self-determination."

## Accounts

### Trustees' responsibilities in respect of the accounts

The Trustees are required by UK law to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the company as at the end of the financial year and of the surplus or deficit of the company for that period.

The Trustees confirm that suitable accounting policies have been used and applied consistently and that reasonable and prudent judgments and estimates have been made in the preparation of the financial statements for the year ended 31 August 2020. The Trustees also confirm that applicable accounting standards have been followed and that the financial statements have been prepared on the going concern basis. The Trustees acknowledge their responsibility for keeping proper accounting records, for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Company's policy on reserves

The Trust established a reserves guideline twelve years ago whereby the unrestricted funds not committed or invested in tangible assets ("the free reserves") should be set at six months' unrestricted expenditure. This amount currently equates to approximately £55,000. The Trustees are addressing the matter of increasing these Funds to the level required by the above policy.

### Risk assessment by the Board

The Trustees continue to actively review the major risks that the charity faces on a regular basis. The Trust has established systems and procedures to mitigate these risks and periodically conduct system audits and risk assessments to ensure that

these procedures continue to correspond with the needs of the charity.

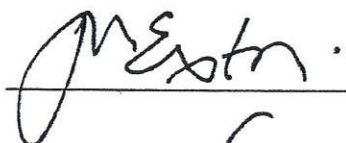
Examples of specific risks include:

- Approach from more people in need of longer-term help with no/low income status (needing subsidised and sometimes free counselling).
- **Having to vacate premises** – for example, in the event of non-extension of lease **or for reasons outside of the Trust's control.**
- Reduction in numbers of volunteers/ and or/ professionally trained staff due to relocation, changes in family circumstances or illness.

### Form of this Report

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

### Signed on behalf of the Board of Trustees



Michael Exton  
Secretary

6<sup>th</sup> August 2021



## Accountants' reports to the Trustees

On the unaudited financial statements of Counselling Pastoral Trust for the year ended 31 August 2020.

In accordance with the engagement letter dated 2 November 2012, and in order to assist you to fulfil your duties under the Companies Act 2006, I have compiled the financial statements of the company, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes, from the accounting records and information and explanations that you have given me.

This report is made to the company's trustees, as a body, in accordance with the terms of my engagement. My work has been undertaken so that I might compile the financial statements that I have been engaged to compile, report to the company's trustees that I have done so, and state those matters that I have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's trustees, as a body, for my work or for this report.

I have carried out this engagement in accordance with technical guidance issued by the Association of Chartered Certified Accountants, and have complied with the ethical guidance laid down by the Association relating to members undertaking compilation of financial statements.

You have acknowledged on the balance sheet your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

I have not been instructed to carry out an audit of the financial statements. For this reason, I have not verified the accuracy or completeness either of the accounting records or of the information and explanations which you have given to me, and I do not, therefore, express any opinion on the financial statements.

Approved by the Reporting Accountant on 6<sup>th</sup> August 2021



SIMON LEWCOCK  
Chartered Certified Accountant  
Windsor Lodge  
Millfield Road  
Hounslow  
Middlesex  
TW4 5PN

Counselling Pastoral Trust (a charitable company limited by guarantee)

Statement required by Section 475(2) of the Companies Act 2006

The Trustees consider that the company is entitled, under the provisions of Section 477(1) of the Companies Act 2006, to exemption from the requirement to have an audit. No members have issued a notice under Section 476(1) requiring an audit.


The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with Section 386 of the Act, and for preparing financial statements 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 surplus or deficit for the period then ended, in accordance with the requirements of Section 394, and which otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions of the Companies Act 2006 relating to small companies, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Trustees on 6<sup>th</sup> August 2021

and signed by:

  
LISSA G. SHORTT

  
RACHEL CHANDLER

Trustee



## Notes to the Accounts

for the year ended 31 August 2020

### 1. Accounting Policies

#### 1.1 Basis of preparation of accounts

The accounts have been prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (the SORP 2015).

The charity has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it qualifies as a small company.

#### 1.2 Tangible fixed assets for use by the charity and depreciation

Tangible fixed assets for use by the charity are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures and fittings	25% on reducing balance
Computer equipment	25% on reducing balance

#### 1.3 Income

Voluntary income and donations are accounted for as received by the charity. Income from fundraising ventures is shown gross, with the associated costs included in fundraising costs. No permanent endowments have been received in the period.

#### 1.4 Value added tax

Value added tax is not recoverable by the charity and, as such, is included in the relevant costs in the Statement of Financial Activities.

#### 1.5 Fundraising costs

Fundraising expenditure comprises costs incurred in inducing people and organisations to contribute financially to the charity's work. This includes the cost of advertising for donations.

#### 1.6 Governance costs

Expenditure on governance costs includes a percentage of relevant categories of expenditure, such as salary costs, travel and office costs.

**COUNSELLING PASTORAL TRUST**  
(a charitable company limited by guarantee)  
**Balance Sheet as at 31 August 2020**

	Note	£	2020 £	£	2019 £
<b>FIXED ASSETS</b>					
Tangible Fixed Assets for charity's use	6		3,865		5,154
<b>CURRENT ASSETS</b>					
Debtors	7	7,523		5,310	
Cash at Bank and in Hand		18,096		17,772	
		<u>25,619</u>		<u>23,082</u>	
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>					
Creditors and accruals	8	<u>4,781</u>		<u>1,767</u>	
			20,838		21,315
<b>TOTAL ASSETS</b>			<b><u>24,703</u></b>		<b><u>26,469</u></b>
<b>CAPITAL AND RESERVES</b>					
Capital	9		-		-
Income and Expenditure Account					
Restricted Funds	10		10,136		10,136
Unrestricted Funds	10		14,567		16,333
			<b><u>24,703</u></b>		<b><u>26,469</u></b>

**STATEMENT REQUIRED BY SECTION 475(2) OF THE COMPANIES ACT 2006**

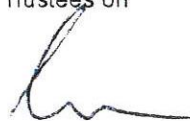
The Trustees consider that the company is entitled, under the provisions of Section 477(1) of the Companies Act 2006, to exemption from the requirement to have an audit. No members have issued a notice under Section 476(1) requiring an audit.


The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with Section 386 of the Act, and for preparing financial statements 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 surplus or deficit for the period then ended, in accordance with the requirements of Section 394, and which otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions of the Companies Act 2006 relating to small companies, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Trustees on

and signed by:

 , Trustee  
Rachel Chandler

 Lissa G. Shortt



**COUNSELLING PASTORAL TRUST**  
(a company limited by guarantee)  
**Statement of Financial Activities**  
For the year ended 31 August 2020

		Restricted Funds	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	Note	£	£	£	£
<b>Income and Endowments</b>					
Counselling fees		0	71,169	71,169	57,343
Donations and grants		0	13,709	13,709	46,907
Gift Aid		0	2,869	2,869	2,216
Training fees		0	44,149	44,149	46,055
Interest		0	1	1	97
<b>Total income</b>		<b>0</b>	<b>131,897</b>	<b>131,897</b>	<b>152,618</b>
<b>Expenditure</b>					
Charitable expenditure	2	0	129,016	129,016	165,229
Fundraising and publicity	3	0	933	933	3,254
Governance	4	0	3,714	3,714	6,259
<b>Total expenditure</b>		<b>0</b>	<b>133,663</b>	<b>133,663</b>	<b>174,742</b>
<b>Net income / (expenditure) for the year</b>		<b>0</b>	<b>-1,766</b>	<b>-1,766</b>	<b>-22,124</b>
Balance brought forward at 1 September 2019		10,136	16,333	26,469	48,593
<b>Balance carried forward at 31 August 2020</b>		<b>10,136</b>	<b>14,567</b>	<b>24,703</b>	<b>26,469</b>

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**COUNSELLING PASTORAL TRUST**  
(a charitable company limited by guarantee)

**NOTES TO THE ACCOUNTS**  
**for the year ended 31 August 2020 (continued)**

**1. Accounting Policies**

**1.1 Basis of preparation of accounts**

The accounts have been prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (the SORP 2015).

The charity has taken advantage of the exemption in Financial Reporting Standard No. 102 from the requirement to produce a cash flow statement on the grounds that it qualifies as a small company.

**1.2 Tangible fixed assets for use by the charity and depreciation**

Tangible fixed assets for use by the charity are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures and fittings	25% on reducing balance
Computer equipment	25% on reducing balance

**1.3 Income**

Voluntary income and donations are accounted for as received by the charity. Income from fundraising ventures is shown gross, with associated costs included in fundraising costs. No permanent endowments have been received in the period.

**1.4 Value added tax**

Value added tax is not recoverable by the charity and, as such, is included in the relevant costs in the Statement of Financial Activities.

**1.5 Fundraising costs**

Fundraising expenditure comprises costs incurred in inducing people and organisations to contribute financially to the charity's work. This includes the cost of advertising for donations.

**1.6 Governance costs**

Expenditure on governance costs includes a percentage of relevant categories of expenditure, such as salary costs, travel and office costs.



**COUNSELLING PASTORAL TRUST**

(a charitable company limited by guarantee)

**NOTES TO THE ACCOUNTS**

for the year ended 31 August 2020 (continued)

**2. Charitable Expenditure**

	Restricted	Unrestricted	2020 Total	2019 Total
	£	£	£	£
Administration	0	940	940	5,436
Bank charges & interest	0	1,778	1,778	1,850
Catering	0	2,783	2,783	4,594
Counsellors' fees	0	40,975	40,975	18,080
Depreciation of equipment	0	1,289	1,289	1,719
Donations and gifts	0	0	0	55
Equipment leases	0	0	0	2,566
Gilead Exam Registration	0	0	0	1,525
Insurance	0	919	919	846
I.T. & website costs	0	5,019	5,019	5,611
Lecturer	0	12,660	12,660	40,616
Literature & materials	0	190	190	811
Maintenance & repairs	0	2,714	2,714	1,117
Office Furniture & Equipment	0	0	0	441
Printing and stationery	0	3,602	3,602	3,634
Rent and rates	0	42,195	42,195	55,469
Subscriptions	0	4,655	4,655	3,541
Telephone	0	4,541	4,541	3,435
Training course	0	0	0	934
Travel & accommodation	0	3,738	3,738	9,640
Utilities	0	1,018	1,018	3,309
	<b>0</b>	<b>129,016</b>	<b>129,016</b>	<b>165,229</b>

**3. Fundraising & Publicity**

Administration	0	20	20	117
I.T. & website costs	0	147	147	164
Equipment leases	0	0	0	139
Fundraising	0	0	0	1,000
Marketing expenses	0	601	601	1,670
Office Furniture & Equipment	0	0	0	24
Printing and stationery	0	119	119	105
Telephone & office supplies	0	46	46	35
	<b>0</b>	<b>933</b>	<b>933</b>	<b>3,254</b>

**4. Governance**

Accountant's fees & expenses	0	800	800	800
Administration	0	50	50	292
Bookkeeper	0	0	0	1,026
Catering	0	147	147	242
Equipment leases	0	0	0	84
I.T.	0	202	202	226
Insurance	0	919	919	846
Office Furniture & Equipment	0	0	0	14
Penalties	0	0	0	350
Printing and stationery	0	119	119	105
Rent & rates	0	1,082	1,082	1,422
Telephone & office supplies	0	92	92	71
Travel & accommodation	0	303	303	781
	<b>0</b>	<b>3,714</b>	<b>3,714</b>	<b>6,259</b>

**COUNSELLING PASTORAL TRUST**

(a charitable company limited by guarantee)

**NOTES TO THE ACCOUNTS**

for the year ended 31 August 2020 (Continued)

**5. Staff Costs**

The company has the services of 15 part and full time volunteer counsellors and 1 full time volunteer administrator. The value of their services is estimated at approximately £450,000.

**6. Tangible Fixed Assets**

	Fixtures & Fittings £	Computer Equipment £	Total £
<b>Cost</b>			
at 1 September 2019	6,466	24,838	31,304
Additions	0	0	0
Disposals	0	0	0
at 31 August 2020	<u>6,466</u>	<u>24,838</u>	<u>31,304</u>
<b>Depreciation</b>			
at 1 September 2019	6,183	19,967	26,150
Charge for the year	71	1,218	1,289
Disposals	-	-	-
at 31 August 2020	<u>6,254</u>	<u>21,185</u>	<u>27,439</u>
<b>Net Book Value</b>			
at 31 August 2020	<u>212</u>	<u>3,653</u>	<u>3,865</u>
at 31 August 2019	<u>283</u>	<u>4,871</u>	<u>5,154</u>

**7. Debtors**

	2020 £	2019 £
Gift Aid	2,862	2,216
Rent Deposit	3,500	0
Prepaid expenses	1,161	2,637
Donation	0	457
	<u>7,523</u>	<u>5,310</u>

**8. Creditors: amounts falling due within one year**

	2020 £	2019 £
Credit card account	1,413	0
Accrued expenses	3,368	1,767
	<u>4,781</u>	<u>1,767</u>

**9. Capital**

The company is a company limited by guarantee with the liability of each member limited by £1.



COUNSELLING PASTORAL TRUST  
(a charitable company limited by guarantee)  
NOTES TO THE ACCOUNTS  
for the year ended 31 August 2020 (Continued)

10. Funds

Restricted Funds

To provide psychological and emotional support to families on low or no income who are suffering from trauma and neglect.

To support the training of therapists to work with children and adolescents.

For specialist psychological help and psychotherapy with Anglican Clergy and their family

Reduction in harmful coping behaviours such as alcohol and drug abuse, and the increase in well-being of City workers and young adults who live or work near the City of London.

Provided by

AXIS

Masonic Charitable Fund

The Henry Smith

The Vintners

Balances 1 Sep 2019	Income and Endowments	Expenditure	Balances 31 Aug 2020
£	£	£	£
4,515	0	0	4,515
845	0	0	845
3,908	0	0	3,908
868	0	0	868
<b>10,136</b>	<b>0</b>	<b>0</b>	<b>10,136</b>
Unrestricted Funds			
16,333	131,897	133,663	14,567
<b>16,333</b>	<b>131,897</b>	<b>133,663</b>	<b>14,567</b>

General Fund

