

PRO-TEM TRUST

England & Wales · Charity number 1048025

Details

Other names PROTEM

Status Registered

Legal form Other

Registered 1995-07-17

Register [View on the Charity Commission register](#)

Contact

Address Finlay House
607 Wilmslow Road
Didsbury
Manchester
M20 3QJ

Phone 0161 434 2224

Email admin@protem.org

Website protem.org

Activities

Objects: 1.THE ADVANCEMENT OF THE CHRISTIAN FAITH IN PARTICULAR BUT WITHOUT LIMITATION AMONGST YOUNG PEOPLE AND OTHERS WHO ARE IN NEED OF PERSONAL COUNSELLING, DISCIPLESHIP,SUPPORT, ENCOURAGEMENT OR TRAINING, THROUGHOUT THE UNITED KINGDOM OR ELSEWHERE. 2.GENERAL CHARITABLE PURPOSES AS THE TRUSTEES MAY DETERMINE.

Activities: Pro-tem offers counselling therapy addressing a wide range of issues to people who come from across the north of England. Also offered is counselling supervision, mentoring and spiritual direction.

Classification

- **How:** Provides Services
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Religious Activities
- **Who:** Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** U.K.OR ELSEWHERE.
- Manchester City
- Stockport

Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£62,079	£63,757	-	-
2024-04-05	£63,988	£63,087	-	-
2023-04-05	£46,410	£53,036	-	-
2022-04-05	£48,281	£46,249	-	-
2021-04-05	£71,096	£61,842	-	-

Trustees

Name	Role	Appointed
ANNABEL ROBERTS		1995-07-04
Gillian Sandra James		2023-04-05
Rev ROGER FARNWORTH		2025-10-16

PRO-TEM TRUST

England & Wales - Charity number 1048025

Accounts

Pro-Tem Trust

Report and financial statements

For the year ended 5th April 2025

Pro-Tem Trust
Reference and administrative information
for the year ended 5 April 2025

Charity number 1048025

Registered office and operational address Finlay House, 607 Wilmslow Road, Didsbury,
Manchester M20 3QJ

Trustees Trustees who served during the year and up to the
date of this report were as follows:

Annabel Roberts

Mike Smith

Gillian James

Bankers Santander UK plc
2 Triton Square, Regent's Place, London.
NW1 3AN

**Independent
examiner** Jennifer Daniel FCCA DChA Slade & Cooper Limited
Beehive Mill, Jersey St, Ancoats, Manchester, M4 6JG

Pro-Tem Trust
Trustees' annual report
for the year ended 5 April 2025

The trustees present their report and the unaudited financial statements for the year ended 5 April 2025.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the charity's trust deed and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

The counselling service continues to offer telephone and on-line sessions as well as the conventional face to face work and therefore continues to offer a 'hybrid' service to clients, depending on their preference. This way of working is appreciated, and is now the norm, for both clients and counsellors.

Objectives and activities

The Charity's key objectives are summarised as follows:

- To provide Christian pastoral counselling and spiritual direction for those who seek help in personal difficulties.
- To support growth in Christian discipleship through group interaction, individual counselling, conferences and seminars.
- To provide training and supervision for others involved in pastoral counselling.

The trustees review the aims, objectives and activities of the charity throughout each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and performance

The charity's main activities, and who it tries to help, are described below. All its activities focus on individual needs and are undertaken to further ProTem's charitable purposes for the public benefit.

During the year the Trust has still maintained its service to the community by providing its counselling services to a wide range of people of all ages, locally and further afield. We continue to have referrals from GPs, churches, colleges, self-referrals and via the recommendation of friends.

The work of ProTem has grown this year, showing just over a 6.5% increase on the number of sessions delivered over the previous year. New counsellors have also joined, increasing the diversity of skills offered and the Trust has sponsored further training for some of the counselling team.

Beneficiaries of our services

ProTem offers counselling for those experiencing a wide range of mental health issues, to people who come, principally, from across the North of England. These include depression, anxiety, loss of all kinds, trauma, abuse, conflict within family/ friend/ marital relationships.

Pro-Tem Trust
Trustees' annual report
for the year ended 5 April 2025

Throughout 2024/25 the Trust has continued to deliver public benefit by providing its established counselling services to a wide range of adults, locally and wider afield; online counselling has enabled several individuals working for missionary organisations overseas to receive counselling, as well as clients in other parts of the UK.

Financial review

Income both from Gifts and Donations and Charitable Activities (principally the provision of counselling services) remained broadly in line with previous years. During the year the Trust was able to pay a further £5,000 off the Business Loan.

Reserves policy

The Trust's longer-term reserves policy is to retain an accumulated surplus to enable the expansion of its activities, however this has not been achieved this year.

Plans for the future

The Trustees are committed both to expanding the range of services offered and helping a greater number of people; Protem has a healthy waiting list. To this end, Protem will continue to offer online and telephone counselling, alongside in person counselling. Protem has recruited further trained counsellors and continue to seek to recruit high calibre students for training in counselling, to enable an increase in the number of counselling hours available to us.

The Trustees are in the process of moving Protem to being a Charitable Incorporated Organisation and has drafted a new Constitution which has been accepted by the Charity Commission. The CIO has the Charity Number 1199548 which was granted on the 4th of July 2022.

Structure, governance and management

The Trustees meet regularly throughout the year both to consider formal matters concerning the management and governance of Protem and also to hear about and help with some of the day-to-day issues which arise. This enables the Trustees to be better informed and decisions made to be more relevant to Protem's needs. To this end, non-Trustees are usually present at the Trustee meetings to give this wider perspective.

New Trustees are appointed following consideration by the current Trustees The organisation is an unincorporated charity and was constituted under a trust deed dated 4 July 1995. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

All trustees give their time voluntarily and receive no benefits from the charity.

Remuneration policy for key management personnel

A part-time Counselling Manager is the only key management person who receives any remuneration, on an hourly basis.

Pro-Tem Trust
Trustees' annual report
for the year ended 5 April 2025

Risk management

Protem identifies the risks that it faces in a systematic way recognising that risks can impact all parts of the charity including those associated with the following areas:

- Governance risks – including strategic and leadership.
- Operational risks.
- Financial risks.
- External risks.
- Compliance with the law and other regulations.

The Trustees periodically monitor risks to Protem as an integral part of conducting Trustee meetings and consideration of the issues which arise. Typically, risks are managed according to the following recognised hierarchy:

- Seeking to avoid the risk altogether, which may mean the charity scales back, or even stops altogether, its work in certain areas.
- Accepting the risk where it is judged to fall within acceptability criteria, understanding that not all risks can or should be completely avoided.
- Transferring the risk or its impact to a third party, e.g. through the use of insurance. However, in some situations, the trustees may consider the outsourcing of certain activities to more specialist providers.
- Seeking to mitigate or control the risk.

Approved by the Trustees on 30/12/2025 and signed on its behalf:



Gillian S James (Trustee)

Independent examiner's report

to the members of

Pro-tem Trust

I report to the charity trustees on my examination of the accounts of the charity for the year ended 5th April 2025 which are set out on pages 6 to 9.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Jennifer Daniel FCCA DChA

Slade & Cooper Limited, Chartered Certified Accountants
Beehive mill, Jersey Street, Ancoats,
Manchester, M4 6JG

Date _____

Pro-tem Trust
Receipts and Payments Accounts
for the year ended 05 April 2025

	2025 £	2024 £
Receipts		
<i>Voluntary receipts</i>		
Grants and gifts received	25,248	30,548
Tax refunds under Gift Aid	4,330	5,691
	29,578	36,239
<i>Other receipts</i>		
Receipts from charitable activities	32,501	27,749
	62,079	63,988
Total receipts	62,079	63,988
Payments		
<i>Payments in furtherance of the charitable activities</i>		
Direct costs	2 63,757	61,087
Donation	-	2,000
	63,757	63,087
Total payments	63,757	63,087
Net receipts / (payments) for the year	(1,678)	901
Bank and cash balances at start of year	5,713	4,812
	£ 4,035	£ 5,713
Bank and cash balances at end of year	£ 4,035	£ 5,713

Pro-tem Trust
Statement of Assets and Liabilities
as at 05 April 2025

	Note	2025 £	2024 £
Fixed assets			
The value of assets owned are:			
Freehold building		204,750	204,750
		204,750	204,750
The value of the freehold building shown above is the insurance reinstatement value.			
		2025 £	2024 £
Bank and cash balances			
		4,035	5,713
		4,035	5,713
<i>Liabilities - due under one year</i>			
Unbilled fee for independent examinations		2,196	840
Loan		8,647	8,647
		10,843	9,487
<i>Liabilities - due over one year</i>			
Loan		71,871	80,948
		71,871	80,948

All the charity's funds are unrestricted. Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Pro-tem Trust
Notes to the accounts
for the year ended 05 April 2025

1 Accounting policies

The financial statements have been prepared in accordance with the Charities Act 2011. As a lower-income charity under section 133 of the 2011 Act, the trustees have elected to prepare the charity's financial statements using the Receipts & Payments basis.

	2025	2024
	£	£
2 Direct costs		
Counselling services	23,811	22,199
Property costs	2,326	7,025
Utilities	423	1,568
Insurance	257	238
Admin and support services	1,995	1,567
Clinical manager	19,660	17,152
Professional fees	690	402
Independent examinations	-	1,265
Finance costs and loan repayments (notes 4 & 5)	14,596	9,671
	63,757	61,087
	63,757	61,087

3 Related party transaction

During the year, Gillian James, also a trustee of the charity received a total of £2,293 (2024: £2,464) for counselling team supervision and administrative support.

	2025	2024
	£	£
4 Creditors - amounts falling due within 1 year		
Loan (secured)	8,647	8,647
	8,647	8,647

**Pro-tem Trust
Notes to the accounts
for the year ended 05 April 2025**

	2025 £	2024 £
5 Creditors - amounts falling due in over 1 year		
Loan (secured)	<u>71,871</u>	<u>80,948</u>

The Trust secured a bank loan of £120,000 for a term of 25 years, secured on the property 607 Wilmslow Road, which is has been used to complete redevelopment of the property.

Approved by the trustees on 30/12/2025 and signed on their behalf by:



Gillian S James (Trustee)

PRO-TEM TRUST

England & Wales - Charity number 1048025

Accounts

Charity Number: 1199548

Pro-Tem Trust

Report and financial statements

For the year ended 5th April 2024

Pro-Tem Trust
Reference and administrative information
for the year ended 5th April 2024

Charity number 1199548

Registered office and operational address Finlay House, 607 Wilmslow Road, Didsbury,
Manchester M20 3QJ

Trustees Trustees who served during the year and up to the
date of this report were as follows:

Annabel Roberts

Mike Smith

Gillian James

Bankers Santander UK plc
2 Triton Square, Regent's Place, London.
NW1 3AN

**Independent
examiner** Jennifer Daniel FCCA DChA Slade & Cooper Limited
Beehive Mill, Jersey St, Ancoats, Manchester, M4 6JG

Pro-Tem Trust
Trustees' annual report
for the year ended 5th April 2024

The trustees present their report and the unaudited financial statements for the year ended 5 April 2024.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the charity's trust deed and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Post-covid, the counselling service continues to offer telephone and on-line sessions as well as the conventional face to face work and therefore continues to offer a 'hybrid' service to clients, depending on their preference. This way of working is appreciated, and is now the norm, for both clients and counsellors.

Objectives and activities

The Charity's key objectives are summarised as follows:

- To provide Christian pastoral counselling and spiritual direction for those who seek help in personal difficulties.
- To support growth in Christian discipleship through group interaction, individual counselling, conferences and seminars.
- To provide training and supervision for others involved in pastoral counselling.

The trustees review the aims, objectives and activities of the charity throughout each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and performance

The charity's main activities, and who it tries to help, are described below. All its activities focus on individual needs and are undertaken to further Protem's charitable purposes for the public benefit.

During the year the Trust has still maintained its service to the community by providing its counselling services to a wide range of people of all ages, locally and further afield. We continue to have referrals from GPs, churches, colleges, self-referrals and via the recommendation of friends.

The work of Protem has grown this year, showing a 6% increase on the number of sessions delivered over the previous year.

Beneficiaries of our services

Protem offers counselling for those experiencing a wide range of mental health issues, to people who come, principally, from across the North of England. These include depression, anxiety, loss of all kinds, trauma, abuse, conflict within family/ friend/ marital relationships.

Pro-Tem Trust
Trustees' annual report
for the year ended 5th April 2024

Throughout 2023/24 the Trust has continued to deliver public benefit by providing its established counselling services to a wide range of adults, locally and wider afield; online counselling has enabled several individuals working for missionary organisations overseas to receive counselling, as well as clients in other parts of the UK.

Financial review

Income both from Gifts and Donations and Charitable Activities (principally the provision of counselling services) remained broadly in line with previous years. However, this year income has exceeded expenditure by £900 in spite of an increase in the interest rate of the loan, higher utility costs and an additional £2,000 payment against the loan. The agency also benefitted from donations made in memorium Ron Finlay (founder and trustee). During the year repairs had to be undertaken to the roof, but this cost was covered by specific donations.

Reserves policy

- The Trust's longer-term reserves policy is to retain an accumulated surplus to enable the expansion of its activities, however this has not been achieved this year.

Plans for the future

- The Trustees are committed both to expanding the range of services offered and helping a greater number of people; Protem has a healthy waiting list. To this end, Protem will continue to offer online and telephone counselling, alongside in person counselling. Protem has recruited further trained counsellors and continue to seek to recruit high calibre students for training in counselling, to enable an increase in the number of counselling hours available to us.
- The Trustees have completed (most of) the process of moving Protem to being a Charitable Incorporated Organisation and has drafted a new Constitution which has been accepted by the Charity Commission. The CIO has the Charity Number 1199548 which was granted on the 4th of July 2022.

Structure, governance and management

- The Trustees meet regularly throughout the year both to consider formal matters concerning the management and governance of Protem and also to hear about and help with some of the day-to-day issues which arise. This enables the Trustees to be better informed and decisions made to be more relevant to Protem's needs. To this end, non-Trustees are usually present at the Trustee meetings to give this wider perspective.
- New Trustees are appointed following consideration by the current Trustees They are currently exploring appointing new Trustees to widen the experience and skill base.

The organisation is an unincorporated charity and was constituted under a trust deed dated 4 July 1995. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

All trustees give their time voluntarily and receive no benefits from the charity.

Remuneration policy for key management personnel

A part-time Counselling Manager is the only key management person who receives any remuneration, on an hourly basis.

Pro-Tem Trust
Trustees' annual report
for the year ended 5th April 2024

Risk management

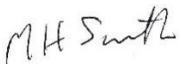
Protem identifies the risks that it faces in a systematic way recognising that risks can impact all parts of the charity including those associated with the following areas:

- Governance risks – including strategic and leadership.
- Operational risks.
- Financial risks.
- External risks.
- Compliance with the law and other regulations.

The Trustees periodically monitor risks to Protem as an integral part of conducting Trustee meetings and consideration of the issues which arise. Typically, risks are managed according to the following recognised hierarchy:

- Seeking to avoid the risk altogether, which may mean the charity scales back, or even stops altogether, its work in certain areas.
- Accepting the risk where it is judged to fall within acceptability criteria, understanding that not all risks can or should be completely avoided.
- Transferring the risk or its impact to a third party, e.g. through the use of insurance. However, in some situations, the trustees may consider the outsourcing of certain activities to more specialist providers.
- Seeking to mitigate or control the risk.

Approved by the Trustees on 12/02/2025 and signed on its behalf:



Mike Smith (Trustee)

**Pro-tem Trust
Notes to the accounts
for the year ended 05 April 2024**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 5th April 2024 which are set out on pages 6 to 9.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

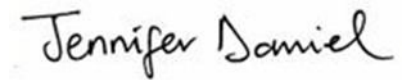
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Jennifer Daniel FCCA DChA

Slade & Cooper Limited, Chartered Certified Accountants
Beehive mill, Jersey Street, Ancoats,
Manchester, M4 6JG

Date 12/02/2025

Pro-tem Trust
Receipts and Payments Accounts
for the year ended 05 April 2024

	2024 £	2023 £
Receipts		
<i>Voluntary receipts</i>		
Grants and gifts received	30,548	17,676
Tax refunds under Gift Aid	5,691	2,635
	36,239	20,311
<i>Other receipts</i>		
Receipts from charitable activities	27,749	26,099
	63,988	46,410
Total receipts	63,988	46,410
Payments		
<i>Payments in furtherance of the charitable activities</i>		
Direct costs	2 61,087	53,036
Donation	2,000	-
	63,087	53,036
Total payments	63,087	53,036
Net receipts / (payments) for the year	901	(6,626)
Bank and cash balances at start of year	4,812	11,438
	£ 5,713	£ 4,812
Bank and cash balances at end of year	£ 5,713	£ 4,812

Pro-tem Trust
Statement of Assets and Liabilities
as at 05 April 2024

	Note	2024 £	2023 £
Fixed assets			
The value of assets owned are:			
Freehold building		204,750	204,750
		<u>204,750</u>	<u>204,750</u>
The value of the freehold building shown above is the insurance reinstatement value.			
		2024 £	2023 £
Bank and cash balances			
		5,713	4,812
		<u>5,713</u>	<u>4,812</u>
<i>Liabilities - due under one year</i>			
Unbilled fee for independent examination		840	780
Loan		8,647	8,647
		<u>9,487</u>	<u>9,427</u>
		<u>9,487</u>	<u>9,427</u>
<i>Liabilities - due over one year</i>			
Loan		80,948	89,964
		<u>80,948</u>	<u>89,964</u>

All the charity's funds are unrestricted. Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Pro-tem Trust
Notes to the accounts
for the year ended 05 April 2024

1 Accounting policies

The financial statements have been prepared in accordance with the Charities Act 2011. As a lower-income charity under section 133 of the 2011 Act, the trustees have elected to prepare the charity's financial statements using the Receipts & Payments basis.

	2024	2023
	£	£
2 Direct costs		
Counselling services	22,199	21,201
Property costs	7,025	1,588
Utilities	1,568	1,173
Insurance	238	417
Admin and support services	1,567	1,905
Clinical manager	17,152	16,290
Professional fees	402	385
Independent examinations	1,265	60
Finance costs and loan repayments (notes 4 & 5)	9,671	10,017
	61,087	53,036
	61,087	53,036

3 Related party transaction

During the year, Gillian James, also a trustee of the charity received a total of £2,464 for counselling team supervision and administrative support.

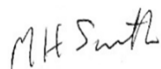
	2024	2023
	£	£
4 Creditors - amounts falling due within 1 year		
Loan (secured)	8,647	8,647
	8,647	8,647

Pro-tem Trust
Notes to the accounts
for the year ended 05 April 2024

	2024	2023
	£	£
5 Creditors - amounts falling due in over 1 year		
Loan (secured)	<u>80,948</u>	<u>83,152</u>

The Trust secured a bank loan of £120,000 for a term of 25 years, secured on the property 607 Wilmslow Road, which is has been used to complete redevelopment of the property.

Approved by the trustees on 12/02/2025 and signed on their behalf by:



Mike Smith (Trustee)

PRO-TEM TRUST

England & Wales - Charity number 1048025

Accounts

Charity Number: 1048025

Pro-Tem Trust

Report and financial statements

For the year ended 5th April 2023

Pro-Tem Trust
Reference and administrative information
for the year ended 5th April 2023

Charity number 1048025

Registered office and operational address Finlay House, 607 Wilmslow Road, Didsbury,
Manchester M20 3QJ

Trustees Trustees who served during the year and up to the
date of this report were as follows:

Ronald Finlay

Annabel Roberts

Mike Smith

Bankers Santander UK plc
2 Triton Square, Regent's Place, London.
NW1 3AN

**Independent
examiner** Jennifer Daniel FCCA DChA Slade & Cooper Limited
Beehive Mill, Jersey St, Ancoats, Manchester, M4 6JG

Pro-Tem Trust
Trustees' annual report
for the year ended 5th April 2023

The trustees present their report and the unaudited financial statements for the year ended 5 April 2023.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the charity's trust deed and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

This year the changes demanded by the Covid 19 lockdown to the operating procedures of Protem ceased to be applicable. Therefore in person counselling is now available in addition to telephone and online sessions so Protem has continued to offer a 'hybrid' service to clients, depending on their preference for online or in person counselling and this way of working is now the norm for both clients and counsellors.

Objectives and activities

The Charity's key objectives are summarised as follows:

- To provide Christian pastoral counselling and spiritual direction for those who seek help in personal difficulties.
- To support growth in Christian discipleship through group interaction, individual counselling, conferences and seminars.
- To provide training and supervision for others involved in pastoral counselling.

The trustees review the aims, objectives and activities of the charity throughout each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and performance

The charity's main activities, and who it tries to help, are described below. All its activities focus on individual needs and are undertaken to further Protem's charitable purposes for the public benefit.

During the year the Trust has still maintained its service to the community by providing its counselling services to a wide range of people of all ages, locally and further afield. We continue to have referrals from GPs, churches, colleges, self-referrals and via the recommendation of friends.

The work of Protem has grown this year since the removal of the Covid 19 restrictions.

Beneficiaries of our services

Protem offers counselling for those experiencing a wide range of mental health issues, to people who come, principally, from across the North of England. These include depression, anxiety, loss of all kinds, trauma, abuse, conflict within family/ friend/ marital relationships.

Pro-Tem Trust
Trustees' annual report
for the year ended 5th April 2023

Throughout 2022/23 the Trust has continued to deliver public benefit by providing its established counselling services to a wide range of adults, locally and wider afield; online counselling has enabled several individuals working for missionary organisations overseas to receive counselling, as well as clients in other parts of the UK.

Financial review

Income both from Gifts and Donations and Charitable Activities (principally the provision of counselling services) remained broadly in line with previous years. However Expenditure has exceeded Income by some £6,000 due to increase in the interest rate of the loan, higher utility costs, an additional £2,000 payment against the loan and a £2,000 contribution to the costs of Supervision Training for one of the Counsellors.

Reserves policy

The Trust's longer-term reserves policy is to retain an accumulated surplus to enable the expansion of its activities, however this has not been achieved this year.

Plans for the future

The Trustees are committed both to expanding the range of services offered and helping a greater number of people; Protem has a healthy waiting list. To this end, Protem will continue to offer online and telephone counselling, alongside in person counselling. Protem has recruited further trained counsellors and continue to seek to recruit high calibre students for training in counselling, to enable an increase in the number of counselling hours available to us.

The Trustees have continued the process of moving Protem to being a Charitable Incorporated Organisation and has drafted a new Constitution which has been accepted by the Charity Commission. The CIO has the Charity Number 1199548 which was granted on the 4th of July 2022.

Structure, governance and management

The Trustees meet regularly throughout the year both to consider formal matters concerning the management and governance of Protem and also to hear about and help with some of the day-to-day issues which arise. This enables the Trustees to be better informed and decisions made to be more relevant to Protem's needs. To this end, non-Trustees are usually present at the Trustee meetings to give this wider perspective.

New Trustees are appointed following consideration by the current Trustees and wider members of Protem.

The organisation is an unincorporated charity and was constituted under a trust deed dated 4 July 1995. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

All trustees give their time voluntarily and receive no benefits from the charity.

Remuneration policy for key management personnel

A part-time Counselling Manager is the only key management person who receives any remuneration, on an hourly basis.

Risk management

Pro-Tem Trust
Trustees' annual report
for the year ended 5th April 2023

Protem identifies the risks that it faces in a systematic way recognising that risks can impact all parts of the charity including those associated with the following areas:

- Governance risks – including strategic and leadership.
- Operational risks.
- Financial risks.
- External risks.
- Compliance with the law and other regulations.

The Trustees periodically monitor risks to Protem as an integral part of conducting Trustee meetings and consideration of the issues which arise. Typically, risks are managed according to the following recognised hierarchy:

- Seeking to avoid the risk altogether, which may mean the charity scales back, or even stops altogether, its work in certain areas.
- Accepting the risk where it is judged to fall within acceptability criteria, understanding that not all risks can or should be completely avoided.
- Transferring the risk or its impact to a third party, e.g. through the use of insurance. However, in some situations, the trustees may consider the outsourcing of certain activities to more specialist providers.
- Seeking to mitigate or control the risk.

Approved by the Trustees on 18/01/2024 and signed on its behalf:

Mike Smith (Trustee)

Independent examiner's report
to the members of
Pro-tem Trust

I report to the charity trustees on my examination of the accounts of the charity for the year ended 5th April 2022 which are set out on pages 6 to 9.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Jennifer Daniel FCCA DChA

Slade & Cooper Limited, Chartered Certified Accountants
Beehive mill, Jersey Street, Ancoats,
Manchester, M4 6JG

Date 02/02/2024

Pro-tem Trust
Receipts and Payments Accounts
for the year ended 05 April 2023

	2023 £	2022 £
Receipts		
<i>Voluntary receipts</i>		
Grants and gifts received	17,676	21,028
Tax refunds under Gift Aid	2,635	3,102
	20,311	24,130
<i>Other receipts</i>		
Receipts from charitable activities	26,099	24,151
	46,410	48,281
Total receipts	46,410	48,281
Payments		
<i>Payments in furtherance of the charitable activities</i>		
Direct costs	2 53,036	46,249
	53,036	46,249
Total payments	53,036	46,249
Net receipts / (payments) for the year	(6,626)	2,032
Bank and cash balances at start of year	11,438	9,406
	£ 4,812	£ 11,438
Bank and cash balances at end of year	£ 4,812	£ 11,438

Pro-tem Trust
Statement of Assets and Liabilities
as at 05 April 2023

	Note	2023 £	2022 £
Fixed assets			
The value of assets owned are:			
Freehold building		204,750	204,750
		<u>204,750</u>	<u>204,750</u>
The value of the freehold building shown above is the insurance reinstatement value.			
		2023 £	2022 £
Bank and cash balances		4,812	11,438
		<u>4,812</u>	<u>11,438</u>
<i>Liabilities - due under one year</i>			
Unbilled fee for independent examination		780	720
Loan		8,647	7,171
		<u>9,427</u>	<u>7,891</u>
		<u>9,427</u>	<u>7,891</u>
<i>Liabilities - due over one year</i>			
Loan		83,152	89,964
		<u>83,152</u>	<u>89,964</u>

All the charity's funds are unrestricted. Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Pro-tem Trust
Notes to the accounts
for the year ended 05 April 2023

1 Accounting policies

The financial statements have been prepared in accordance with the Charities Act 2011. As a lower-income charity under section 133 of the 2011 Act, the trustees have elected to prepare the charity's financial statements using the Receipts & Payments basis.

	2023	2022
	£	£
2 Direct costs		
Counselling services	21,201	19,080
Property costs	1,588	2,172
Utilities	1,173	1,020
Insurance	417	510
Admin and support services	1,905	1,642
Clinical manager	16,290	13,866
Professional fees	385	380
Independent examinations	60	770
Finance costs and loan repayments (notes 4 & 5)	10,017	6,809
	53,036	46,249
	53,036	46,249

3 Related party transaction

No amounts were paid or are payable to any trustee or to any person connect to them.

	2023	2022
	£	£
4 Creditors - amounts falling due within 1 year		
Loan (secured)	8,647	7,171

Pro-tem Trust
Notes to the accounts
for the year ended 05 April 2023

	2023	2022
	£	£
5 Creditors - amounts falling due in over 1 year		
Loan (secured)	<u>83,152</u>	<u>89,964</u>

The Trust secured a bank loan of £120,000 for a term of 25 years, secured on the property 607 Wilmslow Road, which is has been used to complete redevelopment of the property.

Approved by the trustees on 18/01/2024 and signed on their behalf by:

Mike Smith (Trustee)

PRO-TEM TRUST

England & Wales - Charity number 1048025

Accounts

Charity Number: 1048025

Pro-Tem Trust

Report and financial statements

For the year ended 5th April 2022

Pro-Tem Trust
Reference and administrative information
for the year ended 5th April 2022

Charity number 1048025

Registered office and operational address Finlay House, 607 Wilmslow Road, Didsbury,
Manchester M20 3QJ

Trustees Trustees who served during the year and up to the
date of this report were as follows:

Ronald Finlay

Annabel Roberts

Mike Smith

Bankers Santander UK plc
2 Triton Square, Regent's Place, London.
NW1 3AN

**Independent
examiner** Jennifer Daniel FCCA DChA Slade & Cooper Limited
Beehive Mill, Jersey St, Ancoats, Manchester, M4 6JG

Pro-Tem Trust
Trustees' annual report
for the year ended 5th April 2022

The trustees present their report and the unaudited financial statements for the year ended 5 April 2022.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the charity's trust deed and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Changes demanded by the Covid 19 lockdown to the operating procedures of Protem continued to be significant. Subject to risk assessment, some in person counselling resumed in September 2021 and additionally policies remained in place to provide safe and professional counselling to clients via the telephone and online. Continuing from 2021 Protem has continued to offer a 'hybrid' service to clients, depending on their preference for online or in person counselling and this way of working was accepted to be the norm for both clients and counsellors.

Objectives and activities

The Charity's key objectives are summarised as follows:

- To provide Christian pastoral counselling and spiritual direction for those who seek help in personal difficulties.
- To support growth in Christian discipleship through group interaction, individual counselling, conferences and seminars.
- To provide training and supervision for others involved in pastoral counselling.

The trustees review the aims, objectives and activities of the charity throughout each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and performance

The charity's main activities, and who it tries to help, are described below. All its activities focus on individual needs and are undertaken to further Protem's charitable purposes for the public benefit.

During the year the Trust has still maintained its service to the community by providing its counselling services to a wide range of people of all ages, locally and further afield. We continue to have referrals from GPs, churches, colleges, self-referrals and via the recommendation of friends.

The work of Protem has not grown this year due to the effect of the Covid 19 restrictions.

Beneficiaries of our services

Protem offers counselling for those experiencing a wide range of mental health issues, to people who come, principally, from across the North of England. These include depression, anxiety, loss of all kinds

Pro-Tem Trust
Trustees' annual report
for the year ended 5th April 2022

(this has been significant during the pandemic), trauma, abuse, conflict within family/ friend/ marital relationships.

Throughout 2021/22 the Trust has continued to deliver public benefit by providing its established counselling services to a wide range of adults, locally and wider afield; online counselling has enabled several individuals working for missionary organisations overseas to receive counselling, as well as clients in other parts of the UK.

Financial review

Income both from Gifts and Donations and Charitable Activities (principally the provision of counselling services) remained broadly in line with recent years. However income exceeded Expenditure by some £2,000.

Reserves policy

The Trust's longer-term reserves policy is to retain an accumulated surplus to enable the expansion of its activities. The effect of Covid 19 initially had an adverse effect on this policy, but this has not continued this year.

Plans for the future

The Trustees are committed both to expanding the range of services offered and helping a greater number of people; Protem has a healthy waiting list. To this end, Protem will continue to offer online and telephone counselling, alongside some in person counselling as Covid 19 restrictions permit. Protem has recruited further trained counsellors and continue to seek to recruit high calibre students for training in counselling, to enable an increase in the number of counselling hours available to us.

The Trustees have continued the process of moving Protem to being a Charitable Incorporated Organisation by drafting a new Constitution based upon the Charity Commission's Foundation Model

Structure, governance and management

The Trustees meet regularly throughout the year both to consider formal matters concerning the management and governance of Protem and also to hear about and help with some of the day-to-day issues which arise. This enables the Trustees to be better informed and decisions made to be more relevant to Protem's needs. To this end, non-Trustees are usually present at the Trustee meetings to give this wider perspective.

New Trustees are appointed following consideration by the current Trustees and wider members of Protem.

The organisation is an unincorporated charity and was constituted under a trust deed dated 4 July 1995. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

All trustees give their time voluntarily and receive no benefits from the charity.

Remuneration policy for key management personnel

A part-time Counselling Manager is the only key management person who receives any remuneration, on an hourly basis.

Pro-Tem Trust
Trustees' annual report
for the year ended 5th April 2022

Risk management

Protem identifies the risks that it faces in a systematic way recognising that risks can impact all parts of the charity including those associated with the following areas:

- Governance risks – including strategic and leadership.
- Operational risks.
- Financial risks.
- External risks.
- Compliance with the law and other regulations.

The Trustees periodically monitor risks to Protem as an integral part of conducting Trustee meetings and consideration of the issues which arise. Typically, risks are managed according to the following recognised hierarchy:

- Seeking to avoid the risk altogether, which may mean the charity scales back, or even stops altogether, its work in certain areas.
- Accepting the risk where it is judged to fall within acceptability criteria, understanding that not all risks can or should be completely avoided.
- Transferring the risk or its impact to a third party, e.g. through the use of insurance. However, in some situations, the trustees may consider the outsourcing of certain activities to more specialist providers.
- Seeking to mitigate or control the risk.

Approved by the Trustees on 27/01/2023 and signed on its behalf:

Mike Smith (Trustee)

Independent examiner's report
to the members of
Pro-tem Trust

I report to the charity trustees on my examination of the accounts of the charity for the year ended 5th April 2022 which are set out on pages 6 to 9.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Jennifer Daniel FCCA DChA

Slade & Cooper Limited, Chartered Certified Accountants
Beehive mill, Jersey Street, Ancoats,
Manchester, M4 6JG

Date 27/01/2023

Pro-tem Trust
Receipts and Payments Accounts
for the year ended 05 April 2022

	2022 £	2021 £
Receipts		
<i>Voluntary receipts</i>		
Grants and gifts received	21,028	37,699
Tax refunds under Gift Aid	3,102	2,369
	24,130	40,068
<i>Other receipts</i>		
Receipts from charitable activities	24,151	27,963
Loans received	-	1,500
Other	-	1,565
	48,281	71,096
Total receipts	48,281	71,096
Payments		
<i>Payments in furtherance of the charitable activities</i>		
Direct costs	2 46,249	61,842
	46,249	61,842
Total payments	46,249	61,842
Net receipts / (payments) for the year	2,032	9,254
Bank and cash balances at start of year	9,406	152
	£ 11,438	£ 9,406
Bank and cash balances at end of year	£ 11,438	£ 9,406

Pro-tem Trust
Statement of Assets and Liabilities
as at 05 April 2022

	Note	2022 £	2021 £
Fixed assets			
The value of assets owned are:			
Freehold building		204,750	204,750
		<u>204,750</u>	<u>204,750</u>
The value of the freehold building shown above is the insurance reinstatement value.			
		2022 £	2021 £
Bank and cash balances		11,438	9,406
		<u>11,438</u>	<u>9,406</u>
<i>Liabilities - due under one year</i>			
Unbilled fee for independent examination		720	720
Loan		7,171	6,774
		<u>7,891</u>	<u>7,494</u>
		<u>7,891</u>	<u>7,494</u>
<i>Liabilities - due over one year</i>			
Loan		89,964	93,561
		<u>89,964</u>	<u>93,561</u>

All the charity's funds are unrestricted. Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Pro-tem Trust
Notes to the accounts
for the year ended 05 April 2022

1 Accounting policies

The financial statements have been prepared in accordance with the Charities Act 2011. As a lower-income charity under section 133 of the 2011 Act, the trustees have elected to prepare the charity's financial statements using the Receipts & Payments basis.

	2022	2021
	£	£
2 Direct costs		
Counselling services	19,080	19,483
Property costs	2,172	4,177
Utilities	1,020	1,284
Insurance	510	495
Admin and support services	1,642	3,306
Clinical manager	13,866	13,556
Professional fees	380	430
independent examinations	770	720
Finance costs and loan repayments (notes 5 & 6)	6,809	17,391
Other costs	-	1,000
	46,249	61,842
	46,249	61,842

3 Related party transaction

No amounts were paid or are payable to any trustee or to any person connect to them.

	2022	2021
	£	£
4 Creditors - amounts falling due within 1 year		
Loan (secured)	7,171	6,774
	7,171	6,774

Pro-tem Trust
Notes to the accounts
for the year ended 05 April 2022

	2022	2021
	£	£
6 Creditors - amounts falling due in over 1 year		
Loan (secured)	<u>89,964</u>	<u>93,561</u>

The Trust secured a bank loan of £120,000 for a term of 25 years, secured on the property 607 Wilmslow Road, which is has been used to complete redevelopment of the property.

Approved by the trustees on 27/01/2023 and signed on their behalf by:

Mike Smith (Trustee)

PRO-TEM TRUST

England & Wales - Charity number 1048025

Accounts

Pro-tem Trust

Report and financial statements
For the year ended 5th April 2021

Pro-tem Trust

Reference and administrative information

for the year ended 5th April 2021

Charity number 1048025

Registered office and operational address Finlay House, 607 Wilmslow Road, Didsbury,
Manchester M20 3QJ

Trustees Trustees who served during the year and up to the date of this report were as follows:

Mike Owen

Annabel Roberts

Mike Smith

Bankers

Santander UK plc

2 Triton Square, Regent's Place, London.

NW1 3AN

Independent

examiner

Jennifer Daniel FCCA DChA Slade & Cooper Limited

Beehive Mill, Jersey St, Ancoats, Manchester, M4 6JG

Pro-tem Trust
Trustees' annual report
for the year ended 5th April 2021

The trustees present their report and the unaudited financial statements for the year ended 5 April 2021.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the charity's trust deed and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

On the 27th April 2019 our new Protem building was formally opened and named 'Finlay House' by Bishop Michael Baughen. Some fifty supporters and friends attended and enjoyed a buffet lunch together. This was a landmark in the development of Protem.

The year ended with some apprehension regarding the implications of the Covid Lock down and the likelihood of having to operate electronically in the future.

Objectives and activities

The Charity's key objectives are summarised as follows:

- To provide Christian pastoral counselling and spiritual direction for those who seek help in personal difficulties.
- To support growth in Christian discipleship through group interaction, individual counselling, conferences and seminars.
- To provide training and supervision for others involved in pastoral counselling.

The trustees review the aims, objectives and activities of the charity throughout each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and performance

The charity's main activities, and who it tries to help, are described below. All its activities focus on individual needs and are undertaken to further Protem's charitable purposes for the public benefit.

During the year the Trust has maintained its service to the community by providing its established counselling services to a wide range of people of all ages, locally and further afield. We have had referrals from GPs, churches, colleges, self-referrals and the recommendation of friends.

The work of Protem has continued to grow throughout the year as we continue to adjust to working in our new facility of Finlay House, which now provides six furnished counselling rooms.

Pro-tem Trust
Trustees' annual report
for the year ended 5th April 2021

Beneficiaries of our services

Protem offers counselling therapy addressing a wide range of issues to people who come, principally, from across the North of England. The main areas are; mental health, depression, anxiety, bereavement, conflict within relationships and their breakdown.

Throughout 2019/20 the Trust has continued to deliver public benefit by providing its established counselling services to a wide range of people of all ages, locally and wider afield. We have had referrals from GPs, churches, colleges and self-referrals, some through the recommendation of friends.

Financial review

Income both from Gifts and Donations and Charitable Activities (principally the provision of counselling services) remained broadly in line with recent years. It is the intention to appoint additional Counsellors to raise the income from counselling services so reducing the annual deficit.

Reserves policy

The Trust's longer-term reserves policy is to retain an accumulated surplus to enable the expansion of its activities. The ongoing effect of costs associated with bringing the new building into full use and re-establishing a steady state in delivering services have meant that this has not always been achieved.

Plans for the future

The Trustees are committed both to expanding the range of services offered and helping a greater number of people, all made possible by the availability of the new premises. A more structured path for matching the skills and competencies currently available among the counsellors to the client needs is currently being pursued, with the aim of guiding our recruitment of counsellors and determining where additional training may be required.

A scheme for promoting a larger number of small, regular gifts from supporters of Protem is currently being developed, to complement the existing arrangements.

Structure, governance and management

The Trustees meet regularly throughout the year both to consider formal matters concerning the management and governance of Protem and also to hear about and help with some of the day-to-day issues which arise. This enables the Trustees to be better informed and decisions made to be more relevant to Protem's needs. To this end, non-Trustees are usually present at the Trustee meetings to give this wider perspective.

New Trustees are appointed following consideration by the current Trustees and wider members of Protem.

The organisation is an unincorporated charity and was constituted under a trust deed dated 4 July 1995. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Pro-tem Trust
Trustees' annual report
for the year ended 5th April 2021

All trustees give their time voluntarily and receive no benefits from the charity.

Remuneration policy for key management personnel

A part-time Counselling Manager is the only key management person who receives any remuneration, on an hourly basis.

Risk management

Protem identifies the risks that it faces in a systematic way recognising that risks can impact all parts of the charity including those associated with the following areas:

- Governance risks – including strategic and leadership;
- Operational risks;
- Financial risks;
- External risks;
- Compliance with the law and other regulations.

The Trustees Risks periodically monitor risks to Protem as an integral part of conducting Trustee meetings and consideration of the issues which arise. Typically, risks are managed according to the following recognised hierarchy:

- Seeking to avoid the risk altogether, which may mean the charity scales back, or even stops altogether, its work in certain areas;
- Accepting the risk where it is judged to fall within acceptability criteria, understanding that not all risks can or should be completely avoided;
- Transferring the risk or its impact to a third party, e.g. through the use of insurance. However, in some situations, the trustees may consider the outsourcing of certain activities to more specialist providers;
- Seeking to mitigate or control the risk

Approved by the Trustees on 14/01/2022 and signed on its behalf:

Mike Smith (Trustee)

Independent examiner's report
to the members of
Pro-tem Trust

I report to the charity trustees on my examination of the accounts of the charity for the year ended 5th April 2021 which are set out on pages 6 to 9.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Jennifer Daniel FCCA DChA

Slade & Cooper Limited, Chartered Certified Accountants
Beehive mill, Jersey Street, Ancoats,
Manchester, M4 6JG

Date 19/01/2022

Pro-tem Trust
Receipts and Payments Accounts
for the year ended 05 April 2021

	2021 £	2020 £
Receipts		
<i>Voluntary receipts</i>		
Grants and gifts received	37,699	24,888
Tax refunds under Gift Aid	2,369	1,445
	40,068	26,333
<i>Other receipts</i>		
Receipts from charitable activities	27,963	24,955
Loans received	1,500	500
Interest received	-	7
Other	1,565	1,100
	71,096	52,895
Total receipts	71,096	52,895
 Payments		
<i>Payments in furtherance of the charitable activities</i>		
Direct costs	2 61,842	52,484
New building costs	4 -	3,080
	61,842	55,564
Total payments	61,842	55,564
 Net receipts / (payments) for the year	9,254	(2,669)
Bank and cash balances at start of year	152	2,821
	£ 9,406	£ 152
Bank and cash balances at end of year	£ 9,406	£ 152

Pro-tem Trust
Statement of Assets and Liabilities
as at 05 April 2021

	Note	2021 £	2020 £
Fixed assets			
The value of assets owned are:			
Freehold building		204,750	204,750
		<u> </u>	<u> </u>
The value of the freehold building shown above is the insurance reinstatement value.			
		2021 £	2020 £
Bank and cash balances		9,406	152
		<u> </u>	<u> </u>
<i>Liabilities - due under one year</i>			
Unbilled fee for independent examination		720	720
Loan		6,774	6,069
		<u> </u>	<u> </u>
		7,494	6,789
		<u> </u>	<u> </u>
<i>Liabilities - due over one year</i>			
Loan		93,561	107,666
		<u> </u>	<u> </u>

All the charity's funds are unrestricted. Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Pro-tem Trust
Notes to the accounts
for the year ended 05 April 2021

1 Accounting policies

The financial statements have been prepared in accordance with the Charities Act 2011. As a lower-income charity under section 133 of the 2011 Act, the trustees have elected to prepare the charity's financial statements using the Receipts & Payments basis.

	2021	2020
	£	£
2 Direct costs		
Counselling services	19,483	23,295
Property costs	4,177	1,349
Utilities	1,284	1,112
Insurance	495	496
Admin and support services	3,306	2,813
Clinical manager	13,556	13,625
Professional fees	430	555
independent examinations	720	1,320
Finance costs and loan repayments (notes 5 & 6)	17,391	7,919
Other costs	1,000	-
	61,842	52,484
	61,842	52,484

3 Related party transaction

No amounts were paid or are payable to any trustee or to any person connect to them.

	2021	2020
	£	£
4 Property costs		
Redevelopment costs and fees	-	3,080
	-	3,080

	2021	2020
	£	£
5 Creditors - amounts falling due within 1 year		
Loan (secured)	6,774	6,069
	6,774	6,069