

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.

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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.

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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
	<hr/> 40,068	<hr/> 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
	<hr/>	<hr/>
Total receipts	71,096	52,895
	<hr/>	<hr/>
Payments		
<i>Payments in furtherance of the charitable activities</i>		
Direct costs	2 61,842	52,484
New building costs	4 -	3,080
	<hr/>	<hr/>
Total payments	61,842	55,564
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Net receipts / (payments) for the year	9,254	(2,669)
Bank and cash balances at start of year	152	2,821
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Bank and cash balances at end of year	£ 9,406	£ 152
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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
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The value of the freehold building shown above is the insurance reinstatement value.

2021	2020
£	£

Bank and cash balances

	9,406	152
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Liabilities - due under one year

Unbilled fee for independent examination	720	720
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Loan	6,774	6,069
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	7,494	6,789
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Liabilities - due over one year

Loan	93,561	107,666
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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	-
	<u>61,842</u>	<u>52,484</u>

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	<u>-</u>	<u>3,080</u>

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