

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
	<hr/> 20,311	<hr/> 24,130
<i>Other receipts</i>		
Receipts from charitable activities	26,099	24,151
	<hr/>	<hr/>
Total receipts	<hr/> 46,410	<hr/> 48,281
	<hr/>	<hr/>
Payments		
<i>Payments in furtherance of the charitable activities</i>		
Direct costs	2 53,036	46,249
	<hr/>	<hr/>
Total payments	53,036	46,249
	<hr/>	<hr/>
Net receipts / (payments) for the year	(6,626)	2,032
Bank and cash balances at start of year	11,438	9,406
	<hr/>	<hr/>
Bank and cash balances at end of year	£ 4,812	£ 11,438
	<hr/> <hr/>	<hr/> <hr/>

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> </u>	<u> </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> </u>	<u> </u>
<i>Liabilities - due under one year</i>			
Unbilled fee for independent examination		780	720
Loan		8,647	7,171
		<u> </u>	<u> </u>
		9,427	7,891
		<u> </u>	<u> </u>
<i>Liabilities - due over one year</i>			
Loan		83,152	89,964
		<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 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
	<hr/>	<hr/>
	53,036	46,249
	<hr/> <hr/>	<hr/> <hr/>

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)	<hr/> <hr/> 8,647	<hr/> <hr/> 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)