

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:

A handwritten signature in black ink, appearing to read 'Gill S James', written over a horizontal line.

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
	<hr/> 29,578	<hr/> 36,239
<i>Other receipts</i>		
Receipts from charitable activities	32,501	27,749
	<hr/>	<hr/>
Total receipts	62,079	63,988
	<hr/>	<hr/>
Payments		
<i>Payments in furtherance of the charitable activities</i>		
Direct costs	2 63,757	61,087
Donation	-	2,000
	<hr/>	<hr/>
Total payments	63,757	63,087
	<hr/>	<hr/>
Net receipts / (payments) for the year	(1,678)	901
Bank and cash balances at start of year	5,713	4,812
	<hr/>	<hr/>
Bank and cash balances at end of year	£ 4,035	£ 5,713
	<hr/> <hr/>	<hr/> <hr/>

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
		<u>204,750</u>	<u>204,750</u>
The value of the freehold building shown above is the insurance reinstatement value.			
		2025 £	2024 £
Bank and cash balances		4,035	5,713
		<u>4,035</u>	<u>5,713</u>
<i>Liabilities - due under one year</i>			
Unbilled fee for independent examinations		2,196	840
Loan		8,647	8,647
		<u>10,843</u>	<u>9,487</u>
		<u>10,843</u>	<u>9,487</u>
<i>Liabilities - due over one year</i>			
Loan		71,871	80,948
		<u>71,871</u>	<u>80,948</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 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
	<hr/> 63,757 <hr/>	<hr/> 61,087 <hr/>

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

**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)