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**TRUSTEES' ANNUAL REPORT
AND
FINANCIAL STATEMENTS**

31 AUGUST 2022

Company Registration Number: 3768246
Charity Number: 1075620

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FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2022

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REPORT FROM THE CHAIR OF THE TRUSTEES'

YEAR ENDED 31 AUGUST 2022

It has been another successful year for BCPC with high numbers of applicants and enrolments. Our financial position remains stable with strong reserves.

Covid had less impact on our training delivery than the previous year and as the Government restrictions eased, we were able to deliver the training in person for much of the year. Additional premises were hired for one class only, with the rest of the training returning to the building. Requiring attendees to employ non-symptomatic testing prior to attending classes meant that cases were easily managed and contained. We are grateful to our students for their conscientiousness, and their adaptability with the changes that were necessary.

BCPC continues to thrive in large measure due to the dedication, skills and experience of its Director, Tree Staunton, and the management team she leads. As reported last year, this now includes a Deputy Director role, held by Rhianwen Gilson in preparation for her taking over the Director role in the next academic year. The Finance Manager, Karen Iles, maintains a firm and steady hand on the budget. General reserves have been built over the past few years which will enable us to confidently accommodate potential rising expenditure. We are grateful to our dedicated hard working office team who are central to the smooth and efficient running of the organisation.

Following a change to the Mem & Arts to allow Trustees meetings and the AGM to be held online, the November AGM was held online, followed by a conference. We were grateful to Frankie McGibney for stepping in as Acting Chair when Peter Binns stood down as Chair, and Trustees are sharing the Chairperson role until a new Chair is appointed. We extend our thanks to Judy Ryde who stood down at the AGM after many years of supporting the organisation. David Presswell joined as a new Trustee in November.

As reported in last year's annual report, The Trustees have again worked effectively over the last year using their wide range of skills and experience. Arrangements are in place for two potential new trustees to attend meetings with a view to being appointed, and we continue to encourage professional members with suitable portfolio.

Finally, grateful thanks go to all our volunteer committee members who support the governance of the organisation, and serve the membership on behalf of the Trustees.

David Presswell on behalf of
BCPC Board of Trustees

October 2022

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2022

Objectives and Activities of the Charity

The objects of the organisation, as set out in the Memorandum and Articles of Association are:

'To promote the preservation and protection of mental health, to advance education and to relieve persons suffering from psychological or emotional illness by:

(1) Educating, training, qualifying, setting standards of practice for and supporting psychotherapists and counsellors through the provision of courses, classes, seminars workshops and conferences on the subject of psychotherapy and counselling, leading to recognised qualifications to practise in these areas, as well as through the promotion of an association for students, trainees, and a professional community of practice for psychotherapists and counsellors;

(2) Providing counselling and psychotherapy for those suffering from psychological or emotional illness; assessing the needs of members of the public requiring counselling or psychotherapy and making such referrals as are deemed appropriate; as well as providing skilled practitioners for nurturing better relationships at all levels*;

(3a) Undertaking research into and the study of psychological or emotional well-being and illness and the theory and practice of psychotherapy, counselling and human relationships at all levels*, and publishing the useful results and findings of such research and study;

(3b) To model and reflect the approaches we teach and espouse in our own organisation and trainings;

(4) To do all such other acts and things as are or may be incidental or conducive to the attainment of the object or ancillary thereto and to formulate, prepare and establish schemes therefore provided that all the activities of the Charity shall be of a charitable nature.

* By relationships at all levels we mean both: a) cognitive, emotional, physical and spiritual; and b) personal, inter-personal, couples, families, groups, teams, organisations, systems, transpersonal and ecological.

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2022

Public Benefit Reporting

The trustees have paid due regard to the Charity Commission's guidance on Public Benefit in deciding what activities the charity should undertake.

The principles of Public Benefit are:

- there must be an identifiable benefit which is related to the aims of the charity; and,
- benefit must be to the public or section of the public.

Taking the aims of the charity in turn, these requirements are addressed below:

Objective 1 was pursued in various forms – training courses, workshops, Continuing Professional Development courses, speaker day/conferences and evening lectures; a rigorous network of committees for maintaining standards of training, ethics; professional practice rooms for consultation to members of the public – and this activity delivered the following public benefits in 2021/22

- qualified counsellors and psychotherapists of a high standard with ongoing professional support and standards monitoring were trained and entered professional practice in the community. This benefits all members of the public seeking mental health care of this type. Therapists often operate sliding fee scales linked to income, thus not excluding users on the grounds of poverty;
- members of the public could train and educate themselves in counselling and psychotherapy with BCPC, at a level appropriate to their interests and financial resources (doing anything from a one-day workshop up to a long term professional diploma / MA);
- members of the community of graduate counsellors and psychotherapists have been able to attend professional workshops and talks at BCPC in order to further their knowledge and skills in their professional practice.

Objective 2 was pursued via the provision of a free referral service (the PCS) to the public, which helps identify and refer them to appropriate therapists. The benefits of these services to the public are self evident and do not exclude users on the grounds of low income.

Objective 3 leads to

- the furtherance of publicly available knowledge and skills in the application of counselling and psychotherapy, thus providing obvious public health benefits;
- assurance that the values and ethos of the organisation are rolled out to members of the public in communications and publications by inclusion of office and administrative staff in the professional training meetings and discussions.

Objective 4 has been pursued via the delivery of the BCPC low cost counselling scheme which has a dual purpose of providing counselling to senior citizens and those on low income whilst providing invaluable experience to student practitioners. The scheme had another successful year, with all students completing blocks of 12 weeks with 2-3 clients. This has been advertised through local GP surgeries, community centres and other public sites. This year reserves were allocated to provide additional ongoing sessions to clients with more complex needs.

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2022

Review of Activities and Performance

Following the easing of Government guidelines and requirements for social distancing almost all classes were delivered in person at BCPC premises. Covid policy guidelines were followed and when needed students were given the facility to join online in a blended arrangement.

The practice rooms have gradually begun to be used by trainee practitioners to see clients as Covid restrictions have meant that training needs have become less demanding of extra space in the building.

Two successful conferences were held during the academic year. In Autumn 2021 an online conference entitled *Being a Therapist in Troubled Times* took place with BCPC Honorary member Kelvin Hall presenting. More than 50 members attended, and a lively discussion followed the presentation.

In May 2022, the Spring Members' Conference and graduation awards ceremony took place in person at BCPC premises for the first time since the pandemic began. The morning conference presenter was BCPC member Andrew Jamieson, and the title of his presentation was based on his newly published book **Midlife – Crisis and Opportunity in the middle years**. As this presentation was the official book launch for Andrew's book, there followed a book signing and informal discussion. At the graduation ceremony in the afternoon awards were presented to 9 psychotherapists and 9 counsellors. In the last year a total of 20 counsellors and 12 psychotherapists have qualified.

As in previous years we were oversubscribed for both our Foundation year and our Diploma courses and therefore unfortunately some eligible applicants were not accepted for training.

Our referral service has experienced a high demand during this year for professional consultations at affordable cost to members of the public, and with the low cost service operating as a placement for our trainees has also been busy. During this year we have once again been pleased to be able to offer a subsidy for additional sessions for clients with more complex needs so that they could be seen for longer periods of time by more experienced trainees.

This year we ran two Counselling year one groups and welcomed 5 new staff members onto the teaching team. There was a total of 20 tutors teaching. The management team of three course leaders met regularly with the Director and the Deputy Director to discuss and agree management strategies and decisions, as well as future developments.

In terms of regulatory compliance, the Middlesex Institutional Review paperwork was submitted in preparation for our Psychotherapy MA Revalidation due to be completed in the academic year 2022-23.

TRUSTEES' ANNUAL REPORT**YEAR ENDED 31 AUGUST 2022**

1. Objectives for the year 2021/22

The main objectives for the academic year were addressed as follows:

- The Low Cost Counselling Service continued to deliver services to the public in person and also remotely, seeing increased client numbers
- Four clients with complex needs were subsidised for weekly therapy for up to 6 months
- BCPC continued to offer a free referral service to members of the public with increased service users
- BCPC offered one online Conference and one Conference in person which was followed by the presentation of graduate awards
- Two diversity training events were attended by teaching staff
- A variety of CPD events were offered and well attended by graduate members
- BCPC encourages graduates to successfully publish their research in relevant professional journals
- We introduced a new Dyslexia expert for students with individual learning agreements
- BCPC offered teaching and learning in person for all 3 terms mainly in the BCPC building
- A blended learning approach was available for students unable to attend in person due to Covid-19 Risk
- A BCPC bursary was awarded to a BME applicant with a view to bringing underrepresented groups into the profession
- The strategic business plan is in progress

2. Student numbers in 2021/22

The table below shows start of year student numbers for the last three years:

	2021/22	2020/21	2019/20
Foundation	54	54	54
Counselling			
- Year 1	27	18	18
- Year 2	18	18	17
- Year 3	43	30	26
Psychotherapy			
- Psychotherapy Year 1	18	17	18
- Module 1 (start of M.A.)	14	10	15
- Modules 2&3	21	27	31
- Module 4	13	15	12
- Module 4S (5)	15	11	6
Total	223	200	197

For the academic year 2022/23 it has been decided to run 3 Foundation Certificate groups and 54 students have been enrolled. We have 222 students enrolled in all.

TRUSTEES' ANNUAL REPORT**YEAR ENDED 31 AUGUST 2022**

3. Financial review**3.1 Background**

A charity must classify the income it receives as either 'unrestricted' (i.e. no special restrictions have been placed on the income and it can be spent as the trustees see fit) or as 'restricted', where the donor places explicit restrictions on the future use of the money.

The surplus of income over expenditure in any year is termed Net Income for a charity (in other organisations this is called Profit) and this gives rise to an accumulated reserve at the year-end, called a 'fund'. A fund is not simply cash, but rather all assets minus all liabilities.

A fund is akin to a ring-fenced pot of money. A charity may have several funds due to it having to keep track of how it received and spent different pots of money in complying with any special conditions on their use. BCPC's main unrestricted fund is called the General fund – this is where most of the training and membership activities are recorded. The funds are all listed in the accounts and summarised in the table below at section 3.3.

3.2 Income and expenditure in the year

On the unrestricted General fund, trading results for 2021/22 show a deficit of £34,677 (2020/21: surplus of £31,129). The deficit was due to the 18 month "succession strategy" budgeted and implemented. A new temporary post of Deputy Director was recruited for 18 months, to succeed to the Director role during next year. Other management roles have been developed and expanded as part of the plan. The deficit will be picked up by the General Funds which have been steadily increasing over the past few years.

Looking in a little more detail, net income can be broken down into the difference between income at £580,480 (2020/21: £555,370) and expenditure of £615,157 (2020/21: £524,241). Income is higher this year with two Counselling Year 1 groups being run due to increased applicants. We ran two Listening Skills courses, one in person and one online this year. CPD events and Spring Conference were held in the building which generated income. The PCS Referral Service has become busier, and income has increased.

The pandemic has affected expenditure less this year with two terms of teaching in the building and one online. We have rented external premises for one group to help with distancing. Some headings are showing an underspend due to staff/students not coming into the building for part of the year which has slightly reduced costs. Other headings show an overspend due to additional costs of the pandemic. We purchased air purifiers to filter the air and having the windows open with the heating on has increased energy costs. The online library system with access to all students has proved useful and will be continued. The windows in the downstairs training room were replaced in the Summer, this will help with outside noise. Extensive decorating was carried out in the summer break to maintain the building.

The charity began the year with a planned deficit budget of £41,621. The charity's performance during the year exceeded overall budgetary expectation. Small underspends and contingencies were built in to cover an uncertain economic climate. The deficit this year as planned will decrease the General reserves which are held to provide cover for unexpected changes in income and expenditure, allowing us to continue activities. Further General reserves are likely to be used in 2022/23 to cover carried forward plans.

TRUSTEES' ANNUAL REPORT**YEAR ENDED 31 AUGUST 2022**

Turning to restricted funds –

Low Cost Service Fund (previously Community of Practice (CoP) fund) - To support low cost service referrals who have more complex requirements than can be accommodated within the current service.

BCPC Hardship Fund (previously) Student Representative Group (SRG) fund – To create a Student Hardship Fund.

3.3 Reserves position at the year-end

We started the year with a General fund of £662,115 and finished with £630,654. The fund's decrease was via an operating deficit for the year.

Transfers of £3,216 were made from the Restricted Low Cost Service fund to the General fund to support low cost service referrals. We supported 4 clients with weekly therapy for up to 6 months, as needed. The Restricted Fund has now been taken up and a transfer of £7,000 was made from the General Fund to a new Designated Low Cost therapy fund. This will enable the continuation of support to the Low Cost Service for clients in vulnerable groups in our community, with more complex needs.

The restricted funds can rise or fall from year to year, as finance is raised and spent pursuing our charitable objectives. The unrestricted and restricted funds position at the year-end is shown in the table below.

	At 31.8.22	At 31.8.21
Unrestricted funds:	£	£
- General	593,654	632,115
- Designated	37,000	30,000
	630,654	662,115
Restricted funds:		
- Low Cost Service Fund	26	3,242
- BCPC Hardship Fund	3,327	3,327
Total funds	634,007	668,684

The Trustees have reviewed the charity's reserves policy to have free reserves - that is unrestricted funds free of long term encumbrance, such as being invested in fixed assets, - equal to four months of annual running costs. This equates to £172,000 and will be held to enable time to implement our contingency plan. At the end of this financial year the free reserves are £186,740. The free reserves this year are in excess of the charity's reserves policy. The succession strategy, with additional costs for next year will be picked up by the General Reserves. The Trustees welcome the additional surplus this year as in these uncertain times the General Reserves will provide cover for any unexpected changes in income and expenditure.

Plans for Forthcoming Academic year 2022/23

- To promote the Low-Cost Counselling Service to ensure its availability to vulnerable groups in our community
- To ensure that our free Referral Service is accessible to as broad a client base as possible
- To hold two annual conferences developing contemporary themes, one online and one in-person
- To further develop staff awareness and expertise in areas of diversity and inclusion
- Through a rich programme of CPD, to support professionals in developing their expertise and awareness of new areas of research
- To support all students to access learning through a recognition of their specific learning differences
- To continue to increase and maintain the membership of the organisation
- To promote our bursaries for underrepresented groups in our profession

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2022

Structure, Governance and Management

1. The charity is governed by a Memorandum and Articles of Association, with accompanying bylaws. The charity is also a company limited by guarantee.
 2. New trustees are elected at the Annual General Meeting (AGM). All trustees have to retire after three years but are eligible to stand for immediate re-election. Between AGMs, the trustees can co-opt new trustees, however, such co-opted trustees must be confirmed in their appointment through election at the subsequent AGM.
 3. New trustees are inducted through a process including meetings with the senior management staff and trustees, and the circulation of many relevant documents such as minutes of previous trustees' meetings, management accounts and annual accounts. A copy of the full induction procedure is available from the office.
 4. Trustees are recruited through appeals to the graduate membership of the organisation, as it is stated in the bylaws that there should be at least two psychotherapy graduates and at least two counselling graduates of the organisation amongst the trustees. In addition, there should be at least two non-member trustees on the Board, who may be recruited through personal recommendation and subsequent approach, or through advertising in relevant press.
 5. The trustees meet at least termly, or as the immediate situation demands. The Director reports to the trustees, and their work is directed through resolutions passed at these meetings. If matters requiring direction arise between meetings, the senior management are advised directly by the Chair of Trustees. Additionally, the bylaws indicate that a number of subcommittees also take responsibility for specific areas, including training standards, ethics and re-accreditation. Terms of reference for all subcommittees and job descriptions for senior management roles are in place.
 6. The charity is subject to review by various external organisations:
 - The Charity Commission
 - Companies House
 - United Kingdom Council for Psychotherapy (UKCP)
 - British Association for Counselling and Psychotherapy (BACP)
 - Middlesex University

These organisations all impose various operating practices on the organisation to maintain its professional relationship and standing, and these form part of the job descriptions of the senior executive managers of the organisation.
 7. The charity has no subsidiaries. The main partnership work currently undertaken in pursuit of its charitable objectives is the provision of qualifications accredited by BACP, UKCP and Middlesex University.
 8. A risk policy has been created by the trustees. The policy states that in order to reduce risk in accordance with operational requirements, the following principles apply:
 - a) Insurance - policies will be at a level of cover recommended by the insurance company, with excess payments at or below £500.
 - b) The acquisition of permanent freehold premises in 2014 has meant that our free reserves did not meet our reserves policy. This was a long-term plan to enable us to house all of our trainings in the same building and we are now able to offer additional
-

courses. We have been rebuilding our reserves over the past few years and this year we have exceeded the General Reserves target.

- c) Financial control - a budget is to be set each year, with the aim as a minimum to break even over the year. Trustees will monitor the developing financial situation termly. Two signatories will authorise all financial transactions.
- d) Risk register - a register of risks shall be maintained and be reviewed by the trustees annually. Additional risk assessments have been carried out and procedures put in place for the BCPC building to be safely reopened for training.

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2022

Trustees' Responsibilities in relation to the Financial Statements

The trustees (who are also directors of BCPC for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the strategic report and directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

Approved by the trustees and signed on their behalf by:

Registered office:

1 Trim Bridge
Bath
BA1 1HD

Signed by order of the
Trustees

.....
David Presswell
on behalf of
BCPC Board of Trustees

Approved by the Trustees on

REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 AUGUST 2022

1. The name of the charity is Bath Centre for Psychotherapy and Counselling. The organisation is incorporated as a company limited by guarantee under the name BCPC.
2. The charity registration number is 1075620. The company registration number (registered in England and Wales) is 3768246.
3. The principal office (and registered office) is located at: 1 Trim Bridge, Bath, BA1 1HD.
4. At the time of this report, the Trustees and Corporate Directors of the organisation were:
Frankie McGibney
John Macdonald
Ann Burton
Kevin Gibbs
David Presswell – appointed 11.11.21
Martin Gledhill – appointed 13.10.22
Judy Ryde – served as Trustee until 30.11.21
5. The senior manager of the organisation to whom the day-to-day management of the charity is delegated is Tree Staunton (Director).
6. The independent examiner appointed for the current year is: Joshua Kingston BSc ACA, Burton Sweet Limited Chartered Accountants, The Clock Tower, 5 Farleigh Court, Old Weston Road, Flax Bourton, Bristol BS48 1UR.
7. The bankers for the organisation are: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ.

INDEPENDENT EXAMINER'S REPORT

YEAR ENDED 31 AUGUST 2022

Independent examiner's report to the trustees of B C P C ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 August 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Joshua Kingston BSc ACA
Burton Sweet Limited Chartered Accountants
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date:

BCPC**STATEMENT OF FINANCIAL ACTIVITIES (Including income & expenditure account)****YEAR ENDED 31 AUGUST 2022**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Income from:					
Other trading activities	2	28,912	-	28,912	25,153
Charitable activities	3	551,059	-	551,059	529,843
Investment income		509	-	509	374
Total income		580,480	-	580,480	555,370
Expenditure on:					
Charitable activities	4	615,157	-	615,157	524,241
Total expenditure		615,157	-	615,157	524,241
Net income/(expenditure)	6	(34,677)	-	(34,677)	31,129
Transfers between funds		3,216	(3,216)	-	-
Net movement in funds		(31,461)	(3,216)	(34,677)	31,129
Total funds at start of year	14	662,115	6,569	668,684	637,555
Total funds at end of year	14	630,654	3,353	634,007	668,684

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

See note 9 for fund-accounting comparative figures.

The notes on pages 17 to 27 form part of these financial statements.

BCPC
BALANCE SHEET
AS AT 31 AUGUST 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	10	852,730	871,900
Current assets			
Debtors	11	242,616	228,620
Cash at bank		546,075	585,008
		<u>788,691</u>	<u>813,628</u>
Creditors :			
Amounts falling due within one year	12	(579,378)	(573,681)
Net current assets		<u>209,313</u>	<u>239,947</u>
Creditors : Amounts falling after one year	13	(428,036)	(443,163)
Net assets		<u><u>634,007</u></u>	<u><u>668,684</u></u>
Restricted funds	14	3,353	6,569
Unrestricted funds	14	630,654	662,115
		<u><u>634,007</u></u>	<u><u>668,684</u></u>

For the year ending 31 August 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- (i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the trustees on..... and are signed on their behalf by:

David Presswell
on behalf of BCPC Board of Trustees

Company No: 03768246

The notes on pages 17 to 27 form part of these financial statements.

BCPC**CASHFLOW STATEMENT****AS AT 31 AUGUST 2022**

	Notes	2022 £	2021 £
Operating activities			
Cash flows for operating activities			
Income from other trading activities	A1	28,912	25,153
Cash flows from operating activities			
Income from charitable activities	A2	531,203	563,631
Costs of charitable activities	A3	(580,777)	(498,404)
		<u>(20,662)</u>	<u>90,380</u>
Non-operational cashflows			
Investing activities			
Capital expenditure and financial investment		-	(1,691)
Interest received		509	374
		<u>509</u>	<u>(1,317)</u>
Financing			
Mortgage repayment		<u>(18,780)</u>	<u>(19,900)</u>
Net cash inflow/(outflow) for the year	B	<u><u>(38,933)</u></u>	<u><u>69,163</u></u>

The notes on pages 17 to 27 form part of these financial statements.

BCPC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2022

1 Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2019.

The charity is a Public Benefit entity.

Along with other similar charities and organisations, the COVID-19 pandemic after the year end has brought many uncertainties to the global economy. The impact of this on the charity is highlighted in further detail within the Trustees' annual report. Notwithstanding these uncertainties, the Trustees have chosen to prepare the financial statements on a going concern basis given the free reserves held by the charity and the careful planning of the Trustees.

- b) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable. Grants receivable are only recognised when any conditions for receipt have been complied with.
- c) Expenditure is accounted for on an accruals basis and have been classified under headings that aggregate all costs related to the category. Expenditure includes attributable VAT which cannot be recovered.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity. They are included within support costs.

- d) Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:

Equipment, fixtures and fittings - 25% p.a. straight line for electrical items & computer items,

Buildings - 2% p.a. with none in the year of purchase.

Basement tanking - 10% p.a.

Fixed assets under £1,000 are written off in the year of acquisition.

- e) Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any discounts due.
- f) Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.
- g) Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.
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BCPC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2022

1 Accounting policies (continued)

- h) The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of loans which are subsequently measured at the carrying value plus accrued interest less repayments. The financing charge to expenditure is at a constant rate using the effective interest method.
- i) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
- j) Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2 Other trading activities

	Unrestricted	Restricted	Total Funds 2022	Total Funds 2021
	£	£	£	£
Membership subscriptions	23,430	-	23,430	22,425
Other income	5,482	-	5,482	2,728
	<u>28,912</u>	<u>-</u>	<u>28,912</u>	<u>25,153</u>

All other trading activities in 2021 were unrestricted.

3 Income from charitable activities

	Unrestricted	Restricted	Total Funds 2022	Total Funds 2021
	£	£	£	£
Course fees	488,032	-	488,032	475,432
Event fees	2,920	-	2,920	-
Contribution to MA registration fees	24,500	-	24,500	26,500
Other fees	35,607	-	35,607	27,911
	<u>551,059</u>	<u>-</u>	<u>551,059</u>	<u>529,843</u>

All income from charitable activities in 2021 was unrestricted.

BCPC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2022

4 Charitable activities

	Unrestricted £	Restricted £	Total Funds 2022 £	Total Funds 2021 £
Staff costs				
Tutor salaries & extras	181,126	-	181,126	161,306
Training manager salaries	109,872	-	109,872	80,464
Office salaries	88,150	-	88,150	85,225
Temporary staff wages	16,665	-	16,665	12,445
NI Employer tax	19,396	-	19,396	18,204
Employer pension	18,625	-	18,625	14,113
Other staff costs	23,682	-	23,682	15,637
Subscriptions, resources & events				
Resources	9,170	-	9,170	4,901
Subscriptions	3,000	-	3,000	3,619
Event costs	1,461	-	1,461	500
Bursaries				
Bursaries allocated	4,826	-	4,826	3,970
Marketing				
Advertising & marketing	2,843	-	2,843	1,452
Office related				
Office costs	19,431	-	19,431	15,694
Premises & miscellaneous				
Premises costs	49,877	-	49,877	40,397
Loan interest	14,376	-	14,376	13,007
Bank charges	203	-	203	167
Depreciation	19,170	-	19,170	18,765
Collected fees forwarded				
Registrations paid to Middlesex	29,244	-	29,244	29,244
Governance costs (note 5)	4,040	-	4,040	5,131
	<u>615,157</u>	<u>-</u>	<u>615,157</u>	<u>524,241</u>

All expenditure on charitable activities in 2021 was unrestricted.

	Direct Costs £	Support Costs £	Total Funds 2022 £
Staff costs	347,627	109,889	457,516
Subscriptions, resources, audits & events	13,631	-	13,631
Bursaries given	4,826	-	4,826
Marketing	-	2,843	2,843
Office related	-	19,431	19,431
Premises & miscellaneous	-	83,626	83,626
Collected fees forwarded	29,244	-	29,244
Governance costs (note 5)	-	4,040	4,040
	<u>395,328</u>	<u>219,829</u>	<u>615,157</u>

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2022

4 Charitable activities (continued)

Previous year

	Direct Costs £	Support Costs £	Total Funds 2021 £
Staff costs	287,696	99,698	387,394
Subscriptions, resources, audits & events	9,020	-	9,020
Bursaries given	3,970	-	3,970
Marketing	-	1,452	1,452
Office related	-	15,694	15,694
Premises & miscellaneous	-	72,336	72,336
Collected fees forwarded	29,244	-	29,244
Governance costs (note 5)	-	5,131	5,131
	<u>329,930</u>	<u>194,311</u>	<u>524,241</u>

5 Governance costs

	Unrestricted £	Restricted £	Total Funds 2022 £	Total Funds 2021 £
Independent Examiner's fees	2,460	-	2,460	2,280
Committee expenses	1,267	-	1,267	1,254
Legal and professional fees	313	-	313	1,597
	<u>4,040</u>	<u>-</u>	<u>4,040</u>	<u>5,131</u>

All governance costs in 2021 were unrestricted.

6 Net income for the year

This is stated after charging:

	2022 £	2021 £
Depreciation	19,170	18,765
Independent Examiner's fees	2,460	2,280
Trustees' expenses	<u>Nil</u>	<u>83</u>

During the year no trustees (2021: 1 trustee), received £Nil (2021: £83) for travel expenses to attend

The legal authority allowing payments to be made to the above directors/trustees can be found in the company's Memorandum and Articles.

There were no aggregate donations from Trustees, key management personnel, and other related parties during the current or prior year.

BCPC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2022

7 Staff costs and numbers

The aggregate staff costs were:

	2022 £	2021 £
Tutors (incl. CPD & Workshops)	181,126	161,306
Training manager salaries	109,872	80,464
Office salaries	88,150	85,225
Temporary staff (PCS)	16,665	12,445
Social security costs	19,396	18,204
Pension costs	18,625	14,113
	<u>433,834</u>	<u>371,757</u>

No employee received emoluments of more than £60,000 in the current or previous year.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2022 No.	2021 No.
Charitable activities	7	5
Administration	3	3
	<u>10</u>	<u>8</u>

Senior management in aggregate received remuneration of £55,750 (2021: £63,218).

The average headcount of employees during the year was 28 (2021: 24).

8 Taxation

The charity is exempt from corporation tax on its charitable activities.

BCPC**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 AUGUST 2022****9 Prior Year Comparative Figures for the Statement of Financial Activities**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Income from:			
Other trading activities	25,153	-	25,153
Investment income	529,843	-	529,843
Charitable activities	374	-	374
Total income	555,370	-	555,370
Expenditure on:			
Charitable activities	524,241	-	524,241
Total expenditure	524,241	-	524,241
Net income/(expenditure)	31,129	-	31,129
Transfers between funds	840	(840)	
Net movement in funds	31,969	(840)	31,129
Total funds at the start of the year	630,146	7,409	637,555
Total funds at the end of the year	662,115	6,569	668,684

10 Tangible fixed assets

	Land, freehold property & improvements £	Equipment, fixtures & fittings £	Total £
Cost			
At 1 September 2021	955,594	24,323	979,917
Additions	-	-	-
At 31 August 2022	955,594	24,323	979,917
Depreciation			
At 1 September 2021	90,261	17,756	108,017
Charge for the year	15,708	3,462	19,170
At 31 August 2022	105,969	21,218	127,187
Net book value			
At 31 August 2022	849,625	3,105	852,730
At 31 August 2021	865,333	6,567	871,900

BCPC**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 AUGUST 2022**

11 Debtors

	2022	2021
	£	£
Trade debtors	233,857	219,059
Prepayments	8,759	9,561
	<u>242,616</u>	<u>228,620</u>

12 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	23,817	11,098
PAYE and social security	5,983	4,200
Deferred income	526,995	532,855
Accruals	4,803	4,095
Mortgage	17,780	21,433
	<u>579,378</u>	<u>573,681</u>

The deferred income of £526,995 (2021: £532,855) represents some of the following year's course fees having been invoiced in the current year.

The mortgage is secured by way of a charge over the freehold property.

13 Creditors: amounts falling after one year

	2022	2021
	£	£
Mortgage	428,036	443,163
	<u>428,036</u>	<u>443,163</u>

The mortgage is secured by way of a charge over the freehold property.

Amounts due beyond 5 years included within the above amount total figure £356,915 (2021: £357,429).

BCPC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2022

14 Movement in funds

	1-Sep-2021 £	Income £	Expenditure £	Transfers £	31-Aug-2022 £
Restricted funds					
Low Cost Service fund	3,242	-	-	(3,216)	26
BCPC Hardship fund	3,327	-	-	-	3,327
	<u>6,569</u>	<u>-</u>	<u>-</u>	<u>(3,216)</u>	<u>3,353</u>
Unrestricted funds					
Designated Property Repair	30,000	-	-	-	30,000
Designated LCS Therapy fund	-	-	-	7,000	7,000
General funds	632,115	580,480	(615,157)	(3,784)	593,654
	<u>662,115</u>	<u>580,480</u>	<u>(615,157)</u>	<u>3,216</u>	<u>630,654</u>
Total funds	<u>668,684</u>	<u>580,480</u>	<u>(615,157)</u>	<u>-</u>	<u>634,007</u>
Previous year:	1-Sep-2020 £	Income £	Expenditure £	Transfers £	31-Aug-2021 £
Restricted funds					
Low Cost Service fund	4,082	-	-	(840)	3,242
BCPC Hardship fund	3,327	-	-	-	3,327
	<u>7,409</u>	<u>-</u>	<u>-</u>	<u>(840)</u>	<u>6,569</u>
Unrestricted funds					
Designated funds	19,000	-	-	11,000	30,000
General funds	611,146	555,370	(524,241)	(10,160)	632,115
	<u>630,146</u>	<u>555,370</u>	<u>(524,241)</u>	<u>840</u>	<u>662,115</u>
Total funds	<u>637,555</u>	<u>555,370</u>	<u>(524,241)</u>	<u>-</u>	<u>668,684</u>

Low Cost Service Fund (LCS) (change of name from Community of Practice (CoP Fund)) - this was created via a donation from BCPCA upon the Association's dissolution. The fund was restricted for use to be spent on Community of Practice activities, released by the Trustees and Members, due to not being taken up over several years, to be used to support Low Cost Counselling.

BCPC Hardship Fund (BCPCH) (change of name from Student Representative Group (SRG) fund) - This was created via donation from BCPCA upon the Association's dissolution to be spent on Student Representative Group activities, and released by the trustees and Members, due to not being taken up over several years, as a Student Hardship Fund.

Designated Property Repair fund - These funds have been designated for property maintenance and tanking.

Designated Low Cost Service Therapy Fund (LCS) - These funds are to be used to support Low Cost Counselling. As the restricted fund has now been taken up, a transfer of £7,000 was made from the General Fund to a new Designated Low Cost therapy fund. This will enable the continuation of support to the Low Cost Service for clients in vulnerable groups in our community, with more complex needs.

General funds - these funds can be used in line with the charity's purposes at the discretion of the Trustees.

BCPC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2022

15 Analysis of net assets between funds

	Tangible Fixed assets	Net Current Assets	Long term Liabilities	Total
	£	£	£	£
Restricted funds				
Low Cost Service	-	26	-	26
BCPC Hardship fund	-	3,327	-	3,327
	<u>-</u>	<u>3,353</u>	<u>-</u>	<u>3,353</u>
Unrestricted funds				
Designated funds	-	37,000	-	37,000
General funds	852,730	168,960	(428,036)	593,654
	<u>852,730</u>	<u>209,313</u>	<u>(428,036)</u>	<u>634,007</u>

Previous year:

	Tangible Fixed assets	Net Current Assets	Long term Liabilities	Total
	£	£	£	£
Restricted funds				
Low Cost Service	-	3,242	-	3,242
BCPC Hardship fund	-	3,327	-	3,327
	<u>-</u>	<u>6,569</u>	<u>-</u>	<u>6,569</u>
Unrestricted funds				
Designated funds	-	30,000	-	30,000
General funds	871,900	203,378	(443,163)	632,115
	<u>871,900</u>	<u>239,947</u>	<u>(443,163)</u>	<u>668,684</u>

Free unrestricted reserves, after deduction of fixed assets and the mortgage are £186,740 (2021: £224,811). The liquid reserves held at the year are indicative of large capital outlays during the previous periods.

16 Company Limited by guarantee

The company is limited by guarantee and as such has no issued share capital. In the event of the company being wound up the liability of the members is limited to £1 each.

BCPC**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 AUGUST 2022****Notes to the Statement of Cash Flows****A Reconciliation of net movement in funds to net cash inflow from operating activities**

	SOFA £	Debtors £	Creditors £	Cashflow £
A1 Income from Other Trading Activities				
Membership subs & room rentals	28,912	-	-	28,912
		-	-	28,912
A2 Income from Charitable Activities				
Fees	551,059	(13,996)	(5,860)	531,203
		(13,996)	(5,860)	531,203
A3 Costs of Charitable Activities				
Charitable activities	(615,157)	-	15,210	(599,947)
Depreciation	19,170	-	-	19,170
		-	15,210	(580,777)

Previous year

	SOFA £	Debtors £	Creditors £	Cashflow £
A1 Income from Other Trading Activities				
Membership subs & room rentals	25,153	-	-	25,153
		-	-	25,153
A2 Income from Charitable Activities				
Fees	529,843	(662)	34,450	563,631
		(662)	34,450	563,631
A3 Costs of Charitable Activities				
Charitable activities	(524,241)	-	7,072	(517,169)
Depreciation	18,765	-	-	18,765
		-	7,072	(498,404)

BCPC**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 AUGUST 2022****Notes to the Statement of Cash Flows (continued)****B Analysis of changes in cash flow during the year**

	2022 £	2021 £	Change £
Cash at bank and in hand	546,075	585,008	(38,933)
	2021 £	2020 £	Change £
Cash at bank and in hand	585,008	515,845	69,163

C Analysis of changes in net debt

	At 01-Sep-2021 £	Cash flows £	Non cash flows £	At 31-Aug-2022 £
Cash and cash equivalents				
Cash	585,008	(38,933)	-	546,075
	585,008	(38,933)	-	546,075
Borrowings				
Debt due within one year	(21,433)	18,780	(15,127)	(17,780)
Debt due after one year	(443,163)	-	15,127	(428,036)
	(464,596)	18,780	-	(445,816)
Total	120,412	(20,153)	-	100,259

	At 01-Sep-2020 £	Cash flows £	Non cash flows £	At 31-Aug-2021 £
Prior Year comparative Restated				
Cash and cash equivalents				
Cash	515,845	69,163	-	585,008
	515,845	69,163	-	585,008
Borrowings				
Debt due within one year	(20,872)	19,900	(20,461)	(21,433)
Debt due after one year	(463,624)	-	20,461	(443,163)
	(484,496)	19,900	-	(464,596)
Total	31,349	89,063	-	120,412

D Cashflow restrictions

Charity law prohibits the use of net cash inflows on any endowed or other restricted fund to offset net cash outflows on any fund outside its own objects, except on special authority. In practice, this restriction has not had any effect on cashflows for the year.