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**TRUSTEES' ANNUAL REPORT
AND
FINANCIAL STATEMENTS**

31 AUGUST 2023

Company Registration Number: 03768246
Charity Number: 1075620

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FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2023

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REPORT FROM THE CHAIR OF TRUSTEES

YEAR ENDED 31 AUGUST 2023

BCPC has enjoyed another successful year. Despite the complex economic backdrop, our financial position is secured by strong reserves and interest in our courses is high. The BCPC Foundation Course was full, whilst student numbers for the professional trainings in Counselling and Psychotherapy remained stable. The provision of in-person teaching was possible throughout the year for the first time since early 2019-20, with no adverse Covid-19 impacts.

Tree Staunton left the role of BCPC Director in March and handed over to Rhianwen Gilson. Tree's dedication, wisdom and experience have left BCPC well-placed to meet the demands of the future and I thank her for her many years of commitment and service. Her involvement continues with her support for the Induction Training of new and recently joined staff. I also congratulate Rhianwen for the excellent start she has made to her tenure, coming up to speed in the role whilst at the same time successfully navigating a number of demanding external pressures for the organisation.

Particularly time-consuming was the re-validation of the BCPC MA in Psychotherapy, following a full review of the programme by our partner, Middlesex University. This resulted in the MA Programme being fully endorsed for a further 6-year period, and BCPC especially commended in several key areas including: the excellent environment of 'holding' provided for students, the high level of student support, the cohesiveness of the staff team, the curriculum innovations around the Ecological Self and the bursary assistance available to marginalised ethnic groups in financial need. Many congratulations to those all involved.

The Finance Manager, Karen Iles, has done an excellent job in guiding BCPC through a turbulent year of ever-increasing fixed costs as well as those stemming from support for the Director transition. As a result, we report a small annual deficit, though one addressed through a steady grip on expenditure as well as plans to raise future income, and all in the context of sound financial reserves. Meanwhile, the dedication of the BCPC office staff, their experience and professionalism, continues to prove central to the ongoing success of BCPC.

The Board of Trustees has this year been joined by two new members from across the education profession whose skills and experience complement those of the incumbent trustees. We will continue to seek new trustees with the necessary skills and professional portfolio in the coming year, to ensure the ongoing robustness of the Board.

Through all of this, BCPC Members continue to give voluntarily of their time and experience as Committee Members in supporting the governance of the organisation on behalf of Trustees. Their continued contribution is greatly appreciated by the Board and the BCPC Management.

David Presswell
Chair, BCPC Board of Trustee
October 2023

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2023

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 2023

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 2022/23

- 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 up to 12 weeks with 2-3 clients. This has been advertised through local GP surgeries, community centres, universities, and other public sites. This year Designated reserves were used to provide additional ongoing sessions to clients with more complex needs.

Review of Activities and Performance

The academic year 2022-23 saw solid student numbers across all courses. The Foundation year, a gateway to both the counselling and psychotherapy professional training, as well as a self-development year, had a full intake. Demand for the professional trainings is stable and all training was able to take place in the BCPC building for the first time since the pandemic in 2020.

Feedback from the external examiners for both professional trainings was excellent, and we are confident in BCPC's high standards across all its courses and professional trainings. The organisation invests in its staff and consequently the standard of tutors employed is very high, contributing greatly to the richness of the student experience and learning.

The BCPC MA in Humanistic and Integrative Psychotherapy underwent its 6 yearly programme review and re-validation process with our academic partner Middlesex University. The BCPC MA was re-validated for a further 6 years and commended for the training provided.

The BCPC committee members (sub-committees of the Trustees) worked hard to support the organisation and its members across a broad range of organisational activity. These committees are the Training Committee, Re-accreditation Committee; Referral Service & Low-Cost Counselling Committee and Diversity Standards and Ethic Committee. These committees remain a vital part of the BCPC organisational structure.

The Spring Conference speaker presented attendees with an examination of the borderland between enchantment and disenchantment in relation to eco-psychology and our relationship with the natural world, entitled Re-enchantment and the Ecological Unconscious. This event was well attended and encouraged lively discussion. The graduation ceremony that followed celebrated the graduation of 10 counsellors and 11 psychotherapists. BCPC members then celebrated the contribution of outgoing Director Tree Staunton and thanked her for her many years of commitment and service.

Continuing Professional Development events were hosted including psychotherapist Richard Hill on the Science of Psychotherapy and Dr Dwight Turner exploring Intersections of Privilege and Otherness in Counselling and Psychotherapy.

The BCPC Referral Service and its 'Find a Therapist' facility continued to be in high demand as did the Low-Cost Counselling service operated by BCPC counselling and psychotherapy students.

TRUSTEES' ANNUAL REPORT**YEAR ENDED 31 AUGUST 2023**

1. Objectives for the year 2022/23

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

- The Low-Cost Counselling Service continued to deliver services to those in need in the local community. All suitable clients who contacted the service received counselling support. Four individuals 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 across Bath, Bristol and the surrounding areas
- BCPC hosted the Spring Conference with an external speaker followed by the presentation of graduate awards
- Staff were supported to undertake additional training as requested and Foundation Tutors received focused support around working with students with Specific Learning Differences
- BCPC offered Continuing Professional Development opportunities to members across a range of issues, and these were well attended. BCPC encourages graduates to successfully publish their research in relevant professional journals
- The support for students with Specific Learning Difference was strengthened with the support of additional specialist tutors
- Membership of the organisation remained strong
- A BCPC bursary was awarded to an applicant from a racially marginalised group and in genuine financial need, with a view to bringing underrepresented groups into the profession

2. Student numbers in 2022/23

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

	2022/23	2021/22	2020/21
Foundation	54	54	54
Counselling			
- Year 1	16	27	18
- Year 2	25	18	18
- Year 3	30	43	30
Psychotherapy			
- Psychotherapy Year 1	18	18	17
- Module 1 (start of M.A.)	13	14	10
- Modules 2&3	22	21	27
- Module 4	16	13	15
- Module 4S (5)	28	15	11
Total	222	223	200

For the academic year 2023/24 it has been decided to run 3 Foundation Certificate groups and 54 students have been enrolled. We have 221 students enrolled in all.

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YEAR ENDED 31 AUGUST 2023

3. Financial review

3.1 Background

A charity must classify the income it receives as either 'unrestricted' (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

The unrestricted General fund, trading results for 2022/23 show a deficit of £39,480 (2021/22: deficit of £34,677). The budgeted deficit was, mainly due to the final part of the "succession strategy". The temporary Deputy Director, Rhianwen Gilson, moved into the role of Director, as planned, in March 2023. Tree Staunton stepped down from the role and remained as a valuable part of the management team until the end of August. Other management roles have been developed and will be expanded as part of the plan.

Expenditure this year has been impacted by ongoing mortgage rate increases and energy costs increasing substantially. A review of the mortgage with an external professional advisor and the Trustees was carried out, it remains competitive. The potential mortgage and energy increases were included in the budget as contingencies and were needed. The deficit will be picked up by the General Funds.

Looking in a little more detail, net expenditure can be broken down into the difference between income at £571,673 (2021/22: £580,480) and expenditure of £611,153, (2021/22: £615,157). Income was slightly under the budgeted figure. We ran one Listening Skills course online this year with lower numbers than usual. Applications to the Foundation course were higher than usual. Two Counselling Year 2 groups were run but overall Counselling numbers were lower than the previous year. CPD events and Spring Conference were held in the building which generated income. Room rental was not fully promoted in case distancing was again needed. The Referral Service remains busy with steady income. Interest on our cash balances has been increasing during the year.

Some headings are showing a slight underspend due to savings or not being needed. The office staff work hard at getting best value for best cost. Other headings are showing an overspend. The CMS platform our website sits on was nearing its "end of life" and work on updating this has started and will continue into next year. The final cost will be approximately £10,000 and will enable future expansion of the website to be carried out inhouse.

It was decided to carry out a full refurbishment of the offices. It is difficult for the office staff to work in such a small space with little storage. The offices were decorated and reorganised with new furniture being purchased and are now light, bright, and streamlined. Minimal painting was needed in the rest of the building as extensive painting was carried out last year. The saving covered the costs of the

TRUSTEES' ANNUAL REPORT**YEAR ENDED 31 AUGUST 2023**

office refurbishment and enabled wall protection panels to be installed in the training rooms. This will minimise the amount of repainting each year that is required.

Superfast Broadband has finally been installed in central Bath and the BCPC building. We will be paying higher costs, but now have faster broadband, which was much needed.

The charity began the year with a planned deficit budget of £38,812. The charity's performance during the year slightly exceeded overall budgetary expectation. Contingencies were built in to cover an uncertain economic climate and many of these were needed. The deficit this year will decrease the General reserves which are held to provide cover for unexpected changes in income and expenditure, allowing us to continue activities. Some of the General reserves are likely to be used in 2023/24 to cover a further deficit. Plans to hold increased events, utilisation of the building and fundraising are in progress to minimise the deficit.

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 £593,654 and finished with £556,618. The fund's decrease was via an operating deficit for the year.

There were no transfers from Restricted Funds. A transfer of £2,444 was made from the Designated Low Cost therapy 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 Low Cost Service therapy fund is 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 31.8.23	At 31.8.22
Unrestricted funds:	£	£
- General	556,618	593,654
- Designated	34,556	37,000
	591,174	630,654
Restricted funds:		
- Low Cost Service Fund	26	26
- BCPC Hardship Fund	3,327	3,327
Total funds	594,527	634,007

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YEAR ENDED 31 AUGUST 2023

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 £153,292 and will be held to enable time to implement our contingency plan. At the end of this financial year the free reserves are £153,393. The free reserves this year are very slightly over the charity's reserves policy. The Trustees are committed to increasing the free reserves steadily over the next few years to be able to cover sudden increased expenditure, whilst maintaining the Reserves Policy figure.

Plans for Forthcoming Academic year 2023/24

- To continue to promote the Low-Cost Counselling Service widely and ensure it is available to, and accessed by, vulnerable individuals in our community
- To continue to ensure the broad accessibility of the BCPC Referral Service to all potential clients in Bath, Bristol, and the surrounding areas
- To develop a rich and varied programme of Continuing Professional Development that supports Counselling and Psychotherapy professionals to develop their practice, build their expertise and become aware of new areas of research
- To hold a Spring Conference that develops contemporary themes alongside the BCPC Graduation ceremony
- To develop the structure that supports students with Specific Learning Differences to access learning at BCPC
- To maintain strong organisational membership levels
- To continue to promote a BCPC Bursary for those applicants from racially marginalised groups and in genuine financial need

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2023

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 offer additional courses. We have been consistently rebuilding our reserves over the past few years. This year we are slightly above the General Reserves target. Plans are in place to increase the General Reserves going forward.
- 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 2023

Trustees' Responsibilities in relation to the Financial Statements

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The trustees are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources of the charity 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 estimates that are reasonable and prudent; and
- state whether applicable accounting standards have been followed, subject to any material departures disclosed in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity 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 2023

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 03768246.
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:
David Presswell - Chair
Frankie McGibney
John Macdonald
Martin Gledhill – appointed 13.10.22
John Barrett – appointed 5.12.22

Ann Burton – served as Trustee until 22.9.23
Kevin Gibbs – served as Trustee until 5.12.22
5. The senior manager of the organisation to whom the day-to-day management of the charity is delegated was Tree Staunton (Director), until 28.2.23. Rhianwen Gilson was appointed Director from 1.3.23.
6. The independent examiner appointed for the current year is: Joshua Kingston BSc ACA, Burton Sweet Limited, 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 2023

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 2023.

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 a 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
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 2023**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Income from:					
Other trading activities	2	27,263	-	27,263	28,912
Charitable activities	3	540,223	-	540,223	551,059
Investment income		4,187	-	4,187	509
Total income		<u>571,673</u>	<u>-</u>	<u>571,673</u>	<u>580,480</u>
Expenditure on:					
Charitable activities	4	611,153	-	611,153	615,157
Total expenditure		<u>611,153</u>	<u>-</u>	<u>611,153</u>	<u>615,157</u>
Net income/(expenditure)	6	(39,480)	-	(39,480)	(34,677)
Transfers between funds		-	-	-	-
Net movement in funds		<u>(39,480)</u>	<u>-</u>	<u>(39,480)</u>	<u>(34,677)</u>
Total funds at start of year	14	630,654	3,353	634,007	668,684
Total funds at end of year	14	<u>591,174</u>	<u>3,353</u>	<u>594,527</u>	<u>634,007</u>

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 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	10	834,899	852,730
Current assets			
Debtors	11	240,603	242,616
Cash at bank		494,831	546,075
		<u>735,434</u>	<u>788,691</u>
Creditors :			
Amounts falling due within one year	12	(557,194)	(579,378)
Net current assets		<u>178,240</u>	<u>209,313</u>
Creditors : Amounts falling after one year	13	(418,612)	(428,036)
Net assets		<u>594,527</u>	<u>634,007</u>
Restricted funds	15	3,353	3,353
Unrestricted funds			
Designated funds	15	34,556	37,000
General funds	15	556,618	593,654
		<u>594,527</u>	<u>634,007</u>

For the year ending 31 August 2023 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 2023

	Notes	2023 £	2022 £ (Restated)
Operating activities			
Cash flows for operating activities			
Income from other trading activities	A1	27,263	28,912
Cash flows from operating activities			
Income from charitable activities	A2	535,243	530,401
Costs of charitable activities	A3	(603,795)	(579,975)
		<u>(41,289)</u>	<u>(20,662)</u>
Non-operational cashflows			
Investing activities			
Interest received		<u>4,187</u>	<u>509</u>
		4,187	509
Financing			
Mortgage repayment		<u>(14,142)</u>	<u>(18,780)</u>
Net cash inflow/(outflow) for the year	B	<u><u>(51,244)</u></u>	<u><u>(38,933)</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 2023

1 Accounting policies

- a) The financial statements have been prepared in accordance with the historical cost convention (except where otherwise stated in the accounting policy note) 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.

The charity is a Public Benefit entity.

Along with other similar charities and organisations, the cost of living crisis 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 2023

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 2023 £	Total Funds 2022 £
Membership subscriptions	23,480	-	23,480	23,430
Other income	3,783	-	3,783	5,482
	<u>27,263</u>	<u>-</u>	<u>27,263</u>	<u>28,912</u>

All other trading activities in 2022 were unrestricted.

3 Income from charitable activities

	Unrestricted £	Restricted £	Total Funds 2023 £	Total Funds 2022 £
Course fees	479,906	-	479,906	488,032
Event fees	3,720	-	3,720	2,920
Contribution to MA registration fees	25,500	-	25,500	24,500
Other fees	31,097	-	31,097	35,607
	<u>540,223</u>	<u>-</u>	<u>540,223</u>	<u>551,059</u>

All income from charitable activities in 2022 was unrestricted.

BCPC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2023

4 Charitable activities

	Unrestricted £	Restricted £	Total Funds 2023 £	Total Funds 2022 £
Staff costs				
Tutor salaries & extras	186,999	-	186,999	181,126
Training manager salaries	100,564	-	100,564	109,872
Office salaries	88,318	-	88,318	88,150
Temporary staff wages	15,022	-	15,022	16,665
NI Employer tax	19,385	-	19,385	19,396
Employer pension	17,268	-	17,268	18,625
Other staff costs	19,916	-	19,916	23,682
Subscriptions, resources & events				
Resources	8,756	-	8,756	9,170
Subscriptions	7,585	-	7,585	3,000
Event costs	1,523	-	1,523	1,461
Bursaries				
Bursaries allocated	5,669	-	5,669	4,826
Marketing				
Advertising & marketing	5,830	-	5,830	2,843
Office related				
Office costs	14,770	-	14,770	19,431
Premises & miscellaneous				
Premises costs	38,632	-	38,632	49,877
Loan interest	27,162	-	27,162	14,376
Bank charges	279	-	279	203
Depreciation	17,831	-	17,831	19,170
Collected fees forwarded				
Registrations paid to Middlesex	29,830	-	29,830	29,244
Governance costs (note 5)	5,814	-	5,814	4,040
	<u>611,153</u>	<u>-</u>	<u>611,153</u>	<u>615,157</u>

All expenditure on charitable activities in 2022 was unrestricted.

	Direct Costs £	Support Costs £	Total Funds 2023 £
Staff costs	341,022	106,450	447,472
Subscriptions, resources, audits & events	17,864	-	17,864
Bursaries given	5,669	-	5,669
Marketing	-	5,830	5,830
Office related	-	14,770	14,770
Premises & miscellaneous	-	83,904	83,904
Collected fees forwarded	29,830	-	29,830
Governance costs (note 5)	-	5,814	5,814
	<u>394,385</u>	<u>216,768</u>	<u>611,153</u>

BCPC**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 AUGUST 2023****4 Charitable activities (continued)****Previous year**

	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>

5 Governance costs

	Unrestricted £	Restricted £	Total Funds 2023 £	Total Funds 2022 £
Independent Examiner's fees	2,652	-	2,652	2,460
Committee expenses	2,561	-	2,561	1,267
Legal and professional fees	601	-	601	313
	<u>5,814</u>	<u>-</u>	<u>5,814</u>	<u>4,040</u>

All governance costs in 2022 were unrestricted.

6 Net income for the year**This is stated after charging:**

	2023 £	2022 £
Depreciation	17,831	19,170
Independent Examiner's fees	2,652	2,460
Trustees' expenses	<u>Nil</u>	<u>Nil</u>

During the year no trustees (2022: no trustee), received £Nil (2022: £Nil) for travel expenses to attend meetings.

During the year an amount of £540 was paid to a company, in which David Preswell is a designated member, for leadership training for an employee of the charity.

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 2023

7 Staff costs and numbers

The aggregate staff costs were:

	2023 £	2022 £
Tutors (incl. CPD & Workshops)	186,999	181,126
Training manager salaries	100,564	109,872
Office salaries	88,318	88,150
Temporary staff (PCS)	15,022	16,665
Social security costs	19,385	19,396
Pension costs	17,268	18,625
	<u>427,556</u>	<u>433,834</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:

	2023 No.	2022 No.
Charitable activities	6	7
Administration	3	3
	<u>9</u>	<u>10</u>

Senior management in aggregate received remuneration of £59,321 (2022: £55,750).

The average headcount of employees during the year was 29 (2022: 28).

8 Taxation

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

BCPC**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 AUGUST 2023****9 Prior Year Comparative Figures for the Statement of Financial Activities**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Income from:			
Other trading activities	28,912	-	28,912
Investment income	551,059	-	551,059
Charitable activities	509	-	509
Total income	580,480	-	580,480
Expenditure on:			
Charitable activities	615,157	-	615,157
Total expenditure	615,157	-	615,157
Net income/(expenditure)	(34,677)	-	(34,677)
Transfers between funds	3,216	(3,216)	-
Net movement in funds	(31,461)	(3,216)	(34,677)
Total funds at the start of the year	662,115	6,569	668,684
Total funds at the end of the year	630,654	3,353	634,007

10 Tangible fixed assets

	Land, freehold property & improvements £	Equipment, fixtures & fittings £	Total £
Cost			
At 1 September 2022	955,594	24,323	979,917
At 31 August 2023	955,594	24,323	979,917
Depreciation			
At 1 September 2022	105,969	21,218	127,187
Charge for the year	15,708	2,123	17,831
At 31 August 2023	121,677	23,341	145,018
Net book value			
At 31 August 2023	833,917	982	834,899
At 31 August 2022	849,625	3,105	852,730

BCPC**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 AUGUST 2023****11 Debtors**

	2023	2022
	£	£
Trade debtors	232,212	233,857
Prepayments	8,391	8,759
	<u>240,603</u>	<u>242,616</u>

12 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	6,452	23,817
PAYE and social security	5,418	5,983
Deferred income	520,370	526,995
Accruals	11,892	4,803
Mortgage	13,062	17,780
	<u>557,194</u>	<u>579,378</u>

The deferred income of £520,370 (2022: £526,995) 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

	2023	2022
	£	£
Mortgage	418,612	428,036
	<u>418,612</u>	<u>428,036</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 £366,363 (2022: £356,915).

BCPC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2023

14 Movement in funds

	1-Sep-2022 £	Income £	Expenditure £	Transfers £	31-Aug-2023 £
Restricted funds					
Low Cost Service fund	26	-	-	-	26
BCPC Hardship fund	3,327	-	-	-	3,327
	<u>3,353</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,353</u>
Unrestricted funds					
Designated Property Repair	30,000	-	-	-	30,000
Designated LCS Therapy fund	7,000	-	-	(2,444)	4,556
General funds	593,654	571,673	(611,153)	2,444	556,618
	<u>630,654</u>	<u>571,673</u>	<u>(611,153)</u>	<u>-</u>	<u>591,174</u>
Total funds	<u>634,007</u>	<u>571,673</u>	<u>(611,153)</u>	<u>-</u>	<u>594,527</u>
Prior Year comparative	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>

Low Cost Service Fund (LCS) - 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) - 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. In 2021/22 a transfer was made from the General Fund to 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 2023

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
	-	3,353	-	3,353
Unrestricted funds				
Designated funds	-	34,556	-	34,556
General funds	834,899	140,331	(418,612)	556,618
	834,899	178,240	(418,612)	594,527
Prior Year comparative				
	£	£	£	£
Restricted funds				
Low Cost Service	-	26	-	26
BCPC Hardship fund	-	3,327	-	3,327
	-	3,353	-	3,353
Unrestricted funds				
Designated funds	-	37,000	-	37,000
General funds	852,730	168,960	(428,036)	593,654
	852,730	209,313	(428,036)	634,007

Free unrestricted reserves, after deduction of fixed assets and the mortgage are £153,393 (2022: £186,740). 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.

17 Related Party Transactions

During the year

BCPC**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 AUGUST 2023****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	27,263	-	-	27,263
		-	-	27,263
A2 Income from Charitable Activities				
Fees	540,223	1,645	(6,625)	535,243
		1,645	(6,625)	535,243
A3 Costs of Charitable Activities				
Charitable activities	(611,153)	368	(10,841)	(621,626)
Depreciation	17,831	-	-	17,831
		368	(10,841)	(603,795)

Prior Year comparative

	SOFA £	Debtors £	Creditors £	Cashflow £
		(Restated)		
A1 Income from Other Trading Activities				
Membership subs & room rentals	28,912	-	-	28,912
		-	-	28,912
A2 Income from Charitable Activities				
Fees	551,059	(14,798)	(5,860)	530,401
		(14,798)	(5,860)	530,401
A3 Costs of Charitable Activities				
Charitable activities	(615,157)	802	15,210	(599,145)
Depreciation	19,170	-	-	19,170
		802	15,210	(579,975)

BCPC
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2023

Notes to the Statement of Cash Flows (continued)

B Analysis of changes in cash flow during the year

	2023 £	2022 £	Change £
Cash at bank and in hand	494,831	546,075	(51,244)
	2022 £	2021 £	Change £
Cash at bank and in hand	546,075	585,008	(38,933)

C Analysis of changes in net debt

	At 01-Sep-2022 £	Cash flows £	Non cash flows £	At 31-Aug-2023 £
Cash and cash equivalents				
Cash	546,075	(51,244)	-	494,831
	546,075	(51,244)	-	494,831
Borrowings				
Debt due within one year	(17,780)	14,142	(9,424)	(13,062)
Debt due after one year	(428,036)	-	9,424	(418,612)
	(445,816)	14,142	-	(431,674)
Total	100,259	(37,102)	-	63,157
Prior Year comparative	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

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.