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**TRUSTEES' ANNUAL REPORT
AND
FINANCIAL STATEMENTS**

31 AUGUST 2024

Company Registration Number: 03768246
Charity Number: 1075620

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FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2024

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REPORT FROM THE CHAIR OF TRUSTEES

YEAR ENDED 31 AUGUST 2024

BCPC continues to thrive under the leadership of our new Director, Rhianwen Gilson. Demand for student places has remained strong, despite the pressures in the general economy, and our three Foundation Courses and our Psychotherapy Course were heavily over-subscribed this year. It was only with the applications for our Counselling Course we saw any softening.

Our levels of staff turnover remain low, with minimal external recruitment required, partly as a result of our tutor progression model whereby tutors generally join the organisation at the Foundation training level and then progress over time to their areas of clinical and training expertise. Wherever possible, we have sought to pair new and more experienced tutors in the teaching of our courses in order to provide greater continuity, and this model continues to work well in building strong tutor teams across the Foundation and professional trainings.

In the office, Juliette and Lydia have continued to make sure everything runs smoothly, including personally stepping in – with Rhianwen – as we sought new cleaning contractors after the sad and sudden death of Radek Kupiec, who had been with us for many years. Thanks to both of them and to our long-serving and much-appreciated Finance Manager, Karen Iles. This year she continued to maintain her characteristically meticulous and fair grip on our finances despite undergoing a hip-replacement. Karen is due to leave BCPC in early 2025 and we wish her well.

Karen leaves our finances in good shape with a substantial improvement in last year's deficit that is, once again, set against strong levels of cash flow and reserves. Our hope and intention is to move into surplus in the coming year, so as to provide us with a more substantial buffer of income against the unforeseen. We therefore continue to investigate other cash-generating initiatives over and above any increase in fees.

Our students remain the focus of our work and we take pride in the competence, confidence and ethical soundness our graduates continue to display – and then to extend to their support of clients. But there is always more we can do and this past year we have introduced Student Voice groups across all years and all our courses. The Training Committee comprising BCPC graduates and the senior staff team, is constantly reviewing how we best respond to feedback organisationally. As a result, this year we have made improvements to the functionality of the website so as to provide students with a more responsive resource. It is ongoing work which has only been made possible by last year's investment in our website's architecture.

The Board of Trustees was sad this year to say goodbye to John Macdonald, who has not only served as a trustee for a number of years but has, for far longer than that, used his knowledge of the building trade to provide practical, expert and timely advice on our Trim Bridge offices. Thank you, John. We were, however, delighted to be joined at the end of 2023 by Jill Shearer, a BCPC graduate, and we hope she will soon be joined by others as we seek those with the necessary skills and professional portfolio to broaden and enhance our trustee oversight.

Finally, I would like to acknowledge the numerous BCPC Members who give voluntarily of their time and experience as Committee Members. Our governance would not be possible without them and, on behalf of our Board and Management, I would like gratefully to acknowledge the work they do.

This marks my last report as Chair. I now hand the reins to our trustee, Martin Gledhill, who I feel sure will do an excellent job. For me, it has been a pleasure and an honour to take this role. I thank BCPC for that opportunity and wish all who work for or train with our organisation all the very best for the coming years.

David Presswell, Chair
BCPC Board of Trustees, October 2024

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2024

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 2024

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 and speaker day/conferences; a rigorous network of committees for maintaining standards of training, ethics, the reaccreditation of graduate members and; professional practice rooms for consultation to members of the public – and this activity delivered the following public benefits in 2023/24.

- 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 RS) 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 the growing number of clients presenting with more complex needs.

Review of Activities and Performance

The academic year 2023/24 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 took place in person in the BCPC building.

Feedback from the external examiners for both professional trainings was both supportive and excellent and contributes to organisational confidence in BCPC's high standards across all its courses and professional trainings. The organisation invests in its community of staff and consequently the standard of tutors employed is very high, contributing greatly to the richness of the student experience and learning. Staff were supported to undertake additional training as requested and new and experienced tutors alike benefited from further training in working with groups.

The BCPC Management Team, comprising the Director and Course Leaders, meets fortnightly to discuss current and strategic matters and to ensure the continued health of the Foundation course and the professional trainings.

Upgrading of the BCPC website continues with the focus this year being on responding to student feedback and improving student access to resources.

The BCPC committee members (sub-committees of the Trustees) continued to work 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 Ethics Committee. These committees remain a vital part of the BCPC organisational structure.

The BCPC Spring Conference and Graduation Ceremony was held in May 2024, and we were delighted that Tree Staunton former Director of BCPC and Emeritus Member presented the theme of Being a Therapist in a Time of Climate Breakdown. In this well attended and very thought-provoking morning, Tree considered some of the practice-based implications of becoming a climate aware therapist.

The BCPC graduation ceremony was a very moving occasion and celebrated the qualification of 12 counsellors and 11 psychotherapists together with family, peers, BCPC staff and tutors and BCPC trustees. We are delighted that a total of 40 students graduated in counselling and psychotherapy during the year.

A rich CPD programme included EMDR in the Treatment of Trauma; Relationships in a time of gender fluidity; The Psychological Effects of Racism; Attachment Food and Identity; A Compassionate Approach to 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 2024**

1. Objectives for the year 2023/24

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. Increased advertising was focussed on local agencies, community groups, charitable organisations and local shops leading to an increase in visibility for the service and a steady flow of referrals through the year. All suitable clients who contacted the service received counselling support. Five individuals with complex needs were subsidised for weekly therapy for a period of 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 wider South West area.
- BCPC offered Continuing Professional Development opportunities to members across a range of issues both in person and online through the academic year, and these were well attended. BCPC continues to encourage its graduates to successfully publish their research in relevant professional journals.
- BCPC hosted the Spring Conference with an external speaker followed by the presentation of graduate awards.
- The increased support for students with Specific Learning Difference was consolidated and benefitted a number of students across the Foundation courses and the professional trainings.
- 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 2023/24

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

	2023/24	2022/23	2021/22
Foundation	54	54	54
Counselling			
- Year 1	17	16	27
- Year 2	14	25	18
- Year 3	33	30	43
Psychotherapy			
- Psychotherapy Year 1	16	18	18
- Module 1 (start of M.A.)	18	13	14
- Modules 2&3	24	22	21
- Module 4	10	16	13
- Module 4S (5)	34	28	15
Total	220	222	223

For the academic year 2024/25 it has been decided to run 3 Foundation Certificate groups and 54 students have been enrolled. We have 226 students enrolled in all.

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2024

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 2023/24 show a deficit of £20,503 (2022/23: deficit of £39,480). A good improvement was made on last years' deficit and the budgeted deficit this year. Bank interest rates increased over the year and submission numbers were higher than in previous years resulting in higher income.

Expenditure this year has been impacted by the continuing higher mortgage rate and costs increasing across most headings. The mortgage rate stabilised towards the end of the year and has, in fact, dropped by a small amount in the last month. We generally follow the salary increases that are determined by University & Colleges Employers Association. This year the rise was higher than in previous years, due to the current economic climate. 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 £602,276 (2022/23: £571,673) and expenditure of £622,779, (2022/23: £611,153). Income was over the budgeted figure by £9,461.

We ran one Listening Skills course online this year with full places and one course in person, which had lower numbers than we had hoped. Applications to the Foundation course were high with all 54 places filled with a waiting list. One Counselling Year 1 course was run this year with 17 students, Psychotherapy Year 1 had 16 students and MA Module 1 had 17. We aim to have 54 students in 3 groups in Foundation, 18 in each group in Counselling Year 1 & 2, Psychotherapy Year 1 and MA Module 1. Student numbers and enrolment are regularly discussed, and we will be reviewing our marketing process to ensure optimum student numbers.

The Director worked hard to organise several popular CPD events online and in person which were well attended. Spring Conference was held in the building which generated a small amount of income. Room rental income has increased this year. The Referral Service remains busy with steady income and the Low Cost Service generated slightly higher income than last year. The Referral Service and Low Cost Service income is below the expenditure costs and is an area we are considering applying for funding. Interest on our cash balances has been increasing during the year. Submission numbers were high this year.

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YEAR ENDED 31 AUGUST 2024

Some headings are showing a slight underspend due to savings or not being required. The office staff work hard at getting best value for best cost. Other headings are showing an overspend. The second half of the CMS website work was completed. It was then decided to carry out further work on the website to improve the student resources area. The work was not included in the budget, but it was thought necessary and has made it much easier for students to find the resources they need. We purchased new blinds for the top training room, a new fridge, dishwasher, pc for the basement and soft furnishings for the ground floor training room. Savings were made under headings where contingencies were built in. We did not require the full budget for library, mortgage interest, heat & light, repairs & renewals, recruitment, legal, bad debts or the staff training budget. Reviews & audits were underspent – The BACP review will be carried out in November 24, so in the next financial year. It was decided not to have any decorating carried out this year in the summer as the building is in good order. Expenditure was under the budgeted figure by £11,263.

The charity began the year with a planned deficit budget of £41,219. The charity's performance during the year exceeded overall budgetary expectation with an overall improvement of £20,716. 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. We are expecting to have a small surplus in 2024/25. We are also considering applying for some grant funding to improve the surplus.

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 £556,618 and finished with £531,405. The fund's decrease was via an operating deficit for the year.

There were no transfers from Restricted Funds. A transfer of £2,290 was made from the Designated Low Cost therapy fund to the General Fund to cover the cost of low cost service referrals during the year. A further transfer was made from the General Fund to the Designated Low Cost therapy fund of £7,000 to continue supporting Low Cost clients in the coming year and beyond. We supported 5 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 spend pursuing our charitable objectives. The unrestricted and restricted funds position at the year end is shown in the table below.

BCPC

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2024

	At 31.8.24	At 31.8.23
Unrestricted funds:	£	£
- General	531,405	556,618
- Designated	39,266	34,556
	570,671	591,174
Restricted funds:		
- Low Cost Service Fund	26	26
- BCPC Hardship Fund	3,327	3,327
Total funds	574,024	594,527

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 £153,516 and will be held to enable time to implement our contingency plan. At the end of this financial year the free reserves are £130,780. The free reserves this year are under 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 2024/25

- To continue to promote the Low-Cost Counselling Service widely and ensure it is known by, available to, and accessed by, vulnerable individuals in our community
- To continue to ensure access to 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 maintain strong organisational membership levels
- To continue to promote a BCPC Bursary for those applicants from racially marginalised groups and in genuine financial need
- To continue to monitor the structure that supports students with Specific Learning Differences to access learning at BCPC
- To review and develop our marketing strategy across the Foundation course and the professional trainings

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2024

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.

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TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2024

- b) We have been rebuilding our reserves over the past years following the acquisition of permanent freehold premises in 2014. This year we are below the General Reserves target. Plans are in place to increase the General Reserves over the next few years.
- 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.

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2024

Trustees' Responsibilities in relation to the Financial Statements

The trustees (who are also directors of BCPC Bath Centre for Psychotherapy and Counselling 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

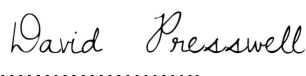
This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

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 14 November 2024

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REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 AUGUST 2024

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
Martin Gledhill
John Barrett
Jill Shearer – appointed 25.11.23
John Macdonald – served as Trustee until 31.8.24
Ann Burton – resigned 22.9.23
5. The senior manager of the organisation to whom the day-to-day management of the charity is delegated was Rhianwen Gilson.
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.

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INDEPENDENT EXAMINER'S REPORT

YEAR ENDED 31 AUGUST 2024

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 2024.

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

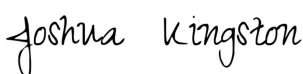
Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am member of the Institute of Chartered Accountants in England and Wales, which is one of the listed 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
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1Ur



Date: 14 November 2024.....

BCPC

STATEMENT OF FINANCIAL ACTIVITIES (Including income & expenditure account)

YEAR ENDED 31 AUGUST 2024

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Income from:					
Other trading activities	2	35,757	-	35,757	27,263
Charitable activities	3	557,111	-	557,111	540,223
Investment income		9,408	-	9,408	4,187
Total income		602,276	-	602,276	571,673
Expenditure on:					
Charitable activities	4	622,779	-	622,779	611,153
Total expenditure		622,779	-	622,779	611,153
Net income/(expenditure)	6	(20,503)	-	(20,503)	(39,480)
Transfers between funds		-	-	-	-
Net movement in funds		(20,503)	-	(20,503)	(39,480)
Total funds at start of year	14	591,174	3,353	594,527	634,007
Total funds at end of year	14	570,671	3,353	574,024	594,527

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 2024****Company No: 03768246**

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	10	818,632	834,899
Current assets			
Debtors	11	274,427	240,603
Cash at bank		509,172	494,831
		<u>783,599</u>	<u>735,434</u>
Creditors :			
Amounts falling due within one year	12	(624,147)	(557,194)
Net current assets		<u>159,452</u>	<u>178,240</u>
Creditors : Amounts falling after one year	13	(404,060)	(418,612)
Net assets		<u><u>574,024</u></u>	<u><u>594,527</u></u>
Restricted funds	15	3,353	3,353
Unrestricted funds			
Designated funds	15	39,266	34,556
General funds	15	531,405	556,618
		<u><u>574,024</u></u>	<u><u>594,527</u></u>

For the year ended 31 August 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 144(2) of the Charities Act 2011.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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 special provisions of Part 15 of the Companies Act applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

These financial statements were approved by the trustees on ~~14 Nov 2024~~... and are signed on their behalf by:

David Presswell

David Presswell
on behalf of BCPC Board of Trustees

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

BCPC**CASHFLOW STATEMENT****AS AT 31 AUGUST 2024**

	Notes	2024 £	2023 £
Operating activities			
Cash flows for operating activities			
Income from other trading activities	A1	35,757	27,263
Cash flows from operating activities			
Income from charitable activities	A2	591,283	535,243
Costs of charitable activities	A3	(608,440)	(603,795)
		<hr/> 18,600	<hr/> (41,289)
Non-operational cashflows			
Investing activities			
Interest received		<hr/> 9,408	<hr/> 4,187
		9,408	4,187
Financing			
Mortgage repayment		<hr/> (13,667)	<hr/> (14,142)
Net cash inflow/(outflow) for the year	B	<hr/> <hr/> 14,341	<hr/> <hr/> (51,244)

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

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 2024****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	Total Funds
	£	£	2024	2023
	£	£	£	£
Membership subscriptions	25,610	-	25,610	23,480
Other income	10,147	-	10,147	3,783
	<u>35,757</u>	<u>-</u>	<u>35,757</u>	<u>27,263</u>

All other trading activities in 2023 were unrestricted.

3 Income from charitable activities

	Unrestricted	Restricted	Total Funds	Total Funds
	£	£	2024	2023
	£	£	£	£
Course fees	481,620	-	481,620	479,906
Event fees	5,717	-	5,717	3,720
Contribution to MA registration fees	27,560	-	27,560	25,500
Other fees	42,214	-	42,214	31,097
	<u>557,111</u>	<u>-</u>	<u>557,111</u>	<u>540,223</u>

All income from charitable activities in 2023 was unrestricted.

BCPC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2024

4 Charitable activities

	Unrestricted £	Restricted £	Total Funds 2024 £	Total Funds 2023 £
Staff costs				
Tutor salaries & extras	179,645	-	179,645	186,999
Training manager salaries	97,315	-	97,315	100,564
Office salaries	97,141	-	97,141	88,318
Temporary staff wages	15,522	-	15,522	15,022
NI Employer tax	19,975	-	19,975	19,385
Employer pension	17,006	-	17,006	17,268
Other staff costs	24,907	-	24,907	19,916
Subscriptions, resources & events				
Resources	9,349	-	9,349	8,756
Subscriptions	3,099	-	3,099	7,585
Event costs	4,259	-	4,259	1,523
Bursaries				
Bursaries allocated	5,675	-	5,675	5,669
Marketing				
Advertising & marketing	9,966	-	9,966	5,830
Office related				
Office costs	16,899	-	16,899	14,770
Premises & miscellaneous				
Premises costs	36,414	-	36,414	38,632
Loan interest	33,749	-	33,749	27,162
Bank charges	10	-	10	279
Depreciation	16,267	-	16,267	17,831
Collected fees forwarded				
Registrations paid to Middlesex	31,322	-	31,322	29,830
Governance costs (note 5)	4,259	-	4,259	5,814
	<u>622,779</u>	<u>-</u>	<u>622,779</u>	<u>611,153</u>

All expenditure on charitable activities in 2023 was unrestricted.

	Direct Costs £	Support Costs £	Total Funds 2024 £
Staff costs	329,889	121,622	451,511
Subscriptions, resources, audits & events	16,707	-	16,707
Bursaries given	5,675	-	5,675
Marketing	-	9,966	9,966
Office related	-	16,899	16,899
Premises & miscellaneous	-	86,440	86,440
Collected fees forwarded	31,322	-	31,322
Governance costs (note 5)	-	4,259	4,259
	<u>383,593</u>	<u>239,186</u>	<u>622,779</u>

BCPC**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 AUGUST 2024****4 Charitable activities (continued)****Previous year**

	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>

5 Governance costs

	Unrestricted £	Restricted £	Total Funds 2024 £	Total Funds 2023 £
Independent Examiner's fees	2,838	-	2,838	2,652
Committee expenses	1,387	-	1,387	2,561
Legal and professional fees	34	-	34	601
	<u>4,259</u>	<u>-</u>	<u>4,259</u>	<u>5,814</u>

All governance costs in 2023 were unrestricted.

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

	2024 £	2023 £
Depreciation	16,267	17,831
Independent Examiner's fees	2,838	2,652
Trustees' expenses	<u>6</u>	<u>Nil</u>

During the year 1 trustee (2023: no trustee), received £6 (2023: £Nil) for travel expenses to attend meetings.

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 2024**

7 Staff costs and numbers

The aggregate staff costs were:

	2024	2023
	£	£
Tutors (incl. CPD & Workshops)	179,645	186,999
Training manager salaries	97,315	100,564
Office salaries	97,141	88,318
Temporary staff (PCS)	15,522	15,022
Social security costs	19,975	19,385
Pension costs	17,006	17,268
	426,604	427,556

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:

	2024	2023
	No.	No.
Charitable activities	6	6
Administration	3	3
	9	9

Senior management in aggregate received remuneration of £63,349 (2023: £59,321).

The average headcount of employees during the year was 26 (2023: 29).

8 Taxation

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

BCPC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2024

9 Prior Year Comparative Figures for the Statement of Financial Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Income from:			
Other trading activities	27,263	-	27,263
Charitable activities	540,223	-	540,223
Investment income	4,187	-	4,187
Total income	571,673	-	571,673
Expenditure on:			
Charitable activities	611,153	-	611,153
Total expenditure	611,153	-	611,153
Net income/(expenditure)	(39,480)	-	(39,480)
Transfers between funds	-	-	-
Net movement in funds	(39,480)	-	(39,480)
Total funds at the start of the year	630,654	3,353	634,007
Total funds at the end of the year	591,174	3,353	594,527

10 Tangible fixed assets

	Land, freehold property & improvements £	Equipment, fixtures & fittings £	Total £
Cost			
At 1 September 2023	955,594	24,323	979,917
Additions	-	-	-
At 31 August 2024	955,594	24,323	979,917
Depreciation			
At 1 September 2023	121,677	23,341	145,018
Charge for the year	15,708	559	16,267
At 31 August 2024	137,385	23,900	161,285
Net book value			
At 31 August 2024	818,209	423	818,632
At 31 August 2023	833,917	982	834,899

BCPC**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 AUGUST 2024**

11 Debtors

	2024	2023
	£	£
Trade debtors	268,997	232,212
Prepayments	5,430	8,391
	<u>274,427</u>	<u>240,603</u>

12 Creditors: amounts falling due within one year

	2024	2023
	£	£
Trade creditors	9,083	6,452
PAYE and social security	4,834	5,418
Deferred income	591,327	520,370
Accruals	4,956	11,892
Mortgage	13,947	13,062
	<u>624,147</u>	<u>557,194</u>

The deferred income of £591,327 (2023: £520,370) 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

	2024	2023
	£	£
Mortgage	404,060	418,612
	<u>404,060</u>	<u>418,612</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 £348,273 (2023: £366,363).

BCPC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2024

14 Movement in funds

	1-Sep-2023 £	Income £	Expenditure £	Transfers £	31-Aug-2024 £
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	4,556	-	-	4,710	9,266
General funds	556,618	602,276	(622,779)	(4,710)	531,405
	<u>591,174</u>	<u>602,276</u>	<u>(622,779)</u>	<u>-</u>	<u>570,671</u>
Total funds	<u>594,527</u>	<u>602,276</u>	<u>(622,779)</u>	<u>-</u>	<u>574,024</u>
Prior Year comparative	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>

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.

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 2024****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	-	39,266	-	39,266
General funds	818,632	116,833	(404,060)	531,405
	<u>818,632</u>	<u>159,452</u>	<u>(404,060)</u>	<u>574,024</u>

Prior Year comparative

	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
	<u>834,899</u>	<u>178,240</u>	<u>(418,612)</u>	<u>594,527</u>

Free unrestricted reserves, after deduction of fixed assets and the mortgage are £130,780 (2023: £153,393). The liquid reserves held at the year end 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

There are no related party transactions other than those mentioned elsewhere in the report.

BCPC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2024

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	35,757	-	-	35,757
		-	-	35,757
A2 Income from Charitable Activities				
Fees	557,111	(36,785)	70,957	591,283
		(36,785)	70,957	591,283
A3 Costs of Charitable Activities				
Charitable activities	(622,779)	2,961	(4,889)	(624,707)
Depreciation	16,267	-	-	16,267
		2,961	(4,889)	(608,440)

Prior Year comparative

	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)

BCPC

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2024

Notes to the Statement of Cash Flows (continued)

B Analysis of changes in cash flow during the year

	2024 £	2023 £	Change £
Cash at bank and in hand	509,172	494,831	14,341
	<u>509,172</u>	<u>494,831</u>	<u>14,341</u>
	2023 £	2022 £	Change £
Cash at bank and in hand	494,831	546,075	(51,244)
	<u>494,831</u>	<u>546,075</u>	<u>(51,244)</u>

C Analysis of changes in net debt

	At 01-Sep-2023 £	Cash flows £	Non cash flows £	At 31-Aug-2024 £
Cash and cash equivalents				
Cash	494,831	14,341	-	509,172
	<u>494,831</u>	<u>14,341</u>	<u>-</u>	<u>509,172</u>
Borrowings				
Debt due within one year	(13,062)	13,667	(14,552)	(13,947)
Debt due after one year	(418,612)	-	14,552	(404,060)
	<u>(431,674)</u>	<u>13,667</u>	<u>-</u>	<u>(418,007)</u>
Total	<u>63,157</u>	<u>28,008</u>	<u>-</u>	<u>91,165</u>

	At 01-Sep-2022 £	Cash flows £	Non cash flows £	At 31-Aug-2023 £
Cash and cash equivalents				
Cash	546,075	(51,244)	-	494,831
	<u>546,075</u>	<u>(51,244)</u>	<u>-</u>	<u>494,831</u>
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)
	<u>(445,816)</u>	<u>14,142</u>	<u>-</u>	<u>(431,674)</u>
Total	<u>100,259</u>	<u>(37,102)</u>	<u>-</u>	<u>63,157</u>

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.