

REGISTERED COMPANY NUMBER: 02821263 (England and Wales)
REGISTERED CHARITY NUMBER: 1093686

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH SEPTEMBER 2021
FOR
THE GUILD OF PSYCHOTHERAPISTS

Parkers
178-180 Church Road
Hove, East Sussex
BN3 2DJ

THE GUILD OF PSYCHOTHERAPISTS

CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH SEPTEMBER 2021

	Page
Operating and Financial Review	1
Report of the Trustees	2 to 11
Independent Examiner's Report	12
Statement of Financial Activities	13
Balance Sheet	14 to 15
Notes to the Financial Statements	16 to 23
Detailed Statement of Financial Activities	24 to 25

THE GUILD OF PSYCHOTHERAPISTS
OPERATING AND FINANCIAL REVIEW
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

Welcome to the Guild Of Psychotherapists annual report for our 47th operating year.

This has been another difficult year for the Guild, mainly as a result of the ongoing unprecedented challenges imposed by the Covid-19 pandemic.

Complying with continuing lockdown restrictions and social distancing required us to rapidly innovate and transition our clinic, psychotherapy and training operations to a remote model.

This involved members, staff, trainees and clinic patients having to embrace often unfamiliar technologies and adapt to new ways of working.

Managing this process involved a huge amount of work and I must record my sincere gratitude to my fellow council members, committee members and all at the Guild for the massive efforts made to ensure that we have been able to maintain the continuity of our clinic and training services.

During the course of the year, as these new ways of working became better established, our core committees assessed the efficacy of these new approaches with a view to incorporating them as a fundamental part of our service delivery framework going forwards.

It would be no exaggeration to say that the Guild - having gone through this difficult process - is today able to incorporate a significantly enhanced range of services which in many cases can offer new capacity to reach new clinic patients and trainees for whom our earlier systems might have been challenging.

These are ongoing initiatives within the Guild as we look forward to a future in which we are able to offer hybrid learning and innovative remote psychotherapy services to extend our footprint into the digital landscape.

The pandemic restrictions had a significant financial impact on our operating revenue model.

For the whole of this year our offices have been effectively closed. The Guild normally depends upon a significant revenue stream from the rental of rooms at the office both to members for client sessions as well as rentals to third parties. Income from our office during the year was essentially zero, whilst fixed and admin costs remained fully in place. This had the effect of transforming one of our key revenue generating assets into a pure loss.

The effect of the pandemic across society had a noticeable effect on people's emotional states, which we saw translated into strong demand for our clinic psychotherapy services. Every effort was made to reach as many clinic patients as possible, resulting in an increased overall clinic cost base.

The financial stresses thus experienced have been deeply challenging with the result that this year has seen the Guild face a significant operating loss.

In common perhaps with almost every other organisation, we did not have a specific business contingency plan to deal with the pandemic - it was unprecedented.

We therefore took the decision to draw down funds from reserves to address cashflow requirements during the year and ensure uninterrupted delivery of our core operating objectives.

As we move forward into the post pandemic landscape we are committed to continuing and building on the raft of changes that have had to be made.

We have survived through this difficult period. We are committed to maintaining an enhanced pace of change so we can take the opportunity to continue the development of the Guild into a dynamic, well organised, technologically sophisticated and connected organisation. We need to develop these qualities so as to extend our ability to deliver on our core objectives in bringing the benefits of psychotherapy to those who need it most through our low cost Clinic and continuing to offer one of the best and most respected psychotherapy training and qualification programs available.

Miranda Seymour-Smith

THE GUILD OF PSYCHOTHERAPISTS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30th September 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

THE GUILD OF PSYCHOTHERAPISTS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

OBJECTIVES AND ACTIVITIES

Objectives and Achievements of the year

Objectives and Achievements of the year

The aims and objectives for the year 2020-2021 were as follows:

PLANNING I

Administration Matters

Aim:

To maintain and improve where possible the Council's financial, administrative and communications infrastructure

Objectives for the year

Objective 1:

To maintain the Member's Affairs Committee (MAC) business plan

The Guild has again been able to maintain the recommendations of the Members' Affairs Committee (MAC) as accepted by Council and following the 2013 AGM. These include the decision to stay at 47 Nelson Square, despite the limitations of the building; the decision to review ongoing administrative, HR and building upkeep costs in value for money terms; and the plan to increase the number of trainees on the four-year Psychoanalytic Psychotherapy training. In addition, the Supervision Course and the Psychoanalytic Psychotherapy Introductory Course have been added as part of the plan to increase the number of trainees.

Objective 2:

To maintain and improve where possible the Guild's control of its finances

Council's ability to monitor expenditure and cash flow remains central to the Guild's efficient governance of its budget. The Chair, the Treasurer and the Senior Administrator have continued to ensure that up to date financial information is available and this has helped to better facilitate the day-to-day management of the Guild's finances. The Finance Committee: Treasurer, Senior Administrator, Chair of Clinic and Chair of Training are meeting regularly to monitor finances. In the year 2021 the pandemic has put pressure on our finances so regular information to Council has been paramount.

Objective 3:

To increase the Guild's income

The Guild relies on a mixture of self-generated income (membership fees, renting out rooms for psychotherapy, and training fees) along with grants and donations.

In the year the room rental and grants and donations income was significantly reduced putting more pressure on our income generating ability.

The Head of Fundraising and Development had begun implementing a four-year fundraising and development strategy (2019-2023) focusing on growing the Guild's income through grants and donations. The impact of the pandemic on our income generating plans has meant that this strategy is being reviewed.

In partnership with the Chair of the Clinic Committee, the Head of Fundraising and Development continued to plan and oversee general clinic activities and projects and oversee overall clinic outputs and client outcomes.

This has been the second challenging year for the Guild, in the wake of the Covid19 pandemic. As ever we are grateful to our past funders who have all reported that competition for available funding has been very intense affecting our ability to raise funds in this current year.

The impact on our income of the effectively two years of building closure combined with the reduced availability of grant funding have led to a major review of our fundraising strategy with an intention to target private sector sponsorship and other kinds of individual giving with perhaps less focus on grants and trusts.

THE GUILD OF PSYCHOTHERAPISTS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

The Guild's Training Committee continues to review its marketing of the courses in Psychoanalytic Psychotherapy in order to increase income through the recruitment of more trainees. This includes the development of blended learning which has the potential to increase the number of trainees who can attend. This has involved investment in improved infrastructure and improved broadband speeds.

Measures to increase diversity and inclusion of more black and minority ethnic trainees, have included setting up a bursary scheme which is being trialled in 2022.

Objective 4:

To raise the Guild's public profile and to improve communication with the public

The Guild Council has continued to develop a new organisational strategy with involvement. This has included working groups and a Guild online forum where organisational aims and objectives have been discussed and proposals for development made. A key strand of this has been a communications plan to raise the Guild's public profile and to improve communication with the public. The Race & Culture Group have been developing a seminar programme which has attracted widespread interest.

The Guild's representatives have continued to be actively engaged in the work of the CPJA section of UKCP.

Objective 5:

To maintain and improve communication with Guild members, student and trainees

The Guild Administrators have continued to provide news and information on courses, CPD events, lectures, other activities and job vacancies via the Office Bulletin.

The Guild's website and Members Forum continues to be developed in order to provide useful and relevant information of interest to Guild members, students and trainees via its members' section.

Objective 6:

To undertake the Quinquennial Review by UKCP on which our continued organisational membership of UKCP depends.

The QR review was successfully completed in June 2020. It was conducted online. Our thanks go to Council member Tania Glynn and the Guild office staff for the organisation and administration of this review.

PLANNING II

AIMS

The primary aims of the Guild are:

A. To provide a successful programme for the pluralist training of psychoanalytic psychotherapists. To provide opportunities for the further education of Guild members and students. To promote the undertaking of research.

B. To make psychoanalytic psychotherapy available to the public through the Reduced Fee Clinic, the clinical work of members and the referral service.

C. To increase access to psychological therapies in general and to the Guild's clinic and trainings in particular, from among groups under-represented in this field including BAME communities.

OBJECTIVES

A. Training, educational and research objectives, strategies and activities

The Guild's training has been established for over 40 years. All the major approaches to psychoanalytic theory and practice are represented in its programme. Applicants are required to have a graduate degree or equivalent previous experience, and will usually have professional experience of working with people.

THE GUILD OF PSYCHOTHERAPISTS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

The training comprises a 4 year taught programme during which time trainees develop their clinical practice. Upon graduation (generally within 5 years of completing the 4 year taught programme) trainees will have completed extensive in-depth work with patients under supervision, demonstrated sufficient knowledge of clinical theory and practice and presented a final paper which demonstrates the level, capacity and theoretical approach of their therapeutic work.

The Training Committee comprises experienced tutors drawn from the Guild membership as well as from other psychoanalytic organisations in order to ensure that a wide range of analytic theory is represented to highlight the pluralism enshrined in the Guild's ethos.

In keeping with the Guild's equal opportunities policy, trainees from diverse social and cultural backgrounds are encouraged to apply. While students fund their own training, we operate a scheme to support trainees in the event of hardship and a student bursary to encourage entrants on low incomes.

Guild members, students and trainees have access to the Psychoanalytic Electronic Publishing (PEP) archive, which provides online access to many journals and other resources.

Objective A1:

To provide a high standard of teaching and supervision of the trainees and students of the four-year training programme

At the beginning of the academic year 2020-2021, there were 35 trainees registered on the training course and 11 registered students. Students are those who have completed the four-year course but have yet to qualify by submitting a final paper and satisfying the Training Committee and Council as to their suitability for membership.

In the course of the year, 7 trainees successfully completed the training course and 2 students were qualified by the Training Committee and were elected to full membership of the Guild.

The feedback from trainees at the end of each term and following additional termly seminars showed high levels of satisfaction with the standards of training. An external examiner has been in place since July 2014 to ensure that standards are monitored and continue to be acceptable.

The 10-week introductory course, Introduction to Psychoanalytic Concepts, ran in the Spring term 2021 via Zoom with 11 students.

The Chair of the Training Committee is a Member of the Finance Committee.

Objective A2:

To provide a pluralist supervision course for Guild members open to those from other psychoanalytic psychotherapy trainings

The Guild's seventh Pluralist Supervision Course ran over eight Saturdays from October 2019 to November 2020. The course dates had to be extended due to the Covid 19 situation and the final sessions were provided via Zoom. The eighth Pluralist Supervision Course is taking place during 2021 - 2022.

Objective A3:

To provide a programme of continuing professional development through lectures, seminars and conferences together with a range of public events

This aspect of our work has largely been on hold during the pandemic.

AIM

B. To make psychoanalytic psychotherapy available to the public through its referral service and the Reduced Fee Clinic

OBJECTIVES

THE GUILD OF PSYCHOTHERAPISTS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

Objective B1:

To maintain the high standards of the Reduced Fee Clinic by:

- The careful selection, induction and supervision of therapists;
- Reviewing the procedures for the training of therapists and assessors;
- Reviewing the procedures of the office in dealing with enquiries, placement of patients and liaising with psychotherapists

The Guild's Reduced Fee Clinic, established in 1998, provides a low-cost psychotherapy service for people living in Southwark, Lambeth and Lewisham on incomes of less than £19,000 per annum. Patients are offered up to two years of weekly psychotherapy at a fee based on their financial circumstances.

The work of the Clinic is overseen and underpinned by the Chair of the Clinic Committee, Denis Echard who was elected as Chair in March 2017. The committee led by the Chair maintained the practice of revision and consolidation of Clinic policies and procedures to improve both administrative and clinical standards.

All Guild trainees take up an honorary placement in the Clinic. It is mandatory for each trainee to see at least one Clinic patient in the course of their training, and they are encouraged to take on a second patient if possible. The Student Liaison Officer and the Clinic Committee provide a comprehensive clinic induction for each trainee. This year we were fortunate to have a very keen set of first year trainees who joined the Clinic with great dedication and enthusiasm.

The Clinic Committee consists of 10 people: Chair, 6 group supervisors, 8 assessors and qualified and student therapists with the support of the Guild Administrative Secretary. This year the committee has been strengthened by a new fully qualified member and two experienced Guild Clinic supervisors. The committee meets fortnightly to oversee the management and functioning of the Clinic. Clinical presentations of assessed patients and other clinical issues which occur from time to time provide a very safe basis for stimulating and thought-provoking clinical discussions. Once term the Clinic committee members meet for a thinking space where they reflect on their practice within the Clinic in regard race and culture aspect of their work

At present the Clinic offers clinic trainee therapists supervision in five groups on Wednesday afternoons, one group on Tuesday and two groups on Thursday evenings.

The group environment offers a safe and stimulating learning environment and safeguards the clinical standards of the Clinic.

Alternatively, trainees unable to join one of the groups have an option to be supervised on an individual basis by one of the additional Guild Clinic supervisors who generously offer their service at no cost to the Clinic.

The experienced team of 6 group supervisors meets regularly in order to share feedback and foster supportive working practice within the Clinic. These meetings are open to all supervisors involved in the work of the Clinic.

The Chair of the Clinic Committee took part in the Induction Day for incoming Year 1 trainees in September and the Training Open Day in the spring and met regularly with the Training Committee. The Clinic Committee was represented at the Assessment Training Session in November 2019.

The administrative staff (Pat Blackett, Senior Administrator and Janet Wishart, Administrative Assistant) have provided invaluable support to the Clinic. They are the first port of call for patients and anyone wanting to use the Guild clinic. They also liaise with Clinic Chair for the Clinic management, external organisations and agencies. They deal effectively with administrative and financial matters and make sure that the Clinic operates smoothly on a day to day basis. The Chair is a member of the Finance Committee.

In the increasingly difficult environment of the year 2020, the Head of Fundraising and Development has raised funds for the clinic and helped oversee clinic activities, including budget and project planning, and overseeing outputs and patient outcomes.

trainees/students

THE GUILD OF PSYCHOTHERAPISTS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

Assessments: The Guild carried out X assessments between October 2020 and September 2021. Where we are unable to offer therapy, we endeavour to find suitable alternatives whenever possible including making referrals to our referral co-ordinators.

Patients: A total of X people were seen at the Guild clinic, between October 2020 and September 2021.

Objective B2:

To provide a high standard of psychotherapy in the Reduced Fee Clinic, and to increase the number of treatment places

Objectives and achievements

The Head of Fundraising and Development moved to another role at another organisation. She had worked closely with the Guild's existing funders to ensure good reporting and to ensure clear project objectives moving forwards. The Reduced Fee Clinic is continuing to seek to increase the number of patients.

In the context of vastly increased competition for charitable trust funding following the pandemic we are reviewing our approach to fundraising less on charitable grants and more on other ways of attracting private sponsorship and private giving.

Objective B3:

Reviews of the Guild's Reduced Fee Clinic Structure

The Clinic management is undertaken by the Chair of the Clinic Committee with administrative support from the office and clinical support from the Clinic Committee. The Chair of the Clinic Committee and the Finance Committee are reviewing the structure of the Clinic in light of the pressure on finances this year.

Public benefit

The section of this report above entitled 'Objectives and achievements of the year' sets out the charity's objectives and reports on the activity and successes in the year to 30 September 2020 as well as explaining the plans for the current financial year of 2020-21.

The Directors have considered this matter and concluded:

1. That the aims of the organisation continue to be charitable;
2. That the aims and the work done give identifiable benefits to the charitable sector and both indirectly and directly to individuals in need;
3. That the benefits are for the public, are not unreasonably restricted in any way and certainly not by ability to pay; and
4. That there is no detriment or harm arising from the aims or activities.

The Trustees confirm that they have complied with the duty in Section 4 of the Charities' Act 2006 to have due regard to the guidance published by the Charities' Commission on public benefit when reviewing the Charities' main aims and objectives and in planning future activities.

STRATEGIC REPORT

Financial review

Assets policy

The principal asset of the Guild is our Grade II listed Georgian building which we hold on long lease.

THE GUILD OF PSYCHOTHERAPISTS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

STRATEGIC REPORT

Financial review

Reserves policy

It is normally the policy of the Guild that the level of reserves (those not tied up in fixed assets and designated and restricted funds) should be maintained at a level at least equivalent to three months' expenditure, which averages £50,000. We have again maintained at least this level of reserves over the year. In light of the long term nature of the psychotherapy offered by the Clinic, it is now viewed that 6 months expenditure in the reserves is more prudent. The Trustees now consider that reserves at that level would ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

As at 30 September 2021, our reserves fund stood at a surplus of £94,181 (as of 30 September 2020: £154,965).

The last two years has put pressure on the reserves as we have stated due to lost income. These remain determined to achieve the reserves policy of six months running costs through our revised fundraising and income generating strategy currently under review.

In this, the second year of the pandemic, the Guild's financial situation has again proved challenging due to the continued absence of room rental income. Our annual accounts show a deficit of £54,399 in 2020-21. The funds at bank decreased due to the decrease in income. The Guild's expenditure in general is fairly predictable and low and so our reserves have again helped weather the income shortfall. We remain committed to restoring the level of reserves of six months running costs.

The training intake in the autumn 2020 had 10 new trainees which we considered good given the difficulties throughout the year and the fact that the Training had to run online. As training fees make such an important contribution to revenue we are grateful to the Training Committee for all their hard work attracting trainees, publicising the training and maintaining the Guild's reputation by offering such a high standard of training. We also thank them for adapting the training so quickly to the online and blended offer.

The Guild's membership provides around one-fifth of the Guild's income through their membership fees. These fees are greatly appreciated in making the Guild's existence as an institution possible and promoting the aims of the Guild in providing support for its members, and in offering the pluralist training and psychoanalytic psychotherapy to the public.

Thanks go to all Guild members, trainees, students and staff who have worked to keep expenditures within the Guild's budget.

Finally, special thanks are due to the Guild's Senior Administrator, Pat Blackett, Clinic Administrator and Administrative Assistant Janet Wishart and Training Administrator, Mary-Ann Crumplin for their help and support.

THE GUILD OF PSYCHOTHERAPISTS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governance and organisational structure

The Guild of Psychotherapists (the Guild) was founded in 1974. The ambition of the founding members was to offer a pluralist training in psychoanalytic psychotherapy.

Today, the Guild provides a well-established training programme and runs a reduced fee psychotherapy clinic serving the local community in southeast London. It also comprises a nationwide network of almost 200 psychotherapists who participate in both the private and public sector provision of mental health services.

The therapeutic relationship offers an opportunity for people to bring to a skilled practitioner the psychological issues with which they are struggling. This process offers the individual the opportunity to tackle at depth the causes of their distress and conflict. Therapy can bring about a deeper understanding leading to new perspectives, enabling an individual to lead a richer and more satisfying life. The psychotherapeutic approach of the Guild is psychoanalytically based.

During this current year the structure, governance and management of the Guild have been the subject of an organisational review which will feed into the revised organisational strategy of the Guild.

Governing Document

The Guild was first registered as a charity on 13 July 1987, then widened its objectives and was registered again on 3 September 2002 and is a charitable limited company by a Memorandum and Articles of Association incorporated on 25 May 1993. A Special Resolution was passed on 29 April 2002 updating the company's Memorandum and Articles of Association to take on the Aims and Constitution of the Guild of Psychotherapists. The new objectives of the company are to promote through psychotherapy the relief of psychological disorders in members of the public by education, training, research and by clinical practice. A principal activity of the company since its incorporation has been the ownership and management of the property in Southwark, 47 Nelson Square, which is the headquarters of the Guild.

Governance of the Guild, recruitment and appointment of Trustees

The Guild is governed by a Council, the members of which are the Trustees who are elected by the Guild members at the Annual General Meeting. They comprise the Chair, the Honorary Secretary, the Treasurer, the Chairs of key committees and five Members' Representatives. In addition two Trainee/Student Representatives are elected by the Trainee Affairs Committee of the Guild. Collectively they form the Council of the Guild. Appointments are for a period of three years and are eligible for re-election for three years. The Council is empowered to co-opt members to fill any vacancies and also to appoint an additional two Trustees, who will serve until the next AGM.

The Chair, Honorary Secretary and Honorary Treasurer (Guild Officers) are responsible for the administration and management of the charity. The day-to-day management and administration is the responsibility of the Senior Administrator who liaises closely with the Guild Officers. During this year the Chair had to step down for personal reasons and the Honorary Treasurer assumed an Acting Chair role pending appointment of new officers. The Honorary Secretary duties were ably undertaken by members of the Council who had been former Honorary Secretary.

The training programme is managed by the Training Committee and the Guild's Reduced Fee Psychotherapy Clinic is managed by the Clinic Committee.

The Guild has a number of standing committees (Clinic, Training, Finance, Ethics, Members' Affairs and Student & Trainee Affairs Committees) and several other committees (Race and Culture Group, Premises and Library).

The Guild is thankful to all Council Members for their contribution and support for the organisation over the year without which the Guild could not function.

The Council members, who are also trustees of the charity and directors for the purpose of company law, who served during the financial year 2020-21, are as follows:

Annie Dillon
Denis Echard
Tania Glynn

THE GUILD OF PSYCHOTHERAPISTS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

Nicola Godwin
Stan Roman (left January 2021)
Miranda Seymour Smith
Kate Trench

Margery Craig as UKCP Rep and Mary Mitchinson as co-opted Council member were also included in Council meetings. We would like to thank Sarah Parry and Philippa Tuckman who acted as Student Representatives during the year.

Regular budgetary control and review is exercised by the Honorary Treasurer and the Finance Committee. Committees submit regular reports on their activities to the Council and to the Annual General Meeting.

Training and induction provided for Trustees

Because trustees are appointed from the membership, and from the current group of trainees and students, they all come to the Council with some considerable knowledge of the work of the Guild. Trustees are provided additionally with:

- Copies of recent minutes and Council documents
- The Memorandum and Articles of Association and other key Guild documents

Related parties and organisations

The Guild is an Organisational Member of the United Kingdom Council for Psychotherapy (UKCP). Guild representatives play an active part in UKCP affairs, representing the Guild and the interests of its Members at a national level. The Guild adheres to the ethical guidelines and policies of UKCP.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02821263 (England and Wales)

Registered Charity number

1093686

Registered office

47 Nelson Square
Blackfriars Road
London
SE1 0QA

Trustees

Denis Echard
Tania Glynn
Stan Roman (resigned 15/5/21)
Kate Trench
Annie Dillon
Nicola Godwin
Miranda Seymour-Smith

Company Secretary

Independent Examiner

Parkers
178-180 Church Road
Hove, East Sussex
BN3 2DJ

THE GUILD OF PSYCHOTHERAPISTS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on and signed on the board's behalf by:

.....
Miranda Seymour-Smith - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE GUILD OF PSYCHOTHERAPISTS**

Independent examiner's report to the trustees of The Guild of Psychotherapists ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30th September 2021.

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

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.

Annette Watson
FCA
Parkers
178-180 Church Road
Hove, East Sussex
BN3 2DJ

Date:

THE GUILD OF PSYCHOTHERAPISTS

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30TH SEPTEMBER 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	45,143	23,400	68,543	93,990
Charitable activities					
Provision of facilities to psychotherapists		9,367	-	9,367	30,331
Professional training		94,987	-	94,987	109,968
Guild clinic		20,809	-	20,809	15,880
Investment income	3	17	-	17	242
Total		170,323	23,400	193,723	250,411
EXPENDITURE ON					
Raising funds		10,664	-	10,664	10,499
Charitable activities	4				
Professional Development		33,225	-	33,225	47,546
Provision of facilities to psychotherapists		49,586	-	49,586	51,920
Professional training		84,174	-	84,174	81,730
Guild clinic		53,993	16,480	70,473	64,147
Total		231,642	16,480	248,122	255,842
NET INCOME/(EXPENDITURE)		(61,319)	6,920	(54,399)	(5,431)
RECONCILIATION OF FUNDS					
Total funds brought forward		656,165	60,865	717,030	722,461
TOTAL FUNDS CARRIED FORWARD		594,846	67,785	662,631	717,030

The notes form part of these financial statements

THE GUILD OF PSYCHOTHERAPISTS

BALANCE SHEET 30TH SEPTEMBER 2021

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	9	500,665	501,200
CURRENT ASSETS			
Debtors	10	12,888	32,725
Cash at bank and in hand		184,459	209,250
		197,347	241,975
CREDITORS			
Amounts falling due within one year	11	(35,381)	(26,145)
NET CURRENT ASSETS		161,966	215,830
TOTAL ASSETS LESS CURRENT LIABILITIES		662,631	717,030
NET ASSETS		662,631	717,030
FUNDS	13		
Unrestricted funds:			
General fund		94,181	154,965
Designated fund - fixed asset fund		411,463	411,998
Revaluation reserve		89,202	89,202
		594,846	656,165
Restricted funds		67,785	60,865
TOTAL FUNDS		662,631	717,030

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30th September 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 30th September 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

THE GUILD OF PSYCHOTHERAPISTS

**BALANCE SHEET - continued
30TH SEPTEMBER 2021**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
Miranda Seymour-Smith - Trustee

THE GUILD OF PSYCHOTHERAPISTS
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Tangible fixed assets are measured at cost. Upon transition to FRS102, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' the previous GAAP revaluation of the leasehold buildings was used as deemed cost.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Fixtures and fittings - 25% on cost

Long leasehold property - the residual value of the property is considered to be equal to, or in excess of its current carrying value and depreciation is therefore not provided.

Taxation

The company is a registered charity and as such its income and gains falling within section 471 to 489 of the Corporation Tax Act 2010 or section 256 of the Taxation and Chargeable Gains Act 1992 are exempt from corporation tax to the extent that they are applied to its charitable activities.

Fund accounting

Unrestricted funds are general funds that are available for the use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Designated funds comprise funds which have been set aside at the discretion of the Council members for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

THE GUILD OF PSYCHOTHERAPISTS

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH SEPTEMBER 2021**

2. DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations and gifts	17,419	6,139
Professional membership income	39,724	49,001
Grants	11,400	38,850
	<u>68,543</u>	<u>93,990</u>

The following grants made up our grant total:
City Bridge Trust - £11,400 for the BAME psychotherapy project

3. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	17	242
	<u>17</u>	<u>242</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Professional Development	21,631	11,594	33,225
Provision of facilities to psychotherapists	49,586	-	49,586
Professional training	77,173	7,001	84,174
Guild clinic	67,192	3,281	70,473
	<u>215,582</u>	<u>21,876</u>	<u>237,458</u>

5. SUPPORT COSTS

	Management £	Finance £	Information technology £	Governance costs £	Totals £
Professional Development	5,902	376	2,570	2,746	11,594
Professional training	3,564	227	1,551	1,659	7,001
Guild clinic	1,670	106	727	778	3,281
	<u>11,136</u>	<u>709</u>	<u>4,848</u>	<u>5,183</u>	<u>21,876</u>

THE GUILD OF PSYCHOTHERAPISTS

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH SEPTEMBER 2021**

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	535	2,062
	<u>535</u>	<u>2,062</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30th September 2021 nor for the year ended 30th September 2020.

None of the Council members (or any persons connected with them) received any remuneration during the year. Council members are not required to pay standard membership fees during their period in office.

Trustees' expenses

None of the Council members (or any persons connected with them) were reimbursed any expenses during the year.

8. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	103,159	103,845
	<u>103,159</u>	<u>103,845</u>

The average monthly number of employees during the year was as follows:

	2021	2020
	5	5
Support and administration	<u>5</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

9. TANGIBLE FIXED ASSETS

	Long leasehold £	Fixtures and fittings £	Totals £
COST			
At 1st October 2020 and 30th September 2021	500,000	28,384	528,384
	<u>500,000</u>	<u>28,384</u>	<u>528,384</u>
DEPRECIATION			
At 1st October 2020	-	27,184	27,184
Charge for year	-	535	535
	<u>-</u>	<u>27,719</u>	<u>27,719</u>
At 30th September 2021	-	27,719	27,719
	<u>-</u>	<u>27,719</u>	<u>27,719</u>
NET BOOK VALUE			
At 30th September 2021	500,000	665	500,665
	<u>500,000</u>	<u>665</u>	<u>500,665</u>
At 30th September 2020	500,000	1,200	501,200
	<u>500,000</u>	<u>1,200</u>	<u>501,200</u>

THE GUILD OF PSYCHOTHERAPISTS

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH SEPTEMBER 2021**

9. TANGIBLE FIXED ASSETS - continued

Upon transition to FRS102, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' the previous GAAP revaluation of the leasehold buildings was used as deemed cost. The leasehold property was re-valued at £500,000 by Tuckerman, an independent firm of Chartered Surveyors, on 23 November 2011. The basis for valuation was open market value. The property is assessed annually by the trustees, who consider that the current market value is not materially different from its net book value. The historical cost of the property is £431,614.

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Other debtors	12,215	26,352
Prepayments and accrued income	673	6,373
	<u>12,888</u>	<u>32,725</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	6,825	5,191
Social security and other taxes	1,436	1,191
Accruals	774	378
Deferred income	26,346	19,385
	<u>35,381</u>	<u>26,145</u>

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Fixed assets	500,665	-	500,665	501,200
Current assets	129,562	67,785	197,347	241,975
Current liabilities	(35,381)	-	(35,381)	(26,145)
	<u>594,846</u>	<u>67,785</u>	<u>662,631</u>	<u>717,030</u>

THE GUILD OF PSYCHOTHERAPISTS

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

13. MOVEMENT IN FUNDS

	At 1/10/20 £	Net movement in funds £	At 30/9/21 £
Unrestricted funds			
General fund	154,965	(60,784)	94,181
Designated fund - fixed asset fund	411,998	(535)	411,463
Revaluation reserve	89,202	-	89,202
	<u>656,165</u>	<u>(61,319)</u>	<u>594,846</u>
Restricted funds			
Studentship Fund	9,296	-	9,296
Clinic Development Fund	5,845	-	5,845
City Bridge Fund	45,724	6,920	52,644
	<u>60,865</u>	<u>6,920</u>	<u>67,785</u>
TOTAL FUNDS	<u>717,030</u>	<u>(54,399)</u>	<u>662,631</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	170,323	(231,107)	(60,784)
Designated fund - fixed asset fund	-	(535)	(535)
	<u>170,323</u>	<u>(231,642)</u>	<u>(61,319)</u>
Restricted funds			
Clinic Fund	12,000	(12,000)	-
City Bridge Fund	11,400	(4,480)	6,920
	<u>23,400</u>	<u>(16,480)</u>	<u>6,920</u>
TOTAL FUNDS	<u>193,723</u>	<u>(248,122)</u>	<u>(54,399)</u>

THE GUILD OF PSYCHOTHERAPISTS

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

13. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/10/19 £	Net movement in funds £	Transfers between funds £	At 30/9/20 £
Unrestricted funds				
General fund	172,977	(16,388)	(1,624)	154,965
Designated fund - fixed asset fund	411,918	(1,544)	1,624	411,998
Revaluation reserve	89,202	-	-	89,202
	<u>674,097</u>	<u>(17,932)</u>	<u>-</u>	<u>656,165</u>
Restricted funds				
Studentship Fund	9,296	-	-	9,296
Clinic Development Fund	5,845	-	-	5,845
City Bridge Fund	33,223	12,501	-	45,724
	<u>48,364</u>	<u>12,501</u>	<u>-</u>	<u>60,865</u>
TOTAL FUNDS	<u>722,461</u>	<u>(5,431)</u>	<u>-</u>	<u>717,030</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	211,561	(227,949)	(16,388)
Designated fund - fixed asset fund	-	(1,544)	(1,544)
	<u>211,561</u>	<u>(229,493)</u>	<u>(17,932)</u>
Restricted funds			
Clinic Fund	17,250	(17,250)	-
City Bridge Fund	21,600	(9,099)	12,501
	<u>38,850</u>	<u>(26,349)</u>	<u>12,501</u>
TOTAL FUNDS	<u>250,411</u>	<u>(255,842)</u>	<u>(5,431)</u>

THE GUILD OF PSYCHOTHERAPISTS

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH SEPTEMBER 2021

13. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/10/19 £	Net movement in funds £	Transfers between funds £	At 30/9/21 £
Unrestricted funds				
General fund	172,977	(77,172)	(1,624)	94,181
Designated fund - fixed asset fund	411,918	(2,079)	1,624	411,463
Revaluation reserve	89,202	-	-	89,202
	<u>674,097</u>	<u>(79,251)</u>	<u>-</u>	<u>594,846</u>
Restricted funds				
Studentship Fund	9,296	-	-	9,296
Clinic Development Fund	5,845	-	-	5,845
City Bridge Fund	33,223	19,421	-	52,644
	<u>48,364</u>	<u>19,421</u>	<u>-</u>	<u>67,785</u>
TOTAL FUNDS	<u>722,461</u>	<u>(59,830)</u>	<u>-</u>	<u>662,631</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	381,884	(459,056)	(77,172)
Designated fund - fixed asset fund	-	(2,079)	(2,079)
	<u>381,884</u>	<u>(461,135)</u>	<u>(79,251)</u>
Restricted funds			
Clinic Fund	29,250	(29,250)	-
City Bridge Fund	33,000	(13,579)	19,421
	<u>62,250</u>	<u>(42,829)</u>	<u>19,421</u>
TOTAL FUNDS	<u>444,134</u>	<u>(503,964)</u>	<u>(59,830)</u>

The fixed asset fund is the net book value of the fixed assets in the balance sheet.

The Clinic fund represents funds which have been received to be used exclusively for the provision of psychotherapy for local people through The Guild of Psychotherapy Clinic.

The Studentship fund represents funds which have been received to be used exclusively for student bursaries.

The Clinic Development fund represents funds which have been received to be used exclusively for the funding of additional assessments and therapy sessions under Project 30.

The City Bridge fund represents funds which have been received to be used exclusively for the provision of psychotherapy for ethnic minorities through The Guild of Psychotherapy Clinic.

THE GUILD OF PSYCHOTHERAPISTS

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH SEPTEMBER 2021**

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30th September 2021.

THE GUILD OF PSYCHOTHERAPISTS

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30TH SEPTEMBER 2021**

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations and gifts	17,419	6,139
Professional membership income	39,724	49,001
Grants	11,400	38,850
	68,543	93,990
Investment income		
Deposit account interest	17	242
Charitable activities		
Professional training	94,987	106,684
Facilities provision for psychotherapists	9,367	30,331
Guild clinic	20,809	19,164
	125,163	156,179
Total incoming resources	193,723	250,411
EXPENDITURE		
Raising donations and legacies		
Wages	10,202	10,067
Other costs	462	432
	10,664	10,499
Charitable activities		
Wages	92,957	93,778
Other costs	122,090	123,782
Fixtures and fittings	535	2,062
	215,582	219,622
Support costs		
Management		
Insurance	5,159	4,815
Telephone	3,390	3,470
Postage and stationery	1,784	3,731
Sundries	(200)	1,889
Bank interest	1,003	882
	11,136	14,787
Finance		
Bank charges	709	888
Information technology		
Sundries	4,848	3,292

This page does not form part of the statutory financial statements

THE GUILD OF PSYCHOTHERAPISTS

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30TH SEPTEMBER 2021**

	2021 £	2020 £
Information technology		
Governance costs		
Meetings and Officers expenses	1,524	3,064
Accountancy and legal fees	3,346	3,377
Legal fees	313	313
	5,183	6,754
Total resources expended	248,122	255,842
Net expenditure	(54,399)	(5,431)

This page does not form part of the statutory financial statements