

**The Research Society for Process Oriented
Psychology (UK) Limited**

(Company Ltd by Guarantee Number 4794982)

(Registered Charity No. 1107684)

Financial statements

for the period ended 31 August 2021

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The Research Society for Process Oriented Psychology (UK) Limit

Legal Information

Trustees

Olufemi Hughes
Antonia Spencer
Martin Gent

Company Secretary

Sanjay Karia

School Co-Directors

Anup Karia
Iona Fredenburgh

External examiner

Vacant

External moderator

Tree Staunton (to June 2021)

Treasurer

Mike Fitter

Bookkeeper

Mandy Kinsella

Registered Charity number

1107684

Company Ltd by Guarantee number

4794982

Registered office

To October 2021
InterChange Studios
Hampstead Town Hall Centre
213 Haverstock Hill
London NW3 4QP

From October 2021
27 Old Gloucester Street
London
WC1N 3AX

Independent examiner

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
CA7 2EL

Bank

Co-operative Bank
PO Box 250
Skelmersdale
WN8 6WT

The Research Society for Process Oriented Psychology (UK) Limited

Trustees' report

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report and financial statements for the period ended 31 August 2021.

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 11 June 2004 and registered as a charity on 18 January 2006. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

The organisation is managed by the RSPOP UK Committee [subsequently referred to as the management Committee], which is made up of its trustees, non-trustee role holders and other Committee members.

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association trustees are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

Financial review

The results of the year show an overall surplus of £23,226 of which £22,674 is unrestricted funds.

Principal Funding Sources

The principal funding sources for the charity are currently by way of membership subscriptions and training income from seminars and courses carried on in furtherance of the charity's objectives.

Reserves Policy

The trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a general policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure.

The trustees have also agreed that these parameters may be varied based on an annual risk management exercise carried out as part of the annual review of the Business Plan.

The school is growing, there is increasing demand for the education it offers. It has invested in curriculum development and teaching capacity to enable this expansion and, in line with its diversity values, has set up a bursary system to increase the diversity of access to the training.

The strategy is to continue to build reserves slowly through planned operating surpluses. In the short term, the trustees have considered the extent to which existing activities and expenditure could be curtailed, should circumstances make it necessary. A cost containment mechanism on large events has been introduced. This reduces risk.

The Research Society for Process Oriented Psychology (UK) Limited

Trustees' report continued

Objectives and activities

The company's objects and principal activities are to:

Advance education and training for the benefit of the public in the fields of process oriented psychology

Promote physical and mental health and the wellbeing of the public in particular through understanding and working with the processes operating and within the lives of people and their environment.

In celebration of Jean-Claude Audergon

At the end of October 2020, Jean Claude Audergon, our beloved co-founder and elder passed away. It was too soon!

Our whole organization is what it is because of him (and his partner in everything, Arlene Audergon).

There are simply no words to describe the immense loss we continue to feel and the deepest gratitude to him for everything and his impact on all of us and on the organisation and process work community.

Many of us continue to feel his presence and spirit in everything we do and know this will continue.

Achievements and performance

A. Steering group

Iona Fredenburgh and Anup Karia have been working together closely on all aspects of running the school in conjunction with faculty and with the committee.

We are happy that we have a new School Manager, Hannah Spens Black who joined the team after a thorough application process. Her role includes overseeing and managing various aspects of running the school and she is currently in the midst of a Business Development Review. This reviews organisational systems and roles directly relevant to supporting the steering group and organisation.

B. Report on Activities

Curriculum and Programme

The programme for the academic year (2021-22) has been developed and includes a specific focus for both the Worldwork and Psychotherapy Diploma tracks. With the evolving situation around the pandemic, we are looking at and planning different models of meeting together as well as continuing some online learning.

In all of our curriculum, we are continuing to build awareness of the long-standing and pervasive nature of structural racism and structural discrimination in order to develop skills that are needed to facilitate within the communities where we live and work.

UKCP 5 year review

The quinquennial review took place in July 2020. The outcome was a strong endorsement of our ways of working. During this financial year we focused on completing the implementation of the review's requirements and recommendations.

Handbooks:

We have been working on the Phase 2 Worldwork track Handbook over this year and are excited that it is ready, on the website and sent to students.

The Research Society for Process Oriented Psychology (UK) Limited

Trustees' report continued

Achievements and performance - continued

New Diploma cohort

We paused recruiting a new Diploma cohort this year due to the pandemic and also in order to give us some time to consolidate some of the changes in the school. The next cohort will start in Autumn 2022, after an introductory course *Moving into Wholeness* starting in January 2022.

Diploma programme

The Diploma programme has been continuing with the 2 pathways: Worldwork and Psychotherapy (UKCP accredited) track. There are currently 38 diploma students.

External Moderator and External Examiner

Both our external moderator (who helps us with our responsibilities as a UKCP accredited Training) and external examiner have stepped down and we are in the midst of recruiting to fill both roles.

Exams

We had two lots of Phase 1 exams as usual and 6 students progressed to Phase 2 of their studies over this period.

We held the phase 2 exams online for the first time in 2020, which went very well. There were no phase 2 exams in 2021 and the next are planned for May 2022.

The Research Society for Process Oriented Psychology (UK) Limited

Trustees' report continued

Trustees responsibilities for the financial statements

Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- ☐ select suitable accounting policies and apply them consistently;
- ☐ make judgements and estimates that are reasonable and prudent.
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.
- ☐ state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

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

This report was approved by the Trustees on _____ and is signed on their behalf by:

Martin Gent
Trustee

The Research Society for Process Oriented Psychology (UK) Limited

Independent Examiner's report on the Accounts of The Research Society for Process Oriented Psychology (UK) Limited for the period ended 31 August 2021

I report on the accounts of the company for the period ended 31 August 2021, which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- ☐ examine the accounts under section 145 of the 2011 Act;
- ☐ to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- ☐ to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: _____

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
CA7 2EL

Date: _____

The Research Society for Process Oriented Psychology (UK) Limited

Statement of Financial Activities

incorporation Income and Expenditure Account

for the period ended 31 August 2021

		Unrestricted funds	Restricted Funds	Total funds 2021	Total funds 2020
	Notes	£	£	£	£
Income from	1				
Incoming resources from Charitable activities					
Donations	4	74	552	626	809
Annual fees and levies	5	41,216	-	41,216	40,123
Events		199,503	-	199,503	226,739
Contribution to costs	6	13,236	-	13,236	50,190
Total Income		254,029	552	254,581	317,861
Expenditure on					
Charitable activities:					
Post holder fees		37,944	-	37,944	34,913
Faculty development		2,882	-	2,882	3,904
School events		-	-	-	375
Travel & subsistence (Committee meetings)		-	-	-	938
Office Rent and Rates		25,779	-	25,779	54,247
Office costs		1,392	-	1,392	765
Website and publicity		120	-	120	1,708
Insurance		375	-	375	330
Events		159,449	-	159,449	203,886
UKCP membership		1,450	-	1,450	1,450
Other expenses	7	1,000	-	1,000	2,793
Governance costs:					
Legal & Professional Fees		488	-	488	463
Bank charges		476	-	476	74
Total expenditure		231,355	-	231,355	305,846
Net (expenditure)/income resources		22,674	552	23,226	12,015
Brought forward		60,099	14,685	74,784	62,769
Fund balances carried forward	4	82,773	15,237	98,010	74,784

The Research Society for Process Oriented Psychology (UK) Limited

Balance Sheet as at 31 August 2021

		2021	2020
	Notes	£	£
Fixed assets			
Tangible assets		-	-
Current assets			
Balance at bank		131,937	76,675
Debtors and prepayments	2	-	5,851
Total current assets		131,937	82,526

Creditors: amounts falling due within one year

Accruals	3	(33,926)	(7,742)
Total current liabilities		(33,926)	(7,742)
Net current assets		98,010	74,784
Total assets		98,010	74,784

Represented by

Unrestricted funds	82,773	60,099
Restricted funds	15,237	14,685
Total	98,010	74,784

For the period ending 31 August 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities;

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

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

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

The financial statements are approved by the Trustees on _____ and signed on its behalf by:

Martin Gent
Trustee

The Research Society for Process Oriented Psychology (UK) Limited

Notes to the Accounts

for the period ended 31 August 2021

1 Accounting Policies

(a) Basis of preparation

The Financial Statements have been prepared in accordance with the Companies Act 2006 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (effective from January 2015 and updated with effect from January 2016) - (the Charities SORP (FRS102)), as modified for smaller charities.

The Charity meets the definition of a public benefit entity as defined under FRS102.

(b) Income

Grants donations and Income from charitable trading activities are recognised in full in the Statement of Financial Activities in the year in which they are received.

(c) Restricted Funds

Restricted funds are used for specific purposes as laid down by the donor. Expenditure which meets the criteria is identified to the fund together with a fair allocation of management and support costs.

(d) Unrestricted Funds

Unrestricted Funds are other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

(e) Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of V.A.T. The company is not VAT registered.

Governance costs of the charity relate to the costs of running the charity such as the costs of meetings, professional costs and statutory compliance, and includes any costs which cannot be specifically identified to another expenditure classification. In the opinion of the trustees all support costs relate to charitable expenditure.

(f) Tangible Fixed Assets and Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its useful life.

(g) Fund Accounting

Funds held by the charity are either restricted funds or unrestricted general funds. Unrestricted funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees. Restricted funds that can only be used for a 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.

The Research Society for Process Oriented Psychology (UK) Limited

Notes to the accounts

for the period ended 31 August 2021

2 Debtors

	2021	2020
	£	£
Debtors and prepayments	-	5,851
	<u>-</u>	<u>5,851</u>

3 Creditors: amounts falling due within one year

These are expenses that have been incurred but have not been billed or paid for during the accounting period. They are in respect of:

	2021	2020
	£	£
Trade creditors	475	475
Fees in advance	33,451	7,267
	<u>33,926</u>	<u>7,742</u>

4 Grants and restricted funds

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
WW2	5,224	-	-	-	5,224
EHMBF	9,461	552	-	-	10,013
	<u>14,685</u>	<u>552</u>	<u>-</u>	<u>-</u>	<u>15,237</u>

5 Annual fees and levies

	2021	2020
	£	£
Annual Fees - students	33,176	30,751
Annual Fees - diplomates	5,920	5,920
Levies - individual sessions	2,120	3,452
	<u>41,216</u>	<u>40,123</u>

6 Contribution to costs income comprises the following:

	2021	2020
	£	£
Room Hire	12,628	50,190
Other	608	-
	<u>13,236</u>	<u>50,190</u>

7 Other expenditure comprises the following:

	2021	2020
	£	£
UKCP/HIPC Activities	1,000	-
External examiner	-	1,000
Five year review	-	1,056
External moderator	-	500
Other	-	237
	<u>1,000</u>	<u>2,793</u>