

Company no. 04794982
Charity no. 1107684

**The Research Society for Process
Oriented Psychology (UK) Ltd
Report and Unaudited Financial
Statements
31 August 2023**

The Research Society for Process Oriented Psychology (UK) Ltd

Reference and administrative details

For the year ended 31 August 2023

Company number	04794982
Charity number	1107684
Registered office and operational address	27 Old Gloucester Street London WC1N 3AX
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: M Fitter (appointed 1 September 2022) M Gent O Hughes (resigned 13 March 2023) F Khokhar (appointed 21 July 2023) A Spencer
Company secretary	S Karia
Bankers	The Co-Operative Bank Plc P.O Box 250 Skelmersdale WN8 6WT
Independent examiners	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD

The Research Society for Process Oriented Psychology (UK) Limited

Report of the trustees

For the year ended 31 August 2023

The trustees present their report along with the financial statements of the charity for the year ended 31 August 2023.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 11 June 2003 and registered as a charity on 18 January 2005. 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.

The organisation is managed by the RSPOPUK 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 for the year show an unrestricted surplus of £14,805.

Principal funding sources

The principal funding sources for the charity are currently by way of 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, based on 2023 expenditure this would be between £63,360 and £126,720. The charity's unrestricted general reserves at year end were £99,762, within the policy targets.

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.

The Research Society for Process Oriented Psychology (UK) Limited

Report of the trustees

For the year ended 31 August 2023

Objectives and activities

The charity's objects and principal activities are to:

- advance education and training for the benefit of the public in the fields of process-oriented psychology; and
- promote physical and mental health and the wellbeing of the public in particular through understanding and working with the processes operating within the lives of people and their environment.

Achievements and performance

Leadership

During this period, we have continued our gradual transition in the management of the school to a new school structure based on a holocratic / sociocratic system. The implementation of the new school structure started in January 2022, and had largely replaced the steering group model from May 2022. During this financial year, the circles gradually have taken on more responsibilities and tasks and new circles have been populated and started working.

The new structure has involved devolving responsibility to small groupings or “circles” which have oversight and accountability for defined tasks and decisions. For example, the finance and remuneration committee has oversight of decisions relating to financial principles and processes and the bursary committee has responsibility for awarding bursaries. Regular meetings with standing agendas ensure that circles have the opportunity to report into the core faculty circle and also the school coordination circle. Along with the RSPOP UK committee and the council of elders circle, these four circles have the overall oversight of the organisation. Each circle has a lead link who is the liaison person and is responsible for communicating with other circles. The new circles are also designed to harness the collective wisdom of our membership by involving students and alumni in the some of the circle processes.

Report on activities curriculum and programme

The programme for the academic year (2022-23) was implemented with shared learning opportunities for all students as well as focused learning for students in phase 1 and phase 2 and students following the Worldwork or the psychotherapy diploma tracks.

Throughout the 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. This year we have offered classes on disability awareness and class discrimination as well as continued focus on racism. In the next year we will continue this by offering classes on misogyny and sexism, racism and homophobia.

One year course and new diploma cohort

The school portal has been redeveloped and expanded to support students to now track their study progress with their study committees and to ease our administrative procedures. The portal is accessible to all students and faculty members and contains all the vital school documents.

One year course and new diploma cohort

We ran a successful one year training (Awareness Matters) with 21 students during the year. From this, eight students applied to, were accepted onto and started the diploma training in September 2023.

The Research Society for Process Oriented Psychology (UK) Limited

Report of the trustees

For the year ended 31 August 2023

External moderator and external examiner

Bogna Szymkiewicz (a very experienced Processwork diplomate and co-founder of the first Processwork school in Poland) joined us during the year as external examiner, examining our phase 2 exams.

We are still looking for an appropriate person to be our external moderator.

Exams

We had two phase 1 exam sittings during the year, with six students progressing to phase 2 of their studies over this period.

We held the phase 2 exams in person in London during the summer term of 2023. The candidates all performed well, and all four graduated from the diploma. Congratulations to them all.

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' 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 Generally 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 charity and of the income and expenditure of the charity for that period. In preparing those 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice 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 charity will continue in operation.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £10 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

The Research Society for Process Oriented Psychology (UK) Limited

Report of the trustees

For the year ended 31 August 2023

Independent examiners

Godfrey Wilson Limited were re-appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 11 December 2023 and signed on their behalf by

M J Fitter

Mike Fitter - Trustee

Independent examiner's report

To the trustees of

The Research Society for Process Oriented Psychology (UK) Ltd

I report to the trustees on my examination of the accounts of The Research Society for Process Oriented Psychology (UK) Ltd (the charitable company) for the year ended 31 August 2023, which are set out on pages 7 to 16.

Responsibilities and basis of report

As the trustees of the charitable 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 charitable 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 the charitable company'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.

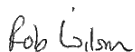
Independent examiner's statement

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charitable 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.



Date: 11 December 2023

Rob Wilson FCA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

The Research Society for Process Oriented Psychology (UK) Ltd

Statement of financial activities *(incorporating an income and expenditure account)*

For the year ended 31 August 2023

	Note	Restricted £	Unrestricted £	2023 Total £	2022 Total £
Income from:					
Donations		552	-	552	587
Charitable activities	3	<u>-</u>	<u>267,246</u>	<u>267,246</u>	<u>225,060</u>
Total income		<u>552</u>	<u>267,246</u>	<u>267,798</u>	<u>225,647</u>
Expenditure on:					
Raising funds		-	126	126	72
Charitable activities		<u>1,000</u>	<u>252,315</u>	<u>253,315</u>	<u>228,063</u>
Total expenditure	4	<u>1,000</u>	<u>252,441</u>	<u>253,441</u>	<u>228,135</u>
Net income / (expenditure) and net movement in funds	5	(448)	14,805	14,357	(2,488)
Reconciliation of funds:					
Total funds brought forward		<u>10,565</u>	<u>84,957</u>	<u>95,522</u>	<u>98,010</u>
Total funds carried forward		<u><u>10,117</u></u>	<u><u>99,762</u></u>	<u><u>109,879</u></u>	<u><u>95,522</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 12 to the accounts.

The Research Society for Process Oriented Psychology (UK) Ltd

Balance sheet

As at 31 August 2023

	Note	£	2023 £	2022 £
Current assets				
Debtors	8	17,312		2,953
Cash at bank and in hand		<u>144,579</u>		<u>123,744</u>
		161,891		126,697
Liabilities				
Creditors: amounts falling due within 1 year	9	<u>(52,012)</u>		<u>(31,175)</u>
Net current assets			<u>109,879</u>	<u>95,522</u>
Net assets	11		<u>109,879</u>	<u>95,522</u>
Funds	12			
Restricted funds			10,117	10,565
Unrestricted funds				
General funds			<u>99,762</u>	<u>84,957</u>
Total charity funds			<u>109,879</u>	<u>95,522</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the Company keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

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

Approved by the trustees on 11 December 2023 and signed on their behalf by

M J Fitter

Mike Fitter - Trustee

The Research Society for Process Oriented Psychology (UK) Ltd

Notes to the financial statements

For the year ended 31 August 2023

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Research Society for Process Oriented Psychology (UK) Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charity's ability to continue as a going concern.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income received in advance of provision of course delivery is deferred until criteria for income recognition are met.

d) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

e) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

f) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities based on the proportion of direct cost attributable to each activity. In the current and prior years this means 100% of the support costs have been allocated to charitable activities.

The Research Society for Process Oriented Psychology (UK) Ltd

Notes to the financial statements

For the year ended 31 August 2023

1. Accounting policies(continued)

f) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

g) Cash at bank and in hand

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.

h) Creditors

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 trade discounts due.

i) Financial instruments

The charitable company only has financial assets and financial 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 bank loans which are subsequently recognised at amortised cost using the effective interest method.

j) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

There are no key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements.

The Research Society for Process Oriented Psychology (UK) Ltd

Notes to the financial statements

For the year ended 31 August 2023

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2022 Total £
Income from:			
Donations	552	35	587
Charitable activities	-	225,060	225,060
Total income	552	225,095	225,647
Expenditure on:			
Raising funds	-	72	72
Charitable activities	5,224	222,839	228,063
Total expenditure	5,224	222,911	228,135
Net income and net movement in funds	(4,672)	2,184	(2,488)

3. Income from charitable activities

	2023 Total £	2022 Total £
Annual fees and levies	6,464	7,289
Events	260,782	217,771
Total income from charitable activities	267,246	225,060

In the current and prior periods all income from charitable activities was unrestricted.

The Research Society for Process Oriented Psychology (UK) Ltd

Notes to the financial statements

For the year ended 31 August 2023

4. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2023 Total £
Events	-	161,897	-	161,897
Post holder fees	-	45,196	-	45,196
Faculty development	-	19,679	-	19,679
Other expenses	-	-	18,315	18,315
Website and publicity	126	-	2,235	2,361
Legal and professional	-	-	2,353	2,353
UKCP membership	-	1,722	-	1,722
Office costs	-	-	1,126	1,126
Insurance	-	-	612	612
Bank charges	-	-	180	180
Office rent and rates	-	-	-	-
Sub-total	126	228,494	24,821	253,441
Allocation of support and governance costs	-	24,821	(24,821)	-
Total expenditure	126	253,315	-	253,441

Total governance costs were £2,580 (2022: £2,340)

Prior period comparative

	Raising funds £	Charitable activities £	Support and governance costs £	2022 Total £
Events	-	148,952	-	148,952
Post holder fees	-	59,127	-	59,127
Insurance	-	5,297	-	5,297
Office costs	72	-	4,736	4,808
Office rent and rates	-	-	3,808	3,808
Legal and professional	-	-	2,828	2,828
UKCP membership	-	1,475	-	1,475
Other expenses	-	750	54	804
Website and publicity	-	-	494	494
Faculty development	-	401	-	401
Bank charges	-	-	141	141
Sub-total	72	216,002	12,061	228,135
Allocation of support and governance costs	-	12,061	(12,061)	-
Total expenditure	72	228,063	-	228,135

The Research Society for Process Oriented Psychology (UK) Ltd

Notes to the financial statements

For the year ended 31 August 2023

5. Net movement in funds

This is stated after charging:

	2023 £	2022 £
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Independent examiner's remuneration:		
▪ Independent examination (including VAT)	<u>2,580</u>	<u>2,340</u>

6. Staff costs and numbers

The charity does not employ any staff, contracting workers on a freelance basis.

The key management personnel of the charitable company comprise the trustees, none of whom are remunerated.

7. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

The Research Society for Process Oriented Psychology (UK) Ltd

Notes to the financial statements

For the year ended 31 August 2023

8. Debtors

	2023	2022
	£	£
Trade debtors	3,842	2,953
Prepayments	13,470	-
	17,312	2,953

9. Creditors : amounts due within 1 year

	2023	2022
	£	£
Trade creditors	19,675	10,992
Accruals	2,580	2,340
Deferred income (see note 10)	29,757	17,843
	52,012	31,175

10. Deferred income

	2023	2022
	£	£
At 1 September 2022	17,843	28,155
Deferred during the year	29,757	17,843
Released during the year	(17,843)	(28,155)
At 31 August 2023	29,757	17,843

Deferred income relates to fees received in advance of course delivery.

The Research Society for Process Oriented Psychology (UK) Ltd

Notes to the financial statements

For the year ended 31 August 2023

11. Analysis of net assets between funds

	Restricted funds £	General funds £	Total funds £
Current assets	10,117	151,774	161,891
Current liabilities	-	(52,012)	(52,012)
Net assets at 31 August 2023	10,117	99,762	109,879
Prior period comparative			
	Restricted funds £	General funds £	Total funds £
Current assets	10,565	116,132	126,697
Current liabilities	-	(31,175)	(31,175)
Net assets at 31 August 2022	10,565	84,957	95,522

The Research Society for Process Oriented Psychology (UK) Ltd

Notes to the financial statements

For the year ended 31 August 2023

12. Movements in funds

	At 1 September 2022 £	Income £	Expenditure £	Transfers between funds £	At 31 August 2023 £
Restricted funds					
Edna Holt Memorial Bursary Fund	10,565	552	(1,000)	-	10,117
Total restricted funds	10,565	552	(1,000)	-	10,117
Unrestricted funds					
General funds	84,957	267,246	(252,441)	-	99,762
Total unrestricted funds	84,957	267,246	(252,441)	-	99,762
Total funds	95,522	267,798	(253,441)	-	109,879

Purposes of restricted funds

Edna Holt Memorial Bursary Fund	A fund consisting of charitable donations used to fund Processwork UK bursaries.
------------------------------------	---

Prior period comparative

	At 1 September 2021 £	Income £	Expenditure £	Transfers between funds £	At 31 August 2022 £
Restricted funds					
Worldwork Fund	5,224	-	(5,224)	-	-
Edna Holt Memorial Bursary Fund	10,013	552	-	-	10,565
Total restricted funds	15,237	552	(5,224)	-	10,565
Unrestricted funds					
General funds	82,773	225,095	(222,911)	-	84,957
Total unrestricted funds	82,773	225,095	(222,911)	-	84,957
Total funds	98,010	225,647	(228,135)	-	95,522

13. Related party transactions

There were no related party transactions in the current or prior period.