

THE MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

England & Wales · Charity number 1131804

Details

Status Registered

Legal form Charitable company

Company number [06845305](#)

Registered 2009-09-24

Register [View on the Charity Commission register](#)

Contact

Address 80 East End Road
London
N3 2SY

Phone 02083710180

Email admin@manorhousecentre.org.uk

Website www.manorhousecentre.org.uk

Activities

Objects: THE CHARITY'S OBJECTS (THE OBJECTS) ARE A) TO ADVANCE EDUCATION AND TRAINING OF THE PUBLIC IN PARTICULAR VOLUNTARY AND PROFESSIONAL WORKERS IN PSYCHOTHERAPY AND COUNSELLING AND B) THE RELIEF OF PERSONS SUFFERING FROM EMOTIONAL DISABILITIES BY THE PROVISION OF A COUNSELLING SERVICE

Activities: MHCPD provides or facilitates education and training in psychotherapy and counselling for the relief of persons suffering from emotional disabilities by the provision of an affordable counselling service. It offers a one year part time Certificate Course in Counselling Skills and a three year part time Diploma in Psychodynamic Counselling and Therapy in the Community.

Classification

- **How:** Makes Grants To Individuals, Provides Services
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, NATIONAL
- Barnet

Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£248,340	£229,041	-	-
2023-09-30	£213,296	£222,261	-	-
2022-09-30	£213,293	£206,752	-	-
2021-09-30	£218,496	£199,643	-	-
2020-09-30	£215,808	£191,125	-	-

Trustees

Name	Role	Appointed
Deborah Lewis		2023-01-17
Gary Hommel		2021-07-08
Jennifer Craik		2026-03-20
Jonathan Grunwald		2021-08-02
Saral Markanday		2024-02-06

Accounts

**THE MANOR HOUSE CENTRE
FOR PSYCHOTHERAPY AND COUNSELLING**

**Company Registration Number 6845305 Charity Registration
Number 1131804**

**Report and Financial Statements for the Year ended
30 September 2024**

Report of the Directors for the year ending 30 September 2024

The Directors present their report together with the financial statements of the Charity for the year ended 30 September 2023

Reference and Administrative Details

Company Number 6845305

Charity Number 1131804

Principal Office 80 East End Road London N3 2SY

Independent Examiner Alexander Chrysostomou
24A Aldermans Hill,
Palmers Green,
London N13 4PN

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

Investec Bank plc 4 Gresham Street London
EC2V 7QP

Santander UK plc 100 Ludgate Hill London
EC4M 7RE

Elected Directors

The directors serving during the year and since the year end were as follows:-

Gary Hommel	Appointed 8 th July 2021
Jonathan Grunwald	Appointed 2 nd August 2021
Deborah Lewis	Appointed 17 th January 2023
Ron Finlay (Chair)	Appointed 24 th May 2023 (Resigned 21 st March 2025)
Katie Bragoli	Appointed 13 th March 2024
Saral Markanday	Appointed 6 th February 2024

Course Director T Simmonds

Manager A.Moss

Structure Governance and Management

Governing Document and Financial Statements

The Manor House Centre for Psychotherapy and Counselling (MHPC) is a company limited by guarantee and a charity registered with the Charity Commission. The company was incorporated on 12 March 2009.

The Directors of the company are also the Trustees of the charity. For the purposes of this report the term Directors also includes the term Trustees.

Recruitment and Appointment of Directors

Directors are appointed to the Board in accordance with the Articles of Association.

Directors Induction and Training

On appointment, Directors are given an in depth briefing on the objectives of the Charity, how it seeks to fulfil its objectives, and the duties and responsibilities of Directors.

Organisation

The Course Director and Board of Management are appointed by the Directors to manage the day to day operations of the Charity including finance, employment and course management.

Risk Management

The Directors regularly review the major risks that face the Charity and are of the opinion that based on current student numbers and level of reserves held, combined with the continual review of the controls over financial systems, sufficient resources are available in the event of adverse conditions. The Directors regularly examine other operational risks faced by the Charity and continue to improve established systems to mitigate or avoid any significant risks.

Objectives and Activities

The MHPC was established to provide or facilitate education and training in psychotherapy and counselling and the relief of individuals suffering from emotional difficulties by the provision of an affordable counselling service through its Counselling Referral Service (CRS). Initial referrals are made by both the NHS and from mental health organisations. Patients may also self-refer.

Each individual referred to the CRS undergoes an in-depth assessment with an experienced psychotherapist. The applicant's emotional resources are carefully considered, and their financial resources are assessed and taken into account prior to their being referred to a suitable therapist. The CRS is able to offer low-cost, on-going psychodynamic counselling, making referrals to both experienced graduates of the training programme and second and third-year Diploma Course students, who are carefully supervised in preparation for completion of the qualifying Diploma Course.

This has enabled the MHPC to develop the CRS into a separate but linked clinical placement within which students are able to accrue sufficient supervised clinical hours in preparation for qualification. This ensures that the needs of the patients are addressed, the standards of the MHPC are maintained and the requirements of the British Association for Counselling and Psychotherapy (BACP) and the British Psychoanalytic Council (BPC) are fulfilled.

Patients are informed at the assessment stage if they are to be referred to a student and the referral is made only with the patient's agreement. Referrals continue to be made to graduates and other experienced therapists when deemed appropriate and the acceptance of a referral incurs a fee paid to the CRS. This financially supports those who are unable to pay anything more than a very low fee. However, as the demand and need for low cost, open ended, psychodynamic counselling increases alongside a growing pressure to provide free at source counselling, the MHPC is aware of the need to raise funds to support the CRS.

The MHPC continues to offer a one-year part-time Certificate in Counselling Skills Course and a three-year part-time Diploma in Psychodynamic Counselling and Therapy in the Community. The Diploma Course is accredited by the British Psychoanalytic Council (BPC), and the British Association for Psychotherapy and Counselling (BACP). Further to the MHPC becoming an BPC Member Institution (MI) within its own right, a Diploma in Psychodynamic Psychotherapy has been developed for the academic year 2025/26.

The MHPC also runs a varied Continuing Professional Development (CPD) Programme which attracts experienced speakers and

THE MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

offers an Annual Lecture which is open to the public. The CPD programme offers workshops and seminars both in-person and online.

Graduates of the Diploma Course are now working as counsellors in the community, in private practice, third sector organisations, in hospitals, universities, mental health agencies and GP surgeries as well as within the CRS.

The Course Director together with the Board of Management, are supported by an experienced Tutor team. Innovative ways of ensuring the development and success of the organisation continue to be explored and developed. This includes continuing to provide a comprehensive training programme including the Diploma Course which is now accredited by both the BACP and BPC.

Diploma Course graduates are trained to a level which equips them to work within the NHS which is increasingly under pressure to provide any psychodynamic on-going work. As mentioned above, a course to enable students to progress from the title 'Psychodynamic Counsellor' to 'Psychodynamic Psychotherapist' has been developed in close consultation with the BPC and the Diploma in Psychodynamic Psychotherapy (DPP) will commence in September 2025.

The MHCPC has been reaccredited with the British Psychoanalytic Council (BPC) and has become a Member Institute (MI) within its own right. Rather than a renewal every five years, BACP has changed its reaccreditation format so that accredited courses must now submit an 'Annual Rolling Review' (ARR). This year's ARR was submitted ahead of the deadline and the MHCPC awaits the BACP's response.

The MHCPC continues to benefit from the involvement of the more experienced members of the alumni, some of whom now hold positions on the Board of Management, coordinate the CRS, organise the CPD Programme, attend promotional Open Evenings and teach on the Certificate in Counselling Skills Course. An Alumni Network was formed in 2023 and has contributed to the development of the organisation.

A manageable and realistic development of the CRS is an ongoing project from the MHCPC and we recognise the requirement for fundraising to achieve this. The MHCPC continues to provide a low-cost counselling service for the local community while ensuring this operates with a stable structure and remains financially viable. Following a period of stabilisation, steps are being taken to increase the capacity of the CRS again.

Since the accounting year end, following external advice on the employment status of three individuals who had been working with the MHCPC on a self-employed basis, it was agreed to operate these individuals as employees. This has since been resolved and HMRC and the Charity Commission have been notified per external advice.

Achievements and Performance

The MHCPC continues to provide a comprehensive training programme for student counsellors ensuring, at all times, adherence to the BACP Ethical Framework for the Counselling Professions, and the BPC Code of Ethics.

It also has an established Counselling Referral Service (CRS) referred to above. Students and graduates of the Diploma Course continue to provide regular, on-going, supervised psychodynamic counselling for patients, referred by the Primary Care and Mental Health agencies. This facility is regularly referred to by local GPs whose patients are unable to afford help in the private sector and by other mental health agencies whose funding cuts have reduced their capacity to meet the individual's need for open-ended counselling. Students receive supervision of their clinical work both in-house as part of their training and post-graduation as part of their on-going professional development.

The MHCPC has built on its good reputation and sound, well respected training programme by:

- Providing psychodynamic counselling for those people for whom Primary Care and Mental Health agencies are unable to offer on-going counselling;
- Providing psychodynamic counselling rather than cognitive behavioural therapy (CBT), for those patients for whom the former is deemed more suitable;
- Providing a counselling service which reduces the waiting lists in the NHS and thus supporting patients who would otherwise face joining an unrealistically long waiting list for either short term work - typically 6 sessions - or CBT;
- Providing open-ended psychodynamic counselling in the Borough of Barnet which currently has limited provisions for this

THE MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

- Continuing to develop a training programme which teaches psychodynamic counselling to a high standard and enabling students and graduates to gain experience from a well-run clinical placement within the CRS;
- Ensuring that teaching standards which support good practice are regularly reviewed as part of the re-accreditation processes undertaken by the MHCP with both the BACP and the BPC;
- Continuing to offer a referral service which provides a careful assessment followed by a prompt referral to either a counsellor or psychotherapist according to need;
- Ensuring the future of the MHCP as an organisation committed to providing education and training in psychotherapy and counselling; and
- Developing the CRS to accommodate the growing number of patients unable to access mental health services within the NHS, thus providing for the relief of people suffering from emotional disabilities by the provision of an affordable counselling service.

Report of the Directors for the year ending 30 September 2024

Fundraising Performance

This remains an area in need of development and, in response to this, a Fundraising Committee has been formed. The further development and expansion of the existing Training Programme is planned in order to increase funds which in turn will support new projects and provide greater access to the CRS. It has been agreed that the organisation's focus must be on the generation of additional revenue streams, with grants and fundraising playing a supporting role.

As noted above, the MHCP offers a widely ranging CPD programme throughout the year. All these events generate a small income which is used to underpin the training which in turn supports the CRS thus providing a much needed resource in the community.

Financial Review

Gross income for the year was £248,340 (2023: £213,296).

Expenses for the year amounted to £229,041 (2023: £222,261).

Net funds, as a result, have increased by £19,299.

Investment powers and policy

Funds for day to day requirements are held at CAF Bank Ltd. The balance of funds is held at Santander UK plc.

Reserves Policy

The policy of the MHCP is to hold unrestricted reserves equivalent to six months of monthly core expenditure. This has broadly been achieved in the current year. The majority of the reserves shown in the balance sheet are represented by cash.

Report of the Directors for the year ending 30 September 2024

Accounting and Reporting Responsibilities

The law applicable to charities in England and Wales requires the Directors to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the financial year and of the financial position at the end of the financial year. In preparing these financial statements, the Directors should follow best practice and:

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

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

Approved by the Directors on 20th May 2025



For the Trustees

Independent examiner's report on the accounts

Report to the trustees of THE MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING (Charity number: 1131804), on accounts for the year ended 30th September 2024

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Company") for the year ended 30th September 2024, as set out on pages 8 to 13

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

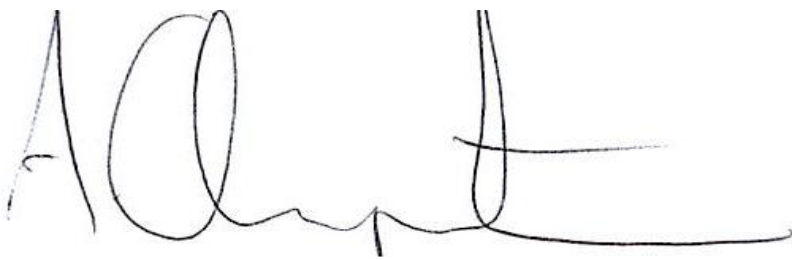
I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Alexander Associates
24A Aldermans Hill,
Palmer's Green,
London N13 4PN



Dated15/05/2025.....

THE MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

**Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 30 September 2024**

	Note	General fund £	Restricted funds £	2024 Total £	2,023 Total £
Incoming resources					
Activities for generating funds	2	238,697	0	238,697	209,577
Other income	3	4,887	0	4,887	1,442
Investment income		4,756	0	4,756	2,276
Total incoming resources		248,340	0	248,340	213,296
Resources expended					
Costs of generating funds					
Fundraising & publicity	4	1,352	0	1,352	609
Charitable expenditure	5	224,364	0	224,364	219,670
Governance costs	5	3,325	0	3,325	1,982
Total resources expended		229,041	0	229,041	222,261
Net movement in funds		19,299	0	19,299	-8,965
Total funds brought forward		112,140	0	112,140	121,105
Transfer between funds		0	0	-	
Funds at 30 September 2024		£131,439	£0	£131,439	£112,140

All amounts relate to continuing activities. No activities have been discontinued. All recognised gains and losses are included in the Statement of Financial Activities.

Balance Sheet as at 30 September 2024

THE MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Balance Sheet as at 30 September 2024

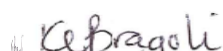
	Note	2024 £	2023 £
Current assets			
Debtors and prepayments	8	84,050	80,769
Cash at bank and in hand		245,292	219,097
		329,342	299,866
Creditors: amounts falling due within one year	9	197,902	187,726
Net current assets		131,439	112,140
Net assets		£131,439	£112,140
Unrestricted funds	10	131,439	112,140
Restricted funds	10	0	0
Total funds	11	£131,439	£112,140

For the year ended 30 September 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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

Approved by the Directors on **20th May 2025** and signed on its behalf by



For the Trustees

1 Accounting policies

1.1 Basis of preparation

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for smaller Entities (effective January 2005).

The financial statements have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued March 2005.

1.2 Incoming resources

Incoming resources represents the total income receivable during the year which is recognised on the accruals basis of accounting.

1.3 Resources expended

All expenditure is accounted for on an accruals basis.

Where possible, expenditure is allocated specifically to the relevant activities for which it is incurred. Where costs cannot be directly attributed they have been allocated to activities on a basis consistent with the use of

1.4 Fund accounting

Funds held by the charity are either:-

Unrestricted general funds - these are funds which can be used in accordance with the charitable objectives at the discretion of the directors.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2 Activities for generating funds

	2024	2023
	£	£
Fees receivable	208,850	187,476
Assessment income	740	1,270
Counselling	26,417	18,286
Supervision fees	2,690	2,545
	£238,697	£209,577

3 Other income

	£	£
Rental income	4,787	1,415
Interest Received	4,756	2,276
Donations	100	27
	9,643	3,718
	248,340	213,295

4 Cost of generating funds

	£	£
Advertising and publicity	£0	0
Internet site maintenance	1,352	609
	£1,352	£609

THE MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

5 Charitable expenditure	Direct costs	Support costs	2024 Total	2023 Total
	£	£	£	£
Courses	103,320	84,930	188,250	185,384
Counselling	13,830	22,284	36,114	34,286
	<u>117,150</u>	<u>107,214</u>	<u>224,364</u>	<u>219,670</u>
Governance	3,325	-	3,325	1,982
	<u>£120,475</u>	<u>£107,214</u>	<u>£227,689</u>	<u>£221,652</u>

Course costs	£	£
Tutors fees and expenses	72,795	73,851
Rent	24,592	22,654
Associate membership	2,070	1,158
Catering and Graduation	1,998	3,728
Other costs	1,865	1,521
	<u>£103,320</u>	<u>£102,912</u>

Counselling	£	£
Supervision and assessment fees	13,830	12,103
	<u>£13,830</u>	<u>£12,103</u>

Governance	£	£
Examiner's fees	485	420
Subscriptions	2,840	1,562
	<u>£3,325</u>	<u>£1,982</u>

Administration and support - Courses	£	£
Administration fees	12,495	12,250
Insurance	752	720
Printing, postage and stationery	12	29
Telephone	2,351	2,145
Bank charges	326	247
Management fees	64,345	60,786
Sundry expenses	3,643	5,516
Bad Debts	1,005	778
	<u>£84,930</u>	<u>£82,471</u>

Administration and support - Counselling	£	£
Administration fees	22,284	22,183
	<u>£22,284</u>	<u>£22,183</u>

6 Employees

There were no employees during the period.

7 Board of Trustees

Trustee Expenses Nil (2023: Nil)

8 Debtors and prepayments

	2024	2023
	£	£
Debtors payable within one year		
Debtors	76,192	73,739
Prepayments and accrued income	7,653	7,030
	<u>£83,845</u>	<u>£80,769</u>

9 Creditors due within one year

	£	£
Creditors and accruals		
Creditors	10,348	10,192
Accruals and deferred income	187,555	177,534
	<u>£197,902</u>	<u>£187,726</u>

10 Movements in funds

	Bal	Resources		Transfers	Bal
	1/10/23	Incoming	Outgoing		30/09/24
	£	£	£	£	£
Restricted funds:	0	-	-	-	0
		-	-		
Unrestricted funds					
General fund	112,140	248,340	229,041	0	131,439
Total funds	<u>£112,140</u>	<u>£248,340</u>	<u>£229,041</u>	<u>-</u>	<u>£131,439</u>

11 Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fund balances at 30 September 2024 are represented by:			
Current assets	329,342	0	329,342
Less; Creditors: amounts falling due within one year	197,902	-	197,902
Total net assets at 30 September 2024	<u>£131,442</u>	<u>£0</u>	<u>£131,442</u>

**12) Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 30 September 2023**

	Note	General fund £	Restricted funds £	2023 Total £
Incoming resources				
Activities for generating funds	2	209,577	0	209,577
Other income	3	1,442	0	1,442
Investment income		2,276	0	2,276
Total incoming resources		213,296	0	213,296
Resources expended				
Costs of generating funds				
Fundraising & publicity	4	609	0	609
Charitable expenditure	5	219,670	0	219,670
Governance costs	5	1,982	0	1,982
Total resources expended		222,261	0	222,261
Net movement in funds		-8,965	0	-8,965
Total funds brought forward		121,105	0	121,105
Transfer between funds		0	0	-
Funds at 30 September 2022		£112,140	£0	112,140

All amounts relate to continuing activities. No activities have been discontinued. All recognised gains and losses are included in the Statement of Financial Activities.

Accounts

**THE MANOR HOUSE CENTRE
FOR PSYCHOTHERAPY AND COUNSELLING**

**Company Registration Number 6845305 Charity Registration
Number 1131804**

**Report and Financial Statements for the Year ended
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MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

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Fiyaz Mughal OBE FCMI	Appointed 11 th February 2021 Resigned 20 th February 2023
Gary Hommel	Appointed 8 th July 2021
Jonathan Grunwald	Appointed 2 nd August 2021
Deborah Lewis	Appointed 17 th January 2023
Ron Finlay (Chair)	Appointed 24 th May 2023
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Risk Management

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This has enabled the MHCP to develop a section of the CRS into a separate but linked clinical placement within which students are able to accrue sufficient supervised clinical hours in preparation for qualification. All of this ensures that the needs of the patients are addressed, the standards of the MHCP are maintained and the requirements of the British Association for Counselling and Psychotherapy (BACP) and the British Psychoanalytic Council (BPC) are fulfilled.

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MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

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It also has an established Counselling Referral Service (CRS) referred to above. Students and graduates of the Diploma Course continue to provide regular, on-going, supervised psychodynamic counselling for patients, referred by the Primary Care and Mental Health agencies. This facility is regularly referred to by local GPs whose patients are unable to afford help in the private sector and by other mental health agencies whose funding cuts have reduced their capacity to meet the individual's need for open-ended counselling. Students receive supervision of their clinical work both in-house as part of their training and post-graduation as part of their on-going professional development.

The MHCPC has built on its good reputation and sound, well respected training programme by:

- Providing psychodynamic counselling for those people for whom Primary Care and Mental Health agencies are unable to offer on-going counselling;
- Providing psychodynamic counselling rather than cognitive behavioural therapy (CBT), for those patients for whom the former is deemed more suitable;
- Providing a counselling service which reduces the waiting lists in the NHS and thus supporting patients who would otherwise face joining an unrealistically long waiting list for either short term work - typically 6 sessions - or CBT;
- Providing open-ended psychodynamic counselling in the Borough of Barnet which currently has no other facility for this;
- Continuing to develop a training programme which teaches psychodynamic counselling to a high standard and enabling students and graduates to gain experience from a well-run clinical placement within the CRS;
- Ensuring that teaching standards which support good practice are regularly reviewed as part of the re-accreditation processes undertaken by the MHCPC with both the BACP and the BPC;
- Continuing to offer a referral service which provides a careful assessment followed by a prompt referral to either a counsellor or psychotherapist according to need;
- Ensuring the future of the MHCPC as an organisation committed to providing education and training in psychotherapy and counselling; and
- Expanding the CRS to accommodate the growing number of patients unable to access mental health services within the NHS, thus providing for the relief of people suffering from emotional disabilities by the provision of an affordable counselling service.

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Report of the Directors for the year ending 30 September 2023

Fundraising Performance

This remains an area in need of development. The further development and expansion of the existing Training Programme is planned in order to increase funds which in turn will support new projects and provide greater access to the CRS. It has been agreed that the organisation's focus must be on the generation of additional revenue streams, with grants and fundraising playing a supporting role.

As noted above, the MHCPC offers a widely ranging CPD programme throughout the year. All these events generate a small income which is used to underpin the training which in turn supports the CRS thus providing a much needed resource in the community.

Financial Review

Gross income for the year was £213,296 (2022: £213,293).

Expenses for the year amounted to £222,261 (2022: £206,752).

Net funds, as a result, have decreased by £8,965.

Investment powers and policy

Funds for day to day requirements are held at CAF Bank Ltd. The balance of funds is held at Investec Bank plc and Santander UK plc.

Reserves Policy

The policy of the Charity is to hold unrestricted reserves equivalent to six months of monthly core expenditure. This has broadly been achieved in the current year. The majority of the reserves shown in the balance sheet are represented by cash.

Plans for future years

The Course Director together with the Board of Management, are supported by an experienced Tutor team. Innovative ways of ensuring the development and success of the organisation continue to be explored and developed. This includes continuing to provide a comprehensive training programme including the Diploma Course which is now accredited by both the BACP and BPC.

Diploma Course graduates are trained to a level which equips them to work within the NHS which is increasingly under pressure to provide any psychodynamic on-going work. As mentioned above, a course to enable students to progress from the title 'Psychodynamic Counsellor' to 'Psychodynamic Psychotherapist' is currently in development in association with the BPC.

The MHCPC has been reaccredited with the British Psychoanalytic Council (BPC) and has become a Member Institute (MI) within its own right. Rather than a renewal every five years, BACP has changed its reaccreditation format so that accredited courses must now submit an 'Annual Rolling Review'. This year's ARR was submitted ahead of the deadline and BACP made no recommendations upon reviewing the submission.

The MHCPC continues to benefit from the involvement of the more experienced members of the alumni, some of whom now hold positions on the Board of Management, coordinate the CRS, organise the CPD Programme, attend promotional Open Evenings and teach on the Certificate in Counselling Skills Course. An Alumni Network was formed in 2023 and is contributing to the development of the Charity.

Report of the Directors for the year ending 30 September 2023

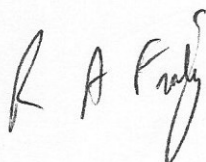
Accounting and Reporting Responsibilities

The law applicable to charities in England and Wales requires the Directors to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of the financial position at the end of the year. In preparing these financial statements, the Directors should follow best practice and:

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

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

Approved by the Directors on 26 June 2024



Ron Finlay

Chair of Trustees

Independent examiner's report on the accounts

Report to the trustees of MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING (Charity number: 1131804), on accounts for the year ended 30th September 2023.

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Company") for the year ended 30th September 2023, as set out on pages 8 to 14.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Alexander Associates

24A Aldermans Hill,
Palmers Green,
London N13 4PN

Dated 26 June 2024.....

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

**Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 30 September 2023**

	Note	General fund £	Restricted funds £	2023 Total £	2022 Total £
Incoming resources					
Activities for generating funds	2	209,577	0	209,577	211,350
Other income	3	1,442	0	1,442	1,363
Investment income		2,276	0	2,276	580
Total incoming resources		213,296	0	213,296	213,293
Resources expended					
Costs of generating funds					
Fundraising & publicity	4	609	0	609	-1,071
Charitable expenditure	5	219,670	0	219,670	206,259
Governance costs	5	1,982	0	1,982	1,565
Total resources expended		222,261	0	222,261	206,752
Net movement in funds		-8,965	0	-8,965	6,541
Total funds brought forward		121,105	0	121,105	114,564
Transfer between funds		0	0	-	
Funds at 30 September 2023		£112,140	£0	£112,140	£121,105

All amounts relate to continuing activities. No activities have been discontinued. All recognised gains and losses are included in the Statement of Financial Activities.

Balance Sheet as at 30 September 2023

	Note	2023 £	2022 £
Current assets			
Debtors and prepayments	8	80,769	87,408
Cash at bank and in hand		219,097	211,730
		<hr/>	<hr/>
		299,866	299,138
Creditors: amounts falling due within one year	9	187,726	178,033
		<hr/>	<hr/>
Net current assets		112,140	121,105
		<hr/>	<hr/>
Net assets		<u>£112,140</u>	<u>£121,105</u>
		<hr/>	<hr/>
Unrestricted funds	10	112,140	121,105
Restricted funds	10	0	0
		<hr/>	<hr/>
Total funds	11	<u>£112,140</u>	<u>£121,105</u>

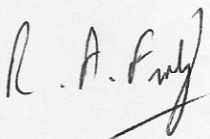
For the year ended 30 September 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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

Approved by the Directors on 26 June 20 24 and signed on its behalf by

Ron Finlay



Chair of Trustees

1 Accounting policies

1.1 Basis of preparation

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for smaller Entities (effective January 2005).

The financial statements have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued March 2005.

1.2 Incoming resources

Incoming resources represents the total income receivable during the year which is recognised on the accruals basis of accounting.

1.3 Resources expended

All expenditure is accounted for on an accruals basis.

Where possible, expenditure is allocated specifically to the relevant activities for which it is incurred. Where costs cannot be directly attributed they have been allocated to activities on a basis consistent with the use of

1.4 Fund accounting

Funds held by the charity are either:-

Unrestricted general funds - these are funds which can be used in accordance with the charitable objectives at the discretion of the directors.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2 Activities for generating funds

	2023	2022
	£	£
Fees receivable	187,476	182,875
Assessment income	1,270	765
Counselling	18,286	24,920
Supervision fees	2,545	2,790
	<u>£209,577</u>	<u>£211,350</u>

3 Other income

	£	£
Rental income	1,415	358
Interest Received	2,276	580
Donations	27	1,005
	<u>3,718</u>	<u>1,943</u>
	213,296	213,293

4 Cost of generating funds

	£	£
Advertising and publicity	£0	0
Internet site maintenance	609	-1,071
	<u>£609</u>	<u>-£1,071</u>

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

5 Charitable expenditure	Direct costs	Support costs	2023 Total	2022 Total
	£	£	£	£
Courses	102,912	82,471	185,384	177,204
Counselling	12,103	22,183	34,286	29,054
	<u>115,015</u>	<u>104,655</u>	<u>219,670</u>	<u>206,259</u>
Governance	1,982	-	1,982	1,565
	<u>£116,997</u>	<u>£104,655</u>	<u>£221,652</u>	<u>£207,824</u>

Course costs	£	£
Tutors fees and expenses	73,851	73,463
Rent	22,654	17,708
Associate membership	1,158	3,103
Catering and Graduation	3,728	664
Other costs	1,521	1,031
	<u>£102,912</u>	<u>£95,968</u>

Counselling	£	£
Supervision and assessment fees	12,103	10,438
	<u>£12,103</u>	<u>£10,438</u>

Governance	£	£
Examiner's fees	420	355
Subscriptions	1,562	1,210
	<u>£1,982</u>	<u>£1,565</u>

Administration and support - Courses	£	£
Administration fees	12,250	12,000
Insurance	720	705
Printing, postage and stationery	29	92
Telephone	2,145	3,282
Bank charges	247	124
Management fees	60,786	61,252
Sundry expenses	5,516	3,780
Bad Debts	778	0
	<u>£82,471</u>	<u>£81,234</u>

Administration and support - Counselling	£	£
Administration fees	22,183	18,616
	<u>£22,183</u>	<u>£18,616</u>

6 Employees

There were no employees during the period.

7 Board of Trustees

Trustee Expenses Nil (2022: Nil)

8 Debtors and prepayments

	2023	2022
	£	£
Debts payable within one year		
Debtors	73,739	80,879
Prepayments and accrued income	7,030	6,529
	<u>£80,769</u>	<u>£87,408</u>

9 Creditors due within one year

	£	£
Creditors and accruals		
Creditors	10,192	5,684
Accruals and deferred income	177,534	172,350
	<u>£187,726</u>	<u>£178,033</u>

10 Movements in funds

	Bal	Resources			Transfers	Bal
	1/10/22	Incoming	Outgoing	£		30/09/23
	£	£		£	£	£
Restricted funds:	0	-		-	-	0
Unrestricted funds						
General fund	121,105	213,296	222,261		0	112,140
Total funds	<u>£121,105</u>	<u>£213,296</u>	<u>£222,261</u>		<u>-</u>	<u>£112,140</u>

11 Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fund balances at 30 September 2023 are represented by:			
Current assets	299,866	0	299,866
Less; Creditors: amounts falling due within one year	187,726	-	187,726
Total net assets at 30 September 2023	<u>£112,140</u>	<u>£0</u>	<u>£112,140</u>

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

**12) Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 30 September 2022**

	Note	General fund £	Restricted funds £	2022 Total £	2021 Total £
Incoming resources					
Activities for generating funds	2	211,350	0	211,350	218,101
Other income	3	1,363	0	1,363	0
Investment income		580	0	580	395
Total incoming resources		213,293	0	213,293	218,496
Resources expended					
Costs of generating funds					
Fundraising & publicity	4	-1,071	0	-1,071	3,996
Charitable expenditure	5	206,259	0	206,259	194,594
Governance costs	5	1,565	0	1,565	2,219
Total resources expended		206,753	0	206,753	200,809
Net movement in funds		6,540	0	6,540	17,687
Total funds brought forward		114,564	0	114,564	96,877
Transfer between funds		0	0	-	
Funds at 30 September 2022		£121,104	£0	121,104	£114,564

All amounts relate to continuing activities. No activities have been discontinued. All recognised gains and losses are included in the Statement of Financial Activities.

Accounts

**THE MANOR HOUSE CENTRE
FOR PSYCHOTHERAPY AND COUNSELLING**

**Company Registration Number 6845305 Charity Registration
Number 1131804**

**Report and Financial Statements for the Year ended
30 September 2022**

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Report of the Directors for the year ending 30 September 2022

The Directors present their report together with the financial statements of the Charity for the year ended 30 September 2022

Reference and Administrative Details

Company Number 6845305

Charity Number 1131804

Principal Office 80 East End Road London N3 2SY

Independent Examiner Alexander Chrysostomou
24A Aldermans Hill,
Palmers Green,
London N13 4PN

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

Investec Bank plc 4 Gresham Street London
EC2V 7QP

Santander UK plc 100 Ludgate Hill London
EC4M 7RE

Elected Directors

The directors serving during the year and since the year end were as follows:-

Fiyaz Mughal OBE FCMI	Appointed 11 th February 2021 Resigned 20 th February 2023
Gary Hommel	Appointed 8 th July 2021
Jonathan Grunwald	Appointed 2 nd August 2021
Deborah Lewis	Appointed 17 th January 2023

Course Director T Simmonds

Manager A.Moss

Report of the Directors for the year ending 30 September 2022

Structure Governance and Management

Governing Document and Financial Statements

The Manor House Centre for Psychotherapy and Counselling (MHPC) is a company limited by guarantee and a charity registered with the Charity Commission set up under the company's Memorandum and Articles of Association. The company was formed on 12 March 2009.

The Directors of the company are also the Trustees of the charity. For the purposes of this report the term Directors also includes the term Trustees.

Recruitment and Appointment of Directors

Directors are appointed to the Board on recommendation and according to the Articles of Association.

Directors Induction and Training

On appointment Directors are given an in depth briefing on the objectives of the Charity, how it seeks to fulfil its objectives, and the duties and responsibilities of Directors.

Organisation

The Course Directors and Board of Management are appointed by the Directors to manage the day to day operations of the Charity including finance, employment and course management.

Risk Management

The Directors regularly review the major risks that face the Charity and are of the opinion that based on current student numbers and level of reserves held, combined with the continual review of the controls over financial systems, sufficient resources are available in the event of adverse conditions. The Directors regularly examine other operational risks faced by the Charity and continue to improve established systems to mitigate or avoid any significant risks.

Objectives and Activities

The Charity (MHPC) was established to provide or facilitate education and training in psychotherapy and counselling and the relief of individuals suffering from emotional difficulties by the provision of an affordable counselling service through its Counselling Referral Service (CRS). Initial referrals are made by both the NHS and from mental health organisations. Patients may also self refer.

Since its inception, the CRS has seen numbers of requests for assessments increase year on year with a high uptake of referrals made. This increase is expected to continue as NHS resources are reduced. The Covid-19 pandemic has resulted in a significant increase in the uptake of the services provided by the CRS. All clinical work was delivered remotely from March 2020 and the CRS began a phased return to face-to-face counselling sessions in June 2021. Since September 2021, all clinical work has taken place on site.

Everyone referred to the CRS undergoes an in-depth assessment with an experienced psychotherapist. The applicant's emotional resources are carefully considered, and their financial resources are addressed and taken into account prior to their being referred to a suitable therapist. The CRS is able to offer low-cost, on-going psychodynamic counselling, making referrals to both experienced graduates of the training programme and second and third year Diploma Course students, who are carefully supervised in preparation for completion of the qualifying Diploma Course. This has enabled the MHPC to develop a section of the CRS into a separate but linked clinical placement within which students are able to accrue sufficient supervised clinical hours in preparation for qualification. All of this ensures that the needs of the patients are addressed, the standards of the MHPC are maintained and the requirements of the British Association for Counselling and Psychotherapy (BACP) and the British Psychoanalytic Council (BPC) are fulfilled. Patients are informed at the assessment stage if they are to be referred to a senior student and the referral is made only with the patient's agreement. Referrals continue to be made to graduates and other experienced therapists when deemed appropriate and the acceptance of a referral incurs a fee paid to the Service. This financially supports those who are unable to pay anything more than a

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Report of the Directors for the year ending 30 September 2022

low fee. However, as the demand and need for low cost, open ended, psychodynamic counselling increases alongside a growing pressure to provide free at source counselling, the MHCPC is aware of the need to raise funds to support the service.

The MHCPC continues to offer a one-year part-time Certificate in Counselling Skills Course and a three-year part-time Diploma in Psychodynamic Counselling and Therapy in the Community. The Diploma Course is accredited by the British Psychoanalytic Council (BPC), and the British Association for Psychotherapy and Counselling (BACP). It also runs a varied Continuing Professional Development (CPD) Programme which attracts experienced speakers and continues to offer an Annual Lecture which is open to the public. The fees for all courses are set only to cover operational expenses which include tutors' fees. Due to the Covid-19 pandemic, the MHCPC training programme was delivered remotely from March 2020. The MHCPC returned to face-to face teaching in September 2021. It has been agreed that the MHCPC will not adopt a hybrid/blended approach to training, and all seminars take place on site. Graduates of the Diploma Course are now working as counsellors in the community, in hospitals, mental health agencies and GP surgeries as well as within the CRS.

Achievements and Performance

The MHCPC continues to provide a comprehensive training programme for student counsellors ensuring, at all times, adherence to the BACP Ethical Framework for the Counselling Professions, and the BPC Code of Ethics.

It also has an established counselling referral service (CRS) referred to above. Students and graduates of the Diploma Course continue to provide regular, on-going, supervised psychodynamic counselling for patients, referred by the Primary Care and Mental Health agencies. This facility is much appreciated by local GPs whose patients are unable to afford help in the private sector and by other mental health agencies whose funding cuts have reduced their capacity to meet the individual's need for open ended counselling. Students receive supervision of their clinical work both in-house as part of their training and post-graduation as part of their on-going professional development.

The MHCPC has built on its good reputation and sound, well respected training programme by:

- Establishing a service in the community for those people affected by reorganisation within the NHS and voluntary sector which has resulted in the premature termination of their counselling;
- Providing psychodynamic counselling for those people for whom Primary Care and Mental Health agencies are unable to offer on-going counselling;
- Providing psychodynamic counselling rather than cognitive behavioural therapy (CBT), for those patients for whom the former is deemed more suitable;
- Providing a counselling service which reduces the waiting lists in the NHS and thus supporting patients who would otherwise face joining an unrealistically long waiting list for either short term work - typically 6 sessions - or CBT;
- Providing open-ended psychodynamic counselling in the borough which currently has no facility for this;
- Continuing to develop a training programme which teaches psychodynamic counselling to a high standard and enabling students and graduates to gain experience from a well-run clinical placement within the CRS;
- Ensuring that teaching standards which support good practice are regularly reviewed as part of the re-accreditation processes undertaken by the MHCPC with both the BACP and the BPC.
- Continuing to offer a referral service which provides a careful assessment followed by a prompt referral to either a counsellor or psychotherapist according to need.
- ensure the future of the MHCPC as an organisation committed to providing education and training in psychotherapy and counselling; and
- by expanding the CRS to accommodate the growing number of patients unable to access mental health services within the NHS, provide for the relief of people suffering from emotional disabilities by the provision of an affordable counselling service.

Report of the Directors for the year ending 30 September 2022

Fundraising Performance

This remains an area in need of development. Recent appointments to the Board promise to encourage further development and expansion of the existing Training Programme and the CRS in order to increase funds which in turn will support new projects and provide greater access to the CRS.

As noted above, the MHCPC offers a widely ranging CPD programme throughout the year. All these events generate a small income which is used to underpin the training which in turn supports the CRS thus providing a much needed resource in the community.

Financial Review

Gross income for the year was £213,293 (2021: £218,496).

Expenses for the year amounted to £206,752 (2021: £200,809).

Net funds, as a result, have increased by £6,541.

Investment powers and policy

Funds for day to day requirements are held at CAF Bank Ltd. The balance of funds is held at Investec Bank plc and Santander UK plc.

Reserves Policy

The majority of the reserves shown in the balance sheet are represented by cash. The Directors have reviewed the Charity's need for free reserves and have decided to maintain these in their current form.

Plans for future years

The Course Director together with the Board of Management, are supported by an experienced Tutor team. Innovative ways of ensuring the continued development and success of the organisation continue to be explored and developed. This includes continuing to provide a comprehensive training programme including the Diploma Course which is now accredited by both the BACP and BPC.

Diploma Course graduates are trained to a level which equips them to work within the NHS which is increasingly under pressure to provide any psychodynamic on-going work.

The MHCPC have been reaccredited with the British Psychoanalytic Council (BPC) and have become a Member Institute (MI) within our own right. The BACP Annual Rolling Review (ARR) of the Diploma Course is also now due on an annual basis. Rather than a renewal every five years, BACP have changed it's reaccreditation format so that accredited courses must now submit an 'Annual Rolling Review'. The deadline for MHCPC's submission is Tuesday 28th February 2023.

The MHCPC continues to benefit from the involvement of the more experienced members of the alumni, some of whom now hold positions on the Board of Management, co-ordinate the CRS, organise the CPD Programme, attend promotional Open Evenings and teach on the Certificate in Counselling Skills Course. This essential involvement will continue to be developed.

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Report of the Directors for the year ending 30 September 2022

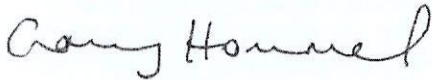
Accounting and Reporting Responsibilities

The law applicable to charities in England and Wales requires the Directors to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of the financial position at the end of the year. In preparing these financial statements, the Directors should follow best practice and:

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

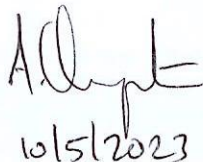
The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

Approved by the Directors on 21st February 2023



.....

Gary Hommel
Acting
Chair of Trustees



10/5/2023

Independent examiner's report on the accounts

Report to the trustees of MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING (Charity number: 1131804), on accounts for the year ended 30th September 2022.

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Company") for the year ended 30th September 2022, as set out on pages 8 to 14.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales.

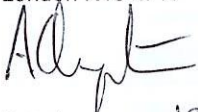
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Alexander Associates

24A Aldermans Hill,
Palmer's Green,
London N13 4PN



Dated 10/5/2023

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 30 September 2022

	Note	General fund £	Restricted funds £	2022 Total £	2021 Total £
Incoming resources					
Activities for generating funds	2	211,350	0	211,350	218,101
Other income	3	1,363	0	1,363	0
Investment income		580	0	580	395
Total incoming resources		213,293	0	213,293	218,496
Resources expended					
Costs of generating funds					
Fundraising & publicity	4	-1,071	0	-1,071	3,996
Charitable expenditure	5	206,259	0	206,259	194,594
Governance costs	5	1,565	0	1,565	2,219
Total resources expended		206,752	0	206,752	200,809
Net movement in funds		6,541	0	6,541	17,687
Total funds brought forward		114,564	0	114,564	96,877
Transfer between funds		0	0	-	
Funds at 30 September 2022		£121,105	£0	£121,105	£114,564

All amounts relate to continuing activities. No activities have been discontinued. All recognised gains and losses are included in the Statement of Financial Activities.

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Balance Sheet as at 30 September 2022

	Note	2022 £	2021 £
Current assets			
Debtors and prepayments	8	87,408	71,810
Cash at bank and in hand		211,730	219,300
		<hr/>	<hr/>
		299,138	291,110
Creditors: amounts falling due within one year	9	178,033	176,546
		<hr/>	<hr/>
Net current assets		121,105	114,564
		<hr/>	<hr/>
Net assets		<u>£121,105</u>	<u>£114,564</u>
Unrestricted funds	10	121,105	114,564
Restricted funds	10	0	0
		<hr/>	<hr/>
Total funds	11	<u>£121,105</u>	<u>£114,564</u>

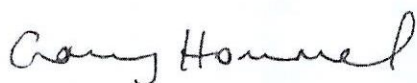
For the year ended 30 September 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

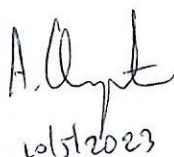
The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

Approved by the Directors on 21st February 2023. and signed on its behalf by

Gary Hommel



Acting
Chair of Trustees



MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

1 Accounting policies

1.1 Basis of preparation

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for smaller Entities (effective January 2005). The financial statements have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued March 2005.

1.2 Incoming resources

Incoming resources represents the total income receivable during the year which is recognised on the accruals basis of accounting.

1.3 Resources expended

All expenditure is accounted for on an accruals basis.

Where possible, expenditure is allocated specifically to the relevant activities for which it is incurred. Where costs cannot be directly attributed they have been allocated to activities on a

1.4 Fund accounting

Funds held by the charity are either:-

Unrestricted general funds - these are funds which can be used in accordance with the charitable objectives at the discretion of the directors.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the

2 Activities for generating funds

	2022	2021
	£	£
Fees receivable	182,875	184,144
Public lectures	0	0
Assessment income	765	990
Counselling	24,920	29,917
Supervision fees	2,790	3,050
	£211,350	£218,101

3 Other income

	£	£
Rental income	358	0
Interest Received	580	395
Donations	1,005	0
	1,943	395
	213,293	218,496

4 Cost of generating funds

	£	£
Advertising and publicity	£0	0
Internet site maintenance	-1,071	3,996
	-£1,071	£3,996

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

5 Charitable expenditure	Direct costs	Support costs	2022 Total	2021 Total
	£	£	£	£
Courses	95,968	81,236	177,204	163,479
Counselling	10,438	18,616	29,054	31,116
	<u>106,407</u>	<u>99,852</u>	<u>206,259</u>	<u>194,594</u>
Governance	1,565	-	1,565	2,219
	<u>£107,971</u>	<u>£99,852</u>	<u>£207,824</u>	<u>£196,813</u>

Course costs	£	£
Tutors fees and expenses	73,463	70,030
Rent	17,708	14,206
Associate membership	3,103	1,300
Catering	664	33
Other costs	1,031	250
	<u>£95,968</u>	<u>£85,818</u>

Counselling	£	£
Supervision and assessment fees	10,438	12,841
Rent	0	0
	<u>£10,438</u>	<u>£12,841</u>

Governance	£	£
Examiner's fees	355	500
Subscriptions	1,210	1,719
	<u>£1,565</u>	<u>£2,219</u>

Administration and support - Courses	£	£
Administration fees	12,000	12,000
Insurance	705	860
Printing, postage and stationery	92	116
Telephone	3,282	4,382
Bank charges	124	248
Board of management fees	61,252	58,600
Sundry expenses	3,780	1,455
	<u>£81,236</u>	<u>£77,660</u>

Administration and support - Counselling	£	£
Administration fees	18,616	18,274
	<u>£18,616</u>	<u>£18,274</u>

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

6 Employees

There were no employees during the period.

7 Board of Trustees

Trustee Expenses Nil (2021: Nil)

8 Debtors and prepayments	2022	2021
	£	£
Debts payable within one year		
Debtors	80,879	67,374
Prepayments and accrued income	6,529	4,435
	<u>£87,408</u>	<u>£71,810</u>

9 Creditors due within one year

	£	£
Creditors and accruals		
Creditors	5,684	6,436
Accruals and deferred income	172,350	170,110
	<u>£178,033</u>	<u>£176,546</u>

10 Movements in funds

	Bal 1/10/21	Resources		Transfers	Bal 30/09/22
	£	Incoming £	Outgoing £	£	£
Restricted funds:	<u>0</u>	-	-	-	<u>0</u>
Unrestricted funds					
General fund	114,564	213,293	206,753	0	121,105
Total funds	<u>£114,564</u>	<u>£213,293</u>	<u>£206,753</u>	<u>-</u>	<u>£121,105</u>

11 Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fund balances at 30 September 2022 are represented by:			
Current assets	299,138	0	299,138
Less; Creditors: amounts falling due within one year	178,033	-	178,033
Total net assets at 30 September 2022	<u>£121,105</u>	<u>£0</u>	<u>£121,105</u>

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

**12) Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 30 September 2021**

	Note	General fund £	Restricted funds £	2021 Total £	2020 Total £
Incoming resources					
Activities for ger	2	218,101	0	218,101	212,629
Other income	3	0	0	0	2,624
Investment income		395	0	395	555
<hr/>					
Total incoming resources		218,496	0	218,496	215,808
<hr/>					
Resources expended					
Costs of generating funds					
Fundraising &	4	3,996	0	3,996	1,880
Charitable expen	5	193,428	1,166	194,594	187,490
Governance cost:	5	2,219	0	2,219	1,755
<hr/>					
Total resources expended		199,643	1,166	200,809	191,125
<hr/>					
Net movement in funds		18,853	-1,166	17,687	24,684
<hr/>					
Total funds brought forward		95,711	1,166	96,877	72,193
Transfer between funds		0	0	-	
<hr/>					
Funds at 30 September 2021		£114,564	£0	£114,564	£96,877

All amounts relate to continuing activities. No activities have been discontinued. All recognised gains and losses are included in the Statement of Financial Activities.

Year	Month	Day	Event	Location	Notes
1950	Jan	1
1950	Jan	2
1950	Jan	3
1950	Jan	4
1950	Jan	5
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1950	Jan	8
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1950	Apr	30
1950	Apr	30

Accounts

**THE MANOR HOUSE CENTRE
FOR PSYCHOTHERAPY AND COUNSELLING**

**Company Registration Number 6845305 Charity Registration
Number 1131804**

**Report and Financial Statements for the Year ended
30 September 2021**

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Report of the Directors for the year ending 30 September 2021

The Directors present their report together with the financial statements of the Charity for the year ended 30 September 2021

Reference and Administrative Details

Company Number	6845305
Charity Number	1131804
Principal Office	80 East End Road London N3 2SY
Independent Examiner	Alexander Chrysostomou 24A Aldermans Hill, Palmers Green, London N13 4PN
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Investec Bank plc 4 Gresham Street London EC2V7QP Santander UK plc 100 Ludgate Hill London EC4M7RE

Elected Directors

The directors serving during the year and since the year end were as follows:-

Fiyaz Mughal OBE FCMI	Appointed 11 th February 2021
J Raymond	Resigned 17 th March 2021
G Hommel	Appointed 8 th July 2021
J Grunwald	Appointed 2 nd August 2021

Course Director	T Simmonds
Manager	A.Moss

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Report of the Directors for the year ending 30 September 2021

Structure Governance and Management

Governing Document and Financial Statements

The Manor House Centre for Psychotherapy and Counselling (MHCP) is a company limited by guarantee and a charity registered with the Charity Commission set up under the company's Memorandum and Articles of Association. The company was formed on 12 March 2009.

The Directors of the company are also the Trustees of the charity. For the purposes of this report the term Directors also includes the term Trustees.

Recruitment and Appointment of Directors

Directors are appointed to the Board on recommendation and according to the Articles of Association.

Directors Induction and Training

On appointment Directors are given an in depth briefing on the objectives of the Charity, how it seeks to fulfil its objectives, and the duties and responsibilities of Directors.

Organisation

The Course Directors and Board of Management are appointed by the Directors to manage the day to day operations of the Charity including finance, employment and course management.

Risk Management

The Directors regularly review the major risks that face the Charity and are of the opinion that based on current student numbers and level of reserves held, combined with the continual review of the controls over financial systems, sufficient resources are available in the event of adverse conditions. The Directors regularly examine other operational risks faced by the Charity and continue to improve established systems to mitigate or avoid any significant risks.

Objectives and Activities

The Charity (MHCP) was established to provide or facilitate education and training in psychotherapy and counselling and the relief of individuals suffering from emotional difficulties by the provision of an affordable counselling service through its Counselling Referral Service (CRS). Initial referrals are made by both the NHS and from mental health organisations. Patients may also self refer.

Since its inception, the CRS has seen numbers of requests for assessments increase year on year with a high uptake of referrals made. This increase is expected to continue as NHS resources are reduced. The Covid-19 pandemic has resulted in a significant increase in the uptake of the services provided by the CRS. All clinical work was delivered remotely from March 2020 and the CRS began a phased return to face-to-face counselling sessions in June 2021. All clinical work is now once again taking place on site.

Everyone referred to the CRS undergoes an in-depth assessment with an experienced psychotherapist. The applicant's emotional resources are carefully considered and their financial resources are addressed and taken into account prior to their being referred to a suitable therapist. The CRS is able to offer low-cost, on-going psychodynamic counselling, making referrals to both experienced graduates of the training programme and second and third year Diploma Course students, who are carefully supervised in preparation for completion of the qualifying Diploma Course. This has enabled the MHCP to develop a section of the CRS into a separate but linked clinical placement within which students are able to accrue sufficient supervised clinical hours in preparation for qualification. All of this ensures that the needs of the patients are addressed, the standards of the MHCP are maintained and the requirements of the British Association for Counselling and Psychotherapy (BACP) and the British Psychoanalytic Council (BPC) are fulfilled. Patients are informed at the assessment stage if they are to be referred to a senior student and the referral is made only with the patient's agreement. Referrals continue to be made to graduates and other experienced therapists when deemed appropriate and the acceptance of a referral incurs a fee paid to the Service. This financially supports those who are unable to pay anything more than a

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Report of the Directors for the year ending 30 September 2021

low fee. However, as the demand and need for low cost, open ended, psychodynamic counselling increases alongside a growing pressure to provide free at source counselling, the MHCPC is aware of the need to raise funds to support the service.

The MHCPC continues to offer a one-year part-time Certificate in Counselling Skills Course and a three-year part-time Diploma in Psychodynamic Counselling and Therapy in the Community. It also runs a varied Continuing Professional Development (CPD) Programme which attracts experienced speakers and continues to offer an Annual Lecture which is open to the public. The fees for all courses are set only to cover operational expenses which include tutors' fees. Due to the Covid-19 pandemic, the MHCPC training programme was delivered remotely from March 2020. The MHCPC returned to face-to face teaching in September 2021. It has been agreed that the MHCPC will not adopt a hybrid/blended approach to training, and all seminars take place on site. Graduates of the Diploma Course are now working as counsellors in the community, in hospitals, mental health agencies and GP surgeries as well as within the CRS.

Achievements and Performance

The MHCPC continues to provide a comprehensive training programme for student counsellors ensuring, at all times, adherence to the BACP Ethical Framework for the Counselling Professions, and the BPC Code of Ethics.

It also has an established counselling referral service (CRS) referred to above. Students and graduates of the Diploma Course continue to provide regular, on-going, supervised psychodynamic counselling for patients, referred by the Primary Care and Mental Health agencies. This facility is much appreciated by local GPs whose patients are unable to afford help in the private sector and by other mental health agencies whose funding cuts have reduced their capacity to meet the individual's need for open ended counselling. Students receive supervision of their clinical work both in-house as part of their training and post-graduation as part of their on-going professional development.

The MHCPC has built on its good reputation and sound, well respected training programme by:

- Establishing a service in the community for those people affected by reorganisation within the NHS and voluntary sector which has resulted in the premature termination of their counselling;
- Providing psychodynamic counselling for those people for whom Primary Care and Mental Health agencies are unable to offer on-going counselling;
- Providing psychodynamic counselling rather than cognitive behavioural therapy (CBT), for those patients for whom the former is deemed more suitable;
- Providing a counselling service which reduces the waiting lists in the NHS and thus supporting patients who would otherwise face joining an unrealistically long waiting list for either short term work - typically 6 sessions - or CBT;
- Providing open-ended psychodynamic counselling in the borough which currently has no facility for this;
- Continuing to develop a training programme which teaches psychodynamic counselling to a high standard and enabling students and graduates to gain experience from a well-run clinical placement within the CRS;
- Ensuring that teaching standards which support good practice are regularly reviewed as part of the re-accreditation processes undertaken by the MHCPC with both the BACP and the BPC.
- Continuing to offer a referral service which provides a careful assessment followed by a prompt referral to either a counsellor or psychotherapist according to need.
- ensure the future of the MHCPC as an organisation committed to providing education and training in psychotherapy and counselling; and
- by expanding the CRS to accommodate the growing number of patients unable to access mental health services within the NHS, provide for the relief of people suffering from emotional disabilities by the provision of an affordable counselling service.

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Report of the Directors for the year ending 30 September 2021

Fundraising Performance

This remains an area in need of development. Recent appointments to the Board promise to encourage further development and expansion of the existing Training Programme and the CRS in order to increase funds which in turn will support new projects and provide greater access to the CRS.

As noted above, the MHCPC offers a widely ranging CPD programme throughout the year. All these events generate a small income which is used to underpin the training which in turn supports the CRS thus providing a much needed resource in the community. However, due to Covid-19 the CPD programme has not run in order to safeguard the health & safety of staff and attendees. The Board of Management are currently discussing the possibility of commencing an online CPD programme.

Financial Review

Gross income for the year was £218,496 (2020: £215,808).

Expenses for the year amounted to £200,809 (2020: £191,125).

Net funds, as a result, have increased by £17,687.

Investment powers and policy

Funds for day to day requirements are held at CAF Bank Ltd. The balance of funds is held at Investec Bank plc and Santander UK plc.

Reserves Policy

The majority of the reserves shown in the balance sheet are represented by cash. The Directors have reviewed the Charity's need for free reserves and have decided to maintain these in their current form.

Plans for future years

The Course Director together with the Board of Management, are supported by an experienced Tutor team. Innovative ways of ensuring the continued development and success of the organisation continue to be explored and developed. This includes continuing to provide a comprehensive training programme including the Diploma Course which is now accredited by both the BACP and BPC.

Diploma Course graduates are trained to a level which equips them to work within the NHS which is increasingly under pressure to provide any psychodynamic on-going work.

The MHCPC has in the past had an established affiliation with Bath Spa University whereby some graduates have taken the opportunity to have direct entry to its Masters programme. Due to Covid-19, the MHCPC have not received any enquiries about this pathway to further education post-Diploma. It is intended that the MHCPC will reconnect and develop this association further in preparation for the academic year 2022/23. The MHCPC have been contacted by the BPC to reaccredit the Diploma Course with the British Psychoanalytic Council (BPC) and to become a Member Institute (MI) within our own right. Due to Covid-19, this process was delayed but an application form together with supporting documents has now been submitted. The MHCPC will undergo an assessment with BPC on Saturday 26th March 2022. The BACP accreditation of the Diploma Course is also due this year. Rather than a renewal every five years, BACP have changed it's reaccreditation format so that accredited courses must now submit an 'Annual Rolling Review'. The deadline for MHCPC's submission is Monday 28th February 2022.

The MHCPC continues to benefit from the involvement of the more experienced members of the alumni, some of whom now hold positions on the Board of Management, co-ordinate the CRS, organise the CPD Programme, attend promotional Open Evenings and teach on the Certificate in Counselling Skills Course. This essential involvement will continue to be developed.

Report of the Directors for the year ending 30 September 2021

Accounting and Reporting Responsibilities

The law applicable to charities in England and Wales requires the Directors to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of the financial position at the end of the year. In preparing these financial statements, the Directors should follow best practice and:

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

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

Approved by the Directors on

.....

Fiyaz Mughal OBE FCMl

Chair of Trustees

Independent examiner's report on the accounts

Report to the trustees of MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING (Charity number: 1131804), on accounts for the year ended 30th September 2021.

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Company") for the year ended 30th September 2021, as set out on pages 8 to 14.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

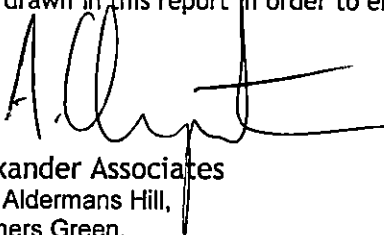
Independent examiner's statement

I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



Alexander Associates
24A Aldermans Hill,
Palmers Green,
London N13 4PN

Dated 1/3/2022

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

**Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 30 September 2021**

	Note	General fund £	Restricted funds £	2021 Total £	2020 Total £
Incoming resources					
Activities for generating funds	2	218,101	0	218,101	212,629
Other income	3	0	0	0	2,624
Investment income		395	0	395	555
Total incoming resources		218,496	0	218,496	215,808
Resources expended					
Costs of generating funds					
Fundraising & publicity	4	3,996	0	3,996	1,880
Charitable expenditure	5	193,428	1,166	194,594	187,490
Governance costs	5	2,219	0	2,219	1,755
Total resources expended		199,643	1,166	200,809	191,125
Net movement in funds		18,853	-1,166	17,687	24,684
Total funds brought forward		95,711	1,166	96,877	72,193
Transfer between funds		0	0	-	
Funds at 30 September 2021		£114,564	£0	£114,564	£96,877

All amounts relate to continuing activities. No activities have been discontinued. All recognised gains and losses are included in the Statement of Financial Activities.

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Balance Sheet as at 30 September 2021

	Note	2021 £	2020 £
Current assets			
Debtors and prepayments	8	71,810	62,028
Cash at bank and in hand		219,300	201,542
		<hr/>	<hr/>
		291,110	263,570
Creditors: amounts falling due within one year	9	176,546	166,693
Net current assets		<hr/>	<hr/>
		114,564	96,877
Net assets		<hr/>	<hr/>
		<u>£114,564</u>	<u>£96,877</u>
Unrestricted funds	10	114,564	95,711
Restricted funds	10	0	1,166
		<hr/>	<hr/>
Total funds	11	<u>£114,564</u>	<u>£96,877</u>

For the year ended 30 September 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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

Approved by the Directors on  and signed on its behalf by

Fiyaz Mughal OBE FCMI

Chair of Trustees

1 Accounting policies

1.1 Basis of preparation

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for smaller Entities (effective January 2005).
The financial statements have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued March 2005.

1.2 Incoming resources

Incoming resources represents the total income receivable during the year which is recognised on the accruals basis of accounting.

1.3 Resources expended

All expenditure is accounted for on an accruals basis.
Where possible, expenditure is allocated specifically to the relevant activities for which it is incurred. Where costs cannot be directly attributed they have been allocated to activities on a

1.4 Fund accounting

Funds held by the charity are either:-
Unrestricted general funds - these are funds which can be used in accordance with the charitable objectives at the discretion of the directors.
Restricted funds - these are funds that can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the

2 Activities for generating funds

	2021	2020
	£	£
Fees receivable	184,144	175,406
Public lectures	0	1,125
Assessment income	990	2,355
Counselling	29,917	15,300
Supervision fees	3,050	3,900
	<u>£218,101</u>	<u>£198,086</u>

3 Other income

	£	£
Rental income	0	7,096
Interest Received	395	622
	<u>395</u>	<u>7,718</u>
	218,496	205,804

4 Cost of generating funds

	£	£
Advertising and publicity	£0	1,262
Internet site maintenance	3,996	2,714
	<u>£3,996</u>	<u>£3,976</u>

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

5 Charitable expenditure	Direct		2021	2020
	costs	Support costs	Total	Total
	£	£	£	£
Courses	85,818	77,660	163,479	157,513
Counselling	12,841	18,274	31,116	24,409
	<u>98,660</u>	<u>95,935</u>	<u>194,594</u>	<u>181,922</u>
Governance	2,219	-	2,219	1,348
	<u>£100,879</u>	<u>£95,935</u>	<u>£196,813</u>	<u>£183,270</u>

Course costs	£	£
Tutors fees and expenses	70,030	61,547
Rent	14,206	16,413
Associate membership	1,300	499
Catering	33	466
Other costs	250	488
	<u>£85,818</u>	<u>£79,413</u>

Counselling	£	£
Supervision and assessment fees	12,841	5,694
Rent	0	965
	<u>£12,841</u>	<u>£6,659</u>

Governance	£	£
Examiner's fees	500	350
Professional fees	0	0
BACP re-accreditation fees	1,719	998
	<u>£2,219</u>	<u>£1,348</u>

Administration and support - Courses	£	£
Administration fees	12,000	11,587
Insurance	860	845
Printing, postage and stationery	116	345
Telephone	4,382	825
Bank charges	248	217
Board of management fees	58,600	58,678
Sundry expenses	1,455	5,602
	<u>£77,660</u>	<u>£78,100</u>

Administration and support - Counselling	£	£
Administration fees	18,274	17,751
	<u>£18,274</u>	<u>£17,751</u>

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

6 Employees

There were no employees during the period.

7 Board of Trustees

Trustee Expenses Nil (2020: Nil)

8 Debtors and prepayments	2021	2020
	£	£
Debtors payable within one year		
Debtors	67,374	56,527
Prepayments and accrued income	4,435	5,501
	<u>£71,810</u>	<u>£62,028</u>

9 Creditors due within one year

	£	£
Creditors and accruals		
Creditors	6,436	6,283
Accruals and deferred income	170,110	160,410
	<u>£176,546</u>	<u>£166,693</u>

10 Movements in funds	Bal	Resources			Bal
	1/10/20	Incoming	Outgoing	Transfers	30/09/21
	£	£	£	£	£
Restricted funds: Big Lottery	<u>1,166</u>	-	1,166	-	<u>0</u>
		-	-		
Unrestricted funds					
General fund	95,711	218,496	199,643	0	114,564
Total funds	<u>£96,877</u>	<u>£218,496</u>	<u>£200,809</u>	-	<u>£114,564</u>

Restricted funds

Big Lottery/Tesco to be used for CRS development

11 Analysis of net assets between funds	Unrestricted	Restricted	Total
	Funds	Funds	Funds
	£	£	£
Fund balances at 30 September 2021 are represented by:			
Current assets	291,110	0	291,110
Less; Creditors: amounts falling due within one year	176,546	-	176,546
Total net assets at 30 September 2021	<u>£114,564</u>	<u>£0</u>	<u>£114,564</u>

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

12) Comparativea: Statement of Financial Activities (Including Income and Expenditure Account for the year ended 30 September 2020)

	Note	General fund £	Restricted funds £	2020 Total £	2019 Total £
Incoming resources					
Activities for ger	2	211,463	1,166	212,629	198,086
Other income	3	2,624	0	2,624	7,096
Investment income		555	0	555	622
Total incoming resources		214,642	1,166	215,808	205,804
Resources expended					
Costs of generating funds					
Fundraising &	4	1,880	0	1,880	3,976
Charitable expen	5	180,134	7,356	187,490	181,922
Governance cost:	5	1,755	0	1,755	1,348
Total resources expended		183,769	7,356	191,125	187,246
Net movement in funds		30,874	-6,190	24,684	18,559
Total funds brought forward		64,837	7,356	72,193	53,634
Transfer between funds		0	0	-	
Funds at 30 September 2020		£95,711	£1,166	£96,877	£72,193

All amounts relate to continuing activities. No activities have been discontinued. All recognised gains and losses are included in the Statement of Financial Activities.

Accounts

**THE MANOR HOUSE CENTRE
FOR PSYCHOTHERAPY AND COUNSELLING**

**Company Registration Number 6845305 Charity Registration
Number 1131804**

**Report and Financial Statements for the Year ended
30 September 2020**

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Report of the Directors for the year ending 30 September 2020

The Directors present their report together with the financial statements of the Charity for the year ended 30 September 2019.

Reference and Administrative Details

Company Number	6845305
Charity Number	1131804
Principal Office	80 East End Road London N3 2SY
Independent Examiner	Alex Chrysostomou Alexander Associates 24A Aldermans Hill, Palmers Green, London N13 4PN
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Investec Bank plc 4 Gresham Street London EC2V7QP Santander UK plc 100 Ludgate Hill London EC4M 7RE

Elected Directors

The directors serving during the year and since the year end were as follows:-

Fiyaz Mughal OBE FCMI	Appointed 11 th February 2021
J Raymond	Resigned 17 th March 2021

Course Director	T Simmonds
Manager	A.Moss

Report of the Directors for the year ending 30 September 2020

Structure Governance and Management

Governing Document and Financial Statements

The Manor House Centre for Psychotherapy and Counselling (MHCP) is a company limited by guarantee and a charity registered with the Charity Commission set up under the company's Memorandum and Articles of Association. The company was formed on 12 March 2009.

The Directors of the company are also the Trustees of the charity. For the purposes of this report the term Directors also includes the term Trustees.

Recruitment and Appointment of Directors

Directors are appointed to the Board on recommendation and according to the Articles of Association.

Directors Induction and Training

On appointment Directors are given an in depth briefing on the objectives of the Charity, how it seeks to fulfil its objectives, and the duties and responsibilities of Directors.

Organisation

The Course Directors and Board of Management are appointed by the Directors to manage the day to day operations of the Charity including finance, employment and course management.

Risk Management

The Directors regularly review the major risks that face the Charity and are of the opinion that based on current student numbers and level of reserves held, combined with the continual review of the controls over financial systems, sufficient resources are available in the event of adverse conditions. The Directors regularly examine other operational risks faced by the Charity and continue to improve established systems to mitigate or avoid any significant risks.

Objectives and Activities

The Charity (MHCP) was established to provide or facilitate education and training in psychotherapy and counselling and the relief of individuals suffering from emotional difficulties by the provision of an affordable counselling service through its Counselling Referral Service (CRS). Initial referrals are made by both the NHS and from mental health organisations. Patients may also self refer.

Since its inception, the CRS has seen numbers of requests for assessments increase year on year with a high uptake of referrals made. This increase is expected to continue as NHS resources are reduced. The Covid-19 pandemic has resulted in a significant increase in the uptake of the services provided by the CRS, and a move to deliver all clinical work remotely since March 2020. Everyone referred to the CRS undergoes an in-depth assessment with an experienced psychotherapist.

The applicant's emotional resources are carefully considered and their financial resources are addressed and taken into account prior to their being referred to a suitable therapist. The CRS is able to offer low-cost, on-going psychodynamic counselling, making referrals to both experienced graduates of the training programme and second and third year Diploma Course students, who are carefully supervised in preparation for completion of the qualifying Diploma Course. This has enabled the MHCP to develop a section of the CRS into a separate but linked clinical placement within which students are able to accrue sufficient supervised clinical hours in preparation for qualification. All of this ensures that the needs of the patients are addressed, the standards of the MHCP are maintained and the requirements of the British Association for Counselling and Psychotherapy (BACP) and the British Psychoanalytic Council (BPC) are fulfilled. Patients are informed at the assessment stage if they are to be referred to a senior student and the referral is made only with the patient's agreement. Referrals continue to be made to graduates and other experienced therapists when deemed appropriate and the acceptance of a referral incurs a fee paid to the Service. This financially supports those who are unable to pay anything more than a

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Report of the Directors for the year ending 30 September 2020

low fee. However, as the demand and need for low cost, open ended, psychodynamic counselling increases alongside a growing pressure to provide free at source counselling, the MHCPC is aware of the need to raise funds to support the service.

The MHCPC continues to offer a one-year part-time Certificate in Counselling Skills Course and a three-year part-time Diploma in Psychodynamic Counselling and Therapy in the Community. It also runs a varied Continuing Professional Development (CPD) Programme which attracts experienced speakers and continues to offer an Annual Lecture which is open to the public. The fees for all courses are set only to cover operational expenses which include tutors' fees. Due to the Covid-19 pandemic, the MHCPC training programme has been delivered remotely since March 2020. The training programme will continue to be taught online until a safe return to face-to-face teaching is deemed possible. Graduates of the Diploma Course are now working as counsellors in the community, in hospitals, mental health agencies and GP surgeries as well as within the CRS.

Achievements and Performance

The MHCPC continues to provide a comprehensive training programme for student counsellors ensuring, at all times, adherence to the BACP Ethical Framework for the Counselling Professions, and the BPC Code of Ethics.

It also has an established counselling referral service (CRS) referred to above. Students and graduates of the Diploma Course continue to provide regular, on-going, supervised psychodynamic counselling for patients, referred by the Primary Care and Mental Health agencies. This facility is much appreciated by local GPs whose patients are unable to afford help in the private sector and by other mental health agencies whose funding cuts have reduced their capacity to meet the individual's need for open ended counselling. Students receive supervision of their clinical work both in-house as part of their training and post-graduation as part of their on-going professional development.

The MHCPC has built on its good reputation and sound, well respected training programme by:

- Establishing a service in the community for those people affected by reorganisation within the NHS and voluntary sector which has resulted in the premature termination of their counselling;
- Providing psychodynamic counselling for those people for whom Primary Care and Mental Health agencies are unable to offer on-going counselling;
- Providing psychodynamic counselling rather than cognitive behavioural therapy (CBT), for those patients for whom the former is deemed more suitable;
- Providing a counselling service which reduces the waiting lists in the NHS and thus supporting patients who would otherwise face joining an unrealistically long waiting list for either short term work - typically 6 sessions - or CBT;
- Providing open-ended psychodynamic counselling in the borough which currently has no facility for this;
- Continuing to develop a training programme which teaches psychodynamic counselling to a high standard and enabling students and graduates to gain experience from a well-run clinical placement within the CRS;
- Ensuring that teaching standards which support good practice are regularly reviewed as part of the re-accreditation processes undertaken by the MHCPC with both the BACP and the BPC.
- Continuing to offer a referral service which provides a careful assessment followed by a prompt referral to either a counsellor or psychotherapist according to need.
- ensure the future of the MHCPC as an organisation committed to providing education and training in psychotherapy and counselling; and
- by expanding the CRS to accommodate the growing number of patients unable to access mental health services within the NHS, provide for the relief of people suffering from emotional disabilities by the provision of an affordable counselling service.

Report of the Directors for the year ending 30 September 2020

Fundraising Performance

This remains an area in need of development. Recent appointments to the Board promise to encourage further development and expansion of the existing Training Programme and the CRS in order to increase funds which in turn will support new projects and provide greater access to the CRS

As noted above, the MHCPC offers a widely ranging CPD programme throughout the year. All these events generate a small income which is used to underpin the training which in turn supports the CRS thus providing a much needed resource in the community. However, due to Covid-19 the CPD programme has not run in order to safeguard the health & safety of staff and attendees.

Financial Review

Gross income for the year was £215,808 (2019: £205,804).

Expenses for the year amounted to £191,125 (2019: £187,246).

Net funds, as a result, have increased by £24,684.

Investment powers and policy

Funds for day to day requirements are held at CAF Bank Ltd. The balance of funds is held at Investec Bank plc and Santander UK plc.

Reserves Policy

The majority of the reserves shown in the balance sheet are represented by cash. The Directors have reviewed the Charity's need for free reserves and have decided to maintain these in their current form.

Plans for future years

The Course Director together with the Board of Management, are supported by an experienced Tutor team. Innovative ways of ensuring the continued development and success of the organisation continue to be explored and developed. This includes continuing to provide a comprehensive training programme including the Diploma Course which is now accredited by both the BACP and BPC.

Diploma Course graduates are trained to a level which equips them to work within the NHS which is increasingly under pressure to provide any psychodynamic on-going work.

The MHCPC has in the past had an established affiliation with Bath Spa University whereby some graduates have taken the opportunity to have direct entry to its Masters programme. Due to Covid-19, the MHCPC have not received any enquiries about this pathway to further education post-Diploma. It is intended that when restrictions have been lifted, that the MHCPC will reconnect and develop this association further in preparation for the academic year 2022/23. The MHCPC have been contacted by the BPC to re-accrediting the Diploma Course with the British Psychoanalytic Council (BPC) and to become a Member Institute (MI) within our own right. Due to Covid-19, this process has been delayed

The MHCPC continues to benefit from the involvement of the more experienced members of the alumni, some of whom now hold positions on the Board of Management, co-ordinate the CRS, organise the CPD Programme, attend promotional Open Evenings and teach on the Certificate in Counselling Skills Course. This essential involvement will continue to be developed.

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Report of the Directors for the year ending 30 September 2020

Accounting and Reporting Responsibilities

The law applicable to charities in England and Wales requires the Directors to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of the financial position at the end of the year. In preparing these financial statements, the Directors should follow best practice and:

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

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

Approved by the Directors on 07/06/2021


.....

Fiyaz Mughal OBE FCM

Trustee

Independent examiner's report on the accounts

Report to the trustees of MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING (Charity number: 1131804), on accounts for the year ended 30th September 2020.

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Company") for the year ended 30th September 2020, as set out on pages 8 to 14.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

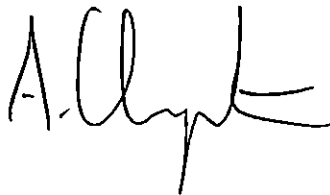
I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Alexander Associates
24A Aldermans Hill,
Palmers Green,
London N13 4PN



Dated 7th June 2021

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

**Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 30 September 2020**

	Note	General fund £	Restricted funds £	2,020 Total £	2019 Total £
Incoming resources					
Activities for generating funds	2	211,463	1,166	212,629	198,086
Other income	3	2,624	0	2,624	7,096
Investment income		555	0	555	622
Total incoming resources		214,642	1,166	215,808	205,804
Resources expended					
Costs of generating funds					
Fundraising & publicity	4	1,880	0	1,880	3,976
Charitable expenditure	5	180,134	7,356	187,490	181,922
Governance costs	5	1,755	0	1,755	1,348
Total resources expended		183,769	7,356	191,125	187,246
Net movement in funds		30,874	-6,190	24,684	18,559
Total funds brought forward		64,837	7,356	72,193	53,634
Transfer between funds		0	0	-	
Funds at 30 September 2020		£95,711	£1,166	£96,877	£72,193

All amounts relate to continuing activities. No activities have been discontinued. All recognised gains and losses are included in the Statement of Financial Activities.

Balance Sheet as at 30 September 2020

	Note	2020 £	2019 £
Current assets			
Debtors and prepayments	8	62,028	6,785
Cash at bank and in hand		201,542	174,780
		<hr/>	<hr/>
		263,570	181,565
Creditors: amounts falling due within one year	9	166,693	109,372
Net current assets		<hr/>	<hr/>
		96,877	72,193
Net assets		<hr/>	<hr/>
		£96,877	£72,193
Unrestricted funds	10	95,711	64,837
Restricted funds	10	1,166	7,356
		<hr/>	<hr/>
Total funds	11	£96,877	£72,193
		<hr/>	<hr/>

For the year ended 30 September 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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

Approved by the Directors on07/06/2021..... and signed on its behalf by

Fiyaz Mughal OBE FCMI



MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

1 Accounting policies

1.1 Basis of preparation

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for smaller Entities (effective January 2005). The financial statements have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued March 2005.

1.2 Incoming resources

Incoming resources represents the total income receivable during the year which is recognised on the accruals basis of accounting.

1.3 Resources expended

All expenditure is accounted for on an accruals basis. Where possible, expenditure is allocated specifically to the relevant activities for which it is incurred. Where costs cannot be directly attributed they have been allocated to activities on a

1.4 Fund accounting

Funds held by the charity are either:-

Unrestricted general funds - these are funds which can be used in accordance with the charitable objectives at the discretion of the directors.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the

2 Activities for generating funds

	2020	2019
	£	£
Fees receivable	184,226	175,406
Public lectures	0	1,125
Assessment income	1,545	2,355
Counselling	24,748	15,300
Supervision fees	2,110	3,900
	£212,629	£198,086

3 Other income

	£	£
Rental income	2,624	7,096
Interest Received	555	622
	3,179	7,718
	215,808	205,804

4 Cost of generating funds

	£	£
Advertising and publicity	£204	1,262
Internet site maintenance	1,676	2,714
	£1,880	£3,976

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

5 Charitable expenditure	Direct	Support costs	2020	2019
	costs		Total	Total
	£	£	£	£
Courses	86,245	73,337	159,582	157,513
Counselling	9,412	18,496	27,908	24,409
	95,657	91,833	187,490	181,922
Governance	1,755	-	1,755	1,348
	£97,412	£91,833	£189,245	£183,270

Course costs	£	£
Supervision and tutors fees and expenses	66,303	61,547
Rent	16,686	16,413
Associate membership	1,607	499
Catering	261	466
Other costs	1,388	488
	£86,245	£79,413

Counselling	£	£
Supervision and assessment fees	8,883	5,694
Rent	529	965
	£9,412	£6,659

Governance	£	£
Examiner's fees	490	350
Professional fees	0	0
BACP re-accreditation fees	1,265	998
	£1,755	£1,348

Administration and support - Courses	£	£
Administration fees	11,000	11,587
Insurance	774	845
Printing, postage and stationery	299	345
Telephone	2,662	825
Bank charges	157	217
Board of management fees	55,132	58,678
Sundry expenses	3,313	5,602
	£73,337	£78,100

Administration and support - Counselling	£	£
Administration fees	18,496	17,751
	£18,496	£17,751

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

6 Employees

There were no employees during the period.

7 Board of Trustees

Trustee Expenses Nil (2019: Nil)

8 Debtors and prepayments

	2020	2019
	£	£
Debts payable within one year		
Debtors	56,527	585
Prepayments and accrued income	5,501	6,200
	£62,028	£6,785

9 Creditors due within one year

	£	£
Creditors and accruals		
Creditors	6,283	6,338
Accruals and deferred income	160,410	103,033
	£166,693	£109,372

10 Movements in funds

	Bal	Resources		Transfers	Bal
	1/10/19	Incoming	Outgoing		30/09/20
	£	£	£	£	£
Restricted funds: Big Lottery	7,356	1,166	7,356	-	1,166
Unrestricted funds					
General fund	64,837	214,642	183,769	0	95,710
Total funds	£72,193	£215,808	£191,125	-	£96,876

Restricted funds

Big Lottery/Tesco to be used for CRS development

11 Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fund balances at 30 September 2020 are represented by:			
Current assets	262,404	1,166	263,570
Less; Creditors: amounts falling due within one year	166,693	-	166,693
Total net assets at 30 September 2020	£95,711	£1,166	£96,877

12) Comparativea: Statement of Financial Activities (Including Income and Expenditure Account
for the year ended 30 September 2019

Note	General fund £	Restricted funds £	2019 Total £	2018 Total £	
Incoming resources					
Activities for generating funds	2	190,086	8,000	198,086	175,685
Other income	3	7,096	0	7,096	2,153
Investment income		622	0	622	513
Total incoming resources		197,804	8,000	205,804	178,351
Resources expended					
Costs of generating funds					
Fundraising &	4	3,751	225	3,976	8,237
Charitable expen	5	181,503	419	181,922	185,249
Governance cost:	5	1,348	0	1,348	1,863
Total resources expended		186,602	644	187,246	195,349
Net movement in funds		11,203	7,356	18,559	-16,998
Total funds brought forward		53,634	0	53,634	70,632
Transfer between funds		0	0	-	
Funds at 30 September 2019		£64,837	£7,356	£72,193	£53,634

All amounts relate to continuing activities. No activities have been discontinued. All recognised gains and losses are included in the Statement of Financial Activities.