

**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 11th February 2021

J Raymond Resigned 17th 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

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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 MHCP is aware of the need to raise funds to support the service.

The MHCP 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 MHCP 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 MHCP 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 MHCP 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 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.
- ensure the future of the MHCP 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 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. 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 MHCP 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 MHCP have not received any enquiries about this pathway to further education post-Diploma. It is intended that when restrictions have been lifted, that the MHCP will reconnect and develop this association further in preparation for the academic year 2022/23. The MHCP 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 MHCP 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.

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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


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Fiyaz Mughal OBE FCMI

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

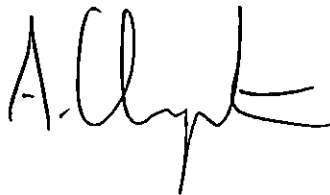
I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales.

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

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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
		<u>263,570</u>	<u>181,565</u>
Creditors: amounts falling due within one year	9	166,693	109,372
Net current assets		<u>96,877</u>	<u>72,193</u>
Net assets		<u>£96,877</u>	<u>£72,193</u>
Unrestricted funds	10	95,711	64,837
Restricted funds	10	1,166	7,356
Total funds	11	<u>£96,877</u>	<u>£72,193</u>

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



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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
	<u>£212,629</u>	<u>£198,086</u>

3 Other income

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

4 Cost of generating funds

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

5 Charitable expenditure	Direct costs	Support costs	2020 Total	2019 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

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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
	<u>£62,028</u>	<u>£6,785</u>

9 Creditors due within one year

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

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

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	<u>£95,711</u>	<u>£1,166</u>	<u>£96,877</u>

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.