

**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 2023**

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Report of the Directors for the year ending 30 September 2023

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:-

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
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 (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 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 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.

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 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 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. The Diploma Course is accredited by the British Psychoanalytic

MANOR HOUSE CENTRE FOR PSYCHOTHERAPY AND COUNSELLING

Council (BPC), and the British Association for Psychotherapy and Counselling (BACP). Further to the MHCP becoming an BPC Member Institution (MI) within its own right, a Diploma in Psychodynamic Psychotherapy is in development for the academic year 2024/25.

The MHCP also runs a varied Continuing Professional Development (CPD) Programme which attracts experienced speakers and offers an Annual Lecture which is open to the public. The next Annual Lecture is due to take place in the academic year 2024/25.

Graduates of the Diploma Course are now working as counsellors in the community, in private practice, 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 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 MHCP 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 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
- 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

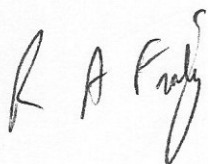
Accounting and Reporting Responsibilities

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.....

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
		<u>213,296</u>	<u>0</u>	<u>213,296</u>	<u>213,293</u>
Total incoming resources					
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
		<u>222,261</u>	<u>0</u>	<u>222,261</u>	<u>206,752</u>
Total resources expended					
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	-	
		<u>£112,140</u>	<u>£0</u>	<u>£112,140</u>	<u>£121,105</u>
Funds at 30 September 2023					

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		£112,140	£121,105
		<hr/>	<hr/>
Unrestricted funds	10	112,140	121,105
Restricted funds	10	0	0
		<hr/>	<hr/>
Total funds	11	£112,140	£121,105
		<hr/>	<hr/>

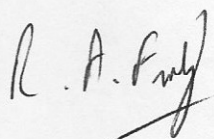
For the year ended 30 September 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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>

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 1/10/22	Resources Incoming	Outgoing	Transfers	Bal 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>

**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.