

THE CRANIOSACRAL THERAPY ASSOCIATION UK

**TRUSTEES ANNUAL REPORT
AND
ACCOUNTS**

FOR THE YEAR ENDED 30 JUNE 2021

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The Craniosacral Therapy Association UK

Registered Charity Number 1156168

Annual Report for Financial Year 1st July 2020 to 30th June 2021

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Methods; Policies and Procedures for Induction and Training;



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Reference and Administration

Charity name: The Craniosacral Therapy Association of the United Kingdom

Other names the charity is known by: CSTA

Registered charity number: 1156168

Charity's principal address:

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27 Old Gloucester Street
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Data Protection Consultant: Louisa Gosling

Charity Consultant: Christine Fogg



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CSTA Trustees' Report

The Trustees present their Annual Report and Financial Statement for the year 1st July 2020 to 30th June 2021. The report and financial statements have been prepared in accordance with all relevant Charity Commission guidance, and they comply with the CIO's Constitution and the Charities 'Act 2011.

Some items have been put in Appendices for overall clarity of the report.

Trustees during the year

Jan Moore (acted as Interim Chair until Dec 2020)
Amal Alaoui (acted until September 2021)
Sarah Jane Sauls (acted until December 2021)
Giulia Vaccari
Raj Lehl
Susanne Zahn-Willsdon
Annemieke Romeijn (appointed March 2021)
Andrew Koval -Radley (appointed June 2021)
Luita Lin (appointed June 2021)

Exceptional Considerations and Activities

The worldwide Coronavirus pandemic raised its head around January 2020, leading to a variety of restrictions and regulations which subsequently affected our members' ability to practice as Craniosacral Therapists, our accredited colleges to teach, and put additional pressure on the organisation. The impact of the Coronavirus continued throughout the year to affect all these areas.

Consequently, many of the objectives from our strategy plans that we set out to achieve this year have had to remain on hold.

The first part of this year was largely taken up with navigating changing government guidance and legislation and issuing guidance and advice to members. Alongside this, we collaborated with other organisations such as the Integrated Health Collaborative of which the CSTA is a core member and the Council for Complementary and Natural Healthcare Council to lobby parliament on behalf of our members across the UK to allow them to return to practice and support clients.

First aid, insurance and CPD requirements were suspended until October 2020. We introduced a split payment scheme for members halfway through the year until the end of the year and a 25% discount for full membership renewals from the latter end of the



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year which continued through until 2022. We focused on trying to provide accurate information and guidance to our membership and created a 'Return to Work Task Group' consisting of Officers, Sub-Committee Chairs and Trustees.

For the first few months of this year the number of trustees was five, which created a further reduction on the resources of the organisation's capacity.

The Secretary stepped down in April 2021 with the post remaining unfilled - this has had a further impact on available resources.

A significant effect of the coronavirus pandemic restrictions was the growth of members' enquiries about and interest in working in an online capacity, leading to a formal motion from members for a General Meeting on the subject and exploration of whether this work could be included in the definition of CST.

As this type of work is not included in the Standards of Practice or Ethical Guidelines, or indeed the definition of CST, in order to uphold safety for the public as well as professional standards, the CSTA issued statements to members regarding the CSTA's position on this type of work.

Numerous meetings with the Trustees, Officers, and Sub-Committee Chairs were held about how to proceed with the structure for a General Meeting, allowing for all members to be heard whilst upholding CSTA's Standards of Practice and Ethical guidelines. Discussions were also held with international CST organisations to share information and viewpoints on this subject.

Charitable Aims and Objectives

The CSTA exists to promote health through excellence in the field of Craniosacral therapy (CST). It achieves this by upholding, reviewing and where necessary strengthening standards of training, professional practice and ethics for registered practitioners, as well as overseeing robust complaints procedures, to the benefit of the general public.

The CSTA provides guidance and practical support to its members, aiming to enable them to uphold high professional standards. By doing this, the organisation aims to enable the benefits of CST to be accurately defined and disseminated, to the benefit of both the general public and practitioner members.

The aims and objectives of the CSTA as stated in the Constitution are:

- To contribute to the advancement of health through the study and practice of Craniosacral Therapy and through the provision of an organisation for persons engaged in the study and practice of Craniosacral Therapy.



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- To ensure the advancement of health by prescribing the standards of competence and suitability for the election of applicants to membership, and by regulating training organisations accredited by the CSTA, in order to maintain standards of training and supervision and to establish and uphold a code of ethics for entry into the profession.
- To promote the education of the public in the philosophy and practice of Craniosacral Therapy and to act as a stimulus for persons undertaking research concerning Craniosacral Therapy.

Organisational Structure

The Trustees oversee the CIO and usually meet in person six times per year. Due to the Coronavirus pandemic and consequent restrictions and regulations, meetings have continued to be held online. Online meetings have been adjusted from full day meetings to 3-4hr meetings and were held approximately once a month.

The Constitution requires a minimum of seven Trustees. Unfortunately, due to resignations for personal reasons, it is noted here that the number of Trustees fell to five from May 2020. Remaining Trustees continued to take decisions on general business although these could not be ratified at that time. A further two Trustees were co-opted in September 2020 taking the number of Trustees up to the requirement of seven, and subsequently all votes were duly ratified at the Trustee meeting on 12th October 2020 when there were seven Trustees in position. We were informed by the Charity Commission that a permanent chair of the organisation is not a legal requirement, whereas it is necessary for there to be a chair at each meeting. There are ongoing discussions about how the role of chair may evolve.

Usually, each year a full day facilitated 'Visioning Day' is held to enable Trustees to take stock of direction and strategy. This year it had to be postponed due to limited resources, and ongoing business having to take priority including the online/distant work phenomenon. It is noted here that in October 2021 a Visioning Half Day meeting was held with the Trustees and Officers where it remained clear that the ongoing lack of capacity alongside the CSTA's ambitious charitable objectives and also general needs, meant an important priority would be to find ways to 'get our house in order', alongside being inspired by developing our strategy objectives and priorities.

The Trustees are accountable to the CSTA's members at Annual General Meetings, and members are permitted at any time to visit a Trustee meeting to raise issues for consideration or to question decisions. Minutes of Trustee meetings are posted on the website for members to access.

There are three umbrella Committees: Regulatory, Communications and Research. The various Sub-Committees within these umbrellas are responsible for the implementation of the organisation's strategy in their specialist area such as research or accreditation (see below).



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All Sub-Committees are fully answerable to the Trustees, and each Committee aims to have at least one Trustee, to enable communication and oversight.

Chairs of Sub-Committees receive a small honorarium and meet between three and six times per year. In order to maintain a healthy organisation, specialisation is always balanced with the legal requirement for overseeing by the Trustees. The Coordinator also acts as a bridge between Trustees and Sub-Committees.

The Sub-Committees are largely composed of volunteer practitioner members who are considered specialists in their area. During this period, some Sub-Committees, notably, CPD, Associate Assessment and AGM, did not have any volunteer members and relied on CSTA Officers including the Registrar, Coordinator, Secretary, Sub-Committee Chairs and also Trustees.

Key Non-Trustee Officers include:

The Secretary, whose collaborative role is to oversee document management to ensure that documents and practices are kept up to date (including Charity Commission guidance etc.); to be part of the core visioning team; and to respond to queries about CST from the public, such as enquiries concerning GDPR. The secretary records minutes of Trustee meetings, and also assists in compiling the Agenda, and collating documents required for each meeting. The role of Secretary expanded to support other officers in work with the membership around the pandemic.

Since May 2021 interim minute taker has been taken up by our HR contact.

The (non-member) Administrator assists in delivering the aims and objectives of the organisation through efficient day-to-day office administration.

The Coordinator has a wide-ranging, responsive and active role, facilitating communication and activities between all parts of the organisation. The Coordinator is the main point of contact for all those with responsibility within the organisation whereby they can always bring forward questions, concerns and ideas for discussion. The Coordinator acts like a chief executive for the Chair and Trustees, taking on a lot of the implementation of decisions by Trustees.

The Registrar supports members particularly through the membership registration and renewal process and also with general enquiries. This role also advises Trustees and collaborates with the Coordinator and other sub-committees as necessary.

The (non-member) Finance Manager fulfils the day-to-day processing of finances, such as payment of expenses and preparing the budget for the Trustees.

Since July 2020, the Finance Manager has also operated as HR contact when needed for the organisation, providing due process for HR related needs.



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All holders of these roles are answerable to the Trustees and attend Trustee meetings as needed.

Main Committees, Sub-committees and Tasks

Regulatory Committee

Accreditation Body: regulates the established Colleges of CST, advises new training initiatives and ensures the standards that the Association demands.

Standards and Ethics: oversees the complaints process from start to finish, arranges mediation where appropriate and hearings of Disciplinary Committees. It liaises with lawyers when necessary and ensures that all documents are fit for purpose and legally correct.

Supervision: regulates supervision and supervisors of new practitioner members. It arranges interviews for and appoints new supervisors and recommends the level of training that supervisors must have, as well as the appropriate levels of supervision for members.

Continuing Professional Development: determines what is appropriate as CPD, to fulfil the CSTA's CPD requirement for on-going practitioner registration.

Associate Assessment: assesses the level of training and skills of associate members from non-accredited trainings, in order to allow them to proceed to full membership.

Communications Committee

PR & Social Media: responsible for how CST is presented to the general public on the website, social media, leaflets and other promotional materials.

Website Editorial: oversees the website editing and database.

Editorial: creates the membership journal – The Fulcrum.

AGM - sets topics and speakers for the day that are of interest and professional benefit to members.

Research Committee

Research Steering: supports research into the effectiveness of CST and the collection of data, forms a strategy for future research direction and suggests projects and initiatives in line with this strategy.



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Objectives and Activities

The CSTA exists to ensure that registered practitioners work to appropriately high standards, thereby supporting the safety, health and well-being of the public. It also disseminates accurate information about Craniosacral therapy (CST) to educate the public, including research. Our over-arching strategy theme for the next 3 – 5 years is 'Good and Safe Practice'.

Strategic Aims and Objectives

- To encourage and support practitioners to aspire to the highest levels of work with personal and professional development
- To provide balanced and just regulation of registered Craniosacral therapists
- To develop and promote appropriate research into the benefits of Craniosacral therapy
- To promote Craniosacral therapy and its benefits to the public
- To develop a strong Craniosacral Therapy community with a clear identity and common purpose
- To communicate and collaborate with other relevant professional organisations

Activities and Public Benefit

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

In promoting excellence for the profession, the CSTA works for public benefit by upholding and strengthening professional standards including in practitioner training courses, requirements for Continuing Professional Development and Supervision, as well as by demanding adherence to the Code of Ethics and Standards of Practice.

The CSTA aims to support appropriate research to facilitate the assessment and demonstration of the benefits of CST including clinical outcomes, safety and cost-effectiveness.

Providing a register of practitioners who adhere to our high standards of professional practice and overseeing a clear complaints procedure, protects the public in a field that is subject to voluntary not statutory regulation.



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Reports of the Sub-Committees

Accreditation Body

Two of the sub-committee members have reached the limit of their tenure and so AB work this year has been largely concerned with review of some core processes, such as clarification of certification, together with roles and responsibilities and core duties of members, plus preparation of recruitment materials.

The AB maintained regular contact with the accredited colleges, fielding a steady stream of enquiries, about our guidelines, standards and safe working.

The year continued to present several challenges for colleges wishing to graduate students due to coronavirus restrictions, and the AB supported and advised them to ensure practitioner courses were able to continue in line with accreditation requirements.

Difficulties have remained in conducting site visits in 2021, with some considerably overdue. It is noted here that there are plans to get back on track with their schedule of site visits in Spring 2022.

Talks have also been held with other associations and regulatory bodies and potential new colleges seeking accreditation.

The Chair has been involved in discussions with Trustees and other Sub-Committee Chairs around the phenomenon of members working in an online capacity and reviewing the associate membership route.

Standards and Ethics Sub-Committee

Their work continues to be involved in monitoring and reviewing ethical and professional standards as well as their role for handling complaints. The CSTA receives very few complaints or expressions of concern. Maintaining public confidence in CST is a major priority of the CSTA as well as protecting the good name of the profession.

On average one complaint/enquiry was received each month. The committee has not had to investigate any formal complaints, largely due to the success of the new approach taken over the last couple of years, which encourages and supports dialogue to resolve any grievances. Being heard and managing realistic outcomes is an important factor in the success of this approach. However, if there is no satisfactory resolution through dialogue and or mediation, a full investigation of the complaint is always available to the complainant and would be followed as per our guidelines.

The Chair has been involved in discussions with Trustees and other Sub-Committee Chairs around the phenomenon of members working in an online capacity, reviewing



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the associate assessment route, collaborating on creating appropriate Covid guidance for members and liaising with the lawyers when necessary.

Supervision Sub-Committee

The Sub-Committee has continued to review and update guidance and requirements and receive applications from prospective supervisors.

An article in the Fulcrum (members' magazine) was organised, supporting members around the challenges of getting back to work and navigating the issues that the global situation presented.

The sub-committee were involved in updating and rewriting the associate route to membership including appointing appropriate candidates for the interview.

Due to the Coronavirus, it was decided to temporarily extend the time for mandatory supervision to be completed.

After postponements last year due to Covid, the CPD day for supervisors went ahead online in July 2021 with the theme of Grief and Loss. It was very timely and necessary, and the twenty one participants had the opportunity to share and support each other.

The Chair has also been involved in discussions with Trustees and other Sub-Committee Chairs around the phenomenon of members working in an online capacity.

Continuing Professional Development

The update of the CPD Guidelines and structure were launched which included a new online submission process. The focus is now on a more reflective process whereby members are asked to say how their CPD activity has enhanced their practice and what they have learned as a result. This allows for self-reflection on what members feel are gaps in their skill sets or knowledge. It will also allow for variation in what is accepted as CPD according to individual interests, experience, and skill sets; and can include activities such as online courses, podcasts etc. and also supervision if a member has completed their eight mandatory supervision sessions.

The exploration commenced into the future of supervision both within our profession and the CSTA, with consideration given to all aspects of the needs of all parties involved. It is an important part of CSTA's responsibility to ensure the safety of clients, practitioners and supervisors and the proficiency and professionalism of all members from students to experienced therapists.



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Associate Assessment

Associate Member applications have been processed by Trustee votes. There were three associate membership applications approved during the period June 2020-June 2021

Following the withdrawal from accreditation of one of the CST colleges in November 2019, Trustees considered appropriate membership application requirements for this college's graduates. The Chairs of the Accreditation body, Standards and Ethics and Supervision took part in discussions with Trustees and Officers around reviewing the associate route process in light of the unique circumstances and experiences of these particular graduates.

Research

Recruitment plans for a Research Chair and sub-committee remained shelved as the CSTA navigated the pandemic and used its limited available resources to focus on membership support. Since July 2019 this Sub-Committee has consisted of one member.

The sole member of the Sub-Committee and a trustee continued to attend meetings with the Integrated Healthcare Collaborative (IHC). The CSTA is a core member of the IHC which is a collection of twenty six leading professional associations and stakeholders within complementary, traditional and natural healthcare, working together on common areas of interest, to increase access to these therapies, promote greater integration with conventional Western medicine, and improve patient outcomes.

The Coordinator continued the work on agreeing the terms of the licence agreement for the WHHQ (Warwick Holistic Health Questionnaire) with Warwick University.

Strategy work by the Trustees included that one of the key areas of review is what direction research should go in, to best serve the CSTA's charitable aims and its members.

PR & Social Media

The sub-committee and Chair have carried out various activities to promote CST and the CSTA to the public, schools, and members.

July 2020 – May 2021 the Chair was involved in the 'Return to Work Task Group', deciphering and providing up to date information and guidance for members.



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From August 2020 planning and preparations started for Awareness Week in October 2020 which was an online campaign via social media on 'Navigating Anxiety in Uncertain Times'. New graphics were commissioned with relevant supportive content sourced from articles from the Fulcrum archives.

In October 2020 the PR team organised a donation based webinar for members to thank them for their support over the last few months. The subject was on 'Navigating Anxiety in Uncertain Times' and was presented by a renowned speaker from the field of trauma. This was the first webinar run by the CSTA for members and sold out quickly, with the recording being later made available to members on the CSTA website.

In Nov 2020 an article reporting on Awareness Week 2020 for the Fulcrum was published.

In March 2021 the PR Team came up with design ideas and created posters for Officers, Sub-Committee members and Trustee backdrops for the online AGM and helped with its online tech set up.

In April 2021 the Chair continued the CSTA's endeavours to provide more online resources for members by editing a speaker's presentation from the 2021 AGM and uploading it onto the member's website.

Editorial

The Editor continues to aim to maintain the editorial quality of the Fulcrum and to reflect an interesting and diverse mix of voices, features, news and reviews that sit cohesively within each issue. Over the past year there has been a selection of excellent articles, both informative and inspiring that has shared knowledge and insights to the benefit of our readers.

To reduce its environmental impact the Fulcrum is now printed on recycled paper and with the use of environmentally friendly ink.

The deadlines for submission and print have been brought forward to mitigate potential content gaps and delays in publication, as a result of late submissions.

The Letters to the Editor page was reinstated May 2021 to create another space to allow for free expression by members on topical subjects.

A Readers Survey is planned to gather information on levels of engagement, how can these be improved and what topics are of interest.



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Website

The website administrator consistently evaluates the website's content and performance, ensuring it is kept up-to-date and implementing improvements to its layout; as well as suggesting recommendation and improvements to Trustees.

This included: - updating the homepage, expanding the About Us section and Join Us page; creating a Standards & Ethics section; adding to the News section and Press page; creating and keeping up to date a Covid 19 page; and creating a new Resource Centre in the members 'website for Trustee meeting minutes and all guidance documents.

AGM

Trustees and Officers, including Sub-Committee Chairs took part in various discussions and planning and preparations for the AGM in March 2021. Due to the Coronavirus pandemic the decision was taken to hold it online via Zoom. An eminent elder from the CST community gave a presentation. 107 full members participated, with various feedback including appreciation given for the support during the pandemic, thanks expressed for beginning the discussion on online/distant work and gratitude for being able to gather together as community during the pandemic.

Collaboration:

The CSTA remained in touch with our European colleagues in equivalent organisations, with the aim of sharing information on standards of training, research strategy and direction, the subject of online work and participated in global meetings hosted by the North American Association.

The Trustee overseeing Research and the member of the Research Sub-Committee attended meetings of the IHC along with representatives from other complementary health organisations.

Other Public Benefit provided by Schools and Members:

Two of the practitioner trainings accredited by CSTA continued to run low-cost teaching clinics (until pandemic lock-down restrictions) where members of the public received reduced-fee treatments by students under the supervision of qualified tutors. Many individual practitioners offer reduced fee sessions for those with reduced ability to pay. Some members also volunteer their services for organisations and charities, and the CSTA promotes potential volunteering opportunities to members.



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Membership services

The CSTA is continually seeking new ways to support members in their practice and professionalism, to ensure recruitment and retention of members adhering to the clinical and ethical standards required for continuing registration, with the ultimate aim of offering high quality therapeutic work to the public.

It is noted here that Craniosacral practitioners were unable to practice in the first full national lock-down which started in April 2020 due to the Coronavirus pandemic. This caused anxiety and uncertainty within our membership and within the organisation, the latter regarding the financial impact on the CSTA due to reduced membership income. Despite the lifting of restrictions on 'close contact services' in July 2020 (thus allowing CST therapists to continue to work), there remained both regular local and devolved government restrictions with reduced numbers of members still being unable to practice.

In response we have provided frequent updates in information and guidance to members, and until October 2020 temporarily suspended certain membership requirements such as CPD, Supervision and First Aid updates (members not being able to attend courses in person), whilst monitoring the effect on membership numbers and income.

The New CPD (Continuing Professional Development) guidelines and structure were launched in September 2020 which thus enabled members to count attendance at relevant online courses and webinars, and listening to podcasts towards their CPD requirements.

Since October 2020 attendance at First Aid online courses that fit the organisation's standards of requirements, have continued to be accepted.

Generally, the CSTA provides the following services to its practitioner members, all designed to support them to achieve excellence in their professional practice:

- 'The Fulcrum' magazine: with relevant articles, research news and perspectives on the practice of CST
- Newsletters with information about the activities of the CSTA, or specific topical guidance for members: to foster awareness, community and shared vision and best practice
- The AGM day is devised to include presentations of professional interest
- Standards and Ethics including Code of Ethics, Standards of Practice and Safeguarding



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- CPD – advertised by trainings and members in the Fulcrum magazine
- Supervision: provision of accredited supervisors for those in mandatory supervision
- Membership Renewal process including portfolio of continuing professional development to facilitate reflection on skills and experience
- Support in case of disciplinary proceedings
- Reduced fee block insurance scheme

Additional work has taken place throughout the year to continue implement the new GDPR guidelines throughout the organisation and provide advice and guidance to members. This has involved the use of a GDPR consultant. We have also continued to implement new document storage and online collaboration cloud-based system for the organisation. We have started to create online resources for our members in the form of webinars and presentations.

Future Plans

The future remains uncertain due to the Coronavirus pandemic, the potential for continued changing restrictions and regulations and its impact two years on continuing to affect our members, colleges, and the organisation.

Nevertheless, the areas for focus during the coming year and further into the future include:

General and Strategy:

To continue to develop strategy priorities for the next 3 – 5 years with the help, when necessary, of our charity consultant.

To continue to review the organisation's structure, capacity, finances, policies, and procedures in line with our developing strategy work and available resources. This includes some potential reshaping of the structure to create new core officer roles and micro volunteer groups in order to implement more effectively CSTA'S charitable aims whilst investing in increasing the resources available for all CSTA roles.

Alongside this are continued recruitment efforts for Trustees, core officers, Sub-Committees and micro volunteers, including : Research Chair and Sub-Committee members, Accreditation Body Chair and Sub-Committee members, Standards and Ethics Sub-Committee members, Supervision and PR appointees and others as they may arise.



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Member services:

To continue the provision of advice, guidance, support for member practitioners.

To hold online CPD events for members as a way of bringing the community together and developing good and safe practice.

To develop more online resources in the form of webinars with keynote teachers/leaders and to look into a members' forum. Create training videos for members to access.

To review membership protocols and processes with a view to updating some elements; to include a review of the issue of lapsed membership, insurance grace periods and First Aid policy.

To develop more ways to encourage graduates of accredited colleges to join the CSTA.

To continue to develop new working groups consisting of micro volunteers from the membership. Two are initially being set up to research online/distant work and First Aid training.

Collaboration:

To continue collaboration with the IHC, CNHC, and other international CST organisations to promote CST, share and develop best practice and keep abreast of the wider context for CST and CSTA.

Communications:

Fulcrum - To adopt a series approach to future topics.

To conduct a new Reader Survey to ensure the Fulcrum is delivering the right content mix for our growing community of practitioners.

To review the role, activities and structure of the PR sub-committee as part of the strategy work.

To formulate an EDI (Ethnicity, Diversity, Inclusion) policy for the organisation and to review all policies and processes accordingly.

To continue to review and update the website.



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Regulatory:

To continue to obtain legal advice where necessary, to support the promotion and upholding of good and safe practice in CST.

To review the Accreditation Guidelines in line with the organisation's on-going review of policies and procedures. To review the core processes of the Accreditation Body and recruit members for its work accordingly

To start a review of the Code of Ethics, including setting up a small working group with member involvement.

To continue to promote good ethical practice through further articles written by the Standards and Ethics Chair for the Fulcrum.

To facilitate / deliver a regular CPD event for supervisors.

To continue work reviewing and updating the Associate membership route, as necessary.

To initiate the introduction of mandatory supervision to membership requirements.

To review the Constitution if needed.

Research:

To complete the licence agreement for use of the WHHQ, and then to implement support to members to use this tool within their own practices and for specific research projects.

Financial statement

A full summary of the year's results can be found in the separately filed Accounts.

Funding and Expenditure

The total income for the year was £69,177 and total expenditure £ 69,778, giving a net loss for the year of £601. The total funds at 30th June 2021 were £80, 189. Within this £80,189 is a restricted fund of £1,809)

The organisation predicted a loss due to the unprecedented events of the year with the Coronavirus pandemic, which affected the whole organisation and its members and is



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still ongoing. The income stream has been affected by the pandemic as was expected, and the whole organisation made huge efforts to keep expenses to a minimum, whilst still offering a 25% discount to members on their membership fees.

The finance team continues to work together to oversee and monitor income and expenditure, working with the budget, maintaining good cash flow and transparent accounts.

During the Coronavirus lock down from March – July 2020, a split payment option for members to renew memberships was introduced immediately lockdown commenced and this was reviewed on a regular basis along with Government guidelines. During the period between June 2020 to June 2021 6 members took up the split payment option. This option does remain open to members although we now also have the 25% reduction offer in place.

Most income is from membership fees, college accreditation fees and Gift Aid claims. There have been members who have lapsed their membership between June 2020 to July 2021. Full membership numbers have dropped from 458 to 396 within the period June 2020-June 2021 with the organisation losing 111 members overall.

The main categories of expenditure are: Trustee room hire; subsistence and travel; administration expenses; general expenses (including Officer payments; insurances; postage; web hosting; and all the expense for running the organisation; including additional costs for GDPR and legal fees etc.; and any Sub-Committee expenses.

Since face-to-face meetings have not been possible, no expenses for meetings e.g. room hire, subsistence, travel etc. have been incurred. All the teams conducted their meetings on Zoom, and this has continued to be the “normal” now, thus saving money in various areas, travel etc. Events could not go ahead and so these have been “on hold”.

Gift Aid is a valuable source of income to the organisation and beneficial to members.

Within our reserve monies there is money ring-fenced to safeguard the organisation and to cover any legal costs which may occur. Any remaining monies are not for use in the general running costs but can be used as and where the organisation deem them to be used.

The organisation continues to preserve the funds for as long as possible as the future, whilst there is a return to some semblance of normality, is still not known. For the best interest of the members and to protect the organisation in these uncertain times.



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Ethical Policy

The CSTA invests ethically as far as possible, using Triodos bank for savings, and by making increasing use of our new current account with Triodos. The Trustees consider it is an important consideration as a body that the CSTA is promoting health and well-being and that our money should not be invested in a way that directly or indirectly contributes to war, poverty or environmental destruction.

Reserves Policy

The Trustees have taken advice from their accountant and have £21,000 held in reserves to cover running costs in the event of emergencies, and also £12,000 reserved for legal costs. As at the end of June 2020 there was £78,380 unrestricted funds, therefore leaving £45,380 in the reserve account. The Trustees are of the opinion that this provides sufficient flexibility to cover the main risks to capital, which would be temporary shortfalls in incoming resources due to fluctuating membership numbers or legal costs for a complex or serious disciplinary case. The Trustees consider this level of reserves to provide adequate working capital to cover core costs and enable the development of CSTA's activities.

There are no funds materially in deficit.

Trustees' Consideration and Management of Major Risks

The Trustees have a responsibility to identify, assess and manage risks to the charity, including financial and other areas. The CSTA's process for identifying risk continues to be through on-going review; assessing risks for every new major decision; on-going active reflection, and by responding to minor issues that are identified.

There are specific organisational functions set up to deal with risks such as the Code of Ethics and disciplinary procedures for practitioners; as well as a general management of risk through the requirement for all significant decisions and communications to be shared and not delegated to one person. Terms of reference are provided for all roles and committees and are subject to review and modification including with regard to risk. The implementation of freelance contracts for Officers and Sub-Committee Chairs has been currently set aside due to a changing Trustee Board. Their aim was to formalise the review of objectives and milestones. They will continue to be discussed alongside our strategy plans.

This year, the unprecedented Coronavirus pandemic constituted a major risk to the CIO, due to the restrictions it led to and the on-going uncertainty around how it would develop.



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The strong interest by some members in working in an online (i.e. not in person) capacity may be considered a risk to the CIO. This type of work has not been researched, studied or assessed, and is not considered by the international CST community as within the accepted definition of CST, which is currently defined as a hands-on or touch-based therapy. It is not currently considered within the Standards of Practice and Ethical Guidelines to which our members must adhere. In order to uphold professional standards and the safety of the public, the CSTA has made clear statements that online work cannot be considered CST and is not recognised as such. This is to preserve the safety of the public as well as protect practitioners from potential complaints and safeguard the reputation of CST.

It is noted here that following a general meeting in February 2022, a working group is in the process of being created to further research the subject of online/distant work

Financial

General financial operations are low risk – transactions above day-to-day level are required to be counter-signed.

Main risks to reserves include possible disciplinary cases requiring substantial legal fees, regarded as infrequent but possible; reliance on membership fees as main source of income; the need for extra paid roles within the organisation to enable smooth-running and requiring more income; the wider economic environment potentially affecting members' income with a knock-on effect on membership numbers; the costs of any potential future requirement for statutory or compulsory oversight by an external regulatory body, currently regarded as very unlikely.

Disciplinary: The current system has continued to be successful, and no improvements are needed from a financial risk perspective.

Membership numbers: Due to the Coronavirus pandemic there was a significant reduction in membership fee income as members chose not to renew or to lapse their membership. Graduation dates from colleges also had to be postponed due to lockdown rules affecting in person teachings. This further affected the total number of full members' numbers and membership fee income. The split payment option offered to members continued throughout the year, as was the 25% discount option. Individual cases of hardship are discussed.



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Need for paid roles: Due to the continued fall out of the Coronavirus pandemic, the workload on the Coordinator, Secretary, and Registrar significantly increased. The time required of Trustees increased significantly as well. It has also been difficult to recruit for specialised roles as they are either voluntary or for nominal stipends, which means that some areas of the organisation remain largely inactive (eg Research). It has also been difficult to recruit Trustees who are voluntary. At the same time, we continue to be fortunate in the large number of volunteers who help in all areas of the CSTA.

Wider economic situation: as noted above this continues to have an effect on membership numbers.

Regulation: Craniosacral therapy as with many complementary therapies is subject to voluntary rather than statutory regulation, and the CSTA is the leader in the UK Craniosacral community for robust regulation. The CSTA remains actively informed about potential regulation requirements or opportunities beyond the current system, and consequently have been and will continue to be in discussion together with the international CST community around the phenomenon of online work.

Operational

In general decision-making, there are no major risks as no one person has the authority to act unilaterally, except in low-risk day to day tasks. In addition, all Sub-Committees involve at least one Trustee, to enable the Trustees to keep an overview of direction and actions.

Conflicts of interest or loyalty: this potential is recognised in the guidelines for meetings, and as a small community there is a strong likelihood of minor conflicts arising within both the Trustee body and the Sub-Committees. The current system of declaring and addressing any conflicts, including signed declarations for all involved with the CIO and clear procedures for management of conflicts that may arise, was found to be working well but this will be under continual review.

Governance and Structure: the capacity of the organisation is limited by the voluntary nature of Trustees and Sub-Committee members; and by the main roles of Coordinator, Registrar, Secretary and Sub-Committee Chairs being essentially voluntary but with a nominal stipends. Stipends also include Web hosting, Fulcrum Editor and Social Media.

Illness and absence: the Trustees are aware of the risk of individual specialised roles suffering in the event of illness or absence. There is an on-going process of minimising this risk as far as possible by creating and maintaining detailed role descriptions as well



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as having more than one person trained to fulfil certain tasks. This will be continued in the future.

Skills in Trustee body and Sub-Committees: As a largely voluntary organisation, the CSTA is dependent on the engagement of its members to offer their services as Trustees or for specialist committees. The organisation has been somewhat constrained by a difficulty in recruiting Trustees and Sub-Committee members with specialist skills. To mitigate this, there is always the option to temporarily buy-in expertise if considered necessary and in the best interests of the CIO. For example, the use of a charity consultant to work with Trustees on their strategy and organisational review work.

Tenure: The constitutional limits on length of tenure for roles (nine years but with a preferred maximum of six) offer both risk and benefit. The risks are the need for active involvement by more members over time and the need for smooth handover to build on previous works, requiring sufficient forward planning. It also brings opportunity and the benefit of fresh energy and perspective, which should contribute to keeping the CIO vibrant. There is therefore an on-going challenge to recruit sufficient people for most roles, which aims to be addressed by clear role descriptions, reshaping of roles, and internal structure of organisation if needed to maintain overall integration and optimal resourced efficiency.

Data: The need was previously identified for a new method of organising and archiving documents and policies, to avert the risk of loss for example in computer failure or corruption – the likelihood of serious loss is low as documents are shared and backed up, but there is the possibility of an inconvenient level of loss. The cloud-based document storage system 'BOX' continues to be used to ensure secure and effective centralised storage, with further roll outs planned across the organisation.

Reputation

The main potential risks to the CSTA fall into two categories – public perception and reputation amongst members.

Public's perception: This can be affected by the standard of treatment or interpersonal skills of practitioners; the professionalism of materials such as the CSTA website; and all contacts with the organisation such as enquiries about the therapy.

These risks are addressed first and foremost with the high standards of care and skills required of registered practitioners. The on-going accreditation of schools ensures



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standards of training are maintained, and the professional handling of any complaints should contribute to public confidence in the CSTA.

Continued updating of the website and development of promotional materials will continue to put across accessible descriptions of the therapy as well as the available research.

Any important, complex, or potentially serious communications received by the Secretary or Administrator from members of the public or organisations are required to be brought to the attention of the Trustees and addressed in collaboration.

The CSTA considers that members working in an online capacity, if calling this CST, may be a risk to the public's perception of CST, as this form of work is currently unregulated and could lead to complaints.

Membership's perception: This can be affected by the services provided; the level and openness of communication from the Trustees; and the sense of receiving something tangible from membership on top of the recognition of being registered and the professional standards implied by this. All of these areas continue to be addressed as described above, with the aim of providing increasing practical benefit to members.



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Statement of Trustees' Responsibilities

The Trustees are responsible for ensuring that financial statements are prepared which give a true and fair view of the state of affairs of the CSTA including the incoming resources and expenditure, and which comply with the Charities' Act 2011. In doing so the Trustees need to:

- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the 'SORP' - Statement of Recommended Practice (Accounting and Reporting by Charities)
- Make reasonable and sound financial judgments and estimates
- Keep adequate records that disclose with reasonable accuracy at any time the financial position of the CIO
- Safeguard the assets of the CIO, including taking reasonable steps for the prevention and detection of fraud or other irregularities
- Prepare the statements on the on-going concern basis unless it is inappropriate to presume the CIO will continue

Each of the Trustees confirms that:

- so far as the Trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustee has taken all the steps that he/she ought to have taken as a Trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

Declaration

The Trustees declare that they have approved the Trustees' report above and the accompanying financial statement on 20th April 2022, with the AGM approving the accounts on 26th March 2022.

Signed on behalf of the Trustees

Jan Moore



The Craniosacral Therapy Association UK
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APPENDICES

Constitution

CSTA is a Charitable Incorporated Organisation, incorporated on 13th March 2014 and functioning from 1st July 2014. It was established under a Constitution, which defines its charitable Aims and Objectives and powers. Day to day governance is managed under the Byelaws.

Members 'Liability

In the event of the CIO being wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

Payments

No fees were paid to any Trustees during the year. Expenses are paid on receipt of claim form and evidence of expense. There were no expenses received from Trustees during this year.

Trustee Selection Methods

It is a requirement of the Byelaws that most Trustees are also full practitioner members of the Association, with the possibility of one lay Trustee, who is also permitted to be the Treasurer. We were not able to fill this lay Trustee role during the year, but it remains in place for the future.

Trustees are elected by the membership – new Trustees may be co-opted during the year but must be formally elected at the next AGM. Trustees are elected to serve for a term of three years and retire by rotation. They may stand for re-election at the end of their term, up to a maximum of three terms.

Applications or nominations for trustees are invited before every AGM. In addition, any interim vacancies are advertised to the whole membership. Potential Trustees speak



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informally with the Chair and/or Coordinator, and in addition usually attend a meeting before a final decision.

Policies and Procedures for Induction and Training

As members of the organisation, all Trustees start with a working knowledge of the aims, objectives and activities of the CSTA. New Trustees speak with the Chair and/or Coordinator to bring them up to date with what is happening in the Association as well as future plans, and to talk through the Trustee's needs or hopes for their time as a trustee.

All new Trustees are given the following documents – Welcome Letter with extracts from relevant Charity Commission Guidance such as on decision making; Trustee role description; Policy on conflicts of interest and loyalty; CSTA Constitution, Byelaws and Foundations documents; Accounts and finance and trustees' reports to the AGM and Charity Commission for the previous financial year; Trustee meetings procedures document; Charity Commission documents CC3 and CGC for Smaller charities; and are reminded how to access minutes from previous trustee meetings and AGMs (on the website). All members will already have had access to and will be aware of many of these documents.

Trustees sign a declaration confirming their eligibility for Trusteeship and are checked by the Secretary against lists for insolvency, disqualified directors, and disqualified trustees.

It is the intention of the charity that being a Trustee should act as personal development, both as a reward for involvement and also since the Trustees consider that a capacity to reflect supports the smooth and efficient functioning of the organisation.

THE CRANIOSACRAL THERAPY ASSOCIATION UK
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES'

We report on the accounts for the Charity for the year ended 30 June 2021 which are set out on pages 21-27.

Respective responsibilities of trustees and examiner

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

It is our responsibility to:

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

Basis of Independent Examiner's report

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

Independent Examiner's statement

In connection with our examination no matter has come to our attention:

1. Which gives us reasonable cause to believe that, in any material respect, the requirements:
 - To keep accounting records in accordance with section 130 of the 2011 Act; and
 - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. to which in our opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

DJH Mitten Clarke Limited
Festival Way
Stoke-on-Trent
Staffordshire
ST1 5SQ

DJH MITTEN CLARKE LIMITED

14 January 2022

THE CRANIOSACRAL THERAPY ASSOCIATION UK

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30 JUNE 2021

	Notes	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
Income from:					
Donations	2	-	715	715	1,380
Charitable activities	3	68,352	-	68,352	78,727
Investments	4	110	-	110	459
		68,462	715	69,177	80,566
Total income					
Expenditure on:					
Charitable activities	5	69,778	-	69,778	83,959
Total expenditure		69,778	-	69,778	83,959
Net income/(expenditure)		(1,316)	715	(601)	(3,393)
Net movement in funds		(1,316)	715	(601)	(3,393)
Fund balances at 30 June 2020		79,696	1,094	80,790	84,183
Fund balances at 30 June 2021	9	78,380	1,809	80,189	80,790

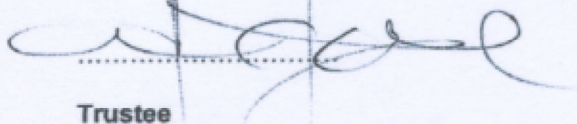
THE CRANIOSACRAL THERAPY ASSOCIATION UK

BALANCE SHEET

FOR THE YEAR ENDED 30 JUNE 2021

	Note	2021 Total £	2020 Total £
Current Assets			
Debtors	6	431	270
Cash at bank and in hand		<u>80,958</u>	<u>81,520</u>
		81,389	81,790
Creditors: amounts falling due within one year			
Creditors	7	<u>1,200</u>	<u>1,000</u>
Net current assets		<u>80,189</u>	<u>80,790</u>
Total assets		<u>80,189</u>	<u>80,790</u>
Funds			
Unrestricted	9	78,380	79,696
Restricted	9	<u>1,809</u>	<u>1,094</u>
		<u>80,189</u>	<u>80,790</u>

The financial statements were approved by the board of trustees and authorised for issue on 01 September 2021 and are signed on its behalf by:



Trustee

01 September 2021

Date

THE CRANIOSACRAL THERAPY ASSOCIATION UK

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021

1. Accounting policies

1.1 Accounting convention

The Craniosacral Therapy Association UK is a charitable incorporated organisation. In the event of the charity being wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities. The nature of the charity's operations and principal activities are described in the Trustee's Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

1.2 Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.3 Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably, and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021

1.3 Income recognition cont...

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed, and an equivalent amount recognised as charitable expenditure.

Fixed asset gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

Income from charitable activities represents the provision of activities in furtherance of the charity's objects.

Investment income is earned through holding assets for investment purposes. It is included when the amount can be measured reliably. Interest income is recognised using the effective interest method.

Other income represents those items not falling into the above categories.

1.4 Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds include all direct and indirect costs of fundraising.
- Expenditure on charitable activities includes all direct and indirect costs of delivering the objects of the charity.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

1.5 Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs and governance costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

1.6 Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

1.7 Cash at bank and in hand

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

1.8 Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in the statement of financial activities.

THE CRANIOSACRAL THERAPY ASSOCIATION UK

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021

1.9 Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight-line basis over the period of the lease.

1.10 Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charity for UK tax purposes.

1.11 Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

1.12 Judgements and key sources of estimation uncertainty

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

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

2. Income from donations

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
Gift Aid	-	-	-	1,122
Research donations	-	715	715	258
	-	715	715	1,380

THE CRANIOSACRAL THERAPY ASSOCIATION UK

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021

3. Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
Membership fees	62,043	-	62,043	68,616
Course income	505	-	505	1,590
Exhibition income	-	-	-	118
Fulcrum income	3,620	-	3,620	4,329
Leaflet income	46	-	46	674
Accreditation income	2,138	-	2,138	3,400
	68,352	-	68,352	78,727

4. Invested income

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
Bank interest	110	-	110	459

5. Cost of charitable activities

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
Trustee room hire, travel and subsistence	(447)	-	(447)	2,148
Administration expenses	17,069	-	17,069	17,077
General expenses	32,485	-	32,485	32,532
Fulcrum expenses	11,765	-	11,765	12,368
Public relation expenses	3,406	-	3,406	6,439
Accreditation expenses	3,100	-	3,100	3,621
Research group expenses	200	-	200	225
Disciplinary expenses	1,100	-	1,100	7,605
Supervision expenses	1,100	-	1,100	1,944
	69,778	-	69,778	83,959

6. Debtors

	2021 Total Funds £	2020 Total Funds £
Trade debtors	412	199
Prepayments	19	71
	431	270

THE CRANIOSACRAL THERAPY ASSOCIATION UK
NOTES TO THE FINANCIAL STATEMENTS CONT....
FOR THE YEAR ENDED 30 JUNE 2021

7. Creditors: amounts falling due within one year

	2021	2020
	Total	Total
	Funds	Funds
	£	£
Accruals	<u>1,200</u>	1,000

8. Trustees' and key management personnel remuneration and expenses

No trustees received nor waived any remuneration (2020: £Nil).

The trustees' expenses reimbursed during the year was £Nil (2020 - £1,182).

There were no employees during the year.

9. Funds

a. Unrestricted Funds

	2021	2020
	£	£
Unrestricted funds are represented by:		
Net current assets	<u>78,380</u>	79,696
	<u>78,380</u>	79,696

The above includes designated funds of £21,000, which is a minimum reserve fund to be held to safeguard the future of the charity.

b. Restricted Funds

	2021	2020
	£	£
Meningitis Now fund	<u>1,809</u>	1,094
	<u>1,809</u>	1,094
	2021	2020
	£	£
Restricted funds are represented by:		
Net current assets	<u>1,809</u>	1,094