

Charity registration number 1156168

Company registration number CE001072 (England and Wales)

The Craniosacral Therapy Association Of The United Kingdom
Annual Report and unaudited Financial Statements
For the year ended 30 June 2024

The Craniosacral Therapy Association Of The United Kingdom

Legal and administrative information

Trustees	Mr A Koval-Radley	
	Ms D Goodes	
	Ms B Doubble	(Appointed 4 November 2024)
	Ms C Mather	(Appointed 16 September 2024)
	Ms S Dobey	(Appointed 2 September 2024)
	Ms A J Ashyby	(Appointed 2 September 2024)
	Ms L Villaverde	(Appointed 2 September 2024)
Charity number	1156168	
Company number	CE001072	
Independent examiner	DJH Business Advisers Limited The Glades Festival Way Festival Park Stoke-on-Trent Staffordshire ST1 5SQ	

The Craniosacral Therapy Association Of The United Kingdom

Contents

	Page
Trustees' report	1 - 15
Independent examiner's report	16
Statement of financial activities	17
Statement of financial position	18
Notes to the financial statements	19 - 24

The Craniosacral Therapy Association Of The United Kingdom

Trustees' report (including directors' report)

For the year ended 30 June 2024

The Trustees present their annual report and financial statements for the year ended 30 June 2024.

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

Susanne Zahn-Willsdon	Stepped down 24.3.2024
Annemieke Romeijn	Stepped down 10.4.2024

Trustees in post

Andrew Koval-Radley	
Dawn Goodes	
Sheila Dobey	Appointed 02.09.2024
Lizette Villaverde	Appointed 02.09.2024
Carol Mather	Appointed 16.09.2024
Beatrice Doubble	Appointed 04.11.2024
Aine Ashby	Appointed 02.09.2024

Executive Summary

Exceptional Considerations and Activities

The organisation has taken huge steps following the recovery from the effects of the pandemic. A balance has been upheld and sustained for members, Trustees and Officers. Our strategy plan proved to be resourceful and functional ensuring members were supported and the CSTA continued to run with the least disruption, despite finances being somewhat depleted.

Membership numbers are starting to slowly recover. The coordinator stepped down in March 2022 and our Officers team now consisting of:

Susanne Wakefield	Administrator and Registrar officer	admin@craniosacral.co.uk
Gerri McLoughlin	Secretary	gerrimclcsta@gmail.com
Janet Wright	Finance Manager/HR Officer/Minutes Officer	csta.treasurer@sky.com

Key Achievements

- CSTA now has seven Trustees, although the Chair position is still vacant, but being rotated by the Trustees in the interim.
- CPD events available for members, throughout the year.
- Research committee open
- Supervision committee open.
- Officers continue to work as a team covering all areas of Admin/Finance/HR and coordinator duties, liaising both with Trustees and each other on a very regular basis.

Objectives and activities

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 Craniosacral Therapy Association Of The United Kingdom

Trustees' report (including directors' report) (continued)

For the year ended 30 June 2024

Strategic aims and objectives

- 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.
- 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.

Public benefit

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake on public benefits.

Activities

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 Craniosacral therapy 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.

The Craniosacral Therapy Association Of The United Kingdom

Trustees' report (including directors' report) (continued)

For the year ended 30 June 2024

Reports of the Sub-Committees

The Accreditation Body, Standards and Ethics and Editorial remain as sub-committees.

PR remains closed until we have people who are able to form a team.

Supervision committee is now open.

Research committee is now open.

Accreditation Body:

Despite the ongoing impact of the Pandemic being felt, with courses having to be postponed and/or seminars cancelled, the list of CST accredited colleges has grown to five since September 2022, including the first college created and run by women.

Arranging site visits has proven to be somewhat problematic for both personal reasons for members of the Accreditation Body and recent transport issues including cancellations and delays due to strike action.

All of the Accreditation Body members have reached the limit of their tenure: we have been unsuccessful in attracting new members. Recruitment remains a focus, however the team remain in place to cover as is needed, and will ensure a thorough handover is completed with the new team.

A review of processes during the year has been underway with exploration of ways certain parts of the annual review processes may be systemised. This was further discussed at several Trustee meetings. The conclusion reached is that the accreditation process is one facilitated by relationships and so we recognise the need to retain a person to person dialogue in the monitoring and assessment of college trainings and practices. Other subjects discussed were the review and update of the accreditation process which is ongoing, and the potential for accreditation of CST trainings outside of the UK.

The Accreditation Body have reviewed their guidelines and find that quite a lot of work is being done on line, this is making site visits much easier.

Research Committee

This committee opened again in December 2024. At present we have a Chair in place, Helen Rockcliff who is very experienced in Research. We are looking for people to join the team.

The Craniosacral Therapy Association Of The United Kingdom

Trustees' report (including directors' report) (continued)

For the year ended 30 June 2024

Supervision

This committee opened again in November 2024. We have a Chair, Hugh Harrison and his team, Dawn Thein and Lisa Harley.

Standards & Ethics

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.

The Standards and Ethics Committee has not had to investigate any formal complaints this year. There have been a number of enquiries about disciplinary matters which have been resolved through dialogue and mediation.

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 Standards and Ethics Committee Chair has supported the Trustees in their work offering his perspective on ethics and good standards of practice when necessary.

Editorial

The significant events of the editorial year included the GM Report: Can Distant Work Become an Accepted Branch of CST? Published in May 2021. It reflected the many different voices that had contributed to a debate that had brought some polarity to the CST community throughout COVID. This topic is still ongoing throughout last year and this year.

Another event this year is the introduction of Measure Well organisation developed by Dr Nicola Brough. CSTA has secured, for members an opportunity to use the WHHQ designed to help practitioners in their records of patients notes. We are hoping for a large uptake over the year, and this will produce data for the organisation for research committee to analyse.

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. Updates undertaken included refreshing the research section, starting work on revising the used in the Code of Ethics and Standards of Practice documents from the perspective of ensuring it used inclusive language and terms of reference. Relevant articles from the Fulcrum were added to the public facing website. Links to accredited colleges were refreshed.

Social Media

This area is looked after by our Secretary, Gerri McLoughlin, who creates regular posts for the website.

AGM

The AGM for 2024 was a hybrid event, the first of its kind and quite a number of people attended, although there were more people attending on line. Trustees and Officers took part in various discussions and planning and preparation for the AGM. It was decided, following this, that future events would be either in person or on zoom. The day consisted of business matters, talks and networking, however for 2025 the AGM is to be in two parts, March for the business (on zoom) and September 2025 as a conference in person day.

Collaboration

The CSTA endeavours to remain in touch with our European colleagues in equivalent organisations, with the aim of sharing information on standards of training, research strategy and direction, and the subject of online work. The organisation attended the Cranio Research congress event and now we have a Research committee, more work can go ahead and be planned.

The Craniosacral Therapy Association Of The United Kingdom

Trustees' report (including directors' report) (continued)

For the year ended 30 June 2024

Other Public Benefit provided by Schools and Members

A group of volunteers formed a working group looking at the First Aid training. This topic was voted on at the AGM in March 2023 and the result was that members needed to have first aid training every three years.

The CSTA always welcomes volunteers and also micro-volunteers role has been created so that people may volunteer just on one area or one specific project when needed, so this does not become too much work for any one person.

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.

The membership renewal system and website have been streamlined and are always under review so as to keep things as easy as possible for members to navigate.

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

A Practitioner Directory that lists and advertisers all registered practitioners so they can be found by members of the public.

- 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 and Conduct, Standards of Practice, and Safeguarding
- CPD advertised by training providers 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 for queries relating to standards and ethics, complaints, and in case of disciplinary proceedings.
- Reduced fee block insurance scheme

The Craniosacral Therapy Association Of The United Kingdom

Trustees' report (including directors' report) (continued)

For the year ended 30 June 2024

Chairs of Sub-Committees receive a small honorarium and meet between 3 and 6 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 in existence 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 Trustees.

The following extract from the previous years' report still stands in regard to the organisation of the CSTA. A review of the strategy plan is due in 2025.

"Throughout the latter part of 2021 and early months of 2022, members of the Supervision Sub-Committee, including the Supervision Chair stepped down from their roles due to personal reasons and also coming to the end of their tenure. Similarly, the PR Chair and sub-committee members also stepped down. On 11 March 2022 the Officers held a meeting to look at creating a Strategy and Recruitment plan to present to the Trustees in order to take into account these changes within the organisation. Because of the reduction in membership and income generally, it was decided to keep both these sub-committees and Research disbanded for now and to merge any duties which needed attending to within Officer roles and adjust role descriptions accordingly".

However, over the past year, things have changed and some committees have re-opened. Details under the main section.

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 assists in compiling the Agenda, and collating documents required for each meeting. As a result of the Strategy and Recruitment plan meeting on the 11 March 2022, this role has been expanded to offer relevant administrative support when needed and work in the communications committee area of the CSTA. On 11 November 2022 the new secretarial role was filled.

The (non-member) Administrator assists in delivering the aims and objectives of the organisation through efficient day-to-day office administration. Since 11 March 2022 the Administrator has also taken on any needed administration pertaining to Supervision.

The coordinator role has been shared between Officers since 31 March 2022, with support from Trustees if needed, duties have 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. Since May 2022 the (non -member) Administrator has also taken on the role of Registrar.

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. Also, since late 2021 the Finance Manager/HR contact has taken on the role of Minute Taker for meetings. Since the role of Coordinator became vacant, duties from that role are included within the Finance Manager role.

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

The aim of the Officers' team is to support the Trustees with the administration work as much as possible, working on their own initiative, whilst knowing there is advice and guidance if needed from the Trustees.

The Craniosacral Therapy Association Of The United Kingdom

Trustees' report (including directors' report) (continued)

For the year ended 30 June 2024

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.

Achievements and performance

Significant activities and achievements against objectives

Financial review

Reserves policy

The Trustees have taken advice from their accountant and have designated funds of £21,000 which is a minimum reserve fund to be held to safeguard the future of the charity held in reserves to cover running costs in the event of emergencies. As at 30 June 2024, there was £73,540 unrestricted funds, therefore leaving £52,540 as undesignated unrestricted funds. 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 material funds in deficit.

The Craniosacral Therapy Association Of The United Kingdom

Trustees' report (including directors' report) (continued)

For the year ended 30 June 2024

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.

There is ongoing interest by some members in working in an online (i.e. not in person) capacity, which although the number of members practicing in this manner seems to have reduced in quantity since last year, 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 was created to further research the subject of online/distant work and have been having regular meetings. Before the 2024 AGM they plan to present their findings to the trustees with a view to member input at the AGM. This was presented at the AGM in 2024 and the group continues.

Financial

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

The Craniosacral Therapy Association Of The United Kingdom

Trustees' report (including directors' report) (continued)

For the year ended 30 June 2024

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 active 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. Admin/Finance/HR/Minutes are paid for hourly or fixed rate.

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 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 skills.

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.

The Craniosacral Therapy Association Of The United Kingdom

Trustees' report (including directors' report) (continued)

For the year ended 30 June 2024

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 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.

The Craniosacral Therapy Association Of The United Kingdom

Trustees' report (including directors' report) (continued)

For the year ended 30 June 2024

Plans for future periods

GDPR guidelines continue to be adhered to as per previous report, as does the cloud based storage system. Finance is now on an updated system shared with accountant and membership. Resources and events continue to be created, both online and in person.

General and Strategy:

- To continue to develop strategy priorities for the next 3 – 5 years.
- To continue to review the organisation's structure, capacity, finances, policies, and procedures in line with our developing strategy work and available resources. The core officer roles of the new Secretarial role will be regularly reviewed alongside the new combined role of Administrator and Registrar role.
- To continue investing in increasing the resources available for all CSTA roles.
- To continue to develop new working groups consisting of micro volunteers from the membership. Two were set up to research online/distant work and first aid training. These micro-volunteer working groups will aid in implementing more effectively CSTA'S charitable aims. Alongside this are continued recruitment efforts for Trustees, core Officers, Accreditation Body Chair and Sub-Committee members.

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 potentially make these CPD events available to non members as a means of income for the organisation.
- 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 develop more ways to encourage graduates of accredited colleges to join the CSTA.
- To investigate whether the accreditation process could be extended to non-UK CST colleges.

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 explore the possibility of producing a public facing version of the Fulcrum.

- To refer to the Reader Survey results to ensure the Fulcrum is delivering the right content mix for our growing community of practitioners.
- To further create a more cohesive communications' strategy, when relevant, across the social media platforms and The Fulcrum.
- 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. To review and update the members' side of the website.

Regulatory:

- To continue to obtain legal advice where necessary, to support the promotion and upholding of good and safe practice in CST.
- To review and update 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 initiate the introduction of mandatory supervision to membership requirements.
- To review the constitution if needed.

Research:

- To continue working with Nicola Brough around members' potential usage of the WHHQ . These discussions have subsequently resumed after the pause during Covid and systems are now in place.
 - To continue student/new graduate drop-in online sessions.
 - To continue providing online and in person CPD events.
-

The Craniosacral Therapy Association Of The United Kingdom

Trustees' report (including directors' report) (continued)

For the year ended 30 June 2024

Structure, governance and management

The charity is a company limited by guarantee, incorporated on 13 March 2014 and functioning from 1 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.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Ms G Vaccari	(Resigned 5 February 2024)
Ms S Zahn-Willsdon	(Resigned 31 March 2024)
Ms A Romeijn	(Resigned 10 April 2024)
Mr A Koval-Radley	
Ms D Goodes	
Ms B Doubble	(Appointed 4 November 2024)
Ms C Mather	(Appointed 16 September 2024)
Ms S Dobey	(Appointed 2 September 2024)
Ms A J Ashyby	(Appointed 2 September 2024)
Ms L Villaverde	(Appointed 2 September 2024)

Recruitment and appointment of trustees

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. We do have a Treasurer who is a serving Trustee.

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

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The Craniosacral Therapy Association Of The United Kingdom

Trustees' report (including directors' report) (continued)

For the year ended 30 June 2024

Organisational structure

The Trustees oversee the CIO and meet approximately once a month online for three-four hours. If there is a need for additional meetings, these are arranged accordingly. One in-person full day meeting is scheduled annually. This meeting format commenced in April 2020 due to the Coronavirus pandemic with consequent restrictions and regulations and has remained in place due to ease of enabling trustees and officers to meet regularly and also to reduce financial costs to the CIO.

The Constitution requires a minimum of seven Trustees. We have been 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. For the moment, the position of Chair is being rotated by the Trustees on a monthly meeting by meeting arrangement, the Chair being decided in advance.

This arrangement seems to be working well for now whilst 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.

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.

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

Induction and training of trustees

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 document confirming their eligibility for Trusteeship and are checked 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 Of The United Kingdom

Trustees' report (including directors' report) (continued)

For the year ended 30 June 2024

Other matters

Main Committees, Sub-Committee 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: Now reinstated with a Chair and two members as from November 2024 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. This area is now included in Supervision Committee duties.

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 Craniosacral Therapy is presented to the general public on the website, social media, leaflets and other promotional materials. Social media is included in the Secretary duties.

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

With effect from December 2024 we now have a Chair of Research in place and are asking for people to join this committee.

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

Funding and expenditure

Just on straightforward income and expenditure there was a profit of £5,597. The total funds in the reserves as at 30 June 2024 was £73,540 and within this amount was ringfenced monies for any potential legal costs and contingency monies.

The organisation expected a loss due to still recovering from the pandemic and its ongoing difficulties and challenges. However, due to constant reviews of expenses and income the organisation continued to keep finances stable whilst maintaining an ongoing service to members. This year the organisation is delighted to achieve a profit due to CPD services for members and savings from other areas.

The Craniosacral Therapy Association Of The United Kingdom

Trustees' report (including directors' report) (continued)

For the year ended 30 June 2024

Membership figures

The total membership numbers as at 15 January 2025 are 449 as follows:

- Associate - 6
- Friends - 17
- Full membership (no fee) - 2
- Full membership (non practising) - 9
- Full membership (non practising, no fee) - 9
- Full membership (standard) - 394
- Student (no fee) - 3
- Student - 9

Memberships remain the main income stream along with college fees.

Expenditure includes room hire, subsistence, and travel, however these costs have been reduced due to meetings being held online, this is considered cost efficient. It is hoped that in future years we can resume meeting in person from time to time. Other costs include administration expenses, general expenses (including Officer payments), insurances, postage, web hosting, stipend payments and all running costs for the organisation including any legal fees, sub-committee expenses, and any other project work.

Reserves monies are not used for general running costs, this is not best practice, we have some monies ring fenced for any legal fees which may occur and for any contingencies should they be needed. The organisation follows the advice of the accountant in these matters

Whilst there is are considerable monies, in the reserve account, after deduction of ring fenced monies, the organisation still bears on the side of caution as times remain uncertain for now.

The Trustees' report was approved by the Board of Trustees.



Mr A Koval-Radley
Trustee

3 February 2025

The Craniosacral Therapy Association Of The United Kingdom

Independent examiner's report

To the Trustees of The Craniosacral Therapy Association Of The United Kingdom

We report to the Trustees on our examination of the financial statements of The Craniosacral Therapy Association of the United Kingdom (the charity) for the year ended 30 June 2024.

Responsibilities and basis of report

As the Trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied ourselves that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, we report in respect of our examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out our examination we have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

We have completed our examination. We confirm that no matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

We 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 financial statements to be reached.

DJH Business Advisers Limited

The Glades
Festival Way
Festival Park
Stoke-on-Trent
Staffordshire
ST1 5SQ

Dated: 3 February 2025

The Craniosacral Therapy Association Of The United Kingdom

Statement of financial activities Including income and expenditure account

For the year ended 30 June 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and legacies	3	423	-	423	247	-	247
Charitable activities	4	75,896	-	75,896	61,074	-	61,074
Investments	5	1,622	32	1,654	877	14	891
Total income		77,941	32	77,973	62,198	14	62,212
Expenditure on:							
Charitable activities	6	72,237	139	72,376	64,811	-	64,811
Total expenditure		72,237	139	72,376	64,811	-	64,811
Net income/(expenditure)		5,704	(107)	5,597	(2,613)	14	(2,599)
Transfers between funds		435	(435)	-	-	-	-
Net movement in funds		6,139	(542)	5,597	(2,613)	14	(2,599)
Reconciliation of funds:							
Fund balances at 1 July 2023		67,401	1,823	69,224	70,014	1,809	71,823
Fund balances at 30 June 2024		73,540	1,281	74,821	67,401	1,823	69,224

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The Craniosacral Therapy Association Of The United Kingdom

Statement of financial position

As at 30 June 2024

		2024		2023
	Notes	£	£	£
Current assets				
Debtors	10	2,042		1,458
Cash at bank and in hand		74,646		71,293
		<u>76,688</u>		<u>72,751</u>
Creditors: amounts falling due within one year	11	(1,867)		(3,527)
Net current assets			74,821	69,224
The funds of the charity				
Restricted income funds	12		1,281	1,823
Unrestricted funds	13		73,540	67,401
			<u>74,821</u>	<u>69,224</u>

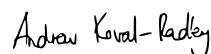
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 3 February 2025



Mr A Koval-Radley
Trustee

Company registration number CE001072 (England and Wales)

The Craniosacral Therapy Association Of The United Kingdom

Notes to the financial statements

For the year ended 30 June 2024

1 Accounting policies

Charity information

The Craniosacral Therapy Association of the United Kingdom is a private company limited by guarantee incorporated in England and Wales. The registered office is Monomark House, 27 Gloucester Street, London, WC1N 3AX.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.5 Expenditure

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

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

The Craniosacral Therapy Association Of The United Kingdom

Notes to the financial statements (continued)

For the year ended 30 June 2024

1 Accounting policies

(Continued)

1.6 Cash and cash equivalents

Cash and cash equivalents 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. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

2 Critical accounting estimates and judgements

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.

The Craniosacral Therapy Association Of The United Kingdom

Notes to the financial statements (continued)

For the year ended 30 June 2024

3 Income from donations and legacies

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Donations and gifts	423	247

4 Income from charitable activities

	2024 £	2023 £
Membership fees	61,812	53,460
Course income	6,796	-
Fulcrum income	2,878	3,714
Leaflet income	40	-
Accreditation income	4,350	3,900
CNHC income	20	-
	75,896	61,074

Analysis by fund

Unrestricted funds	75,896	61,074
--------------------	--------	--------

5 Income from investments

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Interest receivable	1,622	32	1,654	877	14	891

The Craniosacral Therapy Association Of The United Kingdom

Notes to the financial statements (continued)

For the year ended 30 June 2024

6 Expenditure on charitable activities

	Charitable activities 2024 £	Charitable activities 2023 £
Direct costs		
Trustee room hire, travel and subsistence	1,416	115
Administration expenses	20,736	20,532
General expenses	34,818	26,514
Fulcrum expenses	9,581	11,833
Public relation expenses	600	250
Accreditation expenses	3,422	4,467
Disciplinary expenses	1,803	1,100
	<u>72,376</u>	<u>64,811</u>
Analysis by fund		
Unrestricted funds	72,237	64,811
Restricted funds	139	-
	<u>72,376</u>	<u>64,811</u>

7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

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.

8 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

The Craniosacral Therapy Association Of The United Kingdom

Notes to the financial statements (continued)

For the year ended 30 June 2024

10 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	1,532	1,134
Prepayments and accrued income	510	324
	<u>2,042</u>	<u>1,458</u>

11 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	40	-
Accruals and deferred income	1,827	3,527
	<u>1,867</u>	<u>3,527</u>

12 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 July 2023 £	Incoming resources £	Resources expended £	Transfers £	At 30 June 2024 £
Meningitis Now Fund	<u>1,823</u>	<u>32</u>	<u>(139)</u>	<u>(435)</u>	<u>1,281</u>

Previous year:	At 1 July 2022 £	Incoming resources £	Resources expended £	Transfers £	At 30 June 2023 £
Meningitis Now Fund	<u>1,809</u>	<u>14</u>	<u>-</u>	<u>-</u>	<u>1,823</u>

13 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 July 2023 £	Incoming resources £	Resources expended £	Transfers £	At 30 June 2024 £
General funds	<u>67,401</u>	<u>77,941</u>	<u>(72,237)</u>	<u>435</u>	<u>73,540</u>

The Craniosacral Therapy Association Of The United Kingdom

Notes to the financial statements (continued)

For the year ended 30 June 2024

13 Unrestricted funds

(Continued)

Previous year:	At 1 July 2022	Incoming resources	Resources expended	Transfers	At 30 June 2023
	£	£	£	£	£
General funds	70,014	62,198	(64,811)	-	67,401
	<u>70,014</u>	<u>62,198</u>	<u>(64,811)</u>	<u>-</u>	<u>67,401</u>

14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2024	2024	2024
	£	£	£
At 30 June 2024:			
Current assets/(liabilities)	73,540	1,281	74,821
	<u>73,540</u>	<u>1,281</u>	<u>74,821</u>
	<u>73,540</u>	<u>1,281</u>	<u>74,821</u>
	Unrestricted funds	Restricted funds	Total
	2023	2023	2023
	£	£	£
At 30 June 2023:			
Current assets/(liabilities)	67,401	1,823	69,224
	<u>67,401</u>	<u>1,823</u>	<u>69,224</u>
	<u>67,401</u>	<u>1,823</u>	<u>69,224</u>

15 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

Document Activity Report

Document Sent

Thu, 30 Jan 2025 11:34:55 GMT

Document Activity History

Document history shows most recent activity first

Date	Activity
Fri, 31 Jan 2025 15:58:33 GMT	Janet Wright viewed the document
Thu, 30 Jan 2025 11:42:20 GMT	Document Sent