

**Report of the Trustees
and
Financial Statements
for the Year Ended 31 March 2021
for
The Association for Pastoral Supervision and Education CIO
Charity Number: 1181559**

The Association for Pastoral Supervision and Education CIO

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For the Year Ended 31 March 2021**

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The Association for Pastoral Supervision and Education CIO

Report of the Trustees for the Year ended 31 March 2021

The Trustees hereby present their report with the financial statements of the Charitable Incorporated Organisation for the year ended 31st March 2021

Trust Information, Structure, Governance and Management:

Constitution: The Association was conceived in October 2008 and launched as an unincorporated association on 19 June 2009. The Association was granted registered charitable status as a charitable incorporated organisation on 14 January 2019 and is governed by its constitution

Registered Charity Number: 1181559

Trustees: Trustees are proposed by, and generally from among, the membership of the Association. Appointment of trustees is by simple majority of the members of the Association voting in general meeting for a term of three years, one third of the board retiring by rotation each year. Trustees may be co-opted by the trustees from time to time but must stand for election at the next subsequent general meeting in order to continue in service. Trustees may stand for re-election providing they have not served three consecutive terms. The trustees during the period under review are:

Sue Clements-Jewery (Chair)
Rev Carolann Erskine (Resigned 22 April 2020)
Dr Deanne Gardner (Appointed 23 June 2020)
Rev Andre Groenewald (Secretary)
Rev Professor Peter Gubi (Appointed 23 June 2020)
Sue Jeppesen
Rev Dave Martin (Appointed 23 June 2020)
Rev Dr Brenda Mosedale (Vice-chair)
Rev Bill Mullally
David Preston (Retired 23 June 2020)
Major David Ryder (Appointed 23 June 2020)
David Sinclair FCCA (Treasurer)

Correspondent: Mr D C Sinclair

Address: Hare Cottage
20 Woodlands
Hazelbury Bryan
Sturminster Newton
Dorset DT10 2DD

Independent Examiner: Sue Wintle
Independent Examiner
27 Bascott Road
Bournemouth
Dorset BH11 8RJ

Bankers: Co-operative Bank plc
PO Box 101
1 Balloon Street
Manchester M60 4EP

The Association for Pastoral Supervision and Education CIO

Report of the Trustees for the Year ended 31 March 2021 Continued

Governance

The Charitable Incorporated Organisation is run by the Trustees on a voluntary basis.

Risk Management

The Trustees are aware of their responsibility for managing risk and seek professional advice and, where appropriate, put insurance cover in place.

Reserves

The charity does not maintain reserves.

Oversight

The Trustees meet roughly quarterly, to consider strategy and keep up to date through statistics and accounts. Subgroups meet on an ad hoc basis, overseeing the following areas, comprising:

Accreditation: Val Allen, Sue Clements-Jewery (Chair), Lynette Harborne, Brenda Mosedale
Conference: Sally-Anne Bubbers, Sue Clements-Jewery David Ryder (Chair), Gerrie Douglas Scott
Finance and Governance: Andre Groenewald, Brenda Mosedale (Chair), David Sinclair
Membership (including Regional and International Groups): Dave Martin (Chair), Bill Mullally, Sue Clements-Jewery
Training, Research and Publication: Sally-Anne Bubbers, Deanne Gardner, Peter Gubi (Chair), Lynette Harborne, Ruth Layzell, Bill Mullally

Objectives and Activities

The object and principal activity of the Charitable Incorporated Organisation is for the public benefit the advancement of education and the preservation and protection of good mental health by:

- Providing a system of accreditation for pastoral supervisors and educators in pastoral supervision;
- Supporting initiatives in the training of pastoral supervisors;
- Fostering groups for the support, accountability and continuing development of pastoral supervisors;
- Encouraging conversation amongst the various traditions and contexts of pastoral supervision and pastoral supervision education

The Association for Pastoral Supervision and Education CIO

Report of the Trustees for the Year ended 31 March 2021 Continued

Achievements and performance

Membership increased to 213 members. Our 11th conference with a theme of 'Group Work Within Pastoral Supervision' moved online. Our speakers were Mogs Bazeley, Hilary Ison and Ruth Layzell which was attended by 63 delegates. Recordings of the conference were available for those who could not attend. The Association continues to accredit members who demonstrate an understanding of and commitment to high standards of practice. During the year we accredited seven further members, 4 at senior level and nine reaccredited bringing, the total accredited membership to 48, 30 of whom are at Senior level and 7 at educator level.

The Association continues to keep members informed through its website which was revamped during the year and its online journal 'Apsical' which is circulated roughly quarterly.

Networking and training opportunities are offered locally through regional groups meeting 3-4 times a year in Scotland, East Anglia and the North-East, North West, Midlands, South-East, South-West regions.

A Special Interest Group exploring links between Pastoral Supervision and Spiritual Direction, has been convened by Tim Treanor and Julie Burnett-Kirk.

Financial Review

The financial statements have been subjected to an Independent Examination as they are exempt from the audit requirements of Section 144(2) Charities Act 2011.

In the year under review the charity received subscriptions from members of £6,647 (2020: £6,965), accreditation fees of £1,350 (2020: £1,260) with corresponding costs of £610 (2020: £140) and cash inflows from conference fees of £3,145 (2020: £10,920 of which £8,900 was refunded to delegates as the planned residential conference had to be remodelled and held online due to the Covid Pandemic Lockdown) and corresponding cash out flows of £9,500 (including the aforementioned refund of £8,900) (2020: £15,987). The charity also received donations of £905 (2020: £250) including gift aid related income tax recoverable.

There was no income from courses bridging from clinical into pastoral supervision in 2021. Income of £360 in 2020 with corresponding costs of £495 relates to a course held in 2019.

We aim to cover conference costs on a year-by-year basis. Of the income of £10,045 received in respect of the planned 2020 residential conference £8,900 was refunded to delegates as the conference had to be remodelled and held online due to the Covid Pandemic Lockdown. There were no associated costs as the venue permitted the charity to carry forward the deposit of £1,064 against the cost of future meetings and events. Fees of £2,795 were received in respect of the 2020 remote conference, against corresponding costs of £600, resulting in a surplus of £2,195.

Public Benefit

We confirm that the trustees have paid due regard to the Charities Commission guidance on public benefit in planning the activities the charity should undertake.

The Association for Pastoral Supervision and Education CIO

Report of the Trustees for the Year ended 31 March 2021 Continued

Trustees' responsibilities in relation to financial statements

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The trustees are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed: and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the applicable law, regulations and the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

Sue Wintle, Independent Examiner, has expressed her willingness to continue as "Independent Examiner" of the charitable incorporated organisation.

Approved by the trustees and signed on their behalf by:



Rev Andre Groenewald - Secretary

Dated: 13 April 2021

The Association for Pastoral Supervision and Education CIO

**Independent Examiner's Report to the Trustees of
The Association for Pastoral Supervision and Education CIO**

I report on the accounts of The Association for Pastoral Supervision and Education CIO for the period ended 31 March 2021, which are set out on pages six and seven.

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 year (under Section 144 (2) of the Charities Act 2011 (the Act)), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145 (5) (b) of the Act); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 seeking 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 I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- Which gives me reasonable cause to believe that, in any material respect, the requirements:
 - a. to keep proper accounting records in accordance with Section 130 of the Act; and
 - b. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act 2011 and the regulations made there under have not been met;
- or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sue Wintle
Independent Examiner
27 Bascott Road
Bournemouth
Dorset BH11 8RJ



Dated: 28-5-2021

The Association for Pastoral Supervision and Education CIO

**Receipts and Payments Account
for the Year ended 31 March 2021**

	Y-e 31.3.21		Y-e 31.3.20	
Income				
Membership subscriptions				
2019-20			3,590	
2020-21	6,062		<u>3,375</u>	
2021-22	<u>585</u>	6,647		6,965
Accreditation fees		1,350		1,260
Residential Conference fees 2019			1,225	
Residential Conference fees 2020	350		9,695	
Remote Conference fees 2021	<u>2,795</u>	3,145		10,920
Donations - General	245		250	
Donations - Gift Aided	<u>660</u>	905		250
Training fees (2019)				360
Sundries		12,047		1
				19,756
Expenditure				
Conference costs				
	2018			
	2019		15,711	
	2020 600	600	11	
Residential Conference fee refunds 2020 (2019)		8,900	<u>265</u>	15,987
Accreditation assessment fees		610		140
Trustees expenses		25		986
Administration		1,666		1,178
Website maintenance		686		228
Room hire		144		1,220
Printing costs		-		310
Training costs (2019)				495
Sundries		1		
Professional fees and subscriptions				
Subscriptions			50	
Professional fees	35		35	
Independent examiners fee	<u>250</u>	<u>285</u>	<u>85</u>	<u>20,628</u>
Excess/(Deficit) of Receipts over Payments for year		<u>(869)</u>		<u>(872)</u>
Bank balance b/f at 1.4.20		26,753		27,625
Bank balance c/f at 31.3.21		<u>25,884</u>		<u>26,753</u>
(Decrease)/Increase in bank balance		<u>(869)</u>		<u>(872)</u>

These Accounts were approved by the Board of Trustees on 13 April 2021
and signed on its behalf by:

Chair
Sue Clements-Jewery

Sue Clements-Jewery

Treasurer
David Sinclair

David Sinclair

The Association for Pastoral Supervision and Education CIO

**Notes to Accounts
for the Year ended 31 March 2021**

	Y-e 31.3.21	Y-e 31.3.20
Debtors		
HMRC re gift aid	514	
 Prepayments to Woodbrooke in respect of Room Hire		
15.2.19 Deposit for 2019 residential conference	1,064	
16.3.20 Deposit for Apr 2020 Trustees meeting	<u>99</u>	
	<u>1,163</u>	
 Total Owed to APSE	 <u>1,677</u>	
 Creditors and Accruals		
Membership subscriptions received in advance and held on account	540	3,375
Conference fees received in advance and held on account	155	9,695
 Administration for March 2021 (2020)	 210	 180
 Professional fees		
Independent Examiner's Fee	<u>250</u>	<u>250</u>
Total Owed by APSE	<u>1,155</u>	<u>13,500</u>