

CHARITY NUMBER: 1202586

THE SCHOOL OF HERBAL MEDICINE
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

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THE SCHOOL OF HERBAL MEDICINE

REFERENCE AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2024

Charity name: The School of Herbal Medicine

Charity Registration Number: 1202586

Registered Office: 28 Angel Crescent
Bridgwater
Somerset
TA6 3EW

Trustee:

The following Trustees were in office as at the date of this report:

Margaret Anne Pope Chairperson Appointed 31st March 2023

Other Trustee Directors who held office during the year were as follows:

Elizabeth Anne Saunders-Singer Appointed 31st March 2023

Dr. Susan Vassar

Christopher Leslie Pope Appointed 31st March 2023

Sally Anne Gurner Andrews

**Accountants and
Independent Examiners:**

Michael J. Dodden & Co.
Chartered Certified Accountants
34 North Street
Bridgwater
Somerset
TA6 3YD

Bankers: NatWest
9 York Buildings
Cornhill
Bridgwater
Somerset
TA6 3BS

THE SCHOOL OF HERBAL MEDICINE
ANNUAL REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their report and the financial statements for the year ended 31 March 2024.

REFERENCE AND ADMINISTRATIVE INFORMATION

The reference and administrative information set out on page 1 forms part of this report.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation is a charity and registered on 31st March 2023. They have a constitution which is managed by the CIO. Trustees selection methods including details of any constitutional provisional are people who are interested in herbal medicine and support the training of medical herbalists and who realise the importance of education for the future of herbal medicine as practiced in this country for the 2,000 years. Policies and procedures adopted for the induction and training of trustees are informal and discussive. None of our trustees are paid. Mrs. Singer is an experience trustee with the Stoke Club and has shared her expertise generously in meetings. Sally Andrews is an experienced bookkeeper. The charities organisational structure and any wider network with which the charity work are major strategic and financial decisions and made by S Vassar and M. Pope, including discussions with trustees where appropriate. We have no wider network. In accordance with a trustees meeting whilst setting up the charity S Vassar and M Pope have reduced their teaching load and have successors for next year to continue to reduce their teaching commitments.

OBJECTIVES AND ACTIVITIES

The objects of the CIO are to advance the education of the public in the subject of herbal medicine in such ways as the charity trustees think fit, and in particular (but not exclusively) by:
the provision of a training course leading to an Advanced Diploma in Herbal Medicine; and
the operation of a training herbal clinic open to the public in which students undertaking training in Herbal Medicine can gain relevant practical experience, the establishment of which is a necessary part of the students' education.

Key objectives for the year included:

- to broaden the academic curriculum by providing a comprehensive public health module which addresses the importance of soil, air and water quality on the health of patients, and the effect that climate change can have on health.
- to increase student applications
- to provide continuing support of the students who have graduated by providing a follow-on post graduate support group
- to develop ways in which our ring-fenced bursary could provide extracurricular activities of their herbal training which would benefit our final year students.
- to develop and expand the herbal training clinic on site so that students can gain relevant practical experience
- to provide herbal treatment for their local community at reduced fees.

ACHIEVEMENTS AND PERFORMANCE

Module fees were raised from £520 to £530 for the academic year starting September 2023 which is in line with the Consumer Price Index of March 2023-2024.

Students are allowed to pay by monthly instalments, which has particularly allowed students on lower incomes to join the school

Student numbers have remained stable, although the school is running below capacity.

The school has just completed their Annual Review for our ongoing accreditation with the National Institute of Medical Herbalists.

The school is pursuing accreditation with the European Herbal and Traditional Practitioners Association, for which they are in the final stages

An extra monthly Saturday clinic has been added to their weekly Monday clinic to enable students which is essential for their training

This means that the local community benefits from extra access to low-cost herbal medicine, and nutritional and lifestyle advice

The school hosted a Guest Speaker Day where a professional herbalist spoke about developing a herbal medical practice

The school's website has been thoroughly updated, and the prospectus and application form are now online

Achievements against objectives set are we hired four leaders in their field to deliver the comprehensive public health module in which the importance of soil, air and water quality on the health of patients, and the effect that climate change can have on health was addressed

- student applications were increased due to the application form being easily accessible online
- a follow-on post graduate support group has been set up and run by a tutor
- the bursary will now be given to our final year students to obtain a FREC3 qualification
- the school has expanded our clinic by adding an extra Saturday a month
- the number of patients from the local community accessing the low-cost clinic has grown.

Performance of fundraising activities against objectives set are we have an ongoing Easy Fundraising link which contributes small amounts.

Onsite we have a second-hand medical book selection to benefit our students. On our Guest Speaker Day we have a cake sale to raise funds

FINANCIAL REVIEW

A statement explaining the policy for holding reserves are there to assure that we can pay our rent and bills if the monthly students fee are delayed. The amount of reserves held are £4,000. An explanation of any uncertainties about the charity continuing as a going concern are if all our students pay their fees all is well, if a proportion of them experience financial difficulties we would have to reconsider our position.

The charities principal source of funds is student fees.

The principal risks facing the charity would be the rate of students dropping out. Fortunately, the dropout rate from year 2 is zero

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on 13th December 2024 and signed on their behalf by:



Margaret A. Pope
Chair of the Trustees
The School of Herbal Medicine

13th December 2024

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE SCHOOL OF HERBAL MEDICINE
FOR THE YEAR ENDED 31 MARCH 2024

I report on the financial statements of the company for the year ended 31 March 2024, which are set out on pages 5 to 10.

Respective Responsibilities of Trustees and Examiner

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

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the Charities 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 Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements 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 my examination, no material matters have come to our attention which gives me reasonable cause to believe that, in any material respect:

- a) the accounting records were not kept in accordance with Section 130 of the Charities Act; or
- b) the accounts did not accord with the accounting records.

I 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.

Michael J. Dodden & Co.
Chartered Certified Accountants
34 North Street
Bridgwater



Ben Cleaveley FCCA ATT

Date: 13th December 2024

THE SCHOOL OF HERBAL MEDICINE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024

	Unrestricted	Restricted	Total
Note	Funds £	Funds £	2024 £
<u>INCOMING RESOURCES</u>			
Income from fees	95,693		95,693
Bank interest	61		61
Total incoming resources	95,754		95,754
<u>RESOURCES EXPENDED</u>			
Costs of generating funds:			
Wages and salaries	33,934		33,934
Rental expenditure	13,041		13,041
Direct costs	19,391		19,391
Computer costs and subscriptions	2,220		2,220
Sundry expenses	53		53
Printing, postage and stationary	3,645		3,645
Advertising	500		500
Rates, insurance and utilities	2,070		2,070
Repairs and maintenance and hire	5,787		5,787
Accommodation and meals	12,256		12,256
Pharmacy costs	1,956		1,956
Legal fees	1,380		1,380
Accountancy and bookkeeping	963		963
Bank charges	216		216
Total resources expended	97,412		97,412
Net in/(out) resources for the year	(1,658)		(1,658)
Total funds brought forward			
Total funds carried forward	(1,658)		(1,658)

All activities of the charity are continuing operations.

THE SCHOOL OF HERBAL MEDICINE
BALANCE SHEET
AS AT 31 MARCH 2024

	Note	£	<u>2024</u>	£
FIXED ASSETS				
Tangible fixed assets	3	-		
CURRENT ASSETS				
Stock		-		
Accrued income		2,195		
Debtors and prepayments		-		
Cash at bank and in hand		7,794		
		<u>9,989</u>		
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR				
Trade creditors		-		
Other creditors		-		
Accruals and deferred income		21,575		
		<u>21,575</u>		
NET CURRENT ASSETS			(11,586)	
NET ASSETS			<u>(11,586)</u>	
REPRESENTED BY:,				
Unrestricted funds			(11,586)	
TOTAL FUNDS			<u>(11,586)</u>	

The directors' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this Balance Sheet.

THE SCHOOL OF HERBAL MEDICINE
ANNUAL REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

In approving these financial statements as directors of the company we hereby confirm:

- a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006;
- b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31 March 2024; and
- c) that we acknowledge our responsibilities for:
 - 1) ensuring that the company keeps accounting records which comply with Section 386; and
 - 2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 393 and which otherwise comply with the provisions of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on 13th December 2024 and signed on its behalf by



Margaret A. Pope
Chairperson

THE SCHOOL OF HERBAL MEDICINE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of Accounting

The Financial Statements have been prepared in accordance with the historical cost convention, applicable accounting standards, the Statement of Recommended Practice: "Accounting and Reporting by Charities" (FRS 102) and the Charities Act 2011. The principal accounting policies which have been adopted on a consistent basis within that convention are set out below.

Incoming Resources

Income is recognised in the year in which the Charity is entitled to receipt and the amount can be measured with reasonable certainty.

Grants and donations are recognised on a receivable basis. Grants and donations received for the general purposes of the Charity are credited to unrestricted funds. Grants and donations subject to specific wishes of the donors are carried to relevant restricted funds.

Resources Expended

Resources expended are accounted for in the year in which they are incurred. The Charity is not registered for VAT and consequently input VAT payable on expenses is included within the item of expense to which it relates.

Where an item of expenditure falls directly within one cost category it is attributed to that category only. Where expenditure involves more than one category it is apportioned on a reasonable and justifiable basis.

Restricted Funds

Restricted funds arise where donors place restrictions on how the money can be spent. Both the income and capital of the funds may be applied for the charitable purposes.

Unrestricted Funds

These are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

2. STAFF COSTS AND EMOLUMENTS

There were no employees with emoluments above £60,000 in either the current or previous year.

None of the Trustees received any remuneration or reimbursement of expenses from the Charity during either the current or previous year.

