



## **CITY PREGNANCY COUNSELLING & PSYCHOTHERAPY ('CPCP')**

Registered charity number 1140992

### **THIRD ANNUAL REPORT 1 MAY 2013 – 30 APRIL 2014**

---

#### **About City Pregnancy Counselling and Psychotherapy**

CPCP is a charity providing counselling and psychotherapy psychotherapists to women, men and couples experiencing difficulties related to pregnancy, pregnancy loss, infertility and related issues. The counselling and psychotherapy is provided by volunteer counsellors and psychotherapists who are either professionally qualified (to Diploma level or higher) or who are currently undertaking counselling courses at Diploma level or higher.

#### **Principal address**

15A Lamb's Passage, London EC1Y 8LE

#### **Constitution**

CPCP was constituted by a declaration of trust dated 31<sup>st</sup> December 2010 (the **Declaration of Trust**), which functions as the charity's governing document.

#### **Trustees**

The Trustees are Rev. Peter Newby, Miss Hannah Southon and Miss Christina Manara, who were appointed as Trustees by the Declaration of Trust. Pursuant to clause 9 of the Declaration of Trust, the power to select and appoint additional or replacement trustees lies with the Trustees from time to time. In selecting a new or replacement trustee, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity and in making the appointment, the Trustees must pass a unanimous resolution in favour of the appointment.

#### **Structure, governance and management**

The Trustees are responsible for the overall governance and running of the charity. CPCP employs one person, on a part-time basis (25 hours per week), in the position of Therapy Manager, who is responsible for the day-to-day running and administration of the charity and the clinical supervision of the counsellors and psychotherapists. Over the course of the year, CPCP maintained a team of between 9 - 16 volunteer counsellors and psychotherapists, of whom at any one time 7 or 8 were fully qualified and the remaining volunteers on placements during training.

The majority of management decisions are taken by the Management Committee, which meets approximately once every six weeks and which is comprised of one or more of the Trustees, the Therapy Manager, a volunteer and persons invited by the

Trustees to attend in a consultative capacity. Clients are also welcome to attend the Management Committee meetings in a representative capacity.

CPCP has a Policy and Procedures Manual to assist staff and volunteers to comply with their legal, professional and ethical responsibilities. This was last updated by the Trustees on 13 October 2014.

### **Objects and activities**

The object of CPCP, as set out in its governing document, is the relief of physical or mental illness or mental or emotional suffering of persons living or working in England or Wales, but in particular those living and working in the City of London and the surrounding area of Greater London, caused by difficulties connected with pregnancy and parenthood.

The activity carried out by CPCP in furtherance of its objects is the provision of counselling and psychotherapy, free of charge, for the persons living and working in the charity's area of benefit. In setting the charity's objects and in planning and implementing its activities, the Trustees have given careful consideration to the guidance issued by the Charity Commission on public benefit.

### **Achievements and performance**

160 clients were seen over the course of the year and CPCP is now operating almost at capacity. Numbers of clients seen per week fluctuated from between 32 (October 2013) to 48 (April 2014). The numbers of clients by category being seen at CPCP at various points from January 2011 to April 2014 is displayed in the attached chart.

### **Developments over the past year**

The Trustees, staff and volunteers continue to work towards accreditation by the British Association of Counselling and Psychotherapy for CPCP and hope to achieve this status by November 2014.

One of the two most significant developments over the past year has been the strengthening of the relationship between CPCP and London-based Early Pregnancy Units (EPUs). EPUs are based in NHS hospitals and conduct routine early pregnancy scans and treat women suffering pain or bleeding in the first 16 weeks of pregnancy or who at a high risk of ectopic pregnancy. CPCP is one of the few services to which EPUs can refer quickly and free of charge patients who suffer miscarriage or ectopic pregnancy. The high level of need for this particular group is shown by the dramatic leap in the number of these clients coming to CPCP following the formation of the relationship between CPCP and the EPUs in the last quarter of 2013.

The other significant development this past year has been the inclusion of CPCP on the NHS IAPT (Improving Access to Psychological Therapies) Register and in multidisciplinary teams looking after the care and safeguarding of some of the most vulnerable members of society. This reflects CPCP's belief in the importance of early intervention, its insistence of the highest degree of professionalism from its staff and volunteers and is also a testament to their care, dedication and expertise.

### **Reserves**

The Trustees do not at present have a policy on reserves.

## Grants

Grants were gratefully received from the trustees of the St. John Southworth Fund, the Philip King Charitable Trust, the trustees of the Lady Ryder of Warsaw Memorial Trust, the Goldsmiths' Company Charity, the Catholic Bishops Conference of England and Wales, St. Mary Moorfields Church and private benefactors.

## Statement of assets and liabilities

At the end of its third financial year, CPCP had assets of £9,772 consisting of cash in its bank account. Total operating expenses were £41,064 (within the predicted budget of £40,000) and total funds raised were £47,638 (figures taken from the audited accounts).

## Goals for the coming year

To secure CPCP's financial position by continuing to attempt to implement the Trustees' policy of maintaining 6 months' operating expenses in its bank account at all times and seeking a wider and longer term base of financial support.

## Declaration

The Trustees declare that they have approved the Trustees' report above

Signed on behalf of all the charity's Trustees:

Signature

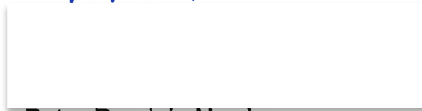


Full names Hannah Lucy Southon

Position Trustee

Date 17/11/2014

Signature



Full names Peter Dominic Newby

Position Trustee

Date 06/11/2014

Signature

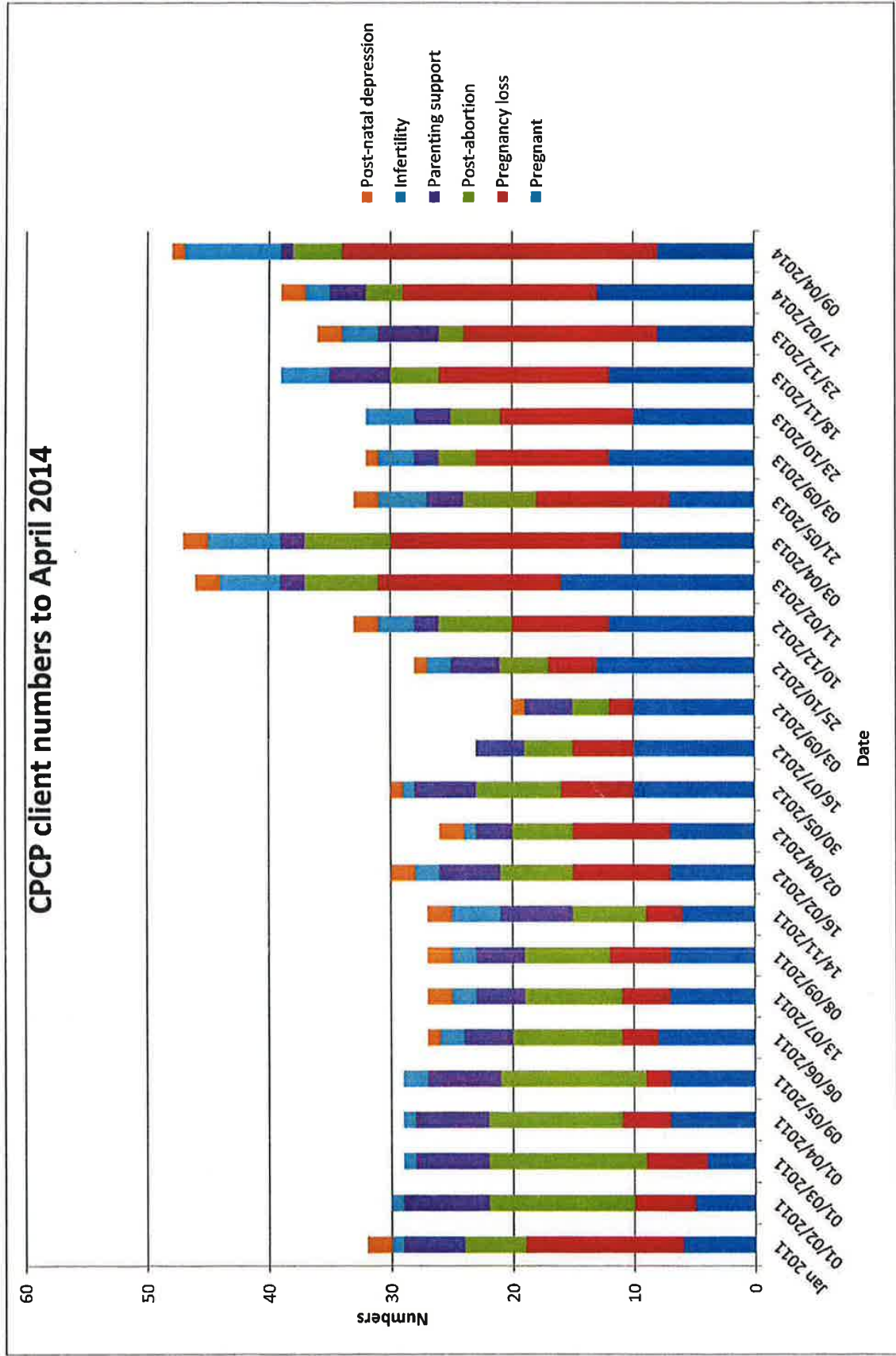


Full names Christina Manara

Position Trustee

Date 1/12/2014

# CPCP client numbers to April 2014





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

<b>Report to the trustees/ members of</b>	Charity Name City Pregnancy Counselling & Psychotherapy		
<b>On accounts for the year ended</b>	30/04/2014	<b>Charity no (if any)</b>	1140992
<b>Set out on pages</b>	1-2 <small>(remember to include the page numbers of additional sheets)</small>		

### 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

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 statement

My examination was carried out in accordance with 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 seeking explanations from the 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 my examination, no matter has come to my attention (other than that disclosed below \*)

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

\* Please delete the words in the brackets if they do not apply.

Signed:  Date: 3 Nov 2014

Name: Tim Neale

### Relevant professional qualification(s) or body (if any):

FCA

**Address:**

The Courtyard, High Street, Ascot

Berkshire

SL5 7HP

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**

--



City Pregnancy Counselling & Psychotherapy

## Receipts and payments accounts

CC16a

For the period from	01/05/2013	To	30/04/2014
---------------------	------------	----	------------

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Charitable Donations	33,045	-	-	33,045	27,430
Paypal income	575	-	-	575	613
St Mary Moorfields	9,500	-	-	9,500	5,750
Tax refund	1,450	-	-	1,450	-
Miscellaneous	3,068	-	-	3,068	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>47,638</b>	<b>-</b>	<b>-</b>	<b>47,638</b>	<b>33,793</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>47,638</b>	<b>-</b>	<b>-</b>	<b>47,638</b>	<b>33,793</b>
<b>A3 Payments</b>					
Staff costs	23,982	-	-	23,982	21,699
Training costs	3,659	-	-	3,659	3,578
Rates and utilities	2,066	-	-	2,066	1,490
Office expenses	2,318	-	-	2,318	2,452
Advertising/website	761	-	-	761	3,546
Telephone	1,169	-	-	1,169	969
Volunteer exps	112	-	-	112	477
Travel	615	-	-	615	510
Maintenance	2,999	-	-	2,999	1,946
Household	3,383	-	-	3,383	2,528
	-	-	-	-	-
<b>Sub total</b>	<b>41,064</b>	<b>-</b>	<b>-</b>	<b>41,064</b>	<b>39,195</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>41,064</b>	<b>-</b>	<b>-</b>	<b>41,064</b>	<b>39,195</b>
<b>Net of receipts/(payments)</b>	<b>6,574</b>	<b>-</b>	<b>-</b>	<b>6,574</b>	<b>5,402</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>3,198</b>	<b>-</b>	<b>-</b>	<b>3,198</b>	<b>8,600</b>
<b>Cash funds this year end</b>	<b>9,772</b>	<b>-</b>	<b>-</b>	<b>9,772</b>	<b>3,198</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash held in bank account	9,772	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>9,772</b>	<b>-</b>	<b>-</b>

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	PETEL NEWBY	08/11/14
	HANNAH SOUTHWELL	17/11/14