



Trustees' Annual Report for the period

Period start date: 01 05 2014
 Period end date: 30 04 2015
 From To

Section A Reference and administration details

Charity name City Pregnancy Counselling and Psychotherapy

Other names charity is known by CPCP

Registered charity number (if any) 1140992

Charity's principal address 15A Lambs Passage
 London
 Postcode EC1Y 8LE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Peter Dominic Newby	N/A	Whole year	
2	Hannah Lucy Southon	N/A	Whole year	
3	Christina Manara	N/A	Whole year	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Name of chief executive or names of senior staff members (Optional information)

Agnes Rees, Therapy Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed constitution)</small>	Trust deed dated 31 December 2010
How the charity is constituted <small>(eg. trust association company)</small>	Trust
Trustee selection methods <small>(eg. appointed by elected by)</small>	Pursuant to clause 9 of the trust deed by which the charity is constituted, the power to select and appoint additional or replacement trustees lies with the Trustees. In selecting new or replacement trustees 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.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

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

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The activities carried out by the charity in furtherance of its objects are the provision of counselling and psychotherapy for persons living or working in the charity's area of benefit.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Over the period 1 May 2015 to 15 June 2015 CPCP saw 163 clients.

The chart attached to this Report shows snapshots of client numbers over the period January 2011 to June 2015, categorised by the issue with which they seek assistance.

In April 2015 the British Association for Counselling and Psychotherapy ('BACP') granted Agnes Rees, CPCP's Therapy Manager, the status of BACP Senior Accredited Supervisor (Individuals) and BACP Senior Accredited Supervisor (Groups).

Work continued towards full service accreditation with the BACP, which has resulted in the charity gaining full accreditation in July 2015.

At the end of the financial year, CPCP had assets of £13,071 consisting of cash in its bank account. Total operating expenses were £40,661 and total funds raised were £43,960.

The Trustees wish to thank all staff and volunteers for their hard work, with special thanks to Agnes Rees and all those who worked on the BACP accreditation application. Thanks also go to CPCP's donors and supporters for their continued support and generosity. Together their efforts and assistance have in the year in question enabled the charity to fulfil its goal of providing a professional service, free of charge, to an increasing number of clients.

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Risk management

The Trustees are responsible for identifying, assessing and managing risks. The Trustees use the risk classification framework suggested by the Charity Commission in its guidance CC26 to categorise and identify risks. Using that framework the Trustees have identified and assessed the major risks faced by the charity and have established a risk register. Policies and procedures to mitigate and manage those risks have been adopted and are reviewed on a continuing basis; they were last updated in July 2015. The risk register is reviewed on an annual basis and as and when the need arises.

The charity has adopted a safeguarding policy and set of procedures and has a designated safeguarding officer.

The Trustees maintain employee, public liability and professional indemnity insurance policies.

Structure

The Trustees have overall responsibility for the governance of the charity. The charity has one employee, the Therapy Manager, employed on a part-time basis (25 hours per week). The Therapy Manager runs the charity on a day-to-day basis, manages the psychotherapists and counsellors who volunteer at the charity and also has therapeutic and clinical supervision roles.

The counselling and psychotherapy provided by the charity is provided by the Therapy Manager and a team of volunteer psychotherapists and counsellors with appropriate training and qualifications.

Induction and training

The charity has put in place a system for the induction and training and continuing professional development of its staff and volunteers. Training of the trustees is undertaken on an informal basis.

Related Parties

There are no related parties.

Public Benefit

The trustees are satisfied that on review of the activities during the financial year, they have acted in accordance with its objectives for the public benefit.

The trustees confirm that they have complied with their duty in section 4 of the Charities Act 2011 to have due regard to public benefit guidance as published by the Commission.

Section E**Financial review**

Brief statement of the charity's policy on reserves

The Trustees do not at present have a policy on reserves, but do monitor funds so as to ensure that costs can be met for a minimum period of two months.

Details of any funds materially in deficit

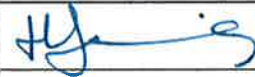
None

Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



FR P. D. NEWBY

Full name(s)

HANNAH LUCY SOUTHON

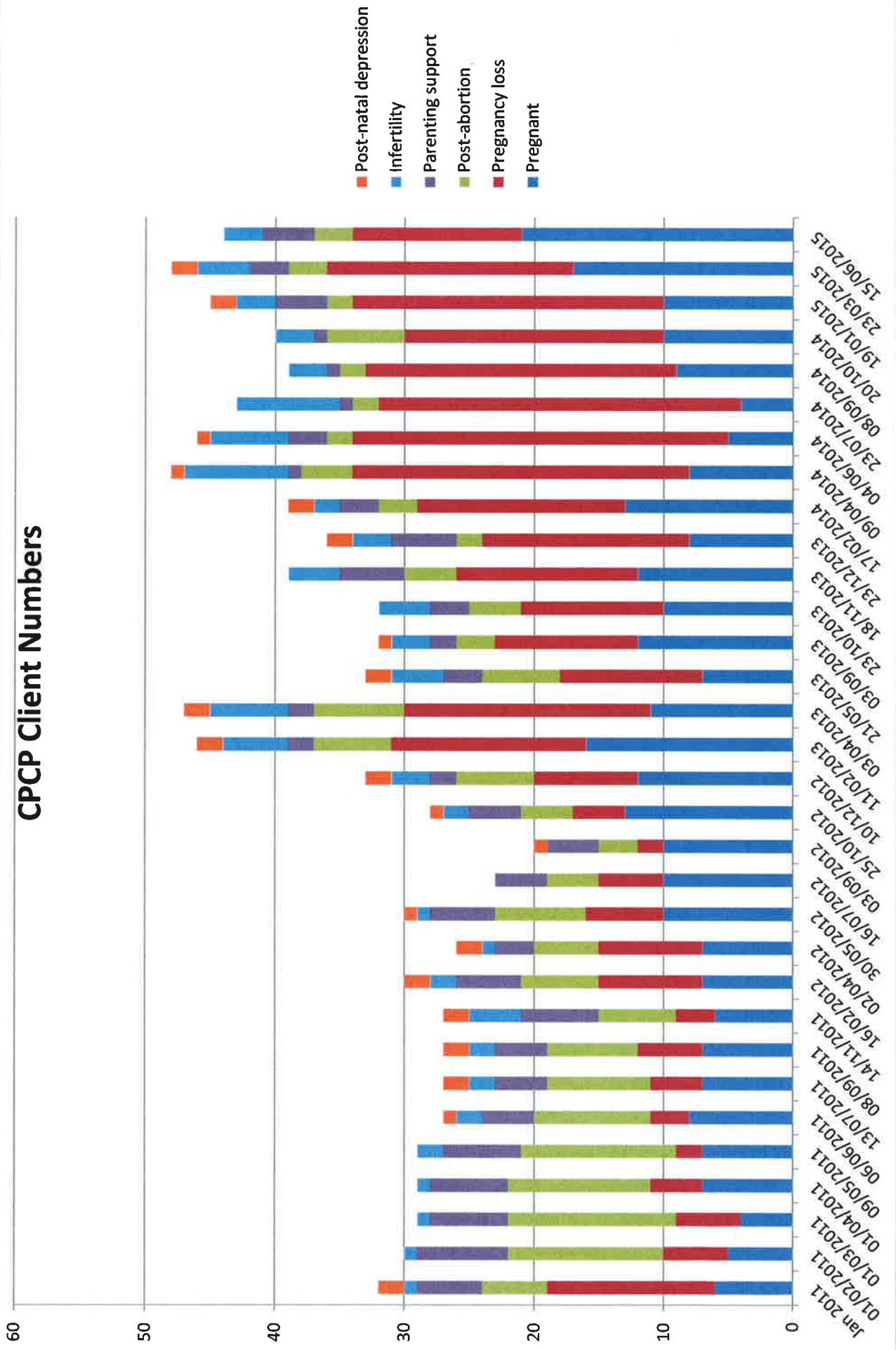
FR PETER NEWBY

Position (eg Secretary, Chair, etc)

Date

02/11/15

CPCP Client Numbers





City Pregnancy Counselling & Psychotherapy

Receipts and payments accounts

CC16a

For the period
from

01/03/14

To

31/03/15

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Charitable Donations	31,984	-	-	31,984	33,045
Paypal income	1,460	-	-	1,460	575
St Mary Moorfields	10,200	-	-	10,200	9,500
Tax refund	316	-	-	316	1,450
Miscellaneous	-	-	-	-	3,068
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	43,960	-	-	43,960	47,638
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	43,960	-	-	43,960	47,638
A3 Payments					
Staff costs	24,646	-	-	24,646	23,982
Training costs	3,480	-	-	3,480	3,659
Rates and utilities	2,206	-	-	2,206	2,066
Office expenses	573	-	-	573	2,318
Advertising/website	1,555	-	-	1,555	761
Telephone	1,119	-	-	1,119	1,169
Volunteer exps	-	-	-	-	112
Travel	635	-	-	635	615
Maintenance	2,820	-	-	2,820	2,999
Household	1,160	-	-	1,160	3,383
Professional fees	1,080	-	-	1,080	-
IT equipment	1,387	-	-	1,387	-
Sub total	40,661	-	-	40,661	41,064
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	40,661	-	-	40,661	41,064
Net of receipts/(payments)	3,299	-	-	3,299	6,574
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	9,772	-	-	9,772	3,198
Cash funds this year end	13,071	-	-	13,071	9,772

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 £
B1 Cash funds	Cash held in bank account	13,071	-	-
		-	-	-
		-	-	-
	Total cash funds	13,071	-	-


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

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

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
 Hannah Lucy Southon	HANNAH LUCY SOUTHON PETER NEWBY	06.11.2015 05/11/15



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

City Pregnancy Counselling & Psychotherapy

On accounts for the year
ended

30/04/2015

Charity no
(if any)

1140992

Set out on pages

1-2

**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:

6 November 2015

Name:

Tim Neale

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

FCA

Address: Kirk Rice LLP, 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.

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