

Charity Registration No. 1150032

Company Registration No 07791021 (England and Wales)

BRIGHTON THERAPY CENTRE LIMITED
A COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE PERIOD ENDED 31 DECEMBER 2012

TUESDAY



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BRIGHTON THERAPY CENTRE LIMITED
A COMPANY LIMITED BY GUARANTEE
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

M J Barnett
J C Coleman
H L Gledhill
A S Fraser

Charity number

1150032

Company number

07791021

Registered office

169 Preston Road
Brighton
East Sussex
BN1 6AG

Accountants

Friend-James Limited
169 Preston Road
Brighton
East Sussex
BN1 6AG

BRIGHTON THERAPY CENTRE LIMITED
A COMPANY LIMITED BY GUARANTEE
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BRIGHTON THERAPY CENTRE LIMITED

A COMPANY LIMITED BY GUARANTEE

TRUSTEES' REPORT

FOR THE PERIOD ENDED 31 DECEMBER 2012

The trustees present their report and accounts for the period ended 31 December 2012

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

Structure, governance and management

The charity is a company limited by guarantee

The company was incorporated on 28 September 2011. The company was converted to a community interest company on 2 August 2012. The company was converted to a charitable company on 4 December 2012. H M Edmunds and E Z Coleman were directors of the entity from 28 September 2011 to 10 October 2012.

The trustees, who are also the directors for the purpose of company law, and who served during the period were

J C Coleman	(Appointed 12 October 2012)
H L Gledhill	(Appointed 19 October 2012)
A S Fraser	(Appointed 10 October 2012)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £10 in the event of a winding up. The trustees have been recruited by a selection process whereby an individual has expressed an interest in supporting the organisation, and also possesses knowledge and skills pertinent to the good management of the organisation.

Appointments were made as follows

- 1 Application is considered by the Management and Trustees as to suitability
- 2 Applicant is interviewed by the Chair of the Trustees and the Management
- 3 If successful, the candidate is appointed, pending any necessary references and a final agreement from the board of trustees

The trustees have extensive experience in the following areas: mental health law, adolescent mental health, adult mental health, psychotherapy, business management, charity law and procedures.

Details of method of recruitment and appointment of practitioners

Membership shall be open to mental health practitioners who have an interest in assisting BTC to achieve its aims and are willing to adhere to the rules BTC.

Brighton Therapy centre has a four fold practitioner membership scheme

- 1 Students in training who are on a supervised placement with BTC
- 2 Graduates who have completed a training and are building up their practice hours
- 3 Referral group - people who are registered as practitioners and to whom we refer clients
- 4 Associates - senior practitioners with training, supervisory and other experience

Appointments are made as follows

- 1 Applications are invited via advert on the website
- 2 Applicants are asked to submit a CV
- 3 When a vacancy arises, the submitted CV's are short-listed and candidates invited for an interview with the Management
- 4 Successful candidates are appointed to one of the above schemes, pending satisfactory references and the provision of original copies of their professional liability insurance and professional registration

BRIGHTON THERAPY CENTRE LIMITED
A COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 DECEMBER 2012

Chair of Board of Trustees Tony Fraser

Trustees John Coleman, Louise Gledhill, Mary Barnett, Paul Evans

Clinical Management Eva Coleman

Operational Management Howard Edmunds

Practitioners All practitioners attend regular meetings in order to contribute to the day to day management of the Charity

Clients Clients are invited to contribute to service development via consultation

Administrator Eurik Gilar

Management Meetings

One annual general meeting per year open to Trustees, Management, Practitioners

A quarterly meeting of the Board of Trustees

A bi-monthly meeting of the membership Management and Practitioners

Annual consultation with service users regarding future developments of the service

Risk Management

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks

Objectives and activities

The charity's objectives are the relief of those in need and to promote good health of those in the communities of Brighton, Hove and the surrounding areas who are experiencing emotional difficulties, who have mental health problems or who have a personality disorder, through the provision of counselling, psychotherapy, psycho-education and psychological treatment (Our charity objects)

There are no endowment funds or restricted funds

The policies adopted in furtherance of these objectives are as follows

- * Policy and Procedure on Confidentiality
- * Policy and Procedure on Fire Safety
- * Clinical & Ethical Dilemmas Procedure
- * Policy and Procedure on Child Protection
- * Policy and Procedure on Health & Safety
- * Policy on Equal Opportunities

To involve service users and staff in developing and improving the service

The Trustees have paid due regard to guidance issued by the Charity Commission regarding public benefit and in deciding what activities the charity should undertake

BRIGHTON THERAPY CENTRE LIMITED
A COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 DECEMBER 2012

Achievements and performance

- * Provide free initial assessments to clients approaching BTC for help
- * Provide low cost psychological therapy sessions by qualified and experienced practitioners who have agreed to work for a low fee, in order to make high quality therapy available to those most in need
- * Provide continuing professional development to local therapists via a reading group
- * Make funding applications to provide services via the local commissioning bodies (unsuccessful)
- * Admit skilled and experienced self employed practitioners as members of BTC, after a formal interview, to carry out therapy and run groups as required
- * Take on a number of students in placement for the provision of some of our lower cost counselling and therapy These students have been supervised in house
- * Receive income from practitioners through room rental
- * Advertise our services via our website and database
- * Publicise and promote the work of Brighton Therapy Centre, and organize meetings, training courses, events, seminars, group therapies and individual therapies

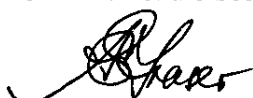
Financial review

Brighton Therapy Centre has a growing income from room rental, referral fees, provision of services to local agencies, training events and student practitioner placement schemes Whilst the organisation is not yet able to provide a salary for the managers, it aims to achieve this in the coming year

The charity does not hold reserves at the balance sheet date

This report is prepared in accordance with the small company regime (Section 419(2) of the Companies Act 2006

On behalf of the board of trustees



A S Fraser

Trustee

Dated

21/06/2013

BRIGHTON THERAPY CENTRE LIMITED

A COMPANY LIMITED BY GUARANTEE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees, who are also the directors of Brighton Therapy Centre Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period

In preparing these accounts, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent, and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. 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

BRIGHTON THERAPY CENTRE LIMITED
A COMPANY LIMITED BY GUARANTEE
CHARTERED ACCOUNTANTS' REPORT TO THE TRUSTEES ON THE
PREPARATION OF THE UNAUDITED ACCOUNTS OF BRIGHTON THERAPY
CENTRE LIMITED FOR THE PERIOD ENDED 31 DECEMBER 2012

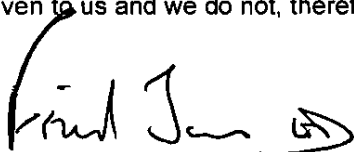
In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Brighton Therapy Centre Limited for the period ended 31 December 2012, set out on pages 6 to 10 from the charity's accounting records and from information and explanations you have given us

As a practising member firm of the Institute of Chartered Accounts in England and Wales, we are subject to its ethical and other professional requirements which are detailed at icaew.com/membershandbook

This report is made to the charity's trustees, as a body, in accordance with the terms of our engagement letter dated 19 June 2013. Our work has been undertaken solely to prepare for your approval the accounts of Brighton Therapy Centre Limited and state those matters that we have agreed to state to the charity's trustees, as a body, in this report in accordance with AAF 2/10 as detailed at icaew.com/compilation. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Brighton Therapy Centre Limited and the charity's trustees as a body, for our work or for this report.

It is your duty to ensure that the charity has kept adequate accounting records and to prepare statutory accounts that give a true and fair view under the Companies Act 2006. You consider that the charity is exempt from the statutory audit requirement for the period, and is not required to obtain an independent examiner's report.

We have not been instructed to carry out an audit or a review of the accounts. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.



Friend-James Limited

Chartered Accountants
169 Preston Road
Brighton
East Sussex
BN1 6AG

Dated 21/06/13

BRIGHTON THERAPY CENTRE LIMITED
A COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE PERIOD ENDED 31 DECEMBER 2012

	Notes	Unrestricted 28 Sept 2011 to 31 Dec 2012 £
<u>Incoming resources from generated funds</u>		
Investment income	2	37
Incoming resources from charitable activities	3	14,512
Total incoming resources		14,549
<u>Resources expended</u>	4	
Charitable activities		
Access to treatment (including support costs)		38,811
Governance costs		1,875
Total resources expended		40,686
Net expenditure for the year/ Net movement in funds		(26,137)
Fund balances at 28 September 2011		-
Fund balances at 31 December 2012		(26,137)

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

BRIGHTON THERAPY CENTRE LIMITED
A COMPANY LIMITED BY GUARANTEE
BALANCE SHEET

AS AT 31 DECEMBER 2012

	Notes	2012 £	£
Fixed assets			
Tangible assets	7		1,760
Current assets			
Debtors	8	1,311	
Cash at bank and in hand		13,225	
		<u>14,536</u>	
Creditors: amounts falling due within one year	9	<u>(42,433)</u>	
Net current liabilities			<u>(27,897)</u>
Total assets less current liabilities			<u><u>(26,137)</u></u>
Income funds			
Unrestricted funds			<u>(26,137)</u>
			<u><u>(26,137)</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 31 December 2012. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts 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 incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 24/06/2013



A S Fraser
Trustee

Company Registration No. 07791021

FOR THE PERIOD ENDED 31 DECEMBER 2012

BRIGHTON THERAPY CENTRE LIMITED
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE PERIOD ENDED 31 DECEMBER 2012

4 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2012 £
Charitable activities				
<u>Access to treatment (including support costs)</u>				
Activities undertaken directly	5,986	440	32,385	38,811
Governance costs	-	-	1,875	1,875
	<u>5,986</u>	<u>440</u>	<u>34,260</u>	<u>40,686</u>

Accountancy fees payable for the period total £1,875

5 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the period

The charity paid rent of £6,500 to Ritelands Property Company Limited a company controlled by the Trustee J C Coleman

The liability of the trustees is limited to a sum not exceeding £10, being the amount that each trustee undertakes to contribute to the assets of the charity in the event of it being wound up

6 Employees

Number of employees

The average monthly number of employees during the period was

	2012 Number
Administrator	<u>1</u>

Employment costs

	2012 £
Wages and salaries	<u>5,986</u>

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

BRIGHTON THERAPY CENTRE LIMITED
A COMPANY LIMITED BY GUARANTEE
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE PERIOD ENDED 31 DECEMBER 2012

7 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 28 September 2011	-
Additions	2,200
At 31 December 2012	2,200
Depreciation	
At 28 September 2011	-
Charge for the period	440
At 31 December 2012	440
Net book value	
At 31 December 2012	1,760

8 Debtors

	2012 £
Other debtors	1,024
Prepayments and accrued income	287
	1,311

9 Creditors' amounts falling due within one year

	2012 £
Other creditors	37,703
Accruals	4,730
	42,433