Charity Registration No. 1150032

Company Registration No. 07791021 (England and Wales)

BRIGHTON THERAPY CENTRE LIMITED

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

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BRIGHTON THERAPY CENTRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J C Coleman	
	M J Barnett	
	L Gledhill	
	P Evans	
	D Burningham	
	S Thompson	(Appointed 13 October 2017)
	R Pemberton	(Appointed 16 May 2018)
Charity number	1150032	
Company number	07791021	
Registered office	4th Floor Park Gate 161-163 Preston Road Brighton East Sussex BN1 6AF	
Independent examiner	Michelle Westbury FCCA Friend James Limited 4th Floor Park Gate 161-163 Preston Road Brighton East Sussex BN1 6AF	

BRIGHTON THERAPY CENTRE LIMITED

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BRIGHTON THERAPY CENTRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2017

The trustees present their report and accounts for the year ended 31 December 2017.

The financial statements 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 of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

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.

We aim to provide a wide choice of high quality psychological therapies, support services and psycho-education in group and individual settings for males, females, couples, families and children in Brighton, Hove and the surrounding areas.

We aim to help people to improve their emotional well-being and quality of life, decrease mental health difficulties, maintain their mental health and prevent relapse.

We aim to create a centre of clinical excellence which is accessible to all sections of the community through the provision of specialist initial assessments and skilled evidence based, effective treatment and support for clients with mild to moderate as well as complex and enduring diagnoses.

We aim to facilitate a practitioner learning community through high quality clinical supervision, reflective practice, reading groups and support.

We aim to involve service users and staff in developing and improving the service.

There are no endowment 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
* Policy on Protection of Vulnerable Adults
* Policy on Data Protection, Privacy Policy in compliance with GDPR

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.

Facilities

Further to our refurbishment of the building in 2015, we have created an additional room for practitioners to use day time and for client work in the evening.

Staff

Our new Practice Manager has been in post for over a year and has continued to improve our office management to keep up the increase in turnover and client numbers. She has introduced new filing systems, including electronic filing, upgraded our printer and computers and refurbished the office. In October, we recruited to a new post of part time Clinical Administrator who supported the Clinical Director in managing the administration of referrals. The Operational Director / Director of Group Therapies continued to support the Clinical Director with allocating clients to the best possible therapy. He trained assessors to identify clients who could benefit from group therapy. These clients were offered a free consultation to further explore if they could benefit from a group. This resulted in 20 clients accessing group therapy, a treatment that is less expensive but equally effective. A Referral Consultation Group was created in May 2017 to include the Clinical Director, the Director of Group Therapies and the Clinical Lead from the trustees group. This group met regularly to discuss complex cases and to make the best possible recommendations as to which therapy clients were offered.

The Clinical Director gave notice she would retire in 2018. The trustees and directors held a strategy day and further meetings to determine a new organisational structure in 2018. In October, it was agreed to appoint the existing Operational Director as a single Director for an interim period of 1 year. The appointment to commence on the departure of the Clinical Director in February 2018. The new Director is accountable for both clinical and operational matters. Other positions in the structure are; Clinical Manager, Practice Manager (Non clinical) and Clinical Administrator. There are plans to create a new Clinical Governance Group in early 2018.

Services

We now have 45 practitioners working with Brighton Therapy Centre (BTC). The services that we offer are as follows:

Psychoanalytic psychotherapy, psychodynamic counselling/therapy, cognitive behaviour therapy, solution focussed therapy, cognitive analytic therapy, dialectical behaviour therapy (DBT), group analytic psychotherapy, gestalt therapy, art psychotherapy, creative arts therapy, transactional analysis, schema therapy, EMDR, person centred counselling, interpersonal psychotherapy, couples and family work, child psychotherapy, mindfulness based CBT, a CBT/ Mentalisation based mood course and Dynamic Interpersonal Therapy.

BTC ran six mindfulness courses across the year. The Mood Course was re-designed, and a sliding scale of fees is in place, to make it more accessible for clients.

Achievements and Performance

Specialist services

In addition to the usual range of treatments for those with mild and moderate problems, we also provide the following:

1. A DBT programme: For people with borderline issues, combining both group and individual work. The group sessions cover emotional regulation, mindfulness, distress tolerance and interpersonal effectiveness.

2. A Mood Course: For people with severe and enduring Mood Disorders including Depression, Anxiety and Mood swings (Bi-Polar 1 & 2, Cyclothymia & Dysthymia). The course has been audited and shown to be clinically effective on follow up by an independent NHS audit. It is part of an on-going research programme based at BTC, overseen by The Director of Group Therapies. We completed a clinical audit of outcomes showing the course to continue to be clinically effective. Based on this data we agreed to continue to support the course.

3. Group Therapies: Groups offer low cost therapy with an experienced practitioner. We have increased our group provision with one additional psychotherapy group. The Women's Group did not receive sufficient referrals and has not been run this year. In response to demand we have decided to offer a young persons' evening psychotherapy group in future as this comprises a large proportion of our clients.

4. Training future therapists: We had 10 students working at BTC on placement offering psychoanalytic psychotherapy and psychodynamic counselling. They are all offered supervision within BTC with one of our associates.

5. Developing our practitioners: We have 9 graduate practitioners with BTC. These are practitioners who have completed courses and are building up their client hours in order to gain accreditation. We offer a supervision group and a CPD for those seeking accreditation.

Making therapy accessible to all

1. Sliding Scale of fees: The fees that clients pay depend on the experience of the practitioners. These range from £16 - £26 for students, £26 - £41 for graduates and £41 - £61 for other practitioners who are on our referral and associate schemes, who have more years of practice behind them. However, we do encourage each of the practitioners who charge higher fees to offer one low fee place at £25, and for this we provide a room rent free. Groups fees are lower (£12.50 - £35 for 90 – 120 minutes). We applied for funding for the Mood Course and the DBT programme. We were successful in our bid to The Sussex Community Foundation who donated £4,000 towards the DBT programme, Alliance and Leicester staff kindly donated £228. From our surplus BTC apportioned £5,080 to DBT, £11,500 towards individual sessions, £1,200 towards the Mood Course, to be spent over 12 months starting in June 2017.

2. Low costs initial consultation: BTC offers a low cost initial consultation with an experienced practitioner to all people who contact the service. We charge a £15 booking fee to reduce the number of missed appointments. Following the consultation, a report is written and the client is then allocated to the most appropriate treatment. The whole process takes up to two weeks. This year we carried out 562 consultations and in the last six months, 67% of these took up the referral for ongoing therapy.

Allocations are made in such a way to bear in mind the unique benefits of the various therapies available at BTC and the particular skills of the practitioners as well as the availability of the client, their financial resources, their psychological needs and their preferences. The Clinical Director and Director of Group Therapies saw all assessments and used a consultative approach to make allocations with the Clinical Director having the final decision. Clients who could benefit from a group were offered a further 30 minute consultation free of charge to help them to find out more about the options and find the best fit. Allocations are typically made within 7 days.

Summary of Charitable Achievements 2017

We completed specialist initial assessments at notional charge for 562 potential clients.

62 % (349) were referred on to individual psychotherapy or counselling.

3.7% (21) were referred on to group psychotherapy.

1.7 % (10) were referred on to couples' therapy.

3.2% (18) were referred on to DBT.

0.7 % (4) were referred on to child therapy.

We were able to provide subsidized therapy for 19 clients on low incomes.

We also provided 10 training placements and supervision to 10 local students and trainees.

Developing a diverse team to reflect our local community

BTC has a number of practitioners who are experienced in working with LGBT clients and all our practitioners are LGBT friendly. We have practitioners who are fluent in Spanish, French, Italian and Czech. We have 2 minority ethnic counsellors and are actively seeking to recruit to increase this number. We have practitioners and staff who identify as Gay, Bisexual and Non Binary. We have practitioners who are experienced in working with Autism and Asperger's. Our current premises does not have disabled access. We are looking to remedy this in future through finding additional premises when we have the resources.

Working for our local community

In addition to the above, BTC continued to offer clinical supervision and consultation to a number of local organisations. We have a contract with a local employer to offer treatment to their staff for 12 – 44 sessions.

Financial review

BTC has a growing income from room rental, referral fees, and the provision of services to local agencies. This was the first year in which we were able to cover salaries for the directors and use our surplus to support low therapies. The trustees would like the charity to hold adequate reserves to fund working capital and future developments.

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.

Structure, governance and management

The charity is a company limited by guarantee. Its governing document being its Memorandum and Articles of Association.

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

J C Coleman	
M J Barnett	
L Gledhill	
A S Fraser	(Resigned 13 April 2018)
P Evans	
D Burningham	
S Thompson	(Appointed 13 October 2017)
C M Walker	(Appointed 13 October 2017 and resigned 1 December 2017)
R Pemberton	(Appointed 16 May 2018)

None of the trustees has any beneficial interest in the company, although one trustee is a director of the company that owns the building in which the charity operates. 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:

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

BRIGHTON THERAPY CENTRE LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2017

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, human resources & senior business management.

Details of method of recruitment and appointment of BTC 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.

BTC has a fourfold practitioner membership scheme:

1. Students in training who are on a supervised placement with BTC.
2. Graduates who have completed 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:

- Applications are invited via advert on the website.
- Applicants are asked to submit a CV.
- When a vacancy arises, the submitted CV's are short-listed and candidates invited for an interview with the Management.

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.

The trustees meet quarterly to oversee the running of BTC. The Chair meets with the clinical and operational managers on a monthly basis.

Chair of Board of Trustees: Tony Fraser

Trustees: John Coleman, Louise Gledhill, Mary Barnett, Paul Evans, Daniel Burningham, Suzanne Thompson

Clinical Director: Eva Coleman

Operational Director & Group Therapies Director: Howard Edmunds

Practice Manager: Mine Goundouz

Clinical Administrator: Lara Da Silva

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 feedback questionnaires.

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

.....

P Evans
Trustee
Dated: 21/8/18

.....

S Thompson
Trustee
Dated: 10/8/18

BRIGHTON THERAPY CENTRE LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2017

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 financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements 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 year.

In preparing these financial statements, 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;

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; 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 adequate accounting records that 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 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

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BRIGHTON THERAPY CENTRE LIMITED

I report to the trustees on my examination of the financial statements of Brighton Therapy Centre Limited (the charity) for the year ended 31 December 2017.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and 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.

Friend-James Ltd

Michelle Westbury FCCA

Friend James Limited
4th Floor Park Gate
161-163 Preston Road
Brighton
East Sussex
BN1 6AF

Dated: 29/08/2018

BRIGHTON THERAPY CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2017

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Income from:					
Donations and legacies	**3**	-	4,000	4,000	-
Incoming resources from charitable activities	**4**	181,553	-	181,553	181,082
Investments	**5**	56	-	56	73
Total income		181,609	4,000	185,609	181,155
Expenditure on:					
Charitable activities	**6**	166,680	90	166,770	148,566
Net income for the year/ Net movement in funds		14,929	3,910	18,839	32,589
Fund balances at 1 January 2017		51,462	-	51,462	18,873
Fund balances at 31 December 2017		66,391	3,910	70,301	51,462

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2017

	Notes	2017 £	2017 £	2016 £	2016 £
Fixed assets					
Tangible assets	9		5,401		3,815
Current assets					
Debtors	11	14,298		8,125	
Cash at bank and in hand		59,338		43,955	
		73,636		52,080	
Creditors: amounts falling due within one year	12	(8,736)		(4,433)	
Net current assets			64,900		47,647
Total assets less current liabilities			70,301		51,462
Income funds					
Restricted funds			3,910		-
Unrestricted funds			66,391		51,462
			70,301		51,462

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2017. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for 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 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 financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 21/8/18

P Evans
Trustee

S Thompson
Trustee

Company Registration No. 07791021

1 Accounting policies

Charity information

Brighton Therapy Centre Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 4th Floor, Park Gate, 161-163 Preston Road, Brighton, East Sussex, BN1 6AF.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

1.5 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of any VAT which cannot be reclaimed. All support costs are allocated to the sole charitable activity.
Governance costs include expenditure not directly related to the charitable activity and includes accountancy costs.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	20% reducing balance
Computers	33% straight line

1 Accounting policies **(Continued)**

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Capital items with a cost price of less than £100 are not capitalised.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1 Accounting policies **(Continued)**

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received, if material.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	2017	2016
	£	£
Donations and gifts	4,000	-

4 Incoming resources from charitable activities

	2017	2016
	£	£
Room rental and other services including training and therapy	181,553	181,082

5 Investments

	2017	2016
	£	£
Interest receivable	56	73

6 Charitable activities

	2017 £	2016 £
Staff costs	79,086	77,043
Depreciation and impairment	1,615	1,014
Mindfulness and practitioners	22,641	19,727
Rates	2,185	2,189
Insurance	2,586	2,085
Light and heat	2,115	1,907
FF&E<£100	113	340
Repairs and maintenance	7,377	3,921
Postage and stationery	3,121	834
Telephone and internet	870	667
Cleaning	4,166	3,525
Computer	637	280
Sundry and advertising	2,213	979
Legal and professional	5,174	4,279
Rent and parking	29,073	27,086
Bank charges and other interest	90	90
Consultancy fee	1,300	1,600
Other charitable expenditure	1,408	-
	165,770	147,566
Share of governance costs (see note)	1,000	1,000
	166,770	148,566
Analysis by fund		
Unrestricted funds	166,680	
Restricted funds	90	
	166,770	
For the year ended 31 December 2016		
Unrestricted funds		148,566
		148,566

Governance costs include accountancy fees payable for the period total £833 + VAT (2016: £833 + VAT).

Other charitable expenditures are bad debts £180 (2016: £nil) and staff training £1,228 (2016: £nil).

7 Trustees

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

The charity paid rent of £25,000 (2016: £25,000) 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.

8 Employees

Number of employees

The average monthly number employees during the year was:

	2017 Number	2016 Number
Administrator	2	1
Managers	2	2
	4	3

Employment costs	2017 £	2016 £
Wages and salaries	75,271	73,445
Social security costs	3,647	3,598
Other pension costs	168	-
	79,086	77,043

Holiday is to calendar year and no holiday is carried forward, no holiday pay provision required.

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

9 Tangible fixed assets

	Fixtures, fittings & equipment	Computers	Total
	£	£	£
Cost			
At 1 January 2017	7,055	1,565	8,620
Additions	1,575	1,626	3,201
At 31 December 2017	8,630	3,191	11,821
Depreciation and impairment			
At 1 January 2017	3,242	1,563	4,805
Depreciation charged in the year	1,077	538	1,615
At 31 December 2017	4,319	2,101	6,420
Carrying amount			
At 31 December 2017	4,311	1,090	5,401
At 31 December 2016	3,813	2	3,815

10 Financial instruments

	2017	2016
	£	£
Carrying amount of financial assets		
Debt instruments measured at amortised cost	13,231	5,452
Carrying amount of financial liabilities		
Measured at amortised cost	6,203	2,233

11 Debtors

	2017	2016
Amounts falling due within one year:	£	£
Trade debtors	12,154	4,451
Other debtors	1,077	1,001
Prepayments and accrued income	1,067	2,673
	14,298	8,125

12 Creditors: amounts falling due within one year

	2017	2016
	£	£
Other taxation and social security	2,533	2,200
Trade creditors	2,828	616
Other creditors	310	310
Accruals and deferred income	3,065	1,307
	8,736	4,433

13 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 December 2017 are represented by:			
Tangible assets	5,401	-	5,401
Current assets/(liabilities)	60,990	3,910	64,900
	66,391	3,910	70,301

14 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2017	2016
	£	£
Within one year	25,000	25,000
Between two and five years	27,083	52,083
	52,083	77,083

15 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2017	2016
	£	£
Aggregate compensation	48,000	51,200