

**COUNSELLORS AND PSYCHOTHERAPISTS IN PRIVATE PRACTICE**

**ACCOUNTS FOR THE YEAR ENDED**

**31 MARCH 2017**

## COUNSELLORS AND PSYCHOTHERAPISTS IN PRIVATE PRACTICE

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## COUNSELLORS AND PSYCHOTHERAPISTS IN PRIVATE PRACTICE

### GENERAL INFORMATION

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#### COMMITTEE MEMBERS

Kirsti Lejak                      Chair  
Jeanette Howlett  
Reza Ahmad  
Pavla Radostova  
Maria Lyons  
Jonathan Fifield

#### REGISTERED OFFICE

13 Malvern Buildings  
Bath  
BA1 6JX

#### PRINCIPAL BANKERS

Co-operative Bank  
PO Box 250  
Skelmersdale  
WN8 6WT

#### INDEPENDENT ACCOUNTANT

David Cox  
Harwood, Lane & Co  
Units 1 - 4 Crossley Farm Business Centre  
Swan Lane  
Winterbourne  
BRISTOL  
BS36 1RH

**ACCOUNTANTS REPORT TO THE MEMBERS OF  
COUNSELLORS AND PSYCHOTHERAPISTS IN PRIVATE PRACTICE**

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In accordance with the engagement letter dated 03 September 2015, we have compiled the financial information of CAPPP which comprise the Receipts and Payments Account and the related notes to the accounts from the accounting records and information and explanations you have given to us.

The financial statements have been compiled on the accounting basis set out in the notes to the financial statements. The financial information is not intended to achieve full compliance with the provisions of UK Generally Accepted Accounting Principles.

This report is made to you, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to you that we have done so, and state those matters that we have agreed to state to you in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the addressee of this report, for our work, or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales, and have complied with the ethical guidance laid down by the institute.

You have approved the financial statements for the year ended 31 March 2017 and have acknowledged your responsibility for it, for the appropriateness of the accounting basis and for providing all information and explanations necessary for its compilation.

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 financial information.

David Cox  
Harwood Lane & Co  
Chartered Accountants  
Units 1 - 4  
Crossley Farm Business Centre  
Swan Lane  
Winterbourne  
BRISTOL  
BS36 1RH

**Date: 30 October 2017**

**COUNSELLORS AND PSYCHOTHERAPISTS IN PRIVATE PRACTICE**

**RECEIPTS AND PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2017**

<b><u>GENERAL FUND</u></b>	<b>2017</b>	<b>2016</b>
<b><u>RECEIPTS</u></b>		
Subscriptions Income	9,204	7,700
Workshops and Events	3,502	6,091
Bank Interest	0	9
Less : subscription refunds	(150)	(156)
	12,556	13,644
<b>Total Receipts</b>	12,556	13,644
<b><u>PAYMENTS</u></b>		
Workshop Facilitator Fees	2,791	2,100
Venue Hire	5,221	4,010
Event Costs	86	191
Administration	3,808	2,362
Printing, Postage and Stationery	0	0
Event Insurance	177	162
Website & IT Support	341	228
Committee Expenses	1,224	1,503
Professional Fees (FAT)	395	35
Miscellaneous Expenses	125	118
	14,168	10,709
Net Receipts/(payments) for the year	(1,612)	2,935
Bank Deposits at 1 April 2016	15,742	12,807
<b>Bank Deposits at 31 March 2017</b>	<b>£14,130</b>	<b>£15,742</b>

These accounts were approved by the Committee on 28th October 2017 and signed on its behalf.

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

**COUNSELLORS AND PSYCHOTHERAPISTS IN PRIVATE PRACTICE**

**STATEMENT OF ASSETS AND LIABILITIES**

**AS AT 31 MARCH 2017**

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**MONETARY ASSETS**

	2017	2016
<b><u>Bank Accounts</u></b>		
Co-operative Bank	14,130	15,742
Santander	0	0
	<b>£14,130</b>	<b>£15,742</b>

**OTHER ASSETS**

**Debtors**

Membership Fees	180	30
Insurance prepaid to 08.02.2017 (315 days)	153	140
Web Hosting prepaid to 12.09.2017 ((165 days)	63	63
	<b>£396</b>	<b>£233</b>

**LIABILITIES**

Independent Examiner's fee (including VAT)	360	360
Administrators Fees for March 2017	530	350
Venue Hire Fee	0	591
Administrators Fees for February 2015	7	7
	<b>£897</b>	<b>£1,308</b>

**COUNSELLORS AND PSYCHOTHERAPISTS IN PRIVATE PRACTICE**

**NOTES TO THE ACCOUNTS**

**AS AT 31 MARCH 2017**

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**1. ACCOUNTING POLICIES**

**Basis of Accounting**

The accounts have been prepared on a receipts and payments basis and in accordance with applicable accounting standards.