TAVISTOCK AND PORTMAN CHARITABLE FUND

2020/21 ANNUAL REPORT AND ACCOUNTS

Registered Charity Number: 1049530

Report of the trustees for the year ending 31 March 2021

The Trustees present their annual report and financial statements of the Charity for the year ended 31 March 2021. 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 trust deed; the Charities Act 2011; and Accounting and Reporting by Charities: Statement of Recommended Practice which is 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 1 January 2016).

Chair's report

I am pleased to present the Annual Report and Accounts for the Tavistock and Portman Charitable Fund, as at 31 March 2021. In summary, during 2020-21 £43,893 was received in donations and other income and £41,528 was spent in accordance with fund purposes. The Trustees have a duty to ensure that funds, which are donated to the Charity, are used in an appropriate manner. The following report outlines the main activities of the Charity during the year ended 31 March 2021.

The Trustees are extremely grateful for the support the Charity receives from the local community, staff and patients. I would personally like to thank all of those who have worked to support the Charity.

Signed:

Ren for Low

Name: Paul Burstow, Chair of Charitable Fund Trustees

Our purpose and activities

The purpose of the Charity is the promotion of clinical education and research. The Trustees confirm that they have referred to the Charities Commission's guidance on public benefit when reviewing the Charity's duties.

The main duties of the Trustees are:

- To agree and recommend to the Charity Board of Directors a strategic policy for investing and utilising the assets of the Charity in pursuit of its stated purposes and to review that policy at least every three years.
- To consider and approve any proposals for expenditure above £20,000, except for where these relate to external grants awarded for specific purposes.
- To review and approve the annual report and accounts.

The main activities of the charity are in relation to the Tavistock Society of Psychotherapists ("TSP") and smaller projects for the welfare of patients, staff and trainees. TSP is the professional body for psychotherapists who have trained at the Tavistock and Portman NHS Foundation Trust. The TSP's aims include providing professional advice and peer group support for its members in all aspects of professional practice, promoting a culture of continuing professional development and being a first port of call for members seeking access to services available through the British Psychoanalytic Council.

Achievements and performance

The Charity does not actively fundraise, but will continue to manage grants, donations, legacies and other income towards the objects of the National Health Service.

Financial review

Performance during the year resulted in an overall surplus of £2,365. At 31 March 2021, the Charity held funds of £368,146. Of this, £194,758 was restricted and £173,388 unrestricted.

Investment powers and policy

The Charity continues to use NatWest and CAF Bank to meet its daily banking needs. The trustees of the Charity may start the process of looking to appoint an investment fund manager to look at the options available with regard to the investment of funds.

Reserves policy

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months unrestricted charitable expenditure. The trustees consider that the ideal level of reserves as at 31 March 2021 would be £23,000.

Going concern

The Trustees have reviewed the circumstances of the Charity and consider that adequate resources continue to be available to fund the activities of the Charity for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the accounts.

Risk management

The Charity has no investment portfolio and therefore is exposed to little risk. All expenditure is applied in line with the objects of the Charity. Expenditure is authorised in accordance with the Charity's financial procedures.

Plans for the future

Over the last year, the Trustees have been working with the Tavistock Clinic Foundation to bring about a merger of the two charities. Legal advice on the merger process has been provided by Bates Wells. The process was completed in January 2021. The purpose of the merger is to build a more robust, active charity with more fundraising capacity in order to support our aims and through this to support the work of the Tavistock and Portman NHS Foundation Trust where we share a mission.

Reference and administrative details

The Tavistock and Portman Charitable Fund was established by a declaration of Trust dated 4 September 1995, to contain the funds held on trust by the Tavistock and Portman NHS Trust (since 1 November 2006, an NHS Foundation Trust).

Its objects cover any charitable purpose or purposes to the National Health Service wholly or mainly for the services provided by the Tavistock and Portman Clinics.

Two legacies are registered as separate charities under the "umbrella" of the Charitable Fund, and are included in the accounts.

Registered office

Trust Secretary Tavistock and Portman NHS Foundation Trust 120 Belsize Lane London, NW3 5BA

Independent Examiner

M J Bushell 8 High Street Brentwood Essex, CM14 4AB

Bankers

National Westminster Bank Plc 3rd Floor Argyll House 246 Regent Street London, W1R 6PB

Charity Number

1049530

CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent, ME19 4JQ

Key management personnel

The Trustees are made up of the Tavistock and Portman NHS Foundation Trust board of directors, including the chief executive officer, and are considered the key management personnel. The Trustees are charged with directing and controlling the Charity and running and operating the Charity on a day to day basis. All Trustees give of their time freely and no Trustee remuneration was paid in the year.

Structure, Governance and Management

The Tavistock and Portman NHS Foundation Trust is Trustee of the Charity and has appointed a Charitable Fund Committee, whose main duties as listed in its terms of reference are:

- To agree and recommend to the Board / Trustees of the Charity a strategic policy for investing and utilising the assets of the Charity in pursuit of its stated purposes and to review that policy at least every three years.
- To consider and approve any proposals for expenditure above £20,000, except where these relate to external grants awarded for specific purposes.
- To review the financial statements of the Charity annually and more frequently if appropriate.
- To meet annually to discuss Charity business.

The Directors of The Tavistock and Portman NHS Foundation Trust during 2020/21 were as follows:

Chairman

Professor Paul Burstow *

Non-Executive Directors

Professor Dinesh Bhugra Dr Debbie Colson Ms Helen Farrow Mr David Holt Mr David Levenson

Executive Directors

Mr Paul Jenkins – Chief Executive * Mr Terry Noys – Deputy Chief Executive and Director of Finance* Ms Chris Caldwell – Nursing Director Dr Sally Hodges – Chief Clinical Operating Officer Ms Louise Lyon – Director of Quality and Patient Experience Mr Brian Rock – Director of Education and Training, and Dean Dr Dinesh Sinha – Medical Director Dr Julien Stern – Director of Adult and Forensic Services

^{*} indicates the members of the Board's Charitable Fund Committee.

The Chair and the Non-Executive Directors of the Tavistock and Portman NHS Foundation Trust ("Foundation Trust") are appointed by its Council of Governors.

The Chief Executive of the Foundation Trust is appointed by the Chair and the Non-Executive Directors of the Foundation Trust. The other Executive Directors of the Foundation Trust are appointed by the Chair, the Non-Executive Directors and the Chief Executive of the Foundation Trust.

Governing document

The Charity is a registered charity, number 1049530, and is constituted under a trust deed dated 4th September 1995 and supplemental deed dated 26th March 1997.

The objects of the Charity, as stated in the trust deed, are to 'apply the income and at their discretion, so as far as may be permissible the capital, for any charitable purposes relating to the National Health Service'. The Charity does not actively fundraise and seeks to continue the work stated in its objects through the careful stewardship of its existing resources.

Trustee induction and training

New Trustees undergo an orientation day to brief them on:

- their legal obligations under charity and company law
- the Charity Commission guidance on public benefit
- the content of the Memorandum and Articles of Association, the Charity decisionmaking processes, the business plan and recent financial performance.

During the induction day they meet key employees and other Trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Trustee's responsibilities in relation to the financial statements

The Trustees are responsible for preparing the Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales 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 for that year.

In preparing the 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;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping sufficient accounting records that disclose, with reasonable accuracy at any time, the financial position of the Charity and to enable them to

ensure that the financial statements comply with the Companies Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Charity's trust deed. They are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 31 January 2022 and signed on their behalf by:

Signed:

Ren for Low

Name: Paul Burstow, Chair of Charitable Fund Trustees

Independent examiner's statement

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 9 to 16.

Respective responsibilities of Trustees and examiner

The charity's Trustees are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of ACA.

Having satisfied myself that the charity is not subject to audit under charity law and is eligible for independent examination, it is my responsibility to:

- (i) examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; have not been met or

have not been met of

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Corné von Wielligh ACA M J Bushell Ltd 8 High Street Brentwood Essex CM14 4AB

Dated: 31/01/22

Tavistock and Portman Charitable Fund Statement of Financial Activities for the year ending 31 March 2021

				2020/21	2019/20
		Unrestricted	Restricted		
		Funds	Funds	Total Funds	Total Funds
	Note	£	£	£	£
Income					
Donations	2	600	-	600	630
Charitable Activities	2	31,087	7,432	38,519	29,257
Investment Income	2	4,774	-	4,774	2,477
Total Income		36,461	7,432	43,893	
Expenditure					
Charitable Activities	3	(5,988)	(35,540)	(41,528)	(35,337)
Total Expenditure		(5,988)	(35,540)	(41,528)	(35,337)
Net income/(expenditure) and		30,473	(28,108)	2,365	(2 075)
Net movement in funds for the year		30,473			
Net movement in runds for the year			(28,108)	2,365	(2,975)
Reconciliation of funds					
Total funds brought forward		142,915	222,866	365,781	368,756
Total funds carried forward		173,388	194,758	368,146	

Tavistock and Portman Charitable Fund Balance Sheet as at 31 March 2021

				2020/21	2019/20
		Unrestricted	Restricted	Total Funds	Total Funds
		Funds	Funds		
	Note	£	£	£	£
Current Assets					
Debtors	4	3,400	1,470	4,870	7,706
Cash at bank and in hand		200,102	210,826	410,928	399,731
Total Current Assets		203,502	212,296	415,798	407,437
Current Liabilities Creditors Total Current Liabilities	6 -	(30,114) (30,114)	(17,538) (17,538)	(47,652) (47,652)	(41,656) (41,656)
Net Current Assets/(Liabilities)	-	173,388	194,758	368,146	365,781
The Funds of the Charity Restricted Income Funds Unrestricted Income Funds	-	173,388	194,758	194,758 173,388	222,866 142,915
Total Charity Funds	=	173,388	194,758	368,146	365,781

The notes on pages 11 to 17 form part of these accounts.

Approved by the trustees on 31 January 2022 and signed on their behalf by:

Signed:

Ren Gond Sow

Name: Paul Burstow, Chair of Charitable Fund Trustees

Notes to the accounts

1. Accounting Policies

The Tavistock and Portman Charitable Fund is an unincorporated charity. Its registered office is 120 Belsize Lane, London NW3 5BA.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a. Basis of preparation

The financial statements have been prepared in accordance with 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 Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The charitable fund constitutes a public benefit entity as defined by FRS 102.

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

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

b. 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.

c.Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Trust's work or for specific projects being undertaken by the Trust.

d. Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount receivable can be measured reliably.

Donations and grants are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation or grant is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacy recognition is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is a treated as a contingent asset and disclosed if material.

Membership and other income is included in the financial statements on an accruals basis.

e. Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

f. Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

All expenses, including support costs and governance costs, are allocated to the charitable activity in the statement of financial activities.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice.

g. Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

h. Allocation of support and governance costs

Support and governance costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include payroll, finance, systems and governance costs. The bases on which support costs have been allocated are set out in note 3.

i. Cash at bank and in hand

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

j. Financial instruments

The Charitable Fund 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 Fund's balance sheet when the Fund 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 less any trade discount offered 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.

Prepayments are valued at the amount prepaid net of any trade discounts due.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price allowing for any trade discounts due unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts 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.

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. 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.

Critical accounting estimates and judgements

In the application of the Funds' 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. The trustees do not believe there to be any judgements or estimates that would be considered critical to the financial statements.

2. Income

			2020/21			2019/20
	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£
Donations and Gifts	600	-	600	630	-	630
Donations	600	-	600	630	-	630
			2020/21			2019/20
	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
Membership income	Funds	Funds	Funds	Funds	Funds	Funds
Membership income Other Income	Funds	Funds £	Funds £	Funds	Funds £	Funds £
•	Funds £	Funds £	Funds £ 7,432	Funds	Funds £	Funds £
Other Income	Funds £ - 31,087	Funds £ 7,432	Funds £ 7,432 31,087	Funds £ -	Funds £ 29,257	Funds £ 29,257

Of the £43,893 income in 2020/21 (2019/20: £32,364), £7,432 was charged to restricted funds (2019/20: £29,257) and £36,461 to unrestricted funds (2020/21 £3,107).

3. Expenditure

	2020/21					2019/20	
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £	
Research	-	-	-	-	7,070	7,070	
Membership	-	5,826	5,826	-	3,058	3,058	
Staff welfare and amenities	-	-	-	-	10,356	10,356	
Patient Fares	-	-		-	1,058	1,058	
Miscellaneous	219	29,714	29,9 <mark>3</mark> 3	-	5,678	5,678	
Charitable Activities	•	35,540	35,759	•	27,219	27,219	

	Unrestricted Funds £	Restricted Funds £	2020/21 Total Funds £	Unrestricted Funds £	Restricted Funds £	2019/20 Total Funds £
Legal and professional fees	1,170	-	1,170	4,290	-	4,290
Finance and administration costs	1,599	-	1,599	202	-	202
Independent examiner's fees	3,000	-	3,000	3,626	-	3,626
Governance	5,769		5,769	8,118	-	8,118
Total Expenditure	5,769	35,540	41,528	8,118	27,219	35,337

Of the £41,528 expenditure in 2020/21 (2019/20: £35,337), £35,540 was charged to restricted funds (2019/20: £27,219) and £5,769 to unrestricted funds (2019/20 £8,118).

4. Debtors

	Unrestricted Funds	Restricted Funds	2020/21	2019/20
	£	£	£	£
Student Loans	3,040	-	3,040	3,040
Tavistock Clinic Foundation	-	-	_	2,836
Other debtors	360	1,470	1,830	1,830
Total Current Debtors	3,400	1,470	4,870	7,706

5. Reconciliation of net movements in funds to net cash flow from operating activities

	2020/21	2019/20
	£	£
Net movement in funds	(28,108)	(2,975)
Deduct interest income shown in investing activities	(4,774)	(2,477)
Decrease/(increase) in debtors	2,836	145,763
Increase/(decrease) in creditors	5,996	20,218
Net cash used in operating activities	(24,050)	(42,841)

6. Creditors

	Unrestricted Funds	Restricted Funds	2020/21	2019/20
	£	£	£	£
Tavistock and Portman NHS FT	26,732	17,538	44,270	38,656
Independent examiner's fees	3,000	-	3,000	3,000
Tavistock Clinic Foundation	383	-	383	-
Total Current Creditors	30,114	17,538	47,652	41,656

7. Analysis of movement in funds

	2019/20	Mov	/ement	2020/21 Total Funds	
Restricted funds	Total Funds	Income	Expenditure		
		£	£	£	
Margaret Pritchard Legacy	85,153	-	(1,000)	84,153	
Tavistock Society of Psychotherapists	77,975	7,432	(6,826)	78,581	
Shaw Legacy	18,282	-	(366)	17,916	
Centre For Social Work Research	4,932	-	(99)	4,833	
Family Therapy	6,435	-	(129)	6,306	
Richards - PERU	5,160	-	(5,160)	-	
General Project Fund	4,945	-	(4,945)	-	
Mulberry Bush Day Fund	3,173	-	(3,173)	-	
Maria Rhode's Fund	2,689		(2,689)	-	
International Psychoanalytical Association	2,873	-	(2,873)	-	
T & P Art Fund	3.031	-	. (61)	2,970	
Patient Escort Fees	900	-	(900)	-	
Ethnic Identity Krause	1,348	-	(1,348)	-	
GID	2,614	-	(2,614)	-	
(14 funds restricted)	219,510	7,432	(32,184)	194,758	
(12 funds restricted <£1K)	3,356	-	(3,356)	-	
Restricted Funds Total	222,866	7,432	(35,540)	194,758	
Restroted Funds Fotal	222,000	1,432	(33,340)	134,/30	
Unrestricted Funds Total	142,915	36,461	(5,988)	173,388	
Grand Total (32 funds)	365,781	43,893	(41,528)	368,146	

8. Related party transactions

	2020/21	2020/21	2019/20	2019/20
	Debtors	Creditors	Debtors	Creditors
	£	£	£	£
Tavistock Clinic Foundation	-	383	2,836	-
Tavistock and Portman NHS FT	-	44,270	-	38,656
Total Current Creditors	•	44,653	2,836	38,656

The Tavistock and Portman NHS Foundation Trust is the sole trustee of the Charitable Fund. The Charitable Fund reimburses the Foundation Trust for staff and other expenses borne on its account.

No trustee received any remuneration during the year and there were no other expenses reimbursed to any trustee other than those shown above.

No staff are employed directly by the Charitable Fund. Instead, they are employed by the Tavistock and Portman NHS Foundation Trust and this is reimbursed and included in the above.

9. Contingent liabilities

The Directors of the Tavistock and Portman NHS Foundation Trust are not aware of any material contingent liabilities relating to the Charitable Fund.

10. Post balance sheet events

The trustees are not aware of any events that have arisen since the end of the year which have affected or may significantly affect the operations of the Charitable Fund.