

**Charity Registration No. 1064125**

**Company Registration No. 03407375 (England and Wales)**

**THE LEICESTER COUNSELLING CENTRE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# THE LEICESTER COUNSELLING CENTRE

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	M Anastasiades A Crawley K Hoggett A Priest L Taylor G Ward E Purcell
<b>Secretary</b>	H Cooper
<b>Charity number</b>	1064125
<b>Company number</b>	03407375
<b>Registered office and principal address</b>	No. 1 Lodge Victoria Park London Road Leicester LE1 7RY
<b>Independent examiner</b>	Philip John Dymond FCCA Cheyettes Ltd 167 London Road Leicester LE2 1EG

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# THE LEICESTER COUNSELLING CENTRE

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# THE LEICESTER COUNSELLING CENTRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2021*

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The trustees present their report and financial statements 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 financial statements 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)" (issued in October 2019).

### **Objectives and activities**

The charity was established to benefit the community, particularly Leicestershire and Rutland, by promoting the protection, preservation and education of good health.

Specifically, the charity seeks to relieve and prevent suffering caused by mental or physical ill-health, or by social or economic circumstances by providing and developing a confidential counselling service in addition to education, training and support for counselling as well as developing counselling resources in any charitable manner determined by the trustees.

The main aims for the year continued to be the provision of counselling based at the charity's central office at Victoria Park in Leicester together with the operation of satellites in the county whenever possible.

The trustees have considered the general guidance issued by the Charity Commission on public benefit and have ensured that the charity's programmes are undertaken in line with the charitable objects and aims as set out herein.

### **Achievements and performance**

The Leicester Counselling Centre has continued to deliver remote support services in response to Government restrictions imposed throughout the Covid-19 pandemic. Whilst this was only anticipated to be a short-term arrangement, a robust framework was developed to ensure that professional and ethical practice could be maintained should restrictions continue longer-term as they have done. It has been an extremely challenging year, but staff and volunteers have adapted and shown incredible resourcefulness, ensuring that support has been reliably available at a time of increasing need for the community of Leicester, Leicestershire, and Rutland.

The need for our services has increased and we have used this period to focus on better managing waiting lists so that support is available in a timely way, with many referrals waiting just 2-3 weeks to begin their weekly counselling sessions. We have adapted our recruitment process to welcome a number of new volunteer counsellors, including conducting online interviews and inductions in preparation for beginning clinical practice remotely. Additional in-house support has been provided, as well as maintaining support from external clinical supervisors, including daily informal zoom support sessions and a volunteer buddy scheme, to remain connected as a team whilst working from our individual homes.

The Centre has maintained good relationships with the City Council and we are delighted that our funding has been extended until 2023, on the basis of developing the Centre's connections with the Live Well Service to provide some short-term wellbeing support to their client group. The partnership with the Leicestershire Police Federation also continues to be a great success and we are experiencing increased demand with a larger number of referrals for police personnel and their families.

# THE LEICESTER COUNSELLING CENTRE

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

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As a result of our remote service delivery, we have experienced a reduction in income through client donations, however we have worked hard to attract smaller grant funds to make up for this shortfall. We are grateful to Leicestershire and Rutland Foundation Trust for their support, as well as The Vichai Srivaddhanaprabha Foundation (Leicester City Football Club Gift of a Wish Campaign). We were also delighted to receive personal thanks and appreciation from the Lord Lieutenant, Mike Kapur OBE, in recognition of the outstanding effort made by the team in response to the coronavirus pandemic. We have focussed on raising our public profile, not just for prospective clients but also for our supporters, and have developed and launched a dynamic and contemporary website to reflect the responsiveness of the Centre over the past year.

### Financial review

The attached financial statements demonstrate a level of reserves at the end of the year which the trustees consider to be sufficient to secure the funding of the Centre and enable client work to be completed, given that it is necessary to allow up to one year of counselling for each client. The Statement of Financial Activities shows net income of £4 (2020 - net expenditure £3,991) and at 31st March 2021 the total reserves of the charity were £213,897 (2020 - £213,893).

The Leicester Counselling Centre is a long-standing charity with some established income sources. It benefits from a healthy level of unrestricted funds, which have accumulated gradually over a number of years. However, it is also somewhat dependent on a high-risk source of income from Leicester City Council, which may not be renewed in the future. The operational significance of its committed expenditure is also high, meaning that loss of income will have a significant impact on the Centre's day to day activities. The Trustees have therefore introduced a formal Reserves Policy that currently restricts £73,000 (approximately 9 months service delivery costs and staff redundancy) to mitigate exposure to the major risks. A further £2,000 has been restricted for potential dilapidations work to the building in accordance with the requirements of the lessor, Leicester City Council.

At the end of the year, free reserves were therefore £138,897 (2020 - £138,893). All such reserves are held for the furtherance of the charity's objects as set out in this report.

The principal sources of funds remained voluntary contributions donated by clients and local authority grants.

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.

### Plans for future periods

The forthcoming year requires a focus on re-establishing face to face services, developing new ways of working when greater safety can be assured at the Centre. The Executive Committee have committed to the continued provision of a remote service stream; recognising that it offers options to those hard-to-reach communities who may face barriers to travelling into the city centre to receive a face-to-face service.

Despite this unexpected period of change, operational and strategic plans that were previously being considered will be reviewed once the full financial impact of this period of remote working is known. The computerisation of the Centre's administrative systems is a now a priority and will be implemented alongside our return to the Lodge.

### Structure, governance and management

The charity is a company limited by guarantee with no share capital, incorporated on 23 July 1997 and is governed by its Memorandum and Articles of Association.

# THE LEICESTER COUNSELLING CENTRE

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2021*

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The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

M Anastasiades

A Crawley

K Hoggett

A Priest

P Robertson

(Resigned 12 October 2020)

L Taylor

G Ward

E Purcell

The trustees are elected at the charity's Annual General Meeting. Trustees may also be co-opted by the Executive Committee during the year. No trustee may hold the same officer post for a continuous period of more than 6 years.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The business of the charity is managed by the Executive Committee which meets monthly or bimonthly, depending on matters arising, and is made up of the trustees of the charity.

The daily operation of the organisation is undertaken by trained volunteers together with paid members of staff. Specifically, the day to day running of the Centre is delegated to an on-site officer; this position was held by Fauna Gill until April 2019 when she was replaced by Hannah Cooper..

New trustees receive an induction pack which fully explains their responsibilities and obligations under charity and company law, a copy of the Memorandum and Articles of Association, details of the financial position of the charity, together with information about meetings they will be required to attend and the format of such meetings. In addition, training is made freely available by the charity to all new trustees and is provided by an external organisation.

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

The trustees' report was approved by the Board of Trustees.

**L Taylor**

Trustee

Dated: 14 July 2021

# THE LEICESTER COUNSELLING CENTRE

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE LEICESTER COUNSELLING CENTRE

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I report to the trustees on my examination of the financial statements of The Leicester Counselling Centre (the charity) for the year ended 31 March 2021.

#### **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.

Philip John Dymond FCCA

Cheyettes Ltd  
167 London Road  
Leicester  
LE2 1EG

Dated: 22 July 2021

# THE LEICESTER COUNSELLING CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Unrestricted funds 2020 £
<b><u>Income and endowments from:</u></b>			
Donations and legacies	2	86,456	90,638
Investments	3	765	-
Other income	4	300	6,884
<b>Total income</b>		<u>87,521</u>	<u>97,522</u>
<b><u>Expenditure on:</u></b>			
Charitable activities	5	<u>87,517</u>	<u>101,513</u>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		4	(3,991)
Fund balances at 1 April 2020		<u>213,893</u>	<u>217,884</u>
<b>Fund balances at 31 March 2021</b>		<u><u>213,897</u></u>	<u><u>213,893</u></u>

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.



# THE LEICESTER COUNSELLING CENTRE

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	8		3,447		4,389
<b>Current assets</b>					
Debtors	9	7,402		9,175	
Cash at bank and in hand		208,403		202,654	
		<u>215,805</u>		<u>211,829</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(5,355)</u>		<u>(2,325)</u>	
Net current assets			210,450		209,504
<b>Total assets less current liabilities</b>			<u>213,897</u>		<u>213,893</u>
<b>Income funds</b>					
<u>Unrestricted funds</u>					
Designated funds	11	75,000		75,000	
General unrestricted funds		<u>138,897</u>		<u>138,893</u>	
			213,897		213,893
			<u>213,897</u>		<u>213,893</u>

The charity is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021. No member of the charity 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 charity 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 charity.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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 14 July 2021

L Taylor  
Trustee

Company Registration No. 03407375

# THE LEICESTER COUNSELLING CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **1 Accounting policies**

#### **Charity information**

The Leicester Counselling Centre is a private company limited by guarantee incorporated in England and Wales. The registered office is No. 1 Lodge, Victoria Park, London Road, Leicester, LE1 7RY.

#### **1.1 Accounting convention**

The financial statements 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)" (issued in October 2019). 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.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### **1.4 Income**

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.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# THE LEICESTER COUNSELLING CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **1 Accounting policies**

**(Continued)**

#### **1.5 Expenditure**

Expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Charitable expenditure comprises those costs incurred by the charity on the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities, and those costs of an indirect nature necessary to support them based upon either time spent on the actual activities or usage.

#### **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 and equipment	10% to 33.33% per annum on cost
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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.

#### **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).

#### **1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### **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.

# THE LEICESTER COUNSELLING CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **1 Accounting policies**

**(Continued)**

#### ***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.

#### **1.10 Employee benefits**

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

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.

# THE LEICESTER COUNSELLING CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 2 Donations and legacies

	2021	2020
	£	£
Donations and gifts	40,553	61,510
Grants receivable	45,903	29,128
	<u>86,456</u>	<u>90,638</u>
<b>Donations and gifts</b>		
Client contributions	25,914	46,862
LPF Trusts	10,200	11,050
LCFC Ltd	4,200	-
Other	239	3,598
	<u>40,553</u>	<u>61,510</u>
<b>Grants receivable for core activities</b>		
Leicester City Council - main grant	25,857	25,857
West Clinical Commissioning Group	-	3,271
Leicester City Council - Discretionary Business/Local Restrictions grants	15,000	-
Leicestershire and Rutland Community Foundation	4,477	-
Other	569	-
	<u>45,903</u>	<u>29,128</u>

### 3 Investments

	Unrestricted funds	Total
	2021	2020
	£	£
Interest receivable	<u>765</u>	<u>-</u>

### 4 Other income

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Other income	<u>300</u>	<u>6,884</u>

# THE LEICESTER COUNSELLING CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 5 Charitable activities

	2021 £	2020 £
<b><i>Provision of counselling, advisory and training services:</i></b>		
Staff costs	54,326	55,892
Supervision and assessment fees	7,104	6,285
Travelling expenses	-	13
<b><i>Support costs:</i></b>		
Rent and rates	10,075	10,592
Insurance	2,174	2,045
Light and heat	1,978	3,225
Cleaning	1,233	3,089
Repairs and maintenance	1,214	8,791
Printing, postage and stationery	656	2,423
IT and Telephone	3,308	2,996
Legal and professional	360	390
Independent examiner's fees	1,194	1,170
Bank charges	323	550
General expenses	2,629	2,903
Depreciation and impairment	943	1,149
	<u>87,517</u>	<u>101,513</u>

### 6 Trustees

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

# THE LEICESTER COUNSELLING CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 7 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Charitable activities and administration	2	2

#### Employment costs

	2021 £	2020 £
Wages and salaries	52,012	52,777
Social security costs	759	1,664
Other pension costs	1,555	1,451
	54,326	55,892

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

### 8 Tangible fixed assets

	Fixtures, fittings and equipment £
<b>Cost</b>	
At 1 April 2020	22,717
At 31 March 2021	22,717
<b>Depreciation and impairment</b>	
At 1 April 2020	18,327
Depreciation charged in the year	943
At 31 March 2021	19,270
<b>Carrying amount</b>	
At 31 March 2021	3,447
At 31 March 2020	4,389

### 9 Debtors

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Prepayments and accrued income	7,402	9,175

# THE LEICESTER COUNSELLING CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 10 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	3,395	-
Trade creditors	66	86
Accruals and deferred income	1,894	2,239
	<u>5,355</u>	<u>2,325</u>

### 11 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019 £	Transfers £	Balance at 1 April 2020 £	Movement in funds Incoming resources £	Balance at 31 March 2021 £
Dilapidations fund	25,000	(23,000)	2,000	-	2,000
Operational reserves	-	73,000	73,000	-	73,000
	<u>25,000</u>	<u>50,000</u>	<u>75,000</u>	<u>-</u>	<u>75,000</u>

### 12 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:

	2021 £	2020 £
Within one year	<u>-</u>	<u>9,600</u>

### 13 Related party transactions

There were no reportable related party transactions during the current year. In the year ended 31st March 2020, K Hoggett and A. Priest, who are trustees of the charity, were paid a total of £700 between them for assessment and LPFTwork.