

Charity registration number 1064125

Company registration number 03407375 (England and Wales)

THE LEICESTER COUNSELLING CENTRE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

THE LEICESTER COUNSELLING CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M Anastasiades A Crawley K Hoggett A Priest G Ward E Purcell N Chauhan	(Appointed 1 February 2022)
Secretary	H Cooper	
Charity number	1064125	
Company number	03407375	
Registered office and principal address	No. 1 Lodge Victoria Park London Road Leicester LE1 7RY	
Independent examiner	Philip John Dymond FCCA Cheyettes Ltd 167 London Road Leicester LE2 1EG	

THE LEICESTER COUNSELLING CENTRE

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THE LEICESTER COUNSELLING CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their annual report and financial statements for the year ended 31 March 2022.

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

In the first half of the financial year, the Leicester Counselling Centre continued to deliver its services solely through remote provision, in light of Government restrictions imposed throughout the Covid-19 pandemic and mindful of the safety of our volunteers and clients. We have continued to operate under a robust framework to ensure professional and ethical practice. From September 2021 we returned to providing face to face services at our premises in Victoria Park, whilst continuing to offer a remote service as necessary. We have been able to successfully balance running these two streams of work in circumstances that remain challenging. The Centre has maintained good relationships with the City Council and we are delighted that our current funding runs until 2023. We are also grateful for a grant of £20,000 from the Leicester Clinical commissioning Group to assist with Covid recovery. Our 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.

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 expenditure of £12,153 (2021 - net income £4) and at 31st March 2022 the total reserves of the charity were £201,744 (2021 - £213,897).

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 designates £105,000 (approximately 9 months service delivery costs and staff redundancy) to mitigate exposure to the major risks. A further £25,000 has been designated 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 £71,744 (2021 - £138,897). All such reserves are held for the furtherance of the charity's objects as set out in this report.

THE LEICESTER COUNSELLING CENTRE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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 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 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

L Taylor

(Resigned 30 March 2022)

G Ward

E Purcell

N Chauhan

(Appointed 1 February 2022)

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 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.

THE LEICESTER COUNSELLING CENTRE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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.

N Chauhan

Trustee

Dated: 17 January 2023

THE LEICESTER COUNSELLING CENTRE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE LEICESTER COUNSELLING CENTRE

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 2022.

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: 19 January 2023

THE LEICESTER COUNSELLING CENTRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds 2022 £	Unrestricted funds 2021 £
	Notes		
<u>Income and endowments from:</u>			
Donations and legacies	2	82,942	86,456
Investments	3	665	765
Other income	4	-	300
Total income		83,607	87,521
<u>Expenditure on:</u>			
Charitable activities	5	95,760	87,517
Net (expenditure)/income for the year/ Net movement in funds		(12,153)	4
Fund balances brought forward		213,897	213,893
Fund balances carried forward		201,744	213,897

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 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	8		2,642		3,447
Current assets					
Debtors	9	5,804		7,402	
Cash at bank and in hand		199,017		208,403	
		204,821		215,805	
Creditors: amounts falling due within one year	10	(5,719)		(5,355)	
Net current assets			199,102		210,450
Total assets less current liabilities			201,744		213,897
Income funds					
<u>Unrestricted funds</u>					
Designated funds	11	130,000		75,000	
General unrestricted funds		71,744		138,897	
			201,744		213,897
			201,744		213,897

THE LEICESTER COUNSELLING CENTRE

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2022

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 2022. 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 17 January 2023

N Chauhan

Trustee

Company registration number 03407375

THE LEICESTER COUNSELLING CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

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.

1.5 Expenditure

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

THE LEICESTER COUNSELLING CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

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 the statement of financial activities.

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 2022

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 2022

2 Donations and legacies

	2022	2021
	£	£
Donations and gifts	36,779	40,553
Grants receivable	46,163	45,903
	<u>82,942</u>	<u>86,456</u>
Donations and gifts		
Client contributions	26,271	25,914
LPF Trusts	10,200	10,200
LCFC Ltd	-	4,200
Other	308	239
	<u>36,779</u>	<u>40,553</u>
Grants receivable for core activities		
Leicester City Council - main grant	25,857	25,857
Leicester City Council - Discretionary Business/Local Restrictions grants	-	15,000
Leicestershire and Rutland Community Foundation	-	4,477
Clinical Commissioning Group Leicester	20,000	-
Other	306	569
	<u>46,163</u>	<u>45,903</u>

3 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Interest receivable	<u>665</u>	<u>765</u>

4 Other income

	Total	Unrestricted funds
	2022	2021
	£	£
Other income	<u>-</u>	<u>300</u>

THE LEICESTER COUNSELLING CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

5 Charitable activities

	2022 £	2021 £
<i>Provision of counselling, advisory and training services:</i>		
Staff costs	58,726	54,326
Supervision and assessment fees	8,002	7,104
<i>Support costs:</i>		
Rent and rates	10,191	10,075
Insurance	1,629	2,174
Light and heat	2,856	1,978
Cleaning	1,665	1,233
Repairs and maintenance	1,296	1,214
Printing, postage and stationery	706	656
IT and Telephone	4,040	3,308
Legal and professional	378	360
Independent examiner's fees	1,224	1,194
Bank charges	519	323
General expenses	3,723	2,629
Depreciation and impairment	805	943
	<u>95,760</u>	<u>87,517</u>

6 Trustees

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

One trustee was reimbursed £16 for telephone expenses during the year (2021 - none).

THE LEICESTER COUNSELLING CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

7 Employees

Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Charitable activities and administration	3	2

Employment costs

	2022 £	2021 £
Wages and salaries	55,962	52,012
Social security costs	262	759
Other pension costs	1,631	1,555
Staff recruitment costs	871	-
	58,726	54,326

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

8 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
At 1 April 2021	22,717
At 31 March 2022	22,717
Depreciation and impairment	
At 1 April 2021	19,270
Depreciation charged in the year	805
At 31 March 2022	20,075
Carrying amount	
At 31 March 2022	2,642
At 31 March 2021	3,447

9 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Prepayments and accrued income	5,804	7,402

THE LEICESTER COUNSELLING CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

10 Creditors: amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	3,546	3,395
Trade creditors	89	66
Accruals and deferred income	2,084	1,894
	<u>5,719</u>	<u>5,355</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 2020 £	Movement in funds Incoming resources £	Balance at 1 April 2021 £	Transfers £	Balance at 31 March 2022 £
Dilapidations fund	2,000	-	2,000	23,000	25,000
Operational reserves	73,000	-	73,000	32,000	105,000
	<u>75,000</u>	<u>-</u>	<u>75,000</u>	<u>55,000</u>	<u>130,000</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:

	2022 £	2021 £
Within one year	9,600	-
Between two and five years	26,400	-
	<u>36,000</u>	<u>-</u>

13 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).