



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **1st October 2020** Period start date To **30th September 2021**  
Period end date

**Charity name: Centre for Christian Care and Counselling**

**Charity registration number: 1074818**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The provision of an affordable counselling service to adults with emotional or psychological problems. To advance the education of counsellors by the provision of training courses and seminars. The promotion of such other charitable purposes which may conveniently be carried out in connection with the above objectives.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>The provision of quality counselling for the local community in accordance with the guidance issued by the Charity Commission on public benefit. There is no fixed fee for the service but donations are accepted towards running costs.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The provision of quality counselling for the local community in accordance with the guidance issued by the Charity Commission on public benefit.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<b>All Counsellors and Trustees are volunteers.</b>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>4Cs was required to temporarily close down its face to face working in the light of the Covid-19 pandemic. Our response was to set up the facility for online counselling using zoom as a platform. Our counsellors underwent additional training for working online and we were able to pick up and maintain our client work successfully, with those clients for whom zoom was appropriate and possible. We maintained telephone support for those who could not access zoom technology. Such support during the lockdown periods was vital for the mental health of our clients. We also began working with new clients on zoom, providing support for many front line workers and those struggling with the effects of the pandemic such as bereavement, trauma, isolation, increased stress and relationship difficulties.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The charity is in a healthy financial position at the end of the accounting period.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Some of the reserves are earmarked for the training of counsellors and the rest are earmarked to ensure the continuation of the service in the event of donations reducing significantly.</b>
Amount of reserves held	Para 1.22	<b>50,081</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>With the cost of living now rising at a greater rate than for many years we expect the level of donations to significantly decrease over the coming year, whilst we expect the demand for our services to increase.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Donations</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Trust Deed</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Trust</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Appointed by existing trustees after recommendation and assessment</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Centre for Christian Care and Counselling
Other name the charity uses	4Cs
Registered charity number	1074818

Charity's principal address	Norwich Central Baptist Church Duke Street Norwich NR1 3AP

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paul John	Chairman	6th Sept onwards	
2	Christine Hutchinson	Treasurer		
3	June Sewell			
4	Catherine Anstey			
5	Robin Hoffman			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

[illegible]



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Christine Mary Hutchinson	Paul Graham John
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Position (eg  
Secretary, Chair, etc)

Treasurer	Chairman
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Date

31st May 2022
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Charity Name		No (if any)	
<b>Receipts and payments accounts</b>			
For the period from	Period start date	To	Period end date

## Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>				
Donations	30,809	-	-	30,809
Charitable Activities	2,636	-	-	2,636
Other	639	-	-	639
	- 0	-	-	-
	- 0	-	-	-
	- 0	-	-	-
	- 0	-	-	-
	- 0	-	-	-
<b>Sub total</b> (Gross income for AR)	34,084	-	-	34,084
<b>A2 Asset and investment sales, (see table).</b>				
	- 0	- 0	- 0	-
	- 0	- 0	- 0	-
<b>Sub total</b>	- 0	- 0	- 0	-
<b>Total receipts</b>	34,084	- 0	- 0	34,084
<b>A3 Payments</b>				
Expenditure on Charitable Activities	23,371	-	-	23,371
	- 0	-	-	-
	- 0	-	-	-
	- 0	-	-	-
	- 0	-	-	-
	- 0	-	-	-
	- 0	-	-	-
	- 0	-	-	-
<b>Sub total</b>	23,371	-	-	23,371
<b>A4 Asset and investment purchases, (see table)</b>				
	- 0	- 0	- 0	-
	- 0	- 0	- 0	-
<b>Sub total</b>	- 0	- 0	- 0	-
<b>Total payments</b>	23,371	- 0	- 0	23,371
<b>Net of receipts/(payments)</b>	10,713	-	-	10,713
<b>A5 Transfers between funds</b>	- 0	-	-	-
<b>A6 Cash funds last year end</b>	9,368	30,000	-	39,368
<b>Cash funds this year end</b>	20,081	30,000	-	50,081

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds
		to nearest £	to nearest £
<b>B1 Cash funds</b>	Cash at Bank	19,607	30,000
	Petty Cash	74	-

	Rent Deposit	300	-
	<b>Total cash funds</b>	<b>19,981</b>	<b>30,000</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK
		<b>Unrestricted funds</b>	<b>Restricted funds</b>
	<b>Details</b>	to nearest £	to nearest £
<b>B2 Other monetary assets</b>	Refund due from HMRC	100	-
		-	-
		-	-
		-	-
		-	-
		-	-
	<b>Details</b>	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>			-
			-
			-
			-
			-
	<b>Details</b>	Fund to which asset belongs	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>			-
			-
			-
			-
			-
			-
			-
			-
			-
	<b>Details</b>	Fund to which liability relates	Amount due (optional)
<b>B5 Liabilities</b>			-
			-
			-
			-
			-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	
		Christine Hutchinson	
		Paul John	

CC16a
Last year
to the nearest £
23,685
3,646
64
-
-
-
-
-
27,395
- 0
- 0
27,395
23,406
-
-
-
-
-
-
-
-
23,406
- 0
23,406
3,989
-
35,379
39,368
Endowment funds
to nearest £
-
-

-
-
OK
Endowment funds
to nearest £
-
-
-
-
-
-
Current value (optional)
-
-
-
-
-
Current value (optional)
-
-
-
-
-
-
-
-
-
When due (optional)
Date of approval
9/12/21
9/12/21



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Centre for Christian Care and Counselling

**On accounts for the year  
ended**

30th September 2021

**Charity no  
(if any)**

1074818

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2021.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

13th February 2022

**Name:**

John Witcombe

**Relevant professional  
qualification(s) or body  
(if any):**

<b>Address:</b>	Protea Lodge
	7a Stanley Avenue
	Norwich

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**



