

Trustees
Hazel Davies (Chair)
Keith Maynard
Peter Neale
Linda McLoughlin
Cara Japon

Independent Examiner - Angela Winfield FIAB,FIAAP
40, Coniston, Eastwood, Southend on Sea, Essex, SS2 6SN

Manager - Carol Westerman
Assistant Manager and Bookkeeper - Christine Evans

The Olive Tree Centre seeks to serve the community by providing low-cost personal therapy to individuals from all walks of life. Our counsellors are all practicing Christians, but the faith that sustains them will only be shared with their clients at the client's request. Our fees are modest and means-tested and no client is ever turned away because they cannot afford to pay; during the last year we are grateful to have secured funding that has enabled us to offer free counselling to any affected by the pandemic for whom payment presents a challenge.

During the lockdowns we continued to deliver services remotely to all who requested it, using the *Zoom* platform and the telephone. This departure has in the long term proved a great success, enabling us to reach clients living at a distance from our two bases (at Eastwood Road Baptist Church near Rayleigh and Clarence Road Baptist Church in Southend-on-Sea) that would prevent them from making the journey in person, as also clients who are unable to leave their homes due to disability or psychological infirmity that makes travelling difficult. We are currently working with a higher number of clients, living in vastly differing circumstances and over a wider area, than ever before. We are of course now once again able to offer clients face to face counselling but many continue to opt for remote therapy for a variety of reasons and we intend to continue delivering our service by both routes in order to try and meet the needs of all the individuals who come to us.

In line with our development into remote service delivery we have replaced the office computer, upgrading the software, and issued our staff members with personal laptops, providing them with I.T. support to facilitate home working where appropriate. Our Management Committee is in the process of updating all our policies and procedures and we have introduced a new Remote Working Policy. We have finally succeeded in releasing an archived bank account and have now amalgamated all our finances in one account (please see our latest updated Accounts). Thanks to the unwearying efforts of our fundraiser Debbie Gadd on behalf of the Olive Tree Centre we have managed to secure additional funding in the last year, which has enabled us to offer free counselling to those unable to pay, covered our counsellors' supervision costs for the next twelvemonth, and has also made possible the technical improvements listed above.

We have had some changes on the trustee board. Three longstanding members have chosen to step down for personal reasons and although we have welcomed two new members to the board, they are still familiarising themselves with the role. For this reason the trustees, the Management Committee and our two staff members endeavour to work closely together as a team and to share responsibilities equally; we believe the quality of the service we offer our clients depends on mutual respect for all

colleagues and our current priority is to maintain good working relationships and open communication. The organisation's efficient running will reflect our common values and we all need each other to achieve this objective.

We are indebted to our trustees for their conscientiousness and their availability; all our operations depend on their prudent decision-making. We are indebted also to our two members of staff, Carol and Christine, who work tirelessly on behalf of the organisation and whose commitment can never be called into question. Thanks to the increase in our income over the last year, we have been able to extend their hours and to offer them both a small wage increment, richly deserved. But most of all, we are indebted to our team of volunteer counsellors, without whose services the Olive Tree Centre could not exist, who provide their time and skills free of charge out of concern for their clients and passion for counselling. You are the beating heart of this organisation.

I am very proud to be a part of the Olive Tree Centre and to serve it in any way that I can. We are looking to the Lord for another good year, during which we will continue to serve the community of Eastwood, Southend-on-Sea and indeed far beyond, seeking to bring hope and healing into the lives of as many individuals as we are able to touch.

Hazel E. Davies
29.10.21

The Olive Tree Centre Trust (South East) Charity Number 1075617

Balance Sheet for the Financial Year 1st August 2020 to 31st July 2021

	31st July 2021	31st July 2020
Fixed Assets	500.00	500.00
Total Fixed Assets	500.00	500.00
Current Assets		
10001 General	49,173.46	27,836.68
10002 Petty Cash	-51.65	-42.19
10003 Reserve Account	0.00	13,538.77
10004 Debtors	210.00	210.00
	<u>49,331.81</u>	<u>41,543.26</u>
Liabilities		
90001 Creditors	0.00	0.00
90002 Provisions	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Net Asset Surplus (Deficit)	<u>49,831.81</u>	<u>42,043.26</u>
Excess/ (Deficit) to date	7,788.55	260.83
Starting Balances	42,043.26	41,782.43
Total Reserves	<u>49,831.81</u>	<u>42,043.26</u>
Represented By Funds		
Unrestricted	47,879.23	37,146.26
Designated		
Restricted	1,952.58	4,897.00
Endowment		
Total	<u>49,831.81</u>	<u>42,043.26</u>

Prepared and Checked By:

Angela Winfield 21/11/2021

Angela Winfield FIAB, AIAAP
Angela Winfield Bookkeeping Services

Hazel Z. Davies
21/11/21.

The Olive Tree Centre Trust (South East) Charity Number 1075617

Profit & Loss Account for the Financial Year 1st August 2020 to 31st July 2021

General - General Fund (Unrestricted) Fund Incoming resources & resources used

Receipts			
Incoming resources from generated funds	31st July 2021	31st July 2020	
Voluntary Income			
Donations - Organisations	10,000.00	1,984.50	
Donations - Individuals (NGA)	100.00	5.00	
Donations - Individuals (GA)	650.00	720.00	
Total Voluntary Income	10,750.00	2,709.50	
Investment Income			
Investment Income	0.00	0.00	
Bank Interest after tax	47.47	0.00	
	47.47	0.00	
Incoming resources from charitable activities			
Counselling - Eastwood Baptist	25,573.50	18,707.00	
Counselling Clarence Road	0.00	3,455.00	
Fundraising Events	0.00	1,089.00	
Olive Tree Ball	0.00	0.00	
Training Income	940.00	1,385.00	
General Donation	0.00	0.00	
Total Incoming resources from charities	26,513.50	24,636.00	
Other Incoming resources			
Essex Grant Community (Supervision)	0.00	0.00	
Essex Community Foundation (Part or Free Funded Fees)	0.00	0.00	
Leigh Town Council (Family Room Equipment)	0.00	0.00	
Awards for All (Supervision & Part & Free Funding)	0.00	0.00	
Fundraising - ROSCA Trust	0.00	0.00	
Misc Income	505.00	438.09	
Tax Reclaimed Gift Aid	0.00	0.00	
Total Other Incoming resources	505.00	438.09	
Total Receipts	37,815.97	27,783.59	
Payments			
Costs of generating funds			
Fundraising Costs	0.00	0.00	
Volunteer Training	250.00	590.00	
Hospitality	16.50	63.14	
Volunteer Travel Exps	21.00	33.00	
Group Supervillon	0.00	0.00	
Supervision	3,235.00	3,630.00	
Staff Pay - Basic	16,109.23	13,376.15	
Staff Christmas Exps	0.00	250.00	
IT General	29.40	0.00	
IT Website	526.80	68.40	
IT Broadband	0.00	0.00	
Data Protection	40.00	40.00	
DBS's	52.00	0.00	
Postage	80.42	49.46	
Stationery	511.01	40.04	
Telephones	907.44	894.98	
Printing	0.00	488.38	
Resources	0.00	54.39	
Misc	202.83	196.87	
Petty Cash	0.00	87.12	
Rent - EBC	2,400.00	3,400.00	
Rent - CRB	2,640.00	2,640.00	
Gifts	0.00	0.00	
Employers Liability Insurance	366.83	351.83	
Accountant	404.02	1,036.00	
Subscriptions - ACC	140.00	133.00	
Subscriptions - SEELEF & EA	100.00	100.00	

Repairs & Maintenance

1,994.94

0.00

30,027.42

27,522.76

Excess of Incoming resources over resources used
Brought Forward Balance

7,788.55

260.83

42,043.26

41,782.43

49,831.81

42,043.26

Prepared and Checked By:

Angela Winfield 21/11/2021

Angela Winfield FIAB, AIAAP

Angela Winfield Bookkeeping Services

Hazel E. Dancer

21/11/21.



Section A

Independent Examiner's Report

Report to the trustees/
members of

THE OLIVE TREE TRUST (SOUTH EAST)

On accounts for the year
ended

31st July 2021

Charity no
(if any)

1075617

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/07/2021**.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

The Olive Tree Trust (South East) gross income exceeded £25,000 and I am qualified to undertake the examination by being a qualified member of The International Association of Bookkeepers.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination.

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 accounts to be reached.

Signed:

Date:

2nd March 2022

Name:

ANGELA WINFIELD – FIAB, FIAAP

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

FIAB – Fellow of The International Association of Bookkeepers
FIAAP – Fellow of The International Association of Accounting Professionals

Address:

40 CONISTON

EASTWOOD, SOUTHEAST ON SEA

ESSEX. SS2 6SN

Only complete if the examiner needs to highlight material 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.

N/A