

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

Angela E. Winfield
29/10/23

Balance Sheet for the Financial Year 1st August 2022 to 31st July 2023

	31st July 2023	31st July 2022
Fixed Assets	500.00	500.00
Total Fixed Assets	500.00	500.00
Current Assets		
10001 General	66,547.04	58,885.29
10002 Petty Cash	-26.91	53.02
10003 Reserve Account	0.00	0.00
10004 Debtors	210.00	210.00
	<u>66,730.13</u>	<u>59,148.31</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>67,230.13</u>	<u>59,648.31</u>
Excess/ (Deficit) to date	7,581.82	9,816.50
Starting Balances	59,648.31	49,831.81
Total Reserves	<u>67,230.13</u>	<u>59,648.31</u>
Represented By Funds		
Unrestricted	54,047.71	45,508.65
Designated		
Restricted	13,182.42	14,139.66
Endowment		
Total	<u>67,230.13</u>	<u>59,648.31</u>

Prepared and Checked By:

Angela Winfield 29/10/2023

Angela Winfield FIAB, AIAAP

Angela Winfield Bookkeeping Services

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

Profit & Loss Account for the Financial Year 1st August 2022 to 31st July 2023

Hayat S. Dawood
29/10/23.

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

Receipts	31st July 2023	31st July 2022
Incoming resources from generated funds		
Voluntary Income		
Donations - Organisations	13,500.00	14,534.60
Donations - Individuals (NGA)	100.00	25.00
Donations - Individuals (GA)	480.00	480.00
Total Voluntary Income	<u>14,080.00</u>	<u>15,039.60</u>
Investment Income		
Investment Income	0.00	0.00
Bank Interest after tax	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Incoming resources from charitable activities		
Counselling - Eastwood Baptist	23,368.00	23,605.00
Counseling Clarence Road	0.00	0.00
Counselling Supervision	1,750.00	1,322.60
Olive Tree Ball	0.00	0.00
Training Income	545.00	600.00
General Donation	0.00	0.00
Total Incoming resources from charitable	<u>25,663.00</u>	<u>25,527.60</u>
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	0.00	386.75
Tax Reclaimed Gift Aid	0.00	390.37
Total Other Incoming resources	<u>0.00</u>	<u>777.12</u>
Total Receipts	<u>39,743.00</u>	<u>41,344.22</u>
Payments		
Costs of generating funds		
Fundraising Costs	0.00	0.00
Volunteer Training	430.00	350.00
Hospitality	87.49	0.00
Volunteer Travel Exps	0.00	0.00
Group Supervision	0.00	0.00
Supervision	3,266.00	3,123.75
Staff Pay - Basic	18,711.80	19,051.76
Staff Christmas Exps	0.00	255.00
IT General	198.00	265.69
IT Website	163.20	149.40
IT Broadband	0.00	0.00
Data Protection	40.00	40.00
DBS's	0.00	12.00
Postage	14.80	39.11
Stationery	331.10	143.31
Telephones	1,116.91	868.44
Printing	0.00	0.00
Resources	0.00	64.16
Misc	245.76	-85.78
Petty Cash	114.09	26.00
Rent - EBC	3,600.00	2,700.00
Rent - CRB	2,143.49	2,420.00
Gifts	0.00	0.00
Employers Liability Insurance	738.54	977.11
Accountant	736.00	820.00
Subscriptions - ACC	145.00	190.00
Subscriptions - SEELEF & EA	100.00	100.00
Repairs & Maintenance	0.00	19.97
	<u>32,161.18</u>	<u>31,627.92</u>
Excess of Incoming resources over resources used	7,581.82	9,716.60
Brought Forward Balance	59,648.31	49,831.81
	<u>67,230.13</u>	<u>59,648.31</u>

Prepared and Checked By:

Angela Winfield FIAA, AIAAP
Angela Winfield Bookkeeping Services

29/10/2023.



Section A

Independent Examiner's Report

Report to the trustees

The Olive Tree Centre Trust (South East)

On accounts for the year
ended

31st July 2023

Charity no
(if any)

1075617

Set out on pages

One

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2023

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 charity's gross income achieved £39,743.00 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:

29th October 2023

Name:

Angela Winfield

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

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

Address:

40 Coniston

Eastwood

Southend-on-Sea, Essex. SS2 6SN

Trustees-

Hazel Davies (Chair)
Peter Neale
Linda McLoughlin
Cara Japon
Helen Dart

Hazel E. Davies

28.10.23.

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

Manager - Carol Westerman
Assistant Manager and Bookkeeper - Christine Evans
Minute taker - Ann Goddard

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; funding obtained during the last financial year has enabled us to offer free counselling to any for whom payment presents a challenge.

The system of remote service delivery developed during the pandemic using both online platforms and the telephone has proved a great success, enabling us to reach clients living far beyond our two bases (at Eastwood Road Baptist Church near Rayleigh and Clarence Road Baptist Church in Southend-on-Sea) as also clients who are unable to leave their homes due to disability or psychological infirmity, together with clients who simply do not have the availability to attend in person during our surgery hours. For this reason we have continued to offer it as an alternative to face-to-face counselling, which of course we are now able to offer; the office is regularly manned and the counselling rooms busy once again. In consequence, we are currently working with a higher number of clients, living in vastly differing circumstances and over a wider area, than ever before. The majority of clients request on-site counselling but a significant number still require remote therapy due to their circumstances and almost all would consider it as a fallback option.

Despite the fact that most of the service's business is now once again conducted face-to-face, we still convene trustee meetings remotely, although some meetings still are and will continue to be convened in person, in order to provide the optimum forum for relaxed discussion as well as a welcome for prospective trustees. We are currently seeking to extend our trustee base and actively recruiting new trustees, and so welcome enquiries from any party with the relevant experience who might be interested in taking on this role. In the last year we have been delighted to have Helen Dart join us as a new trustee and she has already made a significant contribution to our activities, having taken responsibility for organizing the charity's 25th anniversary celebrations.

Both our two managers are now back working on site and only need to work from home when circumstances render attendance at the office impossible; the I.T. equipment purchased during the pandemic provides them with this option.

The domestic circumstances of our Assistant Manager have obliged her to work part-time from home for periods recently when otherwise she would have been obliged to take an extended leave of absence. Our fundraiser Debbie Gadd has excelled herself as ever and succeeded in securing us additional funding, which together with the income from our client work has kept the Olive Tree Centre more than stable financially. Angela our Independent Examiner has provided further details.

Here at the Olive Tree we are blessed with a strong and committed team. Over the last two years, whilst I have been navigating my way through the responsibilities of chairperson for the first time, I have been deeply indebted to my fellow-trustees for their support and steer. I have already mentioned the contribution Helen has made since joining us; Cara also has proved invaluable, having a real gift with policies – Cara recently drafted our updated Sickness Policy single-handed – and always showing willing to turn out in person to support events, such as the Mental Health Week campaign in Southend. Linda can invariably be counted on for good common sense advice drawn from her professional experience and Peter, with the sensitivity, understanding and people skills borne of a lifetime's ministry, provides much-needed balance to those of us with a more legalistic perspective. Angela, our Independent Examiner, is always on hand in the wings to keep an eye on our figures and provide financial advice. But I am equally indebted to our two managers: Christine has been prevented by health problems from getting to the office in person on many occasions over the last year but has never failed to provide vital figures for the reconciliations albeit remotely and Carol – Carol routinely works overtime, normally unpaid overtime, because she is personally invested in our service and cares passionately about every client and every counsellor. The office is her haven, where she can focus on her work and manage the responsibility that falls on her. Carol is everybody's "go-to" person and whenever a problem arises, be it practical, monetary, or personal, it is Carol's job to sort it out – which she does. Every member of this team is crucial to the running of the organisation and we have had to call on each of them on occasions; we are lucky to have them with us and - in addition to the new trustees I have already mentioned- all we need to make our crew complete, now that the office is manned and humming once again, is a part-time volunteer office receptionist. If you know anyone who might be interested in the opportunity, please encourage them to get in touch!

Our Southend base at Clarence Road Baptist Church is still running but now operating more restricted hours, due to the problems the church has experienced with its roof; Carol will provide more detail on this matter in her report.

In just over a month we shall be celebrating our 25th anniversary, an important milestone for a small charity and a celebration of all we have achieved over the years. For more details about the festivities planned and information about booking places, please contact our trustee Helen Dart, the main contact for this event, although bookings can also be made via the office. I am 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 communities 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
28.10.23