

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

Balance Sheet for the Financial Year 1st August 2023 to 31st July 2024

| | 31st July 2024 | 31st July 2023 |
|------------------------------------|------------------|------------------|
| Fixed Assets | 500.00 | 500.00 |
| Total Fixed Assets | 500.00 | 500.00 |
| Current Assets | | |
| 10001 General | 73,449.46 | 66,547.04 |
| 10002 Petty Cash | 133.44 | -26.91 |
| 10003 Reserve Account | 0.00 | 0.00 |
| 10004 Debtors | 210.00 | 210.00 |
| | <u>73,792.90</u> | <u>66,730.13</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>74,292.90</u> | <u>67,230.13</u> |
| Excess/ (Deficit) to date | 7,062.77 | 7,581.82 |
| Starting Balances | 67,230.13 | 59,648.31 |
| Total Reserves | <u>74,292.90</u> | <u>67,230.13</u> |
| Represented By Funds | | |
| Unrestricted | 58,653.04 | 54,047.71 |
| Designated | | |
| Restricted | 15,639.86 | 13,182.42 |
| Endowment | | |
| Total | <u>74,292.90</u> | <u>67,230.13</u> |

Prepared and Checked By:

Angela Winfield 27/10/2024

Angela Winfield FIAB, AIAAP

Angela Winfield Bookkeeping Services

Hazel E. Sawyer 27/10/24

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

Profit & Loss Account for the Financial Year 1st August 2023 to 31st July 2024

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

| | | |
|---|------------------|------------------|
| Receipts | | |
| Incoming resources from generated funds | 31st July 2024 | 31st July 2023 |
| Voluntary Income | | |
| Donations - Organisations | 15,384.80 | 13,500.00 |
| Donations - Individuals (NGA) | 594.90 | 100.00 |
| Donations - Individuals (GA) | 280.00 | 480.00 |
| Total Voluntary Income | <u>16,259.70</u> | <u>14,080.00</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 | 22,185.00 | 23,368.00 |
| Counseling Clarence Road | 0.00 | 0.00 |
| Counselling Supervision | 1,975.00 | 1,750.00 |
| Olive Tree Ball | 0.00 | 0.00 |
| Training Income | 400.00 | 545.00 |
| General Donation | 100.00 | 0.00 |
| Total Incoming resources from charitable | <u>24,660.00</u> | <u>25,663.00</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 | 63.95 | 0.00 |
| Tax Reclaimed Gift Aid | 0.00 | 0.00 |
| Total Other incoming resources | <u>63.95</u> | <u>0.00</u> |
| Total Receipts | <u>40,983.65</u> | <u>39,743.00</u> |
| Payments | | |
| Costs of generating funds | | |
| Fundraising Costs | 0.00 | 0.00 |
| Volunteer Training | 395.00 | 430.00 |
| Hospitality | 0.00 | 67.49 |
| Volunteer Travel Exps | 118.40 | 0.00 |
| Group Superviion | 0.00 | 0.00 |
| Supervision | 4,119.81 | 3,265.00 |
| Staff Pay - Basic | 20,672.93 | 18,711.80 |
| Staff Christmas Exps | 0.00 | 0.00 |
| IT General | 180.00 | 198.00 |
| IT Website | 152.40 | 163.20 |
| IT Broadband | 0.00 | 0.00 |
| Data Protetion | 40.00 | 40.00 |
| DBS's | 38.00 | 0.00 |
| Postage | 66.50 | 14.80 |
| Stationery | 107.13 | 331.10 |
| Telephones | 829.74 | 1,116.91 |
| Printing | 272.10 | 0.00 |
| Resources | 0.00 | 0.00 |
| Misc | 224.00 | 245.76 |
| Petty Cash | 27.98 | 114.09 |
| Rent - EBC | 3,930.00 | 3,600.00 |
| Rent - CRB | 643.50 | 2,143.49 |
| Gifts | 0.00 | 0.00 |
| Employers Liability Insurance | 913.17 | 738.54 |
| Accountant | 923.00 | 736.00 |
| Subscriptions - ACC | 152.25 | 145.00 |
| Subscriptions - SEELEF & EA | 100.00 | 100.00 |
| Repairs & Maintenance | 14.97 | 0.00 |
| | <u>33,920.88</u> | <u>32,161.18</u> |

Excess of Incoming resources over resources used
Brought Forward Balanace

7,062.77
67,230.13

7,581.82
59,648.31

74,292.90

67,230.13

Prepared and Checked By:

Angela Winfield

27/10/2024

Angela Winfield FIAB, AIAAP

Angela Winfield Bookkeeping Services

Hazel E. Davies

27/10/24.



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 2024

Charity no
(if any)

1075617

Set out on pages

One

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 31/07/2024.

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 £40,983.00 and I am qualified to undertake the examination by being a qualified fellow 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:

27th October 2024

Name:

ANGELA WINFIELD

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, Southend on Sea

Essex. SS2 6SN

Trustees-

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

Hazel E. Davies .
27/10/24.

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

Manager - Carol Westerman
Assistant Manager and Bookkeeper – Carolyn Howard
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 relevant experience who might be interested in taking on this role.

Here at the Olive Tree, we are blessed with a strong and committed team. Over the last three years that I have been navigating my way through the responsibilities of being the chairperson, I continue to be deeply indebted to my fellow-trustees for their support and steer.

We have sadly lost Cara, who resigned at the beginning of the year: we miss her.

Linda can invariably be counted on for good common-sense advice drawn from her professional experience; she recently facilitated Carol interviewing for the new role of office assistant as our assistant manager Christine has recently retired after nine years in office – more of that later.

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. He has offered his time speaking on behalf of the Olive Tree Centre this last summer and often leads us in prayer at our various meetings.

Helen has always been a blessing to the trustee board; always willing to help out where needed, she attends meetings regularly and is always upbeat and enthusiastic about any task assigned. She recently agreed to become one of the Olive Tree Centre signatories enabling her to co-sign cheques when required. However, we have just learned that poor Helen has suffered a nasty fall and has had to be fitted with an artificial hip; we shall all be supporting her with prayer throughout her recovery and trusting she will soon recover her mobility.

Angela, is our Independent Examiner, she has worked for the Olive Tree Centre for about eight years now; always on hand in the wings to keep an eye on our figures and provide financial advice, she attends trustee meetings to bring financial updates and a general steer where needed and is a great asset to the Olive Tree Centre.

Sadly, Christine our Assistant Manager for the last nine years, has decided it is time to retire and spend more time at home with her husband Gareth. Carolyn, Christine's replacement, is our newest employee and started at the beginning of September. Carolyn is also one of our volunteer counsellors; she is fast becoming an integral part of the Olive Tree Centre and growing into her role.

Carol, our Manager is currently in her sixteenth year working for the Olive Tree Centre. 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.

Debbie Gadd is our volunteer fundraiser; she has been instrumental over the years obtaining funding for our projects and running costs. Debbie helped to secure three years' funding from Southend Council for our Assistant Manager's Salary and our supervision costs. This will come to an end in March 2025, and so we all hope Debbie will do what she does best – continue to bless us with her time, fundraising and providing support in the office.

Last but manifestly not least, we must acknowledge the debt the charity owes to our volunteer counsellors, who work tirelessly giving their time and skills to our clients for no return except the knowledge that they bring love and

encouragement to hurting lives. Without their commitment, the Olive Tree Centre could not exist and all our aims and our administration would count for nothing.

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 such a strong team. However, we do continue to look for a volunteer receptionist, someone who could cover the office for the odd hour or two when needed. This role would be ideally suited to a local person: if anyone is interested or may know someone, please speak to Carol or Carolyn afterwards.

Eastwood continues to be the main hub of the Olive Tree Centre. On 15th July the Trustees met with Martin the minister and discussed various items including the redecoration of the Counselling Centre - Carol will elaborate on this topic in her Report. We were united in the assurance that was the Olive Tree Centre and Eastwood Road Baptist Church are a great asset to each other and a blessing to all those who use the building.

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 maintenance of the building. Once again, Carol will provide more details on this matter in her report.

In conclusion, it has proved a busy but productive year, with its fair share of challenges. 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
13.10.24