

**NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP  
TRADING AS THE COUNSELLING PARTNERSHIP  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

# **NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP TRADING AS THE COUNSELLING PARTNERSHIP LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	A Evans-Gordon (Chair until August 2021)	
	S Doerr	
	R Kapadia	
	S Langley	
	M Davies	
	T Price (Treasurer from August 2021)	(Appointed 24 August 2021)
	T Collins (Chair from August 2021)	(Appointed 24 August 2021)
<b>Charity number</b>	1076244	
<b>Principal address</b>	2 The Quintet Churchfield Road Walton on Thames Surrey KT122TZ	
<b>Independent examiner</b>	Frances Wilde FCCA DChA Warner Wilde Chartered Certified Accountants 4 Marigold Drive Bisley Surrey GU24 9SF	
<b>Bankers</b>	Barclays Bank PLC - Hounslow Hounslow 2 Leicester Leicestershire LE87 2BB	
	United Trust Bank Limited One Ropemaker Street London EC2Y 9AW	

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# **NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP TRADING AS THE COUNSELLING PARTNERSHIP CONTENTS**

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# **NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP TRADING AS THE COUNSELLING PARTNERSHIP TRUSTEES' REPORT**

## ***FOR THE YEAR ENDED 31 MARCH 2021***

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The trustees present their report and financial statements for the year ended 31 March 2021.

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 governing document, the Charities Act 2011 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) (effective 1 January 2019)".

### **Objectives and Activities**

The objectives of the charity are to provide a low cost one-to-one counselling service in Surrey. Our aim is to help clients:

- Gain a greater understanding of their issues
- Feel empowered
- Improve communication skills
- Improve self-confidence and self-esteem
- Increase independence
- Find employment
- Address depression and anxiety symptoms

The charity aims to be accessible to a wide client base and to ensure a better service for all clients. We are working to increase and improve the usability and accessibility of our service and review regularly.

We strive to be an inclusive service and all our venues are wheelchair accessible with parking available nearby or on site. Venues in Walton and Woking have a loop system for clients that may be hearing impaired. We aim to increase access to counselling and to provide our service when and where it is needed.

There has been no change in these during the year.

### **Achievements and Performance**

Like many charities the COVID-19 pandemic and the resulting lockdowns caused significant disruption to our operations. In particular, we were not able to offer face to face counselling due to social distancing and staff had to adapt to working from home. This notwithstanding the staff and volunteers adapted marvellously to quickly set up online personal counselling. This enabled us to maintain a continued service to our clients, although some potential clients were lost due to our inability to offer face to face counselling.

The lockdowns and social distancing meant that we also had to cancel our fundraising programme, but thanks to the support of our grantors and some fantastic fundraising by our supporters the reserves of the charity were not depleted.

During the year the charity was able to provide 1,157 counselling sessions to 137 clients. Grants kindly provided by Woking County Council, Elmbridge Borough Council, Elmbridge Partnership Fund, Walton Charity and Community Foundation for Surrey enabled the charity to provide counselling services targeted at special interest groups.

### **Public Benefit**

The Trustees are satisfied that the activities undertaken by the charity as outlined under Objectives and Activities and Achievements and Performance constitute a significant public benefit to members of the local community and that they have therefore complied with the Charities Act 2011 to have due regard to public benefit guidance published by the Charities Commission.

# **NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP TRADING AS THE COUNSELLING PARTNERSHIP TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021**

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The charity held 1 recruitment day to secure new counsellors. As a result of the success of this event the charity was able to work with 16 different counsellors, providing BACP accredited supervision and contributing to their on-going training. In addition, the charity held 1 virtual training event for our counsellors – Equality, diversity, inclusion, and unconscious bias.

## **Financial Review**

The charity had a satisfactory year with a small surplus of £6,018; but continued effort is required to raise funding for 2021/22. We spend time reviewing our annual budget and reserve policy to enable us to meet our financial challenges as a viable charity. As part of the Business Plan review, our funding resource and client acquisition strategies will be thoroughly reviewed in 2021. The performance of the charity during financial year is considered satisfactory in the circumstances of the pandemic by the board of trustees and leaves it well placed to provide and extend its critical services in 2021/22.

## **Reserves Policy**

At the year end the charity's reserves stood at £53,224 of which £980 represents restricted reserves.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level to ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

## **Risk Management**

The trustees have a risk management process which comprises:

- An annual review of the risks the charity may face, both financial and non-financial:
- Procedures to minimise the impact should those risks occur.

At the present time the Directors believe that there are no risks connected with the internal management of the charity beyond those of staff dishonesty, which are managed by supervision of income and accounting functions and internal control processes and are insured.

## **Future Plans**

The trustees' policy of working with other groups will continue. We will continue to review approaches from organisations that meet the objectives of the charity.

## **Governing Document**

North Surrey Community Counselling Partnership is an unincorporated association, registered as a charity on 24 June 1999. The charity was established under its constitution adopted on 17 December 1998, as amended 23 March 1999.

The trustees who served during the year and up to the date of signature of the financial statements were:

A Evans-Gordon (Chair until August 2021)

S Peckham (Treasurer to Sept, then February to (Resigned 8 April 2021)  
April 2021)

S Doerr

R Hitching

(Resigned 13 April 2021)

R Kapadia

S Langley

# **NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP TRADING AS THE COUNSELLING PARTNERSHIP TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

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M Davies

G Langsdon

(Appointed 16 September 2020 and resigned 20 August 2021)

T Price (Treasurer from August 2021)

(Appointed 24 August 2021)

C Edmondson (Treasurer from April 2021 to August 2021)

(Appointed 25 February 2021 and resigned 20 August 2021)

T Collins (Chair from August 2021)

(Appointed 24 August 2021)

## **Appointment of Trustees**

The articles of association allow for a maximum of 13 and minimum of 6 trustees. All trustees shall retire from office at the end of the AGM following the date on which they were appointed, but they may be re-appointed. Honorary officers are elected from the membership at the AGM until the next AGM, when they are eligible for re-appointment. Up to three other trustees may also be elected at the AGM. The trustees have the power to co-opt a member at any time to fill a vacancy, provided that not more than one-third of the trustees would be co-opted members.

All members are circulated with invitations to nominate trustees prior to the AGM advising them of the retiring trustees and requesting nominations for the AGM.

## **Trustee Induction and Training**

New trustees are given copies of the constitution, latest accounts and details of current financial standing, and Charity Commission literature regarding their legal obligations under charity and company law, and informed of any changes as and when they become known. They are also given copies of all current policies agreed by the Charity. All trustees are kept informed about, and vote for, the adoption or otherwise of the annual budget, and are encouraged to attend external training events which could improve their role as trustees.

## **Organisation**

The board of trustees, which normally meets four times a year, administer the charity and are responsible for all major decisions of the charity regarding activities, pricing, staff salaries, capital expenditure and investment of funds as well as the strategic direction and policy of the charity. Staff are subject to annual performance review and job specifications give clear detail of roles and responsibilities.

The Trustees' report was approved by the Board of Trustees.



**T Collins (Chair from August 2021)**

Dated: 2/12/2021

# **NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP TRADING AS THE COUNSELLING PARTNERSHIP INDEPENDENT EXAMINER'S REPORT**

## **TO THE TRUSTEES OF NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP**

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I report to the trustees on my examination of the financial statements of North Surrey Community Counselling Partnership (the charity) for the year ended 31 March 2021.

### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of 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.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



Frances Wilde FCCA DChA

Warner Wilde  
Chartered Certified Accountants  
4 Marigold Drive  
Bisley  
Surrey  
GU24 9SF

Dated: 3 December 2021

**NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP**  
**TRADING AS THE COUNSELLING PARTNERSHIP**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Current financial year**

		<b>Unrestricted funds general 2021 £</b>	<b>Unrestricted funds designated 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
	<b>Notes</b>					
<b><u>Income from:</u></b>						
Donations	<b>3</b>	68,841	-	-	68,841	68,752
Counselling activities	<b>4</b>	33,732	12,080	11,000	56,812	45,543
Other trading activities	<b>5</b>	4,088	-	-	4,088	2,025
Interest receivable	<b>6</b>	338	-	-	338	457
<b>Total income</b>		<b>106,999</b>	<b>12,080</b>	<b>11,000</b>	<b>130,079</b>	<b>116,777</b>
<b><u>Expenditure on:</u></b>						
Raising funds	<b>7</b>	449	175	-	624	1,094
Charitable activities	<b>8</b>	101,817	8,800	12,820	123,437	117,424
<b>Total resources expended</b>		<b>102,266</b>	<b>8,975</b>	<b>12,820</b>	<b>124,061</b>	<b>118,518</b>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>4,733</b>	<b>3,105</b>	<b>(1,820)</b>	<b>6,018</b>	<b>(1,741)</b>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>4,733</b>	<b>3,105</b>	<b>(1,820)</b>	<b>6,018</b>	<b>(1,741)</b>
Fund balances at 1 April 2020		44,406	-	2,800	47,206	48,947
<b>Fund balances at 31 March 2021</b>		<b>49,139</b>	<b>3,105</b>	<b>980</b>	<b>53,224</b>	<b>47,206</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



**NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP**  
**TRADING AS THE COUNSELLING PARTNERSHIP**  
**STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Prior financial year**

		<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total 2020 £</b>
	<b>Notes</b>			
<b><u>Income from:</u></b>				
Donations	<b>3</b>	68,752	-	68,752
Counselling activities	<b>4</b>	29,043	16,500	45,543
Other trading activities	<b>5</b>	2,025	-	2,025
Interest receivable	<b>6</b>	457	-	457
<b>Total income</b>		<u>100,277</u>	<u>16,500</u>	<u>116,777</u>
<b><u>Expenditure on:</u></b>				
Raising funds	<b>7</b>	<u>1,094</u>	<u>-</u>	<u>1,094</u>
Charitable activities	<b>8</b>	<u>103,724</u>	<u>13,700</u>	<u>117,424</u>
<b>Total resources expended</b>		<u>104,818</u>	<u>13,700</u>	<u>118,518</u>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		(4,541)	2,800	(1,741)
Fund balances at 1 April 2019		<u>48,947</u>	<u>-</u>	<u>48,947</u>
<b>Fund balances at 31 March 2020</b>		<u><u>44,406</u></u>	<u><u>2,800</u></u>	<u><u>47,206</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

**NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP  
TRADING AS THE COUNSELLING PARTNERSHIP  
BALANCE SHEET**

**AS AT 31 MARCH 2021**

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	13		468		102
<b>Current assets</b>					
Debtors	14	9,764		9,223	
Cash at bank and in hand		48,628		42,108	
		<u>58,392</u>		<u>51,331</u>	
<b>Creditors: amounts falling due within one year</b>	15	<u>(5,636)</u>		<u>(4,227)</u>	
Net current assets			52,756		47,104
<b>Total assets less current liabilities</b>			<u>53,224</u>		<u>47,206</u>
<b>Income funds</b>					
Restricted funds	17		980		2,800
<u>Unrestricted funds</u>					
Designated funds	18	3,105		-	
General unrestricted funds		49,139		44,406	
		<u>52,244</u>		<u>44,406</u>	
			<u>53,224</u>		<u>47,206</u>

The financial statements were approved by the Trustees on 2 December 2021



T Price (Treasurer from August 2021)  
**Trustee**

# **NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP**

## **TRADING AS THE COUNSELLING PARTNERSHIP**

### **NOTES TO THE FINANCIAL STATEMENTS**

#### **FOR THE YEAR ENDED 31 MARCH 2021**

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## **1 Accounting policies**

### **Charity information**

North Surrey Community Counselling Partnership is an unincorporated association.

### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 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) (effective 1 January 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 have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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.

**NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP**  
**TRADING AS THE COUNSELLING PARTNERSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**1 Accounting policies**

**(Continued)**

**1.5 Expenditure**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**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:

Computers	3 years straight line
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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 net income/(expenditure) for the year.

**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.

**NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP  
TRADING AS THE COUNSELLING PARTNERSHIP  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2021**

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**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 measured at the cash or other consideration expected to be received and not discounted.

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 the cash or other consideration expected to be paid and not discounted.

***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.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP**  
**TRADING AS THE COUNSELLING PARTNERSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**3 Donations**

	<b>Unrestricted funds general 2021 £</b>	<b>Unrestricted funds general 2020 £</b>
Donations and gifts	7,053	5,952
Membership fees	3,938	4,400
Donated goods and services	57,850	58,400
	<u><u>        </u></u>	<u><u>        </u></u>

**Donated goods and services**

Volunteers provided 1168 hours of time for counselling services.

**NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP**  
**TRADING AS THE COUNSELLING PARTNERSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**4 Counselling activities**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Sales within charitable activities	33,732	29,043
Performance related grants	23,080	16,500
	<u>56,812</u>	<u>45,543</u>
Analysis by fund		
Unrestricted funds - general	33,732	29,043
Unrestricted funds - designated	12,080	-
Restricted funds	11,000	16,500
	<u>56,812</u>	<u>45,543</u>
<b>For the year ended 31 March 2020</b>		
Unrestricted funds - general	29,043	
Restricted funds	16,500	
	<u>45,543</u>	
<b>Performance related grants</b>		
Surrey PCC	6,580	-
Elmbridge Borough Council	2,000	3,000
Woking Borough Council	3,000	3,000
Community Foundation for Surrey	11,000	6,000
Elmbridge Partnership	-	4,000
Walton Charity	-	500
Groundwork	500	-
	<u>23,080</u>	<u>16,500</u>

**5 Other trading activities**

	<b>Unrestricted funds general 2021</b>	<b>Unrestricted funds general 2020</b>
	<b>£</b>	<b>£</b>
Fundraising events	<u>4,088</u>	<u>2,025</u>

**NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP**  
**TRADING AS THE COUNSELLING PARTNERSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**6 Interest receivable**

	<b>Unrestricted funds general 2021 £</b>	<b>Unrestricted funds general 2020 £</b>
Interest receivable	338	457
	<u>          </u>	<u>          </u>

**7 Raising funds**

	<b>Unrestricted funds general 2021 £</b>	<b>Unrestricted funds designated 2021 £</b>	<b>Total 2021 £</b>	<b>Unrestricted funds general 2020 £</b>
<u>Fundraising</u>				
Advertising	353	175	528	749
Other fundraising costs	96	-	96	345
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Fundraising	449	175	624	1,094
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>



**NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP**  
**TRADING AS THE COUNSELLING PARTNERSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**8 Charitable activities**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Staff costs	100,140	97,344
Depreciation and impairment	324	470
Counsellors supervision	9,253	7,235
Postage, stationery and computing costs	1,313	1,370
Sundry expenses	599	998
Counsellors training expenses	1,020	825
Hub hire/venues	4,252	5,543
Assessments	275	1,460
Insurance	883	842
	<u>118,059</u>	<u>116,087</u>
Grant funding of activities (see note 9)	4,139	-
Share of governance costs (see note 10)	1,239	1,337
	<u>123,437</u>	<u>117,424</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	101,817	103,724
Unrestricted funds - designated	8,800	-
Restricted funds	12,820	13,700
	<u>123,437</u>	<u>117,424</u>

**9 Grants payable**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
COVID grants made to supplement individuals counselling costs	4,139	-
	<u>4,139</u>	<u>-</u>

**NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP**  
**TRADING AS THE COUNSELLING PARTNERSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**10 Support costs**

	<b>Governance costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Legal and professional	354	354	-
Independent Examination	885	885	1,000
Legal and professional	-	-	337
	<u>1,239</u>	<u>1,239</u>	<u>1,337</u>
Analysed between			
Charitable activities	<u>1,239</u>	<u>1,239</u>	<u>1,337</u>

The accounts include an accrual for the Independent Examiners fees of £925 (2020: £1,000) including VAT.

**11 Trustees**

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

**12 Employees**

**Number of employees**

The average monthly number of employees during the year was:

	<b>2021</b>	<b>2020</b>
	<b>Number</b>	<b>Number</b>
Employees	<u>2</u>	<u>2</u>

**Employment costs**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	98,908	96,210
Other pension costs	1,232	1,134
	<u>100,140</u>	<u>97,344</u>

Employee costs includes £57,850 (2020: £58,400) of donated counsellor time.

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

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**13 Tangible fixed assets**

	<b>Computers</b>
	<b>£</b>
<b>Cost</b>	
At 1 April 2020	1,410
Additions	690
	<u>          </u>
At 31 March 2021	2,100
	<u>          </u>
<b>Depreciation and impairment</b>	
At 1 April 2020	1,308
Depreciation charged in the year	324
	<u>          </u>
At 31 March 2021	1,632
	<u>          </u>
<b>Carrying amount</b>	
At 31 March 2021	468
	<u>          </u>
At 31 March 2020	102
	<u>          </u>

**14 Debtors**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Trade debtors	220	709
Other debtors	5,925	5,068
Prepayments and accrued income	3,619	3,446
	<u>          </u>	<u>          </u>
	9,764	9,223
	<u>          </u>	<u>          </u>

**15 Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Other taxation and social security	1,488	1,103
Other creditors	-	2,902
Accruals and deferred income	4,148	222
	<u>          </u>	<u>          </u>
	5,636	4,227
	<u>          </u>	<u>          </u>

**NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP**  
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**16 Retirement benefit schemes**

**Defined contribution schemes**

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £1,232 (2020 - £1,134).

**17 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	<b>Movement in funds</b>			<b>Movement in funds</b>		
	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Balance at 1 April 2020</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Balance at 31 March 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Elmbridge Borough Council	3,000	(3,000)	-	2,000	(2,000)	-
Elmbridge Partnership Fund	4,000	(1,200)	-	-	-	-
Mrs Smith & Mount Trust	-	-	2,800	-	(1,820)	980
Woking Borough Council	3,000	(3,000)	-	3,000	(3,000)	-
Community Foundation for Surrey	6,000	(6,000)	-	6,000	(6,000)	-
Walton Charity	500	(500)	-	-	-	-
	<u>16,500</u>	<u>(13,700)</u>	<u>2,800</u>	<u>11,000</u>	<u>(12,820)</u>	<u>980</u>

Elmbridge Partnership Fund: To subsidise development of the charity's reach in the community.

Elmbridge Borough Council: To subsidise staff payroll and counsellor supervision costs.

Woking Borough Council: To subsidise staff payroll and counsellor supervision costs.

Community Foundation: To subsidise staff payroll and counsellor supervision costs

Walton Charity: To subsidise the cost of the charity office.

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**FOR THE YEAR ENDED 31 MARCH 2021**

**18 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:

	<b>Movement in funds</b>		<b>Movement in funds</b>		
	<b>Incoming resources</b>	<b>Balance at 1 April 2020</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Balance at 31 March 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Community Foundation for Surrey	-	-	5,000	(5,000)	-
Groundwork	-	-	500	(500)	-
Police and Crime Commissioner for Surrey	-	-	6,580	(3,475)	3,105
	<u>-</u>	<u>-</u>	<u>12,080</u>	<u>(8,975)</u>	<u>3,105</u>
	<u>-</u>	<u>-</u>	<u>12,080</u>	<u>(8,975)</u>	<u>3,105</u>

Unrestricted grants donated due to extra demand for services attributable to the COVID pandemic have been earmarked for costs associated with that demand.

**NORTH SURREY COMMUNITY COUNSELLING PARTNERSHIP**  
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**FOR THE YEAR ENDED 31 MARCH 2021**

**19 Analysis of net assets between funds**

	Unrestricted fund 2021 £	Designated funds 2021 £	Restricted fund 2021 £	Total Unrestricted fund 2021 £	Restricted fund 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	468	-	-	468	102	102
Current assets/(liabilities)	48,671	3,105	980	52,756	2,800	47,104
	<u>49,139</u>	<u>3,105</u>	<u>980</u>	<u>53,224</u>	<u>2,800</u>	<u>47,206</u>

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**20 Related party transactions**

There were no disclosable related party transactions during the year (2020 - none).