

HARBOROUGH CHRISTIAN COUNSELLING SERVICE
REGISTERED CHARITY NUMBER: 1076249
ANNUAL REPORT AND ACCOUNTS
YEAR ENDED 31 MARCH 2021

berry accountants ltd

CHARTERED ACCOUNTANTS
BOWDEN HOUSE
36 NORTHAMPTON ROAD
MARKET HARBOROUGH
LEICESTERSHIRE
LE16 9HE

Harborough Christian Counselling Service

Report of the Trustees

For the year ended 31 March 2021

Objectives and Activities.

Values

The values that underpin the way the service is provided by Harborough Christian Counselling Service (HCCS) cover confidentiality (respecting privacy); acceptance through a non-judgemental approach; independence by giving people the right to make their own choices; respect by recognising that God made everyone unique and that individual dignity should be maintained; and finally, equality in that the service provided is available to all, irrespective of race, religion, culture, sex, gender, age, or disability.

All people are made in the image of God and our aim is to help them achieve self-worth, security and a sense of significance based on a belief that each person is unique and that God wants them to achieve their full potential.

Whilst the staff, counsellors, and support workers of the charity will be Christian, the service is available to people of all faiths.

Report of the Governing Body

The Governing Body presents the report with the financial statements of Harborough Christian Counselling Service (HCCS) for the year ended 31st March 2021. HCCS is a registered charity, number 1076294. The address of the charity is: The Bower House, 32 Coventry Road, Market Harborough, Leicestershire LE16 8BZ.

The financial statements comply with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and with the Charities Act 2011.

The Constitution adopted 27th May 1999 is the governing document. The Chair is elected by members of the Governing Body. The Governing Body meets 4 times per year.

The Governing Body comprises:

1. The Chair of Churches Together in Harborough (Churches Together sponsors HCCS)
2. Two further persons appointed by Churches Together in Harborough.
3. Between 3 and 6 persons appointed or reappointed at the HCCS Annual General Meeting.
4. The Chair of the Management Group.
5. The Charity's treasurer.

The Secretary to the Governing Body is appointed from amongst the Trustees and a minimum of 3 people are appointed by The Governing Body to act as Holding Trustees.

The Management Group of the Charity meets at least 10 times per year. The Chair and the Secretary of the Management Group are elected by its members who comprise the Charity's Treasurer, and between 6 and 10 persons appointed by the Governing Body.

Holding Trustees:

Dr Deborah Chaloner

Mrs Aubyn de Lisle

Mr John Sparks

Governing Body

Mrs Margaret Bowers (resigned 31 July 2020)

Mrs Maureen Douglas (CTH representative to Governing Body).

Mrs Linda Gemmell – Chair

Mr John Stride – Treasurer

Mr Gordan Shorley

Mr Clive Smith

Mrs Janet Smith (Chair of Churches Together in Harborough)

Mr Ian Wells

Mrs Jane Marsh (appointed 28 January 2021))

HCCS provides an affordable (or free where the client can afford nothing) service to residents of Market Harborough, the two Bowden villages and those people living within a 10 mile radius of the town. Clients can be referred by their local GP, friends, other services, or they can refer themselves. In providing this service HCCS has complied with the duty in section 4 of the Charities Act 2006 to have due regard to Public Benefit.

There are 63 volunteers, managed by 2 paid coordinators who job share. The coordinators are also counsellors; 38 of the volunteers are qualified or trainee counsellors (51 in 2020) providing an annual total in a normal year of over 2,500 hours of counselling. In 2020 and Q.1 2021 the activities have been severely impacted by the Covid 19 pandemic. For much of the year the Charity has been closed for face to face counselling, but online counselling has continued. Paid staff have continued to work primarily on further developing the HCCS procedures. As can be seen from the Financial Statements HCCS remains financially robust despite the Covid 19 disruption.

The Charity is a member of the Association of Christian Counsellors (ACC) and the British Association of Counselling and Psychotherapy (BACP).

HCCS is established:

1. To provide a Christian Counselling response to the people in Market Harborough and the surrounding district (limited to a 10 mile radius from Market Harborough) for help, support, and encouragement at times of crisis in their lives. The aim is to help and empower people to make their own decisions in appropriate ways to enable them to come through those crises.
2. To train and equip Christians to be involved in Christian Counselling and to enable Christians to utilise the gifts that God has given them, together with their past training and experience.
3. To work alongside churches in their caring ministries and with secular organisations which care for people.

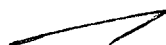
The income and property of HCCS is used to further these objectives. As HCCS is a registered charity, legally recognised as established for charitable purposes only, all funds raised are used to further the aims of the Charity.

The Charity remains in a satisfactory position as regards its reserves policy. This policy requires that the unrestricted funds held by the Charity represent at least the sum required (estimated at £16,000) to wind up the Charity if it ceased to operate. The reserves policy is reviewed annually.

The Charity has Trustee insurance in place, which indemnifies any officer against liability as a result of his / her negligence, up to an aggregate liability of £100,000.

On behalf of the Governing Body

L. J. Gemmell



Linda Gemmell - Chair

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES AND MEMBERS OF
HARBOROUGH CHRISTIAN COUNSELLING SERVICE**

I report on the accounts of the Trust for the year ended 31 March 2021, which are set out on the following pages.

Respective responsibilities of trustees and the examiner

The charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
to follow the procedures laid down in the general Directions given by the Charity Commission under
- section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 you as 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 statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:-

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.

have not been met; or

(2) to which, in my opinion, attention should be drawn, in order to enable a proper understanding of the accounts to be reached.

Signed: _____



MRS R WALDEN FCCA
BERRY ACCOUNTANTS LTD
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BOWDEN HOUSE
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MARKET HARBOROUGH
LEICESTERSHIRE
LE16 9HE

Dated: 21 June 2021

HARBOROUGH CHRISTIAN COUNSELLING SERVICE
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 MARCH 2021

	Notes	2021 £	2020 £
INCOME			
Donations	2 & 3	22,939	113,246
Other Income	4	21,753	25,252
Total Income		<u>44,692</u>	<u>138,498</u>
EXPENDITURE			
Establishment			
Rates		911	824
Light and Heat		1,710	1,846
Water		108	275
Repairs, Office Equipment and Cleaning		4,764	2,652
Depreciation	1 & 5	<u>3,400</u>	<u>3,563</u>
		10,893	9,160
Administration			
Salaries		35,697	34,608
Stationery, Office Supplies and Services		1,004	1,779
Telephone, Broadband and Computer Bureau		1,954	1,716
Membership Subscriptions		352	392
Independent Examination Fee		500	480
Training (2020 saw an exceptional Children & Young People course)		512	7,632
Insurance		646	1,168
Twentieth Birthday Event		-	811
Investment Write Off	7	<u>500</u>	<u>-</u>
		41,165	48,586
Total Expenditure		<u>52,058</u>	<u>57,746</u>
Net Income for the year		(7,366)	80,752
Prior Year Adjustment		-	(8,072)
Balance brought forward at 1 April 2020		<u>181,156</u>	<u>108,476</u>
		<u>173,790</u>	<u>181,156</u>

HARBOROUGH CHRISTIAN COUNSELLING SERVICE
BALANCE SHEET
AS AT 31 MARCH 2021

	Notes	2021 £	2020 £
Fixed Assets	5		
Freehold Property		189,836	189,836
Office Furniture and Equipment		<u>4,100</u>	<u>7,500</u>
		193,936	197,336
Investments			
Shares in Bower House Support Services Ltd	7	-	500
Current Assets			
Debtors		625	191
Cash		<u>82,804</u>	<u>96,843</u>
		83,429	97,034
Creditors			
Due in One Year	2,219		12,358
Deferred Income	<u>-</u>	<u>-</u>	<u>-</u>
		2,219	12,358
Net Current Assets		81,210	84,676
NET ASSETS		<u>275,146</u>	<u>282,512</u>
Unrestricted Funds			
Property Revaluation Reserve	6	101,356	101,356
General Income Fund		<u>173,790</u>	<u>181,156</u>
		<u>275,146</u>	<u>282,512</u>

The Notes form part of the Financial Statements

On behalf of the Governing Body

Linda Gemmill - Chair

Dated:

**HARBOROUGH CHRISTIAN COUNSELLING SERVICE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

1 Accounting Convention

The Accounts have been prepared under the historical cost convention, as modified by the revaluation of freehold property to market value and in accordance with the 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) and the Charities Act 2011.

Fund Accounting

General income funds are unrestricted funds which are available for use at the discretion of the Governing Body in furtherance of the objectives of the Charity.

Tangible Fixed Assets and Depreciation

Depreciation is provided to write off the cost of tangible fixed assets over their useful lives as follows:-

Freehold Property - not provided
Office Furniture and Equipment - 10% per annum - straight line basis.

The Governing Body have adopted a revaluation policy in respect of the freehold property in accordance with FRS 15. As a result, no depreciation is provided on the freehold property as the Governing Body is of the opinion the residual value is at least equal to the book value.

2 Covid 19

For most of the period covered by these financial statements the offices and counselling rooms were closed to comply with Government instructions. Some work continued remotely, albeit at a reduced level. This has an impact when comparing income and expenditure year to year.

3 Donations

		2021	2020
Individual	Note 2	18,607	27,189
Church and Related Organisations		4,228	4,425
Voluntary Organisations		104	1,632
ARC Convalescent Homes Leicester (Distribution of Winding Up Proceeds)		-	80,000
		<u>£ 22,939</u>	<u>£ 113,246</u>

4 Other Income

	2021	2020
Fundraising (net of costs)	688	5,298
Gift Aid	4,988	3,764
Government Furlough Scheme	3,577	-
Grant from Market Harborough and the Bowdens Charity - training costs	-	3,690
Grant from Market Harborough and the Bowdens Charity - general costs	12,500	12,500
	<u>£ 21,753</u>	<u>£ 25,252</u>

HARBOROUGH CHRISTIAN COUNSELLING SERVICE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

5 Fixed Assets

	Furniture & Equipment £	Freehold Property £	Total £
Cost			
As at 1 April 2020	31,820	217,136	248,956
Additions	-	-	-
Disposals	-	-	-
As at 31 March 2021	<u>31,820</u>	<u>217,136</u>	<u>248,956</u>
Depreciation			
As at 1 April 2020	24,320	27,300	51,620
Charge for the year	3,400	-	3,400
Disposals	-	-	-
As at 31 March 2021	<u>27,720</u>	<u>27,300</u>	<u>55,020</u>
Net Book Value	<u>4,100</u>	<u>189,836</u>	<u>193,936</u>
As at 1 April 2020	<u>7,500</u>	<u>189,836</u>	<u>197,336</u>

	2021	2020
If the freehold property had not been revalued it would have been included at the following historic cost	<u>£ 78,644</u>	<u>£ 78,644</u>

The freehold property was revalued on an open market basis on 17 March 2011 by Godfrey - Payton Chartered Surveyors, Market Harborough.

6 Property Revaluation Reserve

	2021	2020
Refer to Note 5	<u>£ 101,356</u>	<u>£ 101,356</u>

7 Investments

	2021	2020
500 £1 Ordinary Shares in Bower House Support Services Ltd	<u>£ -</u>	<u>£ 500</u>

Bower House Support Services Ltd went into administration during the year to 31 March 2021. Demand for its services had fallen to a level which did not justify its continued operation. All of its liabilities will be met in full.