

HARBOROUGH CHRISTIAN COUNSELLING SERVICE
REGISTERED CHARITY NUMBER: 1076249
ANNUAL REPORT AND ACCOUNTS
YEAR ENDED 31 MARCH 2023

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BOWDEN HOUSE
36 NORTHAMPTON ROAD
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Harborough Christian Counselling Service

Report of the Trustees

For the year ended 31 March 2023

Objectives and Activities

Values

The values that underpin the service provided by the Harborough Christian Counselling Service cover confidentiality (respecting privacy); acceptance through non-judgemental approach; independence through 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 is available to all, irrespective of race, religion, culture, sex, gender, age or disability.

Whilst the staff, counsellors and support workers of the charity will be Christian, the service is available to people of all faiths and none.

Operational Report for the year 2022-23

The Bower House continues to provide a counselling service, free at the point of use, to residents of Market Harborough, the two Bowden villages and those living within a 10 mile radius of the town.

There have been many challenges for the service in the last 12 months including returning to something like “normal” operating procedures after Covid and a major building project which started in June 2022.

In spite of these challenges, the Bower House has continued to provide over 2000 counselling sessions per annum to the local population.

The Bower House has over 40 volunteer counsellors providing free of charge counselling sessions. They are supported by over 20 volunteer support workers.

In the last 3 years, Covid has forced many changes on the Charity, including the introduction of remote counselling during the periods of lockdown. Covid also had a major effect on the Charity's income as, for a significant period, most fund raising on behalf of the Charity was stopped. During this time however the introduction of a suggested minimum donation of £10 per session was introduced. This has resulted in the average donation increasing from less than £3.50 before Covid to over £7.50 since Covid. It is important to note however that counselling continues to be offered to those who cannot afford to donate and many fund-raising initiatives have recommenced.

A major building project commenced in June 2022 in the Bower House to provide a ramped access to the front door and a disabled toilet inside the premises. During the 3 months June to August, the Bower House was closed and the service relocated to the Innovation Centre. It was very encouraging, and a true reflection on the value of the service, that in spite of the greater difficulty accessing the Innovation Centre as opposed to the Bower House, and the fact that remote

counselling was on offer, there was no drop off in the number of face to face counselling sessions, which remained at an average of 180 per month.

The grant from the Market Harborough & the Bowden's Charity continues to help support this desperately needed service in the town and the 2 Bowden villages. The Bower House services continue to provide life changing support to a large number of clients in the local area in these evermore stressful and demanding times – with very successful outcomes.

Report of the Governing Body

The Governing Body presents this report together with the financial statements of Harborough Christian Counselling Service for the year ended 31 March 2023. Harborough Christian Counselling Service is a registered charity, number 1076294. The address of the charity is: The Bower House, 32 Coventry Road, Market Harborough, Leicestershire, LE16 9BZ.

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 27 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 Market Harborough (Churches Together sponsors Harborough Christian Counselling Service).
2. Up to 2 further persons appointed by Churches Together.
3. The Service Co-ordinator
4. The Charity's Treasurer.
5. Other members appointed by the Governing Body

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

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

Harborough Christian Counselling Service is established:

1. To provide a Christian counselling response to the needs of people in Market Harborough and the surrounding district (limited to a 10 mile radius from the town) 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 satisfactorily come through those crises.
2. To train and equip Christians to be involved in counselling and to enable Christians to utilise the gifts that God has given them.
3. To work alongside churches in their caring missions, and with secular organisations that care for people.

The income and property of Harborough Christian Counselling Service is used to further these objectives. As Harborough Christian Counselling Service 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 restricted funds held by the Charity represent the amount required for its winding up if it ceases to operate. These costs are estimated at £20,000 (2022 £20,000). The reserves policy is reviewed annually.

The Charity has Charity Trustee insurance in place indemnifying 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

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 2023, 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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LEICESTERSHIRE
LE16 9HE

Dated: 26 June 2023.

HARBOROUGH CHRISTIAN COUNSELLING SERVICE
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 MARCH 2023

	Notes	2023 £	2022 £
INCOME			
Donations	2	36,235	32,272
Other Income	3	21,947	17,936
Building Project Grants		72,000	-
Total Income		<u>130,182</u>	<u>50,208</u>
EXPENDITURE			
Establishment			
Rates		911	911
Light and Heat		1,453	1,697
Water		496	280
Repairs, Office Equipment and Cleaning		1,847	3,459
Depreciation	1 & 4	<u>458</u>	<u>410</u>
		5,165	6,757
Administration			
Salaries		35,978	39,663
Stationery, Office Supplies and Services		1,882	757
Telephone, Broadband and Bureau Services		3,172	2,953
Membership Subscriptions		457	643
Independent Examination Fee		600	530
Training		613	3,500
Insurance		<u>1,174</u>	<u>1,139</u>
		43,877	49,185
Total Expenditure		<u>49,042</u>	<u>55,942</u>
Net Income for the year		81,140	(5,734)
Balance brought forward at 1 April 2022		<u>168,056</u>	<u>173,790</u>
		<u>249,196</u>	<u>168,056</u>

HARBOROUGH CHRISTIAN COUNSELLING SERVICE
BALANCE SHEET
AS AT 31 MARCH 2023

	Notes	2023 £	2022 £
Fixed Assets	4		
Freehold Property		261,836	191,030
Office Furniture and Equipment		<u>4,118</u>	<u>3,690</u>
		265,954	194,720
Current Assets			
Debtors		751	814
Cash		<u>94,244</u>	<u>74,865</u>
		94,995	75,679
Creditors			
Due in One Year		<u>10,397</u>	<u>987</u>
Net Current Assets		84,598	74,692
NET ASSETS		<u>350,552</u>	<u>269,412</u>
Unrestricted Funds			
Property Revaluation Reserve	6	101,356	101,356
General Income Fund		<u>249,196</u>	<u>168,056</u>
		<u>350,552</u>	<u>269,412</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 2023**

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 - reducing balance.

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 Donations

	2023	2022
Individual	31,894	29,175
Church and Related Organisations	2,781	2,845
Voluntary Organisations	1,560	252
	<u>£ 36,235</u>	<u>£ 32,272</u>

3 Other Income

	2023	2022
Fundraising (net of costs)	6,397	478
Gift Aid	3,050	4,663
Government Furlough Scheme	-	295
Grant from Market Harborough and the Bowdens Charity - General costs	12,500	12,500
	<u>£ 21,947</u>	<u>£ 17,936</u>

HARBOROUGH CHRISTIAN COUNSELLING SERVICE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

4 Fixed Assets

	Furniture & Equipment £	Freehold Property £	Total £
Cost			
As at 1 April 2022	31,820	218,330	250,150
Additions	886	70,806	71,692
Disposals	-	-	-
As at 31 March 2023	<u>32,706</u>	<u>289,136</u>	<u>321,842</u>
Depreciation			
As at 1 April 2021	28,130	27,300	55,430
Charge for the year	458	-	458
Disposals	-	-	-
As at 31 March 2023	<u>28,588</u>	<u>27,300</u>	<u>55,888</u>
Net Book Value	<u>4,118</u>	<u>261,836</u>	<u>265,954</u>
As at 1 April 2022	<u>3,690</u>	<u>191,030</u>	<u>194,720</u>

- 5 A project to further improve accessibility to The Bower House has received approval for both planning and grant support. The additions shown above are the costs to date on the project.

6 Property Revaluation Reserve

2023	2022
<u>£ 101,356</u>	<u>£ 101,356</u>

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

	2023	2022
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>