

## **Harborough Christian Counselling Service**

### **Report of the Trustees**

**For the year ended 31 March 2024**

### **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 2023-2024

The Bower House continues to provide a Counselling Service to residents of Market Harborough, the 2 Bowden villages and those living within a 10 mile radius of the town. Demand for the service continues at a high rate of referral.

During the past 12 months the building project providing ramped access to the front door and a disabled toilet inside the premises was completed. The work was funded by Harborough Council Section 106 money and by 2 generous grants from local Charities. The building is much improved and has enabled the work of the Bower House to be more inclusive.

Over 2000 counselling hours have been provided through the work of over 40 volunteer counsellors, managed by 2 part-time paid Service Co-ordinators.

24 Support workers provide administrative assistance and welcome to clients.

Since introducing the suggested minimum donation of £10 per session to clients, the average amount donated by clients has increased. Efforts are being made to encourage client donations with the aim of increasing this average to £15 per session. It is important to note, however, that counselling continues to be offered to those who cannot afford to donate. Many other fundraising initiatives have taken place this year and we are grateful for the continuing support of The Friends and local churches.

During 2024 the very generous grant which we have received from Market Harborough and the Bowdens Charity for 5 years came to the end of its term.

This grant has greatly assisted us to keep running in the face of increasing financial demands and the Charity is continuing to investigate alternative sources of regular income.

### 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 2024. 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 (2023 £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**

L J Gemmell

A handwritten signature consisting of a single, continuous, slightly wavy horizontal line.

**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 2024, 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 reached.

Signed: 

Dated: 28/06/2024

**HARBOROUGH CHRISTIAN COUNSELLING SERVICE**  
**INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2024**

	Notes	2024	2023
		£	£
<b>INCOME</b>			
Donations	2	36,885	36,235
Other income	3	27,301	21,947
Building Project Grant	5		72,000
<b>Total Income</b>		<u>64,186</u>	<u>130,182</u>
<b>EXPENDITURE</b>			
<b>Establishment</b>			
Rates		958	911
Light and heat		2,238	1,453
Water		366	496
Repairs, office equipment & cleaning		1,236	1,847
Depreciation	1,4	548	458
		<u>5,346</u>	<u>5,165</u>
<b>Administration</b>			
Salaries		40,361	35,978
Stationary, office supplies and services		2,475	1,882
Telephone, broadband and bureau services		2,076	3,172
Membership subscriptions		477	457
Independent examination fee		600	600
Training		4,527	613
Insurance		1,486	1,174
		<u>52,002</u>	<u>43,876</u>
<b>Total Expenditure</b>		<u>57,348</u>	<u>49,041</u>
<b>Net Income /Loss for year</b>		6,838	81,141
<b>Balance brought forward at 1 April 2023</b>		249,197	168,056
		<u>256,035</u>	<u>249,197</u>

**HARBOROUGH CHRISTIAN COUNSELLING SERVICE**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2024**

	NOTES	2024		2023	
	£	£	£	£	
<b>FIXED ASSETS</b>					
Freehold Property		261,836		261,836	
Office furniture and equipment		<u>4,465</u>		<u>4,118</u>	
		266,301		265,954	
<b>CURRENT ASSETS</b>					
Debtors	825		751		
Cash	<u>93,985</u>		<u>94,244</u>		
	94,810		94,995		
Creditors					
Due in one year	3,720		10,397		
<b>NET CURRENT ASSETS</b>		<u>91,090</u>		<u>84,598</u>	
<b>NET ASSETS</b>		<u>357,391</u>		<u>350,552</u>	
<b>UNRESTRICTED FUNDS</b>					
Property revaluation reserve		101,356		101,356	
General income fund		<u>256,035</u>		<u>249,196</u>	
		357,391		350,552	

**On behalf of the Governing Body**

*L. J. Gemmell*

**Linda Gemmell - Chair**

**HARBOROUGH CHRISTIAN COUNSELLING SERVICE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**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**

	<b>2024</b>	<b>2023</b>
Individual	34,468	31,894
Church and Related Organisations	2,033	2,781
Voluntary Organisations	<u>384</u>	<u>1,560</u>
	<u><b>£36,885</b></u>	<u><b>£36,235</b></u>

**3. Other Income**

Fundraising	11,360	6,397
Gift Aid	6,566	3,050
Grant from Market Harborough and Bowdens Charity	<u>9,375</u>	<u>12,500</u>
	<u><b>£27,301</b></u>	<u><b>£21,947</b></u>

**HARBOROUGH CHRISTIAN COUNSELLING SERVICE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**4. Fixed Assets**

	<b>Furniture &amp; Equipment £</b>	<b>Freehold Property £</b>	<b>Total £</b>
<b>Cost</b>			
As at 1 April 2023	32,706	261,836	294,542
Additions	895	-	895
Disposals	-	-	-
As at 1 April 2024	<u>£33,601</u>	<u>£261,836</u>	<u>£322,737</u>

**Depreciation**

As at 1 April 2023	28,588		28,588
Charge for the year	548		548
Disposals	-	-	-
As at 1 April 2024	<u>£29,136</u>		<u>£29,136</u>

**Net Book Value**

	4,465	261,836	266,301
As at 1 April 2023	4,118	261,836	265,954

5. A project to improve accessibility to The Bower House was completed in 2023-24.

**6. Property Revaluation Reserve**

<b>2024</b>	<b>2023</b>
<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.

	<b>2024</b>	<b>2023</b>
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>