



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	March	2023		29	February	2024

Section A Reference and administration details

Charity name Sage Counselling

Other names charity is known by

Registered charity number (if any) 1088917

Charity's principal address 60 Stockbridge Road

Chichester

West Sussex

Postcode PO19 8QF

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Gina Howard	Chair		Management Committee
2 Mary Lou Harris	Counsellor		Management Committee
3 Robert Hambrook	Treasurer		Management Committee
4 Paul Gupta			Management Committee
5 Jane Oswin	Counsellor		Management Committee
6			
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12			
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14			
15			
16			
17			
18			
19			
20			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution
How the charity is constituted	Association Model
Trustee selection methods	By appointment and endorsed at AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Management committee and sub-committees. We have sub-committees for overseeing our Training Programme and Planning.

As a Member of British Association of Counselling and Psychotherapy (BACP), the governing body for counselling practices and organisations, SAGE Counselling abides by the ethical code of practice issued by the BACP.

From January 2023 we took out an umbrella insurance policy with Marsh Commercial (formerly Oxygen). This covers Sage Counselling against Professional indemnity, and includes Employer's Liability and Personal Accident Insurance.

SAGE Counselling continues to work in partnership with the MNDA to offer counselling to selected clients suffering from Motor Neurone Disease and the clients' immediate families/ carers within the West Sussex area. Since December 2022, we have also been working with the East Sussex branch of the MNDA.

We are members of Crawley Community Action (CCA) and derive support from them on advertising and various areas of administration

In addition to CCA, we are members of Voluntary Action Arun & Chichester (VAAC), Mid-Sussex Voluntary Action (MSVA) and Voluntary Sector Support, Horsham District Council. These are local authority funded agencies that help charities with all aspects of their functioning, from fund-raising to statutory responsibilities, and we use their platforms for advertising and to gain information about counselling in the local community

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote the mental well-being of those adults in our area who suffer from reduced mobility by the provision of a domiciliary counselling service. The organisation is based in Chichester and is available to residents of West Sussex.

While we continue to function primarily as a domiciliary counselling service, we now also offer counselling by phone and via a video link.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

To ensure quality standards set by the BACP in the achievement of this objective, there is regular statutory supervision of all counsellors as well as training days on relevant topics such as Resilience, Personality Disorders, Bereavement, Making The Most Of Supervision. All Sage counsellors are expected to attend these training events, and they are also available to members of other agencies, and are therefore of benefit to a wider audience.

In the post-pandemic era, most counselling took place online, and this is particularly suitable for clients who live in areas of the county where we have no counsellors available for home visits. However, now that people have more confidence in going out, many clients have expressed a preference for counselling on a face-to-face basis, and in response to this, we now offer a service of hybrid counselling.

At the end of counselling, clients are offered the opportunity to supply written feedback either online or on a printed form.

Sage Counselling is a fully professional home visiting counselling service delivered by volunteer counsellors for adults with limited mobility living in West Sussex who are unable to access other counselling services unaided. Mobility issues can arise from increasing age, medical conditions, end of life illness, disabilities and severe mental health issues such as anxiety and agoraphobia. Sage Counselling is unique in West Sussex and allows a specific marginalised client group to access counselling help.

Commented [1]: Our volunteers both write and write

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

We are not a grant-making organisation

We do not have sufficient reserves to develop an income stream from investments. We only run a simple savings account.

Contributions are accepted from clients when such contributions are offered as a mark of gratitude.

Counsellors undertake the counselling work as unpaid volunteers, although those counsellors who work on behalf of MNDA clients are paid a fixed rate by this agency. In addition, qualified counsellors are allowed to claim for mileage expenses and from June 2022, counsellors in training could also claim for mileage expenses, but at a lower rate than qualified counsellors.

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

The general trend in the increasing number of counselling sessions has continued, and we are now not far away from high level that we attained in the years prior to Covid.

Although we continue to offer counselling by telephone and video link, there is evidence that clients are now more willing to ask for face-to-face counselling, and we believe that this will bring more clients to our organisation.

Positive feedback from clients

Our organisation offers placements for second year students of counselling and psychotherapy. This gives students the opportunity to develop their counselling skills in a safe environment under supervision.

We also offer placements to students in years 3 and 4 of their studies who are working toward a higher qualification such as a BA or MA. In addition, we work with qualified counsellors who are working towards accreditation to the BACP or other professional associations. A number of student counsellors have become fully qualified during their placement with Sage Counselling.

We have continued to develop our virtual office system using the G-Suite platform. All Sage personnel are now comfortable with using this office for storage and retrieval of documents, as well as using this facility to disseminate information to others in our organisation.

In April 2023 we published our Business Plan which offers a comprehensive overview of how we work, a description of our main policies, our financial history and our strategies for preparing for the future.

Section E Financial review

Brief statement of the charity's policy on reserves

To avoid being in debt, any delving into reserves is seen as an amber warning of potential financial difficulties.

We have published a Reserves Policy, which states that a fund of £6000 must be available in the event that the organisation has to close down. The sum of £6000 has been identified as the amount that would be required to run down our activities in an orderly fashion and ensure that creditors are paid off.

Details of any funds materially in deficit

Nil

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

During the year, we revised our fee structure, with the approval of the Trustees. We asked clients to pay an increased fee of £35, which is still considerably less than the fees charged by conventional counselling services. However, when clients are financially disadvantaged, we will accept an amount that they can afford.

The increase in client fees has certainly boosted our income, and as a result, this was the first year in some time that our income, mainly from client contributions, was sufficient to enable our organisation to be financially independent. We therefore had no need to apply for any external funding, as we had done in previous years.

Our organisation is also indebted to the efforts of Marian Stapley, a member of our Management Committee, who organised a fundraising walk which brought us a donation of almost £1000.

Expenditure is on supervision and mileage costs, promotional activities, educational costs such as training and CPD and administration

No investments.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Robert John Hambrook

Gina Howard

Full name(s)

Robert John Hambrook

Mrs Gina Howard

Position (e.g., Secretary, Chair, etc)

Treasurer and Trustee

Chair and Trustee.

Date

06 Dec 24

04.12.2014



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
SAGE Counselling

1088917

Receipts and payments accounts

CC16a

For the period
from

01/03/2023

To

28/02/2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Client contributions	21,214			21,214	12,089
Training income	75			75	-
Prescription Plus Income				-	2,190
Interest received	57			57	5
Other income				-	
MNDA Income	6,875			6,875	4,390
Private donations/Horsham Lottery	317			317	1,132
West Sussex County Council	-			-	-
National Lottery Awards For All Grant				-	8,130
Sussex Community Foundation Grant				-	6,500
Sub total (Gross income for AR)	28,538			28,538	34,436
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	28,538	-	-	28,538	34,436
A3 Payments					
Counsellors' mileage payments	2,711	-	-	2,711	1,043
Website costs, including server rental	297	-	-	297	132
Memberships	423	-	-	423	445
Indemnity insurance	860	-	-	860	813
Printing		-	-	-	185
Prescription Plus costs		-	-	-	1,890
Supervision	7,360	-	-	7,360	8,280
Telephone and postage	417	-	-	417	180
Training	1,404	-	-	1,404	820
Administration	2,477	-	-	2,477	3,804
MNDA costs	4,508	-	-	4,508	4,265
Adjustments		-	-	-	-
DBS checks	29	-	-	29	19
Interviewing (prospective counsellors)	1,005	-	-	1,005	680
Intake Assessment	1,315	-	-	1,315	1,819
Independent Examination	408	-	-	408	408
Honoraria payments to Officers	1,750	-	-	1,750	1,500
Sub total	24,963			24,963	26,283
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	24,963	-	-	24,963	26,283
Net of receipts/(payments)	3,574	-	-	3,574	8,153
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	29,112	-	-	29,112	20,959
Cash funds this year end	32,687	-	-	32,687	29,112

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account	26,634	-	-
	Savings account	6,053	-	-
		-	-	-
	Total cash funds	32,687	-	-
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Reserves (in case of dissolution)	Business account	6,053	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on
behalf of all the trustees

Signature	Print Name	Date of approval
<i>Gina Howard</i>	GINA HOWARD	20.12.2024
<i>Robert Hambrook</i>	ROBERT HAMBROOK	20 Dec 24



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
SAGE Counselling

On accounts for the year
ended

28 February 2024

Charity no
(if any)

Set out on pages

1-10

(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 28/02/2024.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~ *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Sarah Bestley

Date:

11.12.2024

Name:

Sarah Bestley

Relevant professional
qualification(s) or body
(if any):

ACA

Address:

Carter Nicholls Limited, Victoria House,
Stanbridge Park, Staplefield Lane
Staplefield, West Sussex RH17 6AS

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

11.12.2024

[Handwritten signature]