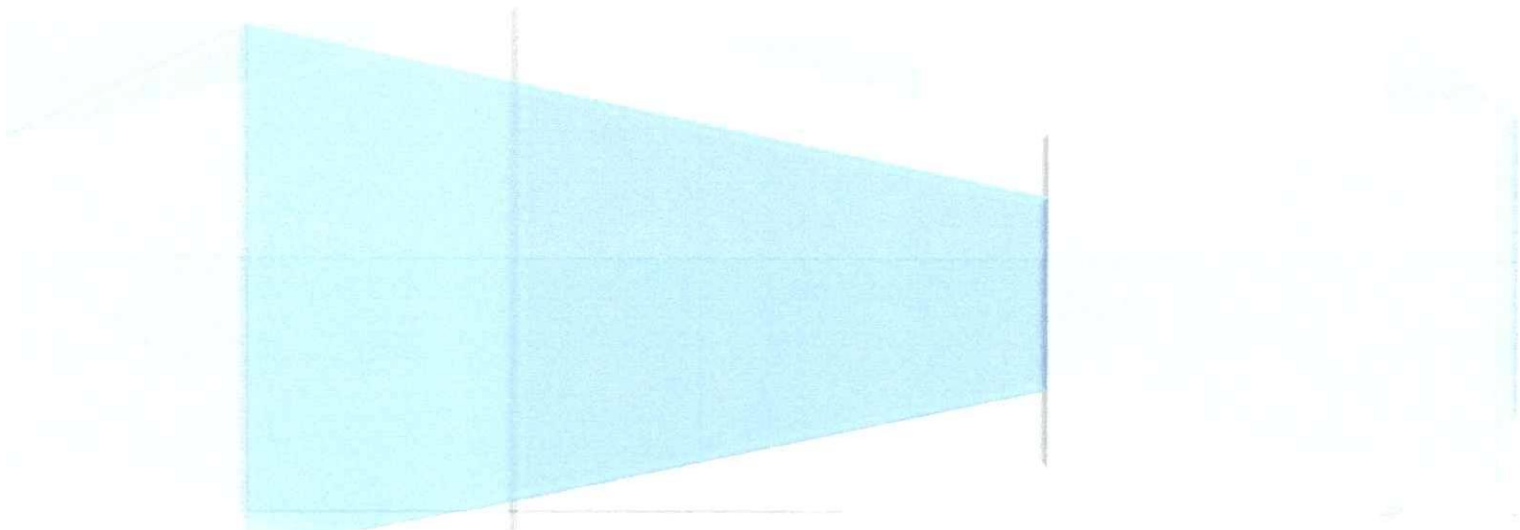




Providing Long Term Counselling Support

A vital service for people with mental health needs

# ANNUAL REPORT & ACCOUNTS 2020/21



# ACCOUNTS and ANNUAL REPORT OF THE TRUSTEES

For the year ended 31<sup>st</sup> March 2021

## REFERENCE & ADMINISTRATIVE INFORMATION as at 31<sup>st</sup> MARCH 2021

1	NAME OF THE CHARITY	BROMLEY COMMUNITY COUNSELLING SERVICE
2.	CHARITY REGISTRATION No.	1103861
3.	COMPANY REGISTRATION No.	4942090
4.	ADDRESS	121 Masons Hill BROMLEY Kent BR2 9HT
5.	TRUSTEES	Christopher Barrett ( <i>Chair</i> ) Venetia Cooper Tony Catherall ( <i>Treasurer</i> ) Frederiek Chatfield David Howarth Nicola Talbot Samantha Merry Dessa Miller Frances Westerman (co-opted)
6.	CLINICAL DIRECTOR (HEAD OF SERVICE)	Carolyn Couchman
7.	BANKERS	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
8.	AUDITOR	T.L. Huxtable, FCCA 11 Stanhope Grove Beckenham Kent BR3 3JB
9.	WEBSITE	<a href="http://www.bccs.uk.com">www.bccs.uk.com</a>
11.	SOCIAL MEDIA	<b>Twitter:</b> @BCCS121 <b>Facebook:</b> /bromley.community.counselling
10.	JUST GIVING	<a href="http://www.justgiving.com/bromleycommunitycounsellingservice">www.justgiving.com/ bromleycommunitycounsellingservice</a>
11.	CONTACT DETAILS	0208 460 7711 <a href="mailto:contact@bccs.uk.com">contact@bccs.uk.com</a>

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*120 clients ended their counselling between 1<sup>st</sup> April 2020 and 31<sup>st</sup> March 2021. Overall, 77% of them showed improvement by their final appointment, and over half (57%) showed such significant improvement that it indicated not only clinical change but also reliable change.*

## PURPOSE

Bromley Community Counselling Service (BCCS) provides high quality, effective, affordable counselling to anyone over the age of 18 who lives in the London Borough of Bromley and surrounding areas. The counselling service, which is a BACP<sup>1</sup> Accredited Service,<sup>2</sup> is provided for people who may be struggling with personal, emotional or mental health difficulties. The staff at BCCS assist them to find new ways to make a fresh start in certain areas of their lives or to come to terms with things that can't be changed. The benefits of supporting individuals through periods of extreme stress and mental illness are many – families can be kept together, employment maintained or re-started, harmful behaviours avoided and poor mental health addressed. For those who need it, long term counselling can be life-changing or even life-saving.

## OBJECTIVES

**The charitable objects of BCCS are as follows:**

- The relief of psychological distress among the residents of the London Borough of Bromley by the provision of counselling.
- The promotion of social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.
- The advancement of the education of the public in the subjects of counselling and psychotherapy.
- The relief of financial and economic hardship by the provision of free advice and assistance to persons who, through lack of means, would otherwise be unable to obtain such expert advice.

## THE COUNSELLING SERVICE

BCCS has its roots in the local community and has developed low-cost long-term counselling provision in response to its mental health needs. Clients mostly self-refer or contact the service on the advice of their GP, Community Mental Health Team, IAPT<sup>3</sup> service, other local organisation, or by personal recommendation.

### Overview

2020-21 is the year that was deeply impacted by the global Covid-19 pandemic, which had a significant effect on our clients, our counsellors, and the counselling service as a whole. As soon as the Government imposed

<sup>1</sup> British Association for Counselling & Psychotherapy: [www.bacp.co.uk](http://www.bacp.co.uk)

<sup>2</sup> BACP Accredited Counselling Service member no. 118757

<sup>3</sup> 'Improving Access to Psychological Therapies': <http://www.iapt.nhs.uk/iapt/>

the first lockdown, the entire counselling service of 65 counsellors and around 175 clients had to transfer their talking therapy appointments online. Not everyone was able to, some because of the technology, others because of lack of privacy, and about one-third of our clients stopped their counselling, most of them hoping at the time that face-to-face sessions would recommence quickly. This, of course, had a significant impact on the organisation because fees are BCCS's main source of income. At the same time 3 out of our 5 paid part-time admin staff were put on furloughed leave under the Government's Job Retention Scheme. Counsellors rapidly had to engage in further training in techniques for working online because, although similar, there are significant differences and ethical challenges unique to working in this new way.

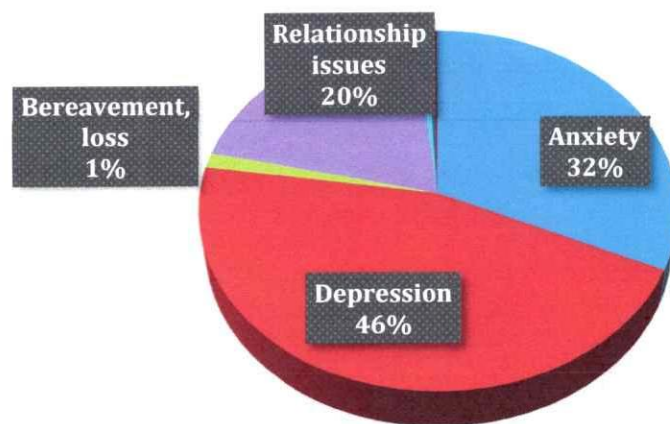
As the year went on, it became apparent that the pandemic was affecting the service in many different ways: initially fewer clients were enquiring about counselling, presumably because their priorities were about meeting basic needs, and other local charities were put under pressure by demands from the local population to get their more material needs met. People who were put on furloughed leave, or made redundant, turned to the free NHS services which became overwhelmed and so were signposted to BCCS, leading to around two-thirds of clients arriving via this route. Funders, similarly, turned their attention to providing grants to charities that were supporting people on a more material level, so our grants income petered out.

However, the public adjusted to different ways of living: working from home was life-changing for some. Schools and shops were shut, parents had to learn to home-school and children had open access to their parents 24/7. In many ways this was of huge benefit, but in turn it brought its own pressures and we saw an increase in men requesting counselling (nearly 40% of all clients), and a fifth of our referrals were about relationship difficulties. In the previous year, anxiety states had been the main presenting difficulty, but in the Pandemic Year (2020-21) low mood and depression accounted for 46% of all problems.

When the lockdown was lifted briefly in the summer of 2020, BCCS was unable to use all four counselling rooms because the smallest couldn't keep people 2m apart and so, although income had started to rise by September, our capacity never reached the previous year's because of this.



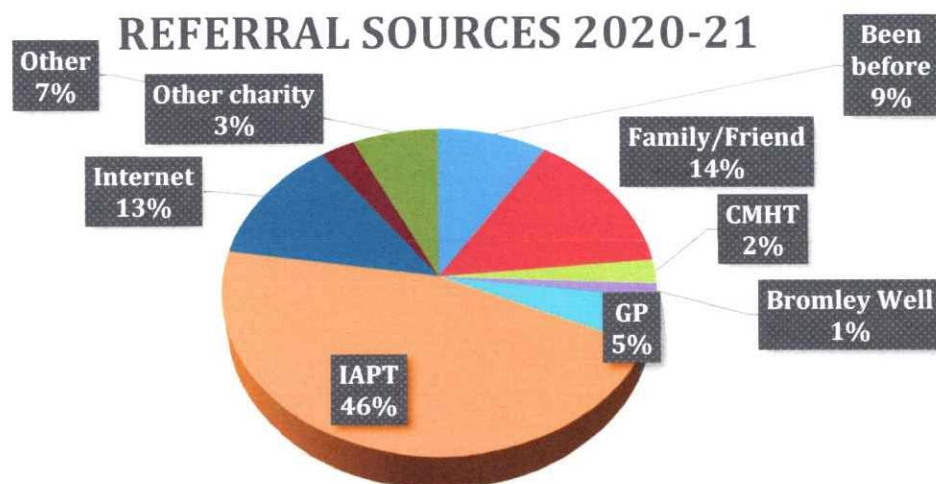
## PRESENTING PROBLEMS 20-21



### Assessment

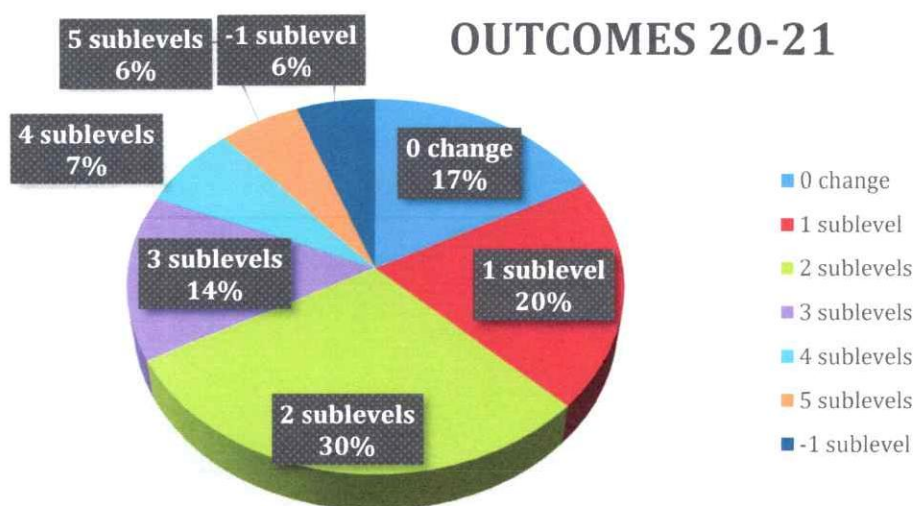
During the year BCCS was awarded Lottery funding to upgrade its computer system and website, making it possible for the first time for members of the public to book an initial assessment consultation themselves, choosing a time convenient to them and paying for it through the website. The initial consultation is delivered by an experienced practitioner, whose task is to identify the key issues for the client. The assessor gathers demographics and other information, as well as making a risk assessment of harm (by the client to him/herself or to others). This is achieved by the use of the CORE34 outcome measure together with a self-appraisal completed by the client before the appointment. BCCS employs four experienced and well-qualified therapists to implement the assessment and allocation procedure. They consult appropriately about potential clients who appear to be at risk of self-harm or harm to others before allocating them to work with more experienced clinicians, or signpost them to more appropriate local services. Every two weeks the Assessment Team meets with the Clinical Director to discuss their work. Due to the pandemic BCCS discontinued face-to-face initial consultations, which are now carried out by phone.

### Referral Sources



Because of the pandemic there was an initial drop in members of the public requesting counselling, and so overall numbers were significantly lower this year. We assessed 164 potential clients during the year, of whom 142 entered counselling, which is a significant drop on last year's total of 296. The chart shows that 54% of referrals came from NHS services, including GPs and Bromley Well, where patients had either been assessed as unsuitable for CBT<sup>4</sup> or other short-term treatments, or had been signposted to BCCS to avoid long waiting lists, which is an increase on last year. Many clients need longer-term support than that provided by statutory services, and a small proportion of these NHS referrals had already received free treatment and wished to continue therapy in a longer-term more in-depth setting. In addition, it is likely that the 13% who identified the internet as their source of information had been recommended to seek BCCS by an NHS practitioner and left to follow-up themselves. Personal recommendation (Family/Friend) is proving a significant source of recommendation, as are people returning for counselling after a break.

## Outcomes



BCCS monitors outcomes monthly throughout counselling and at the final appointment. The CORE34 questionnaire is a psychological questionnaire used by many NHS services in the UK that measures levels of anxiety, depression and overall functioning. It classifies people according to their score into 6 sub-divisions: Healthy, Low, Mild, Moderate, Moderately-severe, and Severe. The aim is for clients to drop down to Healthy scores (i.e. in the non-clinical range), but a drop of at least 2 sublevels indicates not only clinical change (e.g. moderate, through low, to mild) but *reliable* change too. The data we have analysed in previous years shows that clients really need to have around 20-24 sessions to achieve lasting improvement.

120 clients ended their counselling between 1<sup>st</sup> April 2020 and 31<sup>st</sup> March 2021, having received up to a year of weekly sessions. We have complete data for just over half of them and the chart below indicates the percentage of clients who had improved by various sub-levels at the end of therapy. Overall, of our clients who ended therapy by 31<sup>st</sup> March 2021, 77% showed improvement at their final appointment, and over half (57%) showed such significant improvement that it indicated not only clinical but also reliable change<sup>5</sup>, as demonstrated in the chart overleaf.

<sup>4</sup> Cognitive Behavioural Therapy

<sup>5</sup> using NHS nationally-recognised outcome measures



## Feedback

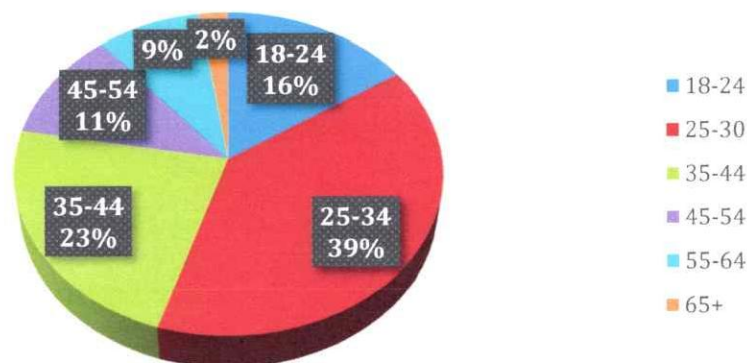
At discharge clients are asked to complete an evaluation questionnaire, which gives them the opportunity to feedback personally. These quotes are typical of those we receive, and come from the last quarter of the financial year:

- *“The service helped me through one of the most challenging periods of my life. The initial assessment was so insightful and made me feel that the service was professional and emotionally safe.”*
- *“It was clear that [my counsellor] understood what I was struggling to communicate. It has been an excellent service that has changed my entire outlook on life and have helped prevent me from doing serious harm to myself”.*

## Demographics

2020-21 saw a change in the balance of clients who sought counselling. 73% of clients who were experiencing life difficulties and came for an initial consultation fell within the 25-54 age range, with 5% increases in the numbers of both the 25-34 year olds and the 35-44 year olds.

## ANALYSIS OF CLIENTS' AGE RANGE



It is also evident that a significant proportion of clients have more complex pathology. These patients have mostly been assessed by NHS services as being unsuitable to be offered the brief low- or high- intensity therapy provided by local statutory services. As last year, we believe this clearly demonstrates that many clients need longer-term treatment that is not provided by statutory services and are therefore being forced to access support from the charitable or private sectors where they have to pay for their own therapy, which many cannot afford.

## Clinical Provision

BCCS provides high-quality clinical placements for counsellors-in-training who, in 2020-21, came from 23 different training colleges/universities, and for qualified counsellors working towards their BACP accreditation. This enables us to offer a range of interventions that ensure the best therapeutic provision for clients. It also provides clinical supervision to staff and volunteers from local charities that are working with vulnerable members of the public and who do not have a clinical qualification.

BCCS usually has a counselling staff team of between 60-70 counsellors, and from the clinical audit conducted in March 2021, 65% were qualified, and the remainder were still 'in training', although many had reached diploma equivalency and were continuing with their studies for a first, second, or third university degree. Over



a quarter of our counsellors are registered UKCP<sup>6</sup> or UKATA<sup>7</sup> members, with the remainder being members of BACP<sup>8</sup> and subject to the ethical standards and professional conduct procedures of these organisation.

BCCS is fortunate in being able to provide a wide range of therapies, and an explanation of the differences between different models of working can be found on our website (<https://bccs.uk.com/types-of-counselling/>). Half of our therapists use an integrative model of working, drawing on different modalities to suit the needs of the client, the other half are trained in a pure model of therapy, such as psychodynamic therapy, Transactional Analysis, or Gestalt psychotherapy.

### Money matters

A major factor that influences access is the cost of counselling. The provision of accessible counselling is at the cornerstone of BCCS's ethos. In comparison with local private counselling (which ranges around £40-£70 per appointment) BCCS provides a very cost-attractive service for our local community, and offers counselling for a contribution as low as £20 per appointment for clients who cannot afford a private therapist. It is the Trustees' aim to be able once again to provide counselling for £5 for those on welfare benefits (currently we charge £16), and BCCS has been able to do this in the past year thanks to The National Lottery, and The Merchant Taylors' Company, whose generous funding has enabled us to provide time-limited therapy for up to 20 appointments at £5 each.

## DEBT ADVICE SERVICE (DAS)

Our Debt Advice Service, which was established in 2013, closed in March 2020 due to the ill-health of our licensed debt advisor, Tony Catherall. Tony had been volunteering as a debt advisor in the London Borough of Bromley for several decades. Our respect and thanks go to him for all that he has done in his years as a licensed debt advisor, and for creating the Debt Advice Service for BCCS; and in particular for his commitment, his perseverance, and his tenacity on behalf of his clients.

## TRAINING & DEVELOPMENT OF TRUSTEES AND STAFF

As part of our annual clinical audit, carried out towards the end of every financial year, staff provide evidence of continuing professional development (CPD) and, during their annual face-to-face appraisal interview, identify gaps in knowledge arising from feedback given by their clients, supervisors, and line managers. This contributes to the CPD workshops we organise, although because of the Pandemic there have only been two during the past year. Our thanks go to Christiane Sanderson and Tony Buckley for agreeing to provide CPD workshops for our counsellors via Zoom.

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<sup>6</sup> United Kingdom Council for Psychotherapy

<sup>7</sup> United Kingdom Association for Transactional Analysis

<sup>8</sup> British Association for Counselling & Psychotherapy

## STRUCTURE, GOVERNANCE, AND MANAGEMENT

BCCS is a charity and company limited by guarantee which has no share capital. Each Trustee undertakes to contribute a sum not exceeding £10 in the event of BCCS being unable to meet its liabilities. The Trustees bring a variety of skills and experience to the Board, providing knowledgeable leadership. The Board has ultimate responsibility for directing the affairs of BCCS and ensuring that it is solvent, well-run, and meets its charitable objects.

Trustees are elected to serve for a period of three years after which they retire by rotation and can be re-elected. There is no maximum number of Trustees but there is a minimum of three. The Trustees who have served during the year are:

Name	Appointed
TONY CATHERALL	December 2006
HELEN STOREY	July 2011, retired January 2021
LAURA WARREN	November 2013, retired January 2021
FREDERIEK CHATFIELD	November 2015
CHRIS BARRETT	February 2016
DAVID HOWARTH	November 2020
VENETIA COOPER	November 2020
NICKY TALBOT	January 2021
FRANCES WESTERMAN	January 2021 (co-opted for 1 year)
SAM MERRY	April 2021
DESSA MILLER	April 2021

The Board of Trustees meets every 12 weeks to review the strategic direction and performance of the charity.

Management of the counselling service is delegated to the Clinical Director, Carolyn Couchman, who, as Head of Service, carries responsibility for the day-to-day running of the organisation. All of the charity's paid staff are part-time and include five clinical supervisors, four counselling assessors, a finance manager, and a small team of part-time office administrators and receptionists. Volunteer counsellors, who are either qualified and working towards their eventual BACP accreditation or are counselling trainees on clinical placement, provide the counselling activity. All counsellors are recruited, selected, monitored and evaluated by the Clinical Director and the team of supervisors.

BCCS monitors its client base for diversity and accessibility as well as its staff recruitment practices. All policies are reviewed on a two-year rotation by the Clinical Director, who ensures they also meet the requirements of the Equality Act 2010. BCCS works actively to avoid any discriminatory practice to ensure equality of opportunity in the recruitment of staff, volunteers, the Board of Trustees, and its service to the public. In striving to implement, monitor and develop its Equality Policy, all new staff are asked to complete an Equality Impact Monitoring form, the completion of which is optional. The information gathered is anonymous and confidential and is used solely for monitoring and evaluation purposes.



The counselling rooms are situated at BCCS's registered office: 121 Masons Hill, although they have been closed for most of the year. Our satellite premises at the Locksbottom Clinic and Community House were also closed to the public and, because of the drop in client and counsellor numbers, BCCS has not continued to rent them. BCCS actively seeks to be as widely accessible as possible to the public, and is committed to being proactive in its engagement with clients and staff to ensure that all clients and members of staff who have particular requirements because of their protected characteristic<sup>9</sup> can access its information, and perform their roles as equally as those who do not share their protected characteristic. The Accessibility Strategy is reviewed annually and is available on request.

## FINANCIAL REVIEW

The financial year 2020-21 has been one that has seen BCCS considerably impacted by the global pandemic. For an organisation that relies on client fees for the majority of its income, the drop in client numbers was significant and as the financial year progressed Trustees became concerned about BCCS's ability to survive the pandemic and resulting loss of income from fees versus total expenditure.

Income from grant-making trusts and donations almost dried up, and BCCS had many funding applications turned down because Trusts seemed to be focusing on charities with more material issues. At the same time BCCS's employed fundraiser found other paid work and so not only was her expertise lost, but the steady flow of funding applications ceased.

During the year BCCS benefited from several different grants that were focused on surviving the Covid-19 crisis, including the Government's Job Retention Scheme and a grant of £10,000 from Bromley Council for small business rate relief.

At the end of the financial year, BCCS had restricted funds of £13,800, reserves of £51,000 and unrestricted funds of £42,500. In addition, BCCS had received £25,000 from the Government on the Job Retention scheme.

Income from grant-making trusts and donations amounted to £24,088 (grants) + £3,492 (donations & gifts). Total income was £192,557 with expenditure being £151,539, giving BCCS a small surplus for the third year running since fundraising became necessary. This has enabled BCCS to continue meeting the needs of adult residents in Bromley who cannot, for whatever reason, access NHS care or afford private treatment.

A formal copy of the Accounts for 2020-21 follows this report. The Income and Expenditure account has been prepared on the basis that all operations are continuing operations. There are no recognised gains and losses other than those passing through the profit & loss account.

Once again, our thanks go to Mr Huxtable for examining the books.

### Financial Reserves Policy

The Board of Trustees regularly reviews its reserves requirement, and has decided that between three and six months' operational costs are an appropriate level of reserves. This is to provide enough resources for the fulfilment of employment contracts and leasehold contracts, and to give the counsellors adequate time to structure an ending process with their clients should this become necessary.

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<sup>9</sup> In accordance with The Equality Act 2010

### **Financial Risk Management**

The Trustees actively review the major risks that the Charity faces on a regular basis, such as the financial viability of the organisation and the subsequent impact on staff and volunteers due to any lack of confidence and uncertainty about the future. Other risks that are regularly monitored include those that cover the professional reputation of BCCS, such as a loss of confidence due to lengthy waiting lists and client numbers consequently dropping, or the impact on staff's confidence and competence due to the increased complexity in clients who are accepted by us. The Trustees have dealt with these risks by having adequate levels of reserves, taking out appropriate insurances and by setting policies that meet legislative and good practice requirements.

### **Fundraising**

We are grateful to The National Lottery and the Merchant Taylors' Company for significant donations towards our low-cost counselling service, and to The Shanly Foundation, Groundwork UK, Waitrose, The Charities Aid Foundation, The Mrs Smith & Mount Trust, and The Stella Symons Charitable Trust – all of whom have given grants to help us continue the work of this charity.

We are also grateful to organisations that created a pathway for donations in 2020-21: Amazon Smile, PayPal Giving, The Giving Machine, and JustGiving.

Also our thanks go to those several clients, whom we cannot name because of confidentiality, who ended their therapy in 2020-21 and who made a donation to BCCS after their counselling had ended. All this help has made a significant contribution to BCCS and its work in the local community.

### **Message from the Chair of Trustees**

At the end of an extraordinarily challenging year, BCCS is in a strong position to continue serving the mental health needs of its clients. Thanks to its excellent staff, ably led by Carolyn Couchman and supported by Karyn Carmen, BCCS has been flexible and innovative in its response to the pandemic. The whole service transferred online in an instant; Covid-secure policies and procedures were swiftly adopted in line with Government advice and BACP guidelines; but the quality of the care provided to those in need of mental health support has held firm. I believe that this is, in part, because our volunteer counsellors, our paid staff, and our Trustees all know that what BCCS does matters.


Looking ahead, we can expect another challenging year. We must strive to make high-quality, low-cost counselling available to all who need it, and we must adapt to whatever issues await. I am confident that we will do so.

Finally, I would like to thank Tony Catherall for his tireless work on the Debt Advice Service. He has helped many, many people in financial hardship, and has been an advocate for BCCS for many years. Although the Debt Advice Service has closed, I am grateful that Tony is continuing on the Board of Trustees.



## DECLARATION

The Trustees declare that they have approved the Trustees' Report, above.  
Signed on behalf of the Charity's Trustees:

Signature	
Full name	CHRISTOPHER BARRETT
Position	CHAIR OF TRUSTEES
Date	8 <sup>th</sup> June 2021

## INDEPENDENT EXAMINER'S STATEMENT

Bromley Community Counselling Service  
(A Company Limited by Guarantee)

We have reviewed the financial statement of Bromley Community Counselling Services on the previous pages for the 12 month period ended 31st March 2021. The financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Our audit work has been undertaken so that we might state to the Trustees those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by Law, we do not accept or assume responsibility to anyone other than the Trustees as a body for our audit work, this report, or for the opinions we have formed.

### **Respective responsibilities of Trustees and Auditors**

As described in the statement of Trustees' responsibilities, the Trustees are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Accepted Accounting Practice).

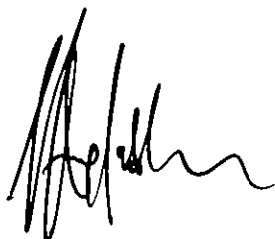
Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK & Ireland).

We report to you our opinions as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006. We also report to you if, in our opinion, the Trustees' report is not consistent with the financial statements, if the Company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding remunerations and transactions is not disclosed.

### **Opinion**

In our opinion, the Trustees report is consistent with the financial statements and the financial statements give a true and fair view of the state of affairs at 31st March 2021 of the charity and of its surplus for the period ended 31st March 2021, and have properly prepared in accordance with the Companies Act 2006.

T L Huxtable FCCA  
11 Stanhope Grove  
Beckenham  
Kent  
BR3 3JB



Date 2nd June 2021

## Statement Financial Affairs

For the year ended 31st March 2021

<b>INCOMING RESOURCES</b>	<b>2021</b>	<b>2020</b>
Fees	118478	125779
Supervision Reports	37881	19693
One-off Projects/Other Income	0	8245
Donations	3492	4488
Training Fees	1170	4010
Supervision Reports	400	480
Interest	36	128
Sundries	5753	40
Govert Furlough	25347	0
Sundries	0	
<b>TOTAL</b>	<b>192557</b>	<b>162863</b>

## CHARITABLE EXPENDITURE

Cost of Activities in the furtherance of the Charity's Objectives

Staff and Volunteer Costs	115663	112885
Premises	14604	18090
Support Costs	31272	30057
<b>TOTAL</b>	<b>161539</b>	<b>161032</b>

Net Incoming Resources	31018	1831
Brought Forward from March 2020	76313	74482
Carried Forward to 1st April 2021	107331	76313

**BCCS**  
**Bromley Community Counselling Service**  
**( A Company Limited by Guarantee)**

**Balance Sheet 31st March 2021**

		2021	2020
<b>CURRENT ASSETS</b>			
Cash at Hand & in Bank			
Bank	105183		75172
Petty Cash	17		23
Cash in Transit	2131		1118
TOTAL		107331	76313
<b>CURRENT LIABILITIES</b>			
Grants in Advance	0		0
Trade Creditors	0		0
TOTAL		0	0
<b>NET ASSETS Less LIABILITIES</b>			
		107331	76313
<b>FUNDS</b>			
Unrestricted	42535		13756
Restricted	13796		11557
Reserves	51000		51000
<b>TOTAL FUNDS</b>			
		107331	76313

The Financial statements have been prepared in accordance with the special provisions of Part 15 of The Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Small Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on the 7/6/2021 and were signed on its behalf by:

Approved by the Trustees:

(Barrett)

C BARRETT  
CHAIRMAN

M  
TREASURER  
TREASURER

Date 7/6/21



## INCOME & EXPENDITURE

For the year ended 31st March 2021

INCOMING RESOURCES	£	£	£	£	2021	2020
	Unrestricted	Restricted	Debt Advice	Training		
Fees	118478				118478	125779
One-off Projects/Other Income	0				0	8245
Donations	3492				3492	4488
Grants	17650	20231			37881	19693
Supervision Reports	400				400	480
Interest	36				36	128
Sundries	3150				3150	40
Govert Furlough	25347				25347	
Sundries	2603				2603	
Training Fees				1170	1170	4010
<b>TOTAL</b>	<b>171156</b>	<b>20231</b>	<b>0</b>	<b>1170</b>	<b>192557</b>	<b>162863</b>

RESOURCES EXPENDED					2021	2020
Staff & Volunteer Costs	112533	3130			115663	112885
Premises	13604	1000			14604	18090
Office Expenses	2908	1146	95		4149	9180
Fundraising	366				366	7222
Utilities	2737	1000			3737	3155
Sundries	4629				4629	2681
Telephone	831	908	42		1781	2109
Insurance	1962	500	378		2840	2007
Communications					0	1000
Training Costs				1050	1050	1917
Building Work	800				800	303
Office Equipment		10000	30		10030	225
Office CV	1721				1721	
Subscriptions			169		169	258
<b>TOTAL</b>	<b>142091</b>	<b>17684</b>	<b>714</b>	<b>1050</b>	<b>161539</b>	<b>161032</b>

<b>Net Income</b>	29065	2547	-714	120	31018	1831
<b>B/F</b>	64756	10213	214	1130	76313	74482
<b>Transfer Funds</b>	-286	-214	500		0	0
<b>C/F</b>	93535	12546	0	1250	107331	76313

The income & Expenditure account has been prepared on the basis that operations are continuing operations. There are no recognised gains and losses other than those passing through the profit and loss account.