

**REGISTERED COMPANY NUMBER: 4942090 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1103861**

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**  
**FOR**  
**BROMLEY COMMUNITY COUNSELLING SERVICE**  
**(A COMPANY LIMITED BY GUARANTEE)**

Chariot House Limited  
Chartered Accountants  
44 Grand Parade  
Brighton  
East Sussex  
BN2 9QA

**BROMLEY COMMUNITY COUNSELLING SERVICE**

**CONTENTS OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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## **BROMLEY COMMUNITY COUNSELLING SERVICE**

### **REPORT OF THE TRUSTEES**

#### **FOR THE YEAR ENDED 31 MARCH 2023**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: 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) (effective 1 January 2019).

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

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 BACP1 Accredited Service, 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 lifesaving.

#### **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.

#### **Significant activities**

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, IAPT3 service, other local organisation, or by personal recommendation.

**BROMLEY COMMUNITY COUNSELLING SERVICE****REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023****ACHIEVEMENT AND PERFORMANCE****Charitable activities**

In this report, we will refer to the Transformation plan prepared in November 2021 and to the Risk Register presented to the Trustees in September 2022, to highlight changes to the service, goals achieved and outstanding or unresolved matters.

**1.Phase 1 & Phase 2****1.1 Services:**

All operational tasks are now under the responsibility of the admin team and the Clinical Team. The Finance Manager is solely responsible for the smooth running of the financial system, suppliers' contracts and fundraising. Team structure, roles and responsibilities are clear to all staff members via job descriptions, delegation, and team meetings.

The service has increased the volume of referrals by circa 30% from last quarter and considerably improved the waiting time from assessment to first counselling session, specifically from 3 months to 2 weeks. The number of placements available have been kept between 60 and 65 due to the decision to defer recruitment of Clinical Manager until the summer.

We are currently setting up a pilot for our new online service to respond to the needs of clients who are not able to attend sessions in person due to physical disability, work patterns or distance. We will be monitoring the pilot for three months and evaluate outcomes to inform decision on launching an online service in June 2023 and continue expansion of all existing services in Bromley and wider areas, Lambeth, Southwark, Lewisham, Greenwich, with Bromley, all part of the newly established ICS (Integrated Care system).

**In Phase 2 of the Transformation Plan we set out three further objectives**

**1. Promotion and marketing** of new service via website and external links with local authorities, CCGs, third sector, training providers and professional bodies. Recruit a temporary marketing specialist (3 months contract) to improve website and lead on marketing campaign. Proposal to change organisation name to include wider scope of services and attract referrals from wider geographical areas.

Ongoing work has been planned with our new Treasurer, Charlotte Prior, to improve the website, engage with social media, plan campaign and involve trustees for consultation on new potential name for the organisation.

**2.Recruit a temporary bid writer** (6 months contract) to seek funding to start up the online counselling service. The funding will provide additional part time hours to the Clinical Manager role who will be line manage volunteer counsellors in the online service.

This objective will need further discussion at the Trustees meeting in March.

**3.Memorandum of understanding** to be drafted and presented to the trustees in May 2022. MOU will underpin protocols and practice with stakeholders in and outside Bromley. Clinical Governance document to be presented to the Trustees in May 2022.

The MOU and clinical Governance will be presented to the Trustees at the next meeting in June 2023.

**1.2 Staff:**

From May to December 2022 we completed restructure of Operations and Finance Team and part of the Clinical Team to sustain expansion of service and online pilot.

**The current structure includes:**

Clinical Director 22.5 hours

Clinical Manager (freelance 1 day per week)= 1 clinical supervision group (online)



## **BROMLEY COMMUNITY COUNSELLING SERVICE**

### **REPORT OF THE TRUSTEES**

#### **FOR THE YEAR ENDED 31 MARCH 2023**

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4 x Clinical Supervisors (freelance) =15 clinical supervision groups

Finance Manager 22.5 hours

2 x Admin/PA 22.5 hours each

1 x Assistant Admin 10 hours

Currently 65 placements are available to volunteer counsellors. Between January and March 2023 higher turn over of counsellors. We are looking at recruiting 16 new trainees by the end of April.

#### **1.3 Equipment and Facilities:**

All clutter and potential hazards have been removed from the main office, counselling rooms, kitchen and toilets. We are undergoing a planned and phased-out refurbishment of all rooms and common spaces. Most repairs have been carried out and risks identified in the assessment have been addressed. Please see attached risk register for updated report.

#### **1.4 Systems and management:**

BCCS is almost a fully digital service. We have purchased a CRM called Views. Since October 2022, we have been implementing changes to the system, better tailor our counselling service and the way we capture data. The admin team have been working on the digitalisation of the service by transferring all clients data from paper files into the system, including existing, closed and new files. We are steadily building BCCS data profile and ability to analyse outcomes and produce reports. We anticipate we will be able to extrapolate reliable data by the end of May 2023. All existing counsellors have been trained to use the system and accessed files directly from a PC in the office or laptop.

The new Finance Digital System is up and running and works well. It has helped enormously in the management of finances and identifying shortfalls and clients' debts. More information is included in the Finance Report below.

## **BROMLEY COMMUNITY COUNSELLING SERVICE**

### **REPORT OF THE TRUSTEES**

#### **FOR THE YEAR ENDED 31 MARCH 2023**

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## **FINANCIAL REVIEW**

### **Financial position**

#### **2. Finance**

##### **2.1 Performance**

QuickBooks is fully integrated with all transactions from the beginning of this financial year which now gives us a clearer picture on how BCCS is performing. Financial reports and monthly returns are sent to the Director and Treasurer within a couple of days of the month closing. The use of this system has allowed finance procedures to be a lot quicker and efficient and it has free up more time for chasing payments of clients in arrears. This led to £3,982 surplus being made in January, which is the highest monthly surplus BCCS has made for the whole financial year.

The majority of the £8,640 that is outstanding is made up from clients that have left the service and have not responded to requests to bring their accounts up to date. The average fee paid per session between December 2022 and February 2023 is £24.96 which is a slight increase from the last quarter which was £24.53.

##### **2.2 Bank Account**

We have been working closely with our Treasurer, Charlotte Prior, to look at moving our accounts to a different bank as currently CAF Bank's long procedures and authorisation process are not providing a service that works well for the organisation. We believe that the Cooperative business account would be more suitable and convenient for BCCS.

##### **2.3 Payroll**

The Finance Manager has taken over payroll following a six month notice period to the external payroll agency which offered their services to BCCS for several years. The notice period allowed a smooth transitioning of the operation in to Quickbooks and tied in with the end of the financial year.

A decision was also made to change the salary payment date from the 20th to the 25th of each month, as the current date does not allow enough time for any payroll changes in the last part of the month. All staff were consulted on this proposed change and unanimously agreed to be paid on the 25th of each month as from April 2023.

##### **2.4 Forecast of Future Spending**

In the new financial year, we will be continuing with the refurbishment of the therapy rooms and common spaces and the necessary repairs to the roof and other parts of the building.

#### **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.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

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.

### **Recruitment and appointment of new trustees**

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: listed below.

## **BROMLEY COMMUNITY COUNSELLING SERVICE**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31 MARCH 2023**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Organisational structure**

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, Dr Raffaella Katsanis, who 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, seven 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/ UKCP 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, 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>4</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.

##### **Induction and training 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. We provided Assessment & Formulation training to more experienced counsellors who volunteered to work as Assessors for BCCS. We also provided Domestic Violence training (via the charity Women's Aid) to counsellors who were interested in working with these clients group.

##### **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.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

4942090 (England and Wales)

##### **Registered Charity number**

1103861

##### **Registered office**

121 Masons Hill  
Bromley  
Kent  
BR2 9HT

**BROMLEY COMMUNITY COUNSELLING SERVICE**

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**Trustees**

Charlotte Prior Banking Executive (appointed 18/10/2022)  
Nicola Talbot Civil Servant (resigned 2/12/2022)  
Laura Wodehouse (appointed 22/5/2023)  
Christopher Barrett Civil Servant  
Venetia Cooper Banker  
Samantha Jane Merry Counsellor

**Independent Examiner**

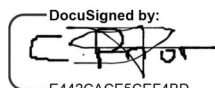
Dr Shona F Wardrop C.A.  
Chariot House Limited  
Chartered Accountants  
44 Grand Parade  
Brighton  
East Sussex  
BN2 9QA

**Clinical Director**

Dr Rafaella Katsanis

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 08th December 2023 and signed on its behalf by:

DocuSigned by:  


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Charlotte Prior - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
BROMLEY COMMUNITY COUNSELLING SERVICE**

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**Independent examiner's report to the trustees of Bromley Community Counselling Service ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

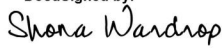
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

DocuSigned by:  
  
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Dr Shona F Wardrop C.A.  
The Institute of Chartered Accountants of Scotland

Chariot House Limited  
Chartered Accountants  
44 Grand Parade  
Brighton  
East Sussex  
BN2 9QA

Date: 14 December 2023

**BROMLEY COMMUNITY COUNSELLING SERVICE****STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

				2023	2022
	Notes	Unrestricted fund £	Various restricted funds £	Total funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	1,082	-	1,082	36,943
<b>Charitable activities</b>	4				
Counselling		147,044	-	147,044	132,225
Investment income	3	414	-	414	9
Other income		47	-	47	4,293
<b>Total</b>		<u>148,587</u>	<u>-</u>	<u>148,587</u>	<u>173,470</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	5				
Counselling		<u>161,951</u>	<u>11,539</u>	<u>173,490</u>	<u>152,525</u>
<b>NET INCOME/(EXPENDITURE)</b>		(13,364)	(11,539)	(24,903)	20,945
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>116,737</u>	<u>11,539</u>	<u>128,276</u>	<u>107,331</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>103,373</u></u>	<u><u>-</u></u>	<u><u>103,373</u></u>	<u><u>128,276</u></u>

The notes form part of these financial statements

**BROMLEY COMMUNITY COUNSELLING SERVICE****BALANCE SHEET****31 MARCH 2023**

				2023	2022
	Notes	Unrestricted fund £	Various restricted funds £	Total funds £	Total funds £
<b>FIXED ASSETS</b>					
Intangible assets	10	3,054	-	3,054	-
<b>CURRENT ASSETS</b>					
Debtors	11	2,954	-	2,954	-
Cash at bank and in hand		103,450	-	103,450	129,518
		<u>106,404</u>	<u>-</u>	<u>106,404</u>	<u>129,518</u>
<b>CREDITORS</b>					
Amounts falling due within one year	12	(6,085)	-	(6,085)	(1,242)
<b>NET CURRENT ASSETS</b>		<u>100,319</u>	<u>-</u>	<u>100,319</u>	<u>128,276</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>103,373</u>	<u>-</u>	<u>103,373</u>	<u>128,276</u>
<b>NET ASSETS</b>		<u>103,373</u>	<u>-</u>	<u>103,373</u>	<u>128,276</u>
<b>FUNDS</b>	13				
Unrestricted funds				103,373	116,737
Restricted funds				-	11,539
<b>TOTAL FUNDS</b>				<u>103,373</u>	<u>128,276</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

**BROMLEY COMMUNITY COUNSELLING SERVICE**

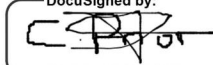
**BALANCE SHEET - continued**

**31 MARCH 2023**

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These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 08th December 2023 and were signed on its behalf by:

DocuSigned by:  
  
.....E442GACE66EF4BD.....  
Charlotte Prior - Trustee

The notes form part of these financial statements



**BROMLEY COMMUNITY COUNSELLING SERVICE****NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023****1. ACCOUNTING POLICIES****Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: 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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £1.

The financial statements have been prepared on a going concern basis. The trustees have considered all relevant information, including annual budgets, forecast future cash flows and the impact of subsequent events in making their assessment.

**Critical accounting judgements and key sources of estimation uncertainty**

in the application of the charity's accounting policies the trustees are required to make judgments, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

There were no significant estimates or judgements required in these accounts other than to estimate the life of certain intangible assets.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK Corporation Tax purposes. Accordingly the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**BROMLEY COMMUNITY COUNSELLING SERVICE****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2023****2. DONATIONS AND LEGACIES**

	2023	2022
	£	£
Donations	1,082	6,105
Grants	-	30,838
	<u>1,082</u>	<u>36,943</u>

Grants received, included in the above, are as follows:

	2023	2022
	£	£
Various grants	-	30,838
	<u>-</u>	<u>30,838</u>

**3. INVESTMENT INCOME**

	2023	2022
	£	£
Deposit account interest	414	9
	<u>414</u>	<u>9</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	2023	2022
	£	£
Services and fees	147,044	132,225
Activity Counselling		
	<u>147,044</u>	<u>132,225</u>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £
Counselling	173,490
	<u>173,490</u>

**6. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Computer software amortisation	436	-
	<u>436</u>	<u>-</u>

**BROMLEY COMMUNITY COUNSELLING SERVICE****NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2023****7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**8. STAFF COSTS**

	2023 £	2022 £
Wages and salaries	73,995	118,431
	<u>73,995</u>	<u>118,431</u>
	2023	2022
Wages and salaries	68,787	110,155
Employers NI	4,478	8,276
Pension contributions	690	-
	<u>73,955</u>	<u>118,431</u>

The average monthly number of employees during the year was as follows:

	2023	2022
Employees (part time)	<u>3</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

The remuneration of the key management personnel, including employers NI was £31,663 (2022; £30,747).

**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Various restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	12,119	24,824	36,943
<b>Charitable activities</b>			
Counselling	132,225	-	132,225
Investment income	9	-	9
Other income	4,293	-	4,293
<b>Total</b>	<u>148,646</u>	<u>24,824</u>	<u>173,470</u>

**EXPENDITURE ON**

**BROMLEY COMMUNITY COUNSELLING SERVICE****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2023****9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £	Various restricted funds £	Total funds £
<b>Charitable activities</b>			
Counselling	133,639	18,886	152,525
<b>NET INCOME</b>	15,007	5,938	20,945
<b>Transfers between funds</b>	6,945	(6,945)	-
<b>Net movement in funds</b>	21,952	(1,007)	20,945
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	94,785	12,546	107,331
<b>TOTAL FUNDS CARRIED FORWARD</b>	116,737	11,539	128,276

**10. INTANGIBLE FIXED ASSETS**

	Computer software £
<b>COST</b>	
Additions	3,490
<b>AMORTISATION</b>	
Charge for year	436
<b>NET BOOK VALUE</b>	
At 31 March 2023	3,054
At 31 March 2022	-

**11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023 £	2022 £
Trade debtors	2,954	-

**BROMLEY COMMUNITY COUNSELLING SERVICE****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2023****12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
	£	£
Trade creditors	-	1,242
Accrued expenses	6,085	-
	<u>6,085</u>	<u>1,242</u>

**13. MOVEMENT IN FUNDS**

	At 1/4/22	Net movement in funds	At 31/3/23
	£	£	£
<b>Unrestricted funds</b>			
General fund	116,737	(13,364)	103,373
<b>Restricted funds</b>			
Various restricted funds	11,539	(11,539)	-
<b>TOTAL FUNDS</b>	<u>128,276</u>	<u>(24,903)</u>	<u>103,373</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	148,587	(161,951)	(13,364)
<b>Restricted funds</b>			
Various restricted funds	-	(11,539)	(11,539)
<b>TOTAL FUNDS</b>	<u>148,587</u>	<u>(173,490)</u>	<u>(24,903)</u>

**Comparatives for movement in funds**

	At 1/4/21	Net movement in funds	Transfers between funds	At 31/3/22
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	94,785	15,007	6,945	116,737
<b>Restricted funds</b>				
Various restricted funds	12,546	5,938	(6,945)	11,539
<b>TOTAL FUNDS</b>	<u>107,331</u>	<u>20,945</u>	<u>-</u>	<u>128,276</u>

**BROMLEY COMMUNITY COUNSELLING SERVICE****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2023****13. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	148,646	(133,639)	15,007
<b>Restricted funds</b>			
Various restricted funds	24,824	(18,886)	5,938
<b>TOTAL FUNDS</b>	<u>173,470</u>	<u>(152,525)</u>	<u>20,945</u>

**14. EMPLOYEE BENEFIT OBLIGATIONS**

The charity operates a defined contribution pension scheme for all qualifying employees with NEST with the employer contributing 4% and employees 5%. Contributions to the scheme totalled £626.

**15. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2023.

**BROMLEY COMMUNITY COUNSELLING SERVICE****DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2023**

	2023 £	2022 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	1,082	6,105
Grants	-	30,838
	<u>1,082</u>	<u>36,943</u>
<b>Investment income</b>		
Deposit account interest	414	9
<b>Charitable activities</b>		
Services and fees	147,044	132,225
<b>Other income</b>		
No description	-	200
Sundry income	-	755
No description	-	3,180
Training Fees and sales	47	158
	<u>47</u>	<u>4,293</u>
<b>Total incoming resources</b>	<u>148,587</u>	<u>173,470</u>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages and staff costs	73,995	118,431
Other professional services	13,877	-
Rent and premises costs	14,544	14,544
Insurances	1,759	-
Staff training	1,004	-
Repairs and maintenance	13,606	-
Utilities	3,587	-
Professional fees	320	-
Office costs	10,016	19,550
Advertising and promotion	24	-
Computer costs	2,928	-
Cleaning	2,265	-
Bank charges	72	-
Dues and subscriptions	854	-
Meals and subsistence	194	-
Memberships	974	-
Independent examination	1,800	-
Supervision costs	20,810	-
Homeless Project	8,365	-
Carried forward	<u>170,994</u>	<u>152,525</u>

This page does not form part of the statutory financial statements

**BROMLEY COMMUNITY COUNSELLING SERVICE****DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	2023	2022
	£	£
<b>Charitable activities</b>		
Brought forward	170,994	152,525
Deaf service	2,060	-
Amortisation of intangible fixed assets	436	-
	<u>173,490</u>	<u>152,525</u>
Total resources expended	<u>173,490</u>	<u>152,525</u>
<b>Net (expenditure)/income</b>	<u>(24,903)</u>	<u>20,945</u>

This page does not form part of the statutory financial statements