

**Charity number: 1107003**  
**Company number: 05250711**  
**(England and Wales)**

**Mid-Sussex Counselling Centre**  
**Report of the Trustees and Unaudited Financial Statements**  
**For the year ended 31 December 2024**

**Mid-Sussex Counselling Centre**  
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**For the year ended 31 December 2024**

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**Mid-Sussex Counselling Centre  
Report of the Trustees  
For the year ended 31 December 2024**

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements for the charitable company for the year ended 31 December 2024. 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 the Republic of Ireland (FRS 102) (effective 1 January 2019).

## **OBJECTIVES, ORGANISATION AND ACTIVITIES**

### **Objectives and aims**

The Centre is established to offer affordable and professionally supported counselling to the people of Mid-Sussex. It is a registered charity and accredited by the British Association for Counselling and Psychotherapy (BACP)

The Centre offers open-ended, psychodynamic counselling to individual adult clients at its base in Hassocks, West Sussex.

The Centre is managed and administered by a board of Directors, the Centre Manager and the Clinical Lead.

A group of qualified supervisors support and oversee the work of a team of up to twenty volunteer counsellors. The team comprises both qualified and experienced counsellors who have been working with the Centre for some time and a number of counsellors who have undergone a minimum of one year of training and are on clinical placement from training courses approved by the Centre. All counsellors attend weekly supervision.

Clients generally refer themselves but many come on the recommendation of former clients, GPs and mental health services. Our website provides an internet presence. All prospective clients are asked to attend an initial interview where their aims and expectations are explored and the suitability of counselling is discussed before they are placed on the waiting-list for allocation to a counsellor. Should it ever be decided that psychodynamic counselling is not appropriate for a particular person, every effort is made to suggest an alternative source of help. Clients are asked to contribute towards the cost of counselling on a sliding scale related to income and circumstances. The service is offered on a one-to-one basis and the highest priority is given to confidentiality.

The trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Significant activities**

During the year, in preparation for the departure of our Head of Service, we internally recruited a new Clinical Director, who shortly after appointment unexpectedly resigned.

The Board are grateful to all those who stepped in at this difficult time, particularly Debbie Moore, to support and maintain the service. Since then through the work of the Clinical Lead and others we have recruited new supervisors to strengthen and broaden the clinical base to our work. This will enable us to increase the number of supervision groups, counsellors and the number of clients we support.

Currently we have been unable to recruit to fill a Head of Service and are exploring how best to configure the leadership and management of the Centre in the light of this. The Board are grateful to Jenny Keay for returning to head the service while these issues are resolved.

We have appointed an administrative assistant to manage and support the initial contact by clients, assessment and allocation. We have appointed an assistant to provide feedback of counsellors' concerns.

Given the change and uncertainty we have not been able to complete work previously prioritised on introducing new IT systems to support our work.

Through the work of Daisy Moore our finance administrator MSCC was awarded £9,446 lottery funding. However, with costs increasing the Board has taken the decision to increase client fees for the first time in some 10 years. Together with increased client numbers this will ensure the service remains viable for the future.

Against the background of an increased incidence in mental ill health the Board remain committed to the value and provision of low cost open ended counselling within the community.

## **REFERENCE AND ADMINISTRATIVE INFORMATION**

### **Name of Charity**

Mid-Sussex Counselling Centre

**Mid-Sussex Counselling Centre  
Report of the Trustees Continued  
For the year ended 31 December 2024**

<b>Charity registration number</b>	1107003
<b>Company registration number</b>	05250711
<b>Principal address</b>	Powell House, 21 Keymer Road Hassocks West Sussex BN6 8AB

**Trustees**

The trustees and officers serving during the year and since the year end were as follows:

Richard Coker  
(Resigned: 25 September 2024)  
Janet Prue  
Alison Mohammed  
(Resigned: 25 September 2024)  
Peter Ellender  
Debbie Moore

<b>Secretary</b>	Ms Daisy Moore Mrs Jennifer Rachel Keay
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<b>Independent examiner</b>	Caroline Clarke ACA 66 High Street Lewes East Sussex BN7 1XG
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Approved by the Board of Trustees and signed on its behalf by

..... Peter Ellender	12 September 2025
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**Mid-Sussex Counselling Centre**  
**Independent Examiners Report to the Trustees**  
**For the year ended 31 December 2024**

I report to the trustees on my examination of the accounts of the charitable company for the year ended 31 December 2024.

**Responsibilities and basis of report**

As the charity Trustees, who are also directors for the purposes of company law, 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 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 examiners 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 that in any material respect:

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 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.

.....  
Caroline Clarke ACA  
66 High Street  
Lewes  
East Sussex  
BN7 1XG

12 September 2025

**Mid-Sussex Counselling Centre**  
**Statement of Financial Activities (including Income and Expenditure Account)**  
**For the year ended 31 December 2024**

	Notes	Unrestricted funds £	2023 £
<b>Income and endowments from:</b>			
Donations and legacies	2	17	9,696
Charitable activities	3	41,700	36,243
Investments	4	1,828	1,079
<b>Total</b>		<b>43,545</b>	<b>47,018</b>
<b>Expenditure on:</b>			
Charitable activities	5/6	(48,177)	(42,113)
<b>Total</b>		<b>(48,177)</b>	<b>(42,113)</b>
<b>Net income/expenditure</b>		<b>(4,632)</b>	<b>4,905</b>
<b>Reconciliation of funds</b>			
Total funds brought forward		77,823	72,918
<b>Total funds carried forward</b>		<b>73,191</b>	<b>77,823</b>

**Mid-Sussex Counselling Centre**  
**Statement of Financial Position**  
**As at 31 December 2024**

	Notes	2024 £	2023 £
<b>Current assets</b>			
Debtors	12	1,961	1,600
Cash at bank and in hand		72,929	77,396
		<b>74,890</b>	<b>78,996</b>
<b>Creditors: amounts falling due within one year</b>	13	(1,699)	(1,173)
<b>Net current assets</b>		<b>73,191</b>	<b>77,823</b>
<b>Total assets less current liabilities</b>		<b>73,191</b>	<b>77,823</b>
<b>Net assets</b>		<b>73,191</b>	<b>77,823</b>
<b>The funds of the charity</b>			
Unrestricted income funds	14	73,191	77,823
<b>Total funds</b>		<b>73,191</b>	<b>77,823</b>

For the year ended 31 December 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board and signed on its behalf by:

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 Peter Ellender  
 Trustee

12 September 2025

**Mid-Sussex Counselling Centre**  
**Notes to the Financial Statements**  
**For the year ended 31 December 2024**

**1. Accounting Policies**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and 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 (FRS 102), and the Companies Act 2006.

Mid-Sussex Counselling Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**Going concern**

The financial statements are prepared, on a going concern basis, under the historical cost convention.

**Incoming resources**

All incoming resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

Liabilities are recognised as resources expended when there is a legal or constructive obligation committing the Charity to the expenditure.

**Taxation**

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

**2. Income from donations and legacies**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>		
Donations received	17	9,696
	<b>17</b>	<b>9,696</b>



**Mid-Sussex Counselling Centre**  
**Notes to the Financial Statements Continued**  
**For the year ended 31 December 2024**

**3. Income from charitable activities**

	2024	2023
	£	£
<b>Unrestricted funds</b>		
<i>Counselling services</i>		
Client contributions	33,378	28,531
Placement fees	6,801	5,702
Intake contributions	1,250	1,090
Supervisors reports	271	920
	<b>41,700</b>	<b>36,243</b>
	<b>41,700</b>	<b>36,243</b>

**4. Investment income**

	2024	2023
	£	£
<b>Unrestricted funds</b>		
Bank interest receivable	1,828	1,079
	<b>1,828</b>	<b>1,079</b>

**5. Costs of charitable activities by fund type**

	2024	2023
	£	£
<b>Unrestricted funds</b>		
Counselling services	15,948	13,541
Support costs	32,229	28,572
	<b>48,177</b>	<b>42,113</b>

**6. Costs of charitable activities by activity type**

	Activities undertaken directly	Support costs	2024	2023
	£	£	£	£
<b>Support costs</b>				
Counselling services	15,948	32,229	48,177	42,113

**Mid-Sussex Counselling Centre**  
**Notes to the Financial Statements Continued**  
**For the year ended 31 December 2024**

**7. Analysis of support costs**

	<b>2024</b>	<b>2023</b>
	£	£
<b>Counselling services</b>		
Training	1,846	1,782
Intake supervision and Clinical Lead	3,660	3,000
Administrative expenses	15,935	14,196
Rents	7,536	6,133
Insurances	448	565
Telephone	974	984
Office supplies	715	621
Bank charges	60	60
Sundry expenses	80	398
Governance costs	975	833
	<b>32,229</b>	<b>28,572</b>

**8. Net income/(expenditure) for the year**

This is stated after charging/(crediting):

	<b>2024</b>	<b>2023</b>
	£	£
Accountancy fees	582	504

**9. Staff costs and emoluments**

	<b>2024</b>	<b>2023</b>
Trustees	3	5
	<b>3</b>	<b>5</b>

**Mid-Sussex Counselling Centre**  
**Notes to the Financial Statements Continued**  
**For the year ended 31 December 2024**

**10. Trustee remuneration and related party transactions**

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2023:£nil).

No charity trustee received payment for professional or other services supplied to the charity (2023:£nil). The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2023:£nil).

Trustees' expenses represents the payment or reimbursement of travel and subsistence costs totalling £nil (2023:£nil). There are no related party transactions to disclose for 2024 (2023:none).

**11. Comparative for the Statement of Financial Activities**

The comparative year values on the Statement of Financial Activities are for unrestricted funds.

**12. Debtors**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Amounts due within one year:</b>		
Trade debtors	816	555
Prepayments and accrued income	411	311
Other debtors	734	734
	<u><b>1,961</b></u>	<u><b>1,600</b></u>

**13. Creditors: amounts falling due within one year**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Other creditors	1,182	722
Accruals and deferred income	517	451
	<u><b>1,699</b></u>	<u><b>1,173</b></u>

**14. Movement in funds**

**Unrestricted Funds**

	<b>Balance at 01/01/2024</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Balance at 31/12/2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>General</i>				
General	77,823	43,545	(48,177)	73,191
	<u><b>77,823</b></u>	<u><b>43,545</b></u>	<u><b>(48,177)</b></u>	<u><b>73,191</b></u>

**Mid-Sussex Counselling Centre**  
**Notes to the Financial Statements Continued**  
**For the year ended 31 December 2024**

**Unrestricted Funds - Previous year**

	Balance at 01/01/2023 £	Incoming resources £	Outgoing resources £	Balance at 31/12/2023 £
<i>General</i>				
General	72,918	47,018	(42,113)	77,823
	<b>72,918</b>	<b>47,018</b>	<b>(42,113)</b>	<b>77,823</b>

**Purpose of unrestricted Funds**

General

These funds are held for the meeting of the objectives of the charity and to provide reserves for future activities and subject to charity legislation are free from all restrictions on their use.

**15. Analysis of net assets between funds**

	Net current assets / (liabilities) £	Net Assets £
<b>Unrestricted funds</b>		
<i>General</i>		
General	73,191	73,191
	<b>73,191</b>	<b>73,191</b>
<b>Previous year</b>		
	Net current assets / (liabilities) £	Net Assets £
<b>Unrestricted funds</b>		
<i>General</i>		
General	77,823	77,823
	<b>77,823</b>	<b>77,823</b>

**16. Company limited by guarantee**

Mid-Sussex Counselling Centre is a company limited by guarantee and accordingly does not have a share capital.