



# Counselling Together

## Annual Report:

1<sup>st</sup> November 2020 – 31<sup>st</sup> December 2021

Charity number: 1108406

Registered address: c/o CBC, 51 Bargates BH23 1QE

## Reference & Administration Details

Charity Name: Counselling Together  
Registered Charity no.: 1108406  
Charity's address: c/o CBC Administrative Office, 51 Bargates, Christchurch,  
BH23 1QE

## Trustees

Names of the charity trustees who manage the charity:

Trustee name	Office	Dates acted if not for whole year
Mr Graham Jones	Acting Chair	Whole Year
Mrs Netty Shea		Until July 2021
Mr Chris Balchin		Whole year
Mrs Francis Daniel		Whole year
Mr Peter Parslow		From July 2021

## Management Team

Sue Ingram - Counselling Manager

Katherine Stickland - Service Manager until October 2021

Alison Watson - Service Manager from October 2021

Samantha Stoakes – Bookkeeper until September 2021

Loraine Chirgwin – Bookkeeper from December 2021

# Structure, governance & management

## Type of governing document:

Trust Deed, declared 8/12/2004

Supplemental Deed to adjust objects – 5/2/2005

Supplemental Deed for a change of name 25/6/2011

## How the charity is constituted: Charitable Trust

Trustee selection methods: Appointed by the Trustees in place, following a selection process including an application form, taking references and DBS check. Recommendations for new Trustees are requested from Church leaders that support the Charity.

## Counselling Together - Organisational structure:

The charity operates independently and does not work directly with other groups or networks. As a Christian charity it is affiliated to the Association of Christian Counsellors.

Counselling Together works closely with Churches in the New Forest area, some provide the free use of counselling rooms and some contribute to the bursary fund for clients with financial needs.

A review the Policies and Procedures regularly undertaken to bring them in line with changing standards e.g. GDPR, Safeguarding standards etc.

The trustees annually review CT's risk assessment in consultation with the management team. The last such review was in March 2021.

# Objectives and activities

## Summary of the Counselling Together objectives:

To provide relief to persons in need of emotional, psychological and spiritual support by the provision of professional counselling from a range of recognized approaches and the provision of training for those involved in professional counselling, both being in accordance with the Association of Christian Counsellors code of ethics and practice.

## Summary of Counselling Together activities:

We have been working in the New Forest since 2005 and offer a safe, secure and highly confidential counselling service from supportive and empathic counsellors, at a range of venues. Counselling Together is supported by a number of local churches both in providing counselling locations and financial assistance. All of our counsellors work on a voluntary or reduced cost basis.

This means that we are in a position, to negotiate fees with clients that are below the market rate, in line with their personal financial situation to ensure that all have access to professional and local counselling service. One of our key aims is to try and ensure that nobody is denied counselling on the grounds of affordability.

We offer a range of interactive training seminars on topics which are open to everyone to attend e.g. assertiveness, depression, loss and bereavement. We also run courses for churches on Christian counselling and when a pastoral need may benefit from counselling input.

In planning our activities for the year, we kept in mind the Charity Commissions guidance on public benefit at our Trustees meetings.

Counselling Together is supported by an excellent team of volunteers who give their time to provide counselling to clients, develop and deliver training courses and help run the service. Counselling Together is not a grant making body.

# Review of the financial year

## A note from our Acting Chair of Trustees, Peter Parslow:

Once again, this year has been dominated by the Covid-19 pandemic, for our clients, our counsellors, our supporting churches, our staff, and therefore ourselves as an organisation. But at least through the latter part of the year, it has been about transitioning out of one of the most serious phases.

We have also transitioned from a November – October financial year to a January - December financial year. The accounts for this transitional year cover the period from 1<sup>st</sup> November 2020 to 31<sup>st</sup> December 2021, a total of fourteen months.

Katherine Stickland, our Service Manager, moved on; we recruited and welcomed Alison Watson into this role. Graham Jones, who wrote this note last year, finished as acting chair. We are seeking additional trustees.

Sue Ingram, as Counselling Manager, has continued to co-ordinate our counsellors, counselling over twenty clients in any one month. The number of counselling hours is still down on pre-Covid levels for various reasons, including Covid and other illness among clients and counsellors alike. Also, fewer clients have been referred from churches as they have had less contact with ~~in~~ their communities while not meeting face to face.

With most supporting churches and organisations unable to run their normal activities, we have had less income from donations month by month. We are grateful for non-restricted grants of £4,000 during this period, including a Covid related grant from New Forest District Council. Income from client fees has not yet returned to 2019 levels, but with careful control of costs, we have been able to support the Bursary Fund from general funds and still return assets to just above five months running costs.

We are extremely grateful to those churches who have opened up their facilities for us to once again work from, free of charge. This enables our ongoing objective of keeping counselling fees low so that nobody is denied first class counselling on financial grounds.

We have received excellent feedback this year:

- " Made 100% difference to my life"
- " Counselling has been of benefit to me as it helped me feel more relaxed about my problems and therefore better to think clearly and move forward"
- "I have found counselling beneficial to me .... this freedom to talk through everything in a way that I can't with friends or family, knowing that it is totally confidential and non-judgemental"

Key performance data for the last 14 months to end of December 2021:

- Clients counselled: 33 (up from 30)
- Clients completed counselling in the last 14 months: 18 (up from 14)
- Annual (14 months) counselling sessions (approx.): 701 (up from 607)
- Average client fee, including bursary top-up, (including couple fees which are higher): £34
- Clients receiving full Bursary grants during the year: 8, ending with 5 remaining bursary clients
- Clients receiving part bursary, either £4, £9 or £14 or £24 during the year are 11, ending with 8 remaining.

# Financial Review

## Reserves Policy:

Counselling Together has a Reserves Policy, adopted in November 2016, which requires three months of operating costs to be held as a Reserve.

## Financial structure overview:

Counselling Together charges fees for counselling services which are typically below commercial rates. We are supported by regular donations from local churches and individuals that help subsidise fees for clients.

We have received several grants during the year which will prove vital in ensuring the charity can continue to operate next year. This year we received five grants totalling £7,690 which we can put towards bursary and operating costs to support the leadership transition.

Of the total outgoings 90% is spent on counsellor remuneration, counsellor supervision and counsellor management.

Counselling Together does not hold funds for investment.

# Declaration

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

Signed on behalf of the charity's trustees:

Signature(s): 

Full name(s): Peter Parslow

Position: Trustee (Acting Chair of Trustees)

Date: 27 July 2022

# COUNSELLING TOGETHER

## BALANCE SHEET AS AT 31<sup>ST</sup> DECEMBER 2021

Charity Number 1108406

		Funds 2021 £	Funds 2020 £
	Note		
<b>Current Assets:</b>			
Debtors and Prepayments	3	267	235
Cash at Bank and in Hand		<u>11,763</u>	<u>12,829</u>
		12,030	13,064
<b>Liabilities:</b>			
Creditors falling due with one year	4	<u>510</u>	<u>2,625</u>
<b>Net Current Assets</b>		<u>11,520</u>	<u>10,439</u>
<b>Net Assets</b>		<u>11,520</u>	<u>10,439</u>
<b>The Funds of the Charity:</b>			
Unrestricted Income Funds:			
Reserves	5	6,600	6,600
Unrestricted Income Funds	5	<u>2,092</u>	<u>1,676</u>
		8,692	8,276
Restricted Income Funds	5	<u>2,828</u>	<u>2,163</u>
<b>Total Charity Funds</b>		<u>11,520</u>	<u>10,439</u>

The financial statements were approved by the Trustees and signed on their behalf.



Acting Chair  
Date

P Parslow  
27.07.22



## Counselling Together

### Statement of Financial Activities for the 14 months ended 31<sup>st</sup> December 2021

	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £
<b>Income</b>							
Donations		7,090	4,530	11,620	6,383	2,169	8,552
Grants		1,000	-	1,000	500	1,800	2,300
<b>Other Income</b>							
Activities – Client Fees		19,022	-	19,022	15,115	-	15,115
Investment Income		<u>1</u>	<u>-</u>	<u>1</u>	<u>4</u>	<u>-</u>	<u>4</u>
<b>Total Income</b>		<b><u>27,113</u></b>	<b><u>4,530</u></b>	<b><u>31,643</u></b>	<b><u>22,002</u></b>	<b><u>3,969</u></b>	<b><u>25,971</u></b>
<b>Expenditure</b>							
<i>Expenditure on Raising Funds:</i>							
Website Development		480	-	480	310	-	310
<i>Expenditure on Charitable Activities:</i>							
Cost of Activities	2	<u>30,082</u>	<u>-</u>	<u>30,082</u>	<u>29,014</u>	<u>-</u>	<u>29,014</u>
<b>Total Expenditure</b>		<b><u>30,562</u></b>	<b><u>-</u></b>	<b><u>30,562</u></b>	<b><u>29,324</u></b>		<b><u>29,324</u></b>
<b>Net Income/(Expenditure)</b>		<b>(3,449)</b>	<b>4,530</b>	<b>1,081</b>	<b>(7,322)</b>	<b>3,969</b>	<b>(3,353)</b>
Transfers Between Funds		<u>3,865</u>	<u>(3,865)</u>	<u>-</u>	<u>3,171</u>	<u>(3,171)</u>	<u>-</u>
Net Movement in Funds in Period		416	665	1,081	(4,151)	798	(3,353)
<b>Reconciliation of Funds</b>							
Total Funds Brought Forward		<u>8,276</u>	<u>2,163</u>	<u>10,439</u>	<u>12,427</u>	<u>1,365</u>	<u>13,792</u>
<b>Total Funds Carried Forward</b>		<b><u>8,692</u></b>	<b><u>2,828</u></b>	<b><u>11,520</u></b>	<b><u>8,276</u></b>	<b><u>2,163</u></b>	<b><u>10,439</u></b>

The Statement of Financial Activities includes all gains and losses recognised in the period.

All income and expenditure derive from continuing activities.

## COUNSELLING TOGETHER

### NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31<sup>ST</sup> DECEMBER 2021

#### 1 Accounting Policies

##### 1.1 Basis of preparation of financial statements

Counselling Together is a charity (no. 1108406) registered in the United Kingdom. The address of the registered office is given in the Trustees Report. The nature of the charity's operations and principal activities are described in the Trustees Report.

The financial statements of the charity, 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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.'

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

The charity adopted SORP (FRS 102) in 2015 and no transition adjustments were identified.

##### 1.2 Accounting Period

These financial statements cover a 14 month period as the charity changed its financial year end from 31<sup>st</sup> October to 31<sup>st</sup> December in 2021.

##### 1.3 Income

Voluntary income and donations are recognised on a receivable basis. No permanent endowments have been received in the period. All incoming resources are accounted for the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donated goods and services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item.

No amount is included in the Financial Statements for volunteer time in line with the SORP (FRS 102).

##### 1.4 Expenditure and Irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is allocated to the appropriate headings in the accounts.

Irrecoverable VAT is charged as a cost against the heading for which the expenditure was incurred.

##### 1.5 Funds

The funds held constitute: General funds held for any purpose of the charity which are unrestricted. Designated funds are unrestricted funds set aside at the discretion of the Trustees for specific purposes. Details of designated funds are disclosed in note 5 of these accounts. Restricted funds which are held for a narrower purpose and Endowment Funds which represent gifts, the capital normally being unavailable for spending, and the income from which is either restricted or unrestricted. Details of each material restricted fund are disclosed in note 5 of these accounts.

##### 1.6 Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

##### 1.7 Cash at Bank and in hand

Cash at Bank and cash in hand included cash on deposit.

##### 1.8 Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

## COUNSELLING TOGETHER

### NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31<sup>ST</sup> DECEMBER 2021

#### 2 Cost of Activities

	Funds		Funds	
	2021	2021	2020	2020
	£	£	£	£
<b>Counselling Costs</b>				
Counsellor Fees	5,243		6,444	
Supervision Costs	<u>3,730</u>		<u>3,433</u>	
	<u>8,973</u>	8,973	<u>9,877</u>	9,877
<b>Support Costs</b>				
Contractor Costs	17,612		15,686	
Administration Costs	1,156		1,077	
Training	127		415	
Sundries	41		589	
Membership	325		168	
Insurance	892		355	
Bookkeeping	<u>956</u>		<u>847</u>	
	<u>21,109</u>	<u>21,109</u>	<u>19,137</u>	<u>19,137</u>
		<u>30,082</u>		<u>29,014</u>
<b>Governance Costs</b>				
Independent Examiners Fees	-		-	
<b>Total Cost of Activities</b>		<u>30,082</u>		<u>29,014</u>

#### 3 Debtors and Prepayments

Debtors and Prepayments	<u>267</u>	<u>235</u>
	<u>267</u>	<u>235</u>

#### 4 Creditors Falling Due within One Year

Accruals	510	2,625
Independent Examiners	<u>---</u>	<u>-</u>
	<u>510</u>	<u>2,625</u>

Included in this balance is the  
Independent Examiners Fees of

- -

## COUNSELLING TOGETHER

### NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31<sup>ST</sup> DECEMBER 2021

#### 5 Analysis of Fund Movements

	31.10.20	Resources	Expended	To General	31.12.21
<b>Unrestricted Funds</b>					
General Funds	1,676	27,113	(30,562)	3,865	2,092
Designated Funds	<u>6,600</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,600</u>
<b>Total Unrestricted Funds</b>	<b><u>8,276</u></b>	<b><u>27,113</u></b>	<b><u>(30,562)</u></b>	<b><u>3,865</u></b>	<b><u>8,692</u></b>
<b>Restricted Funds</b>					
Bursary Funds	2,163	1,540	-	(3,673)	30
BH23 Bursary Funds	<u>—</u>	<u>2,990</u>	<u>-</u>	<u>(192)</u>	<u>2,798</u>
<b>Total Restricted Funds</b>	<b><u>2,163</u></b>	<b><u>4,530</u></b>	<b><u>-</u></b>	<b><u>(3,865)</u></b>	<b><u>2,828</u></b>
<b>Total Funds</b>	<b><u>10,439</u></b>	<b><u>31,643</u></b>	<b><u>(30,562)</u></b>	<b><u>-</u></b>	<b><u>11,520</u></b>

Name of Fund	Description, Nature and Purpose of Fund
<b>Bursary Funds</b>	To provide a bursary for clients that are unable to meet the costs for counselling services.
<b>BH23 Bursary Funds</b>	To provide a bursary for clients living in the BH23 postcode area that are unable to meet the costs for counselling services.
Restricted Funds are entirely represented by current assets.	
<b>Designated Fund</b>	To hold 3 months of the proceeding years budget in respect of a reserve.

#### 6 Related Party Transactions

There were no related party transactions during the period.

#### 7 Trustees Remuneration

No Trustees were remunerated during the period.

#### 8 Trustees Expenses

No trustees received reimbursement for expenses during the period.

#### 9 Trustees Donations

There were no Trustee donations to the funds during the period.

#### 10 Control Relationships

The Charity is ultimately controlled by the Trustees.

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COUNSELLING TOGETHER**

I report to the Trustees on my examination of the accounts of Counselling Together (CT) for the period ended 31<sup>st</sup> December 2021.

### **Responsibilities**

The Trustees of CT are responsible for the preparation of the accounts in accordance with the requirement of the Charities Registration and Regulation Act 2019 ("the Act") and the Charities Regulations 2020 ("the Regulations").

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the Directions given by the Charity Commission. This includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "trust and fair" view and the report is limited to those matters set out in the statement below.

### **Independent Examiner's Statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect;

1. The accounting records were not kept in respect of CT as required by Section 46 of the Act, and Part 6 of the Act and the Regulations; or
2. The accounts did 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.

McPage

Name: MICHAEL CHARLES PAGE

Address: 26 ANTLER DRIVE  
NEW MILTON  
HAMPSHIRE  
BH25 5GG

Date: 11/4/22

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Name: MICHAEL CHARLES PAGE

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Date: 11/4/22