

REPHAEL HOUSE

England & Wales · Charity number 1109437

Details

Status	Registered
Legal form	Charitable company
Company number	05294008
Registered	2005-05-11
Register	View on the Charity Commission register

Contact

Address	Rephael House 36b Woodhouse Road London N12 0RG
Phone	07941918625
Email	admin@rephaelhouse.org.uk
Website	www.rephaelhouse.org.uk

Activities

Objects: THE RELIEF OF PEOPLE WITHIN THE GREATER LONDON AREA, THE COUNTY OF HERTFORDSHIRE AND SURROUNDING DISTRICTS WHO ARE IN CONDITIONS OF NEED, HARDSHIP, DISTRESS OR SICKNESS ARISING FROM PREGNANCY, ABORTION, PHYSICAL OR SEXUAL ABUSE, THE BREAKDOWN OF MARRIAGE/FAMILY LIFE, PERSONAL RELATIONSHIPS, BEREAVEMENT, FINANCIAL PROBLEMS, EATING DISORDERS, ADDICTIONS, MENTAL ILLNESS AND OTHER AFFLICTIONS BY THE PROVISION OF GENERAL COUNSELLING AND ADVICE AND THE ADVANCEMENT OF THE EDUCATION OF THE PUBLIC WITHIN THE SAID DISTRICT ON MATTERS RELATING TO SUCH CONDITIONS.

Activities: Operation of Rephael House Counselling Centre.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** Children/young People, Other Defined Groups

Geography

- **Area of benefit:** GREATER LONDON AREA, THE COUNTY OF HERTFORDSHIRE AND SURROUNDING DISTRICTS.
- Hertfordshire
- Throughout London

Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£449,501	£528,809	-	-
2024-04-05	£476,043	£493,796	-	-
2023-04-05	£420,881	£408,932	-	-
2022-04-05	£363,811	£320,645	-	-
2021-04-05	£364,664	£268,942	-	-

Trustees

Name	Role	Appointed
DEBBIE TUGULU		2011-03-24
Holly Louise Hunter		2025-03-20
Laura Elizabeth Coveney		2026-05-13
Nick Cole		2016-03-21
Tania Kotsokechagia		2023-01-17

REPHAEL HOUSE

England & Wales - Charity number 1109437

Accounts

Director's Annual Report and Review of Financial Activities

General and Administrative Information

Rephael House, a Company Limited by Guarantee, number 5294008, was incorporated on 23rd November 2004 and registered by the Charity Commission as Charity Number 1109437 on 11th May 2005. Throughout this report it is referred to as "the Company".

Rephael House previously operated as Rephael House Trust, an independent charity formed under Deed of Trust executed on 12th May 1996 and registered by the Charity Commission as Charity Number 1056062 on 11th June 1996.

The Directors for the whole of 2024/25 were Nicholas Cole, Tania Kotsokechagia and Deborah Tugulu. In addition, Holly Hunter was appointed on 20th March 2025.

The directors of the charitable company are its trustees for the purpose of charity law, but throughout this report are referred to as "the Directors". The Directors have the power to appoint new directors.

The Company's Registered Office is at 36b Woodhouse Road, North Finchley, London N12 0RG and the Company Secretary is John Govey. The Company's solicitor is Kirkwoods, 41a Church Road, Stanmore, Middlesex, HA7 4AB.

A bank account in the name of Rephael House is held with CafCash Ltd., PO Box 289, West Malling, Kent ME19 4TA and further accounts have been opened with the Co-Operative Bank plc, PO Box 101, 1 Balloon Street, Manchester M60 4EP.

Purposes and Aims

Our Objects

The charitable objects of the Company are:

The relief of people within the Greater London Area, the County of Hertfordshire and surrounding districts who are in conditions of need, hardship, distress or sickness arising from pregnancy, abortion, physical or sexual abuse, the breakdown of marriage/family life, personal relationships, bereavement, financial problems, eating disorders, addictions, mental illness and other afflictions by the provision of general counselling and advice and the advancement of the education of the public within the said district on matters relating to such conditions.

The Focus of our Work

These objects are currently fulfilled by running Rephael House as an affordable therapeutic service which provides professional confidential support. Within this environment we are able to support our service users on the journey to positive emotional and mental health. Rephael House also provides outreach services to schools and colleges.

RePHAEL is an acronym standing for Respecting People's Health and Emotional Life.

Ensuring our Work Delivers our Aims

We review our aims, objectives and activities on an ongoing basis. The pandemic allowed the charity to review its working practices along with the annual planning day. Following this it has been more beneficial, and easier to respond quickly to a changing environment, to update the Directors in more depth on a monthly basis in substitution of an annual review. A newsletter is sent regularly to the Directors and contains changes at the centre, as well as any relevant news. Directors have the opportunity to respond to this, and items of discussion are taken to quarterly Board meetings.

This ensures our aims, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives. We have continued to review the effectiveness of the charity with annual appraisals and continual client feedback.

Rephael House - Year Ending 05 April 2025

Our Services

During the year Rephael House provided a number of different services therapy services:

Low-cost services

North Finchley venue (for those living in Barnet, surrounding boroughs and Hertfordshire):

- Children and young people 4-25 years,
- Parents/carers of children and young people attending our service,
- Bereavement,
- Anti and post-natal pregnancy emotional health issues,
- Domestic abuse.

Hatfield, Hertfordshire, venue (for those living in Hertfordshire):

- Young people 11-18 years.

Counselling is provided for up to one year for children and young people up to 18, and two years for those 19 and over.

Fully funded short term services

North Finchley venue (for those living/working/attending school in Barnet):

- Children and young people 4-18 years.

Hatfield venue (for those living in Hatfield, Welwyn Garden City and surrounding areas):

- Young people 11-18 years.

Full cost services

General counselling in North Finchley for anyone not eligible to access our other services.

Other services

Bespoke in-house counselling services for schools and colleges.

Short term therapy service to a homeless service and dance school.

How our Activities Deliver Public Benefit

Service Users

Our therapeutic service offers weekly sessions to clients in our target groups. The length of therapy is dependent on which service is accessed. Clients can self-refer or be referred. They receive a short telephone assessment with the Clinical Services Manager (CSM) or the Chief Executive Officer (CEO), and then are either allocated to the most appropriate therapist or placed on our waiting list. When they are placed with a therapist, initial assessment sessions are undertaken to establish the nature of the client's presenting issues in further detail, as well as to confirm that therapy is the appropriate step at that time and that external agencies are not required.

All non-funded clients are charged for therapy sessions: the cost to the centre is £55 per session delivered and clients are asked to contribute, where possible, a minimum of £25 towards this cost. For those unable to cover this cost a further discretionary fund may be available, but this is subject to funding.

Service	Enquiries for service		Service users		Number of sessions	
	2024/25	2023/24	2024/25	2023/24	2024/25	2023/24
Pregnancy crisis	1	2	4	6	88	76
Young people	249	245	274	236	4,479	4,043
Bereavement	21	12	16	12	291	220
Domestic abuse	17	28	31	19	499	390
Hatfield CAMHS	67	150	86	112	777	893
Barnet CAMHS	183	188	186	146	1,484	1,170
Schools	90	109	127	144	1,307	1,459
General counselling	20	22	16	19	225	174
Innovation Dance	0	8	3	12	15	97
Open Door	38	21	31	23	223	208
Total	686	785	774	729	9,388	8,730

Rephael House - Year Ending 05 April 2025

Counselling Arrangements

With the collaboration of the CEO and CSM, the service has continued to grow throughout the year, and they continue to run and develop the professional services within Rephael House and the outreach services.

In the last year we have employed the services of 7 therapists. At the end of the period the total therapist team was 35; this was either in their capacity as a student on placement, an employed therapist, or sessional worker. Annual reviews were completed during the year.

We continued to work with several schools, primary and secondary in Barnet and Hertfordshire. Play therapy is provided for children under the age of 12, and counselling for older pupils. This service is provided by qualified therapists with specific training and experience in working with children and young people.

The commissioned services in Barnet and Hatfield have continued during the year. We were made aware during the year that the Hatfield CAMHS service would be ending in April 2025. The Hatfield service continues to offer a long-term service alongside the commissioned CAMHS service.

Clinical team meetings, between therapists, CEO, CSM and the Supervisors have continued every two weeks.

Child Protection Training had been completed by all those requiring it, including a relevant course for Directors, and DBS checks are carried out and updated appropriately. All therapists work to the British Association for Counselling and Psychotherapy (BACP) Ethical Framework for Good Practice in Counselling and Psychotherapy and hold an enhanced Disclosure and Barring Service (DBS) check. Qualified therapists must be accredited with a professional body, or be working towards accreditation.

Centre Administration and Publicity

Regular meetings are held between the CEO, CSM, the Business Manager and Administrator to ensure the smooth running of the centre. The CEO and CSM also meet with the centre supervisors to ensure that therapists are working in an ethical manner.

Rephael House is an organisational member of BACP, Youth Access and COMMUNITY Barnet.

All policies and procedures have been updated for the coming year.

We continue to use social media for the promotion of the services we offer; also an active and informative website which can be accessed at: <http://www.rephaelhouse.org.uk>. Our social media is updated regularly. These accounts help us to stay connected with a wider community and keep up to date with other organisations and professionals in the field of mental health. This has increased our presence online and has allowed people to be able to access our services with ease.

Referrals from all services continue to increase and we continue to receive client referrals from GPs and health professionals, as well as through schools.

We send out a newsletter monthly to the friends of Rephael House, funders and ex-clients as well as other professionals, which amounts to over 650 people and have received positive feedback.

We also attend networking and professional meetings and ensure that everyone is informed of the services we provide, as well as the waiting times.

Rephael House - Year Ending 05 April 2025

Projects Accomplished

1.	Governance and Board of Directors	Expansion of Board – new Director Appointed. Continued review of risk assessment.
2.	Development of all services	Developed networking links with other services. Management of closing of CAMHS Hertfordshire service; and review of Hertfordshire fee paying service.
3.	Ongoing quality assurance	Annual review of policies and procedures. Refine database reports. Annual review of services.
4.	Expansion / updating of IT	Ongoing review and update of website. Update database as required, with new report for therapists and library update
5.	Funding and fundraising	More funders identified for applications. Continue to promote 'Friends' programme.
6.	Publicity and Marketing	Continuation and expansion of social media to promote services.

Projects Planned

In addition, the Directors have various projects under discussion to further the objects over a number of years:

1.	Governance and Board of Directors	Continued review of risk assessment and update of Strategic Plan.
2.	Development of all services	Develop networking links with other services. Expand outreach work within schools. Review of Hertfordshire fee paying service.
3.	Ongoing quality assurance	Annual review of policies and procedures. Annual review of services.
4.	Expansion / updating of IT	Ongoing review and update of website. Continued review of database and amendments needed.
5.	Funding and fundraising	Fundraising strategy reviewed and additional funders to be identified for applications. Corporate funding strategy developed. Continue to promote 'Friends' programme. Fundraising events and strategy.
6.	Publicity and Marketing	Targeted approach on social media/website to focus on conversation rates from likes to donations/clients/support. Increase in networking.

Financial Review and Policies

Over the year there was a net loss of £79,461 (loss of £6,420 in 2023/24). The operating loss was £79,308 (£17,753 in 2023/24).

The schools work and commissioned work have both continued to produce a satisfactory income, although grants awarded have been disappointing this year.

However, income from counselling charges has increased by 17%.

Principal Funding Sources

Voluntary Income

The Directors are truly grateful to the 'Friends', who continue to support the Centre by making regular monthly payments to the Company.

Rephael House - Year Ending 05 April 2025

In addition, donations from the following organisations were thankfully awarded during the year:

Jesus Hospital Charity	(unrestricted donation of £2,500)
Big Lottery Fund	(see Note 3 to the Statement of Financial Activities)
Co-op Local Community Fund	(see Note 3 to the Statement of Financial Activities)
John Lyon's Charity	(see Note 3 to the Statement of Financial Activities)
Skipton Building Society	(see Note 3 to the Statement of Financial Activities)
Tesco / Groundwork UK	(see Note 3 to the Statement of Financial Activities)
Young Barnet Foundation	(see Note 3 to the Statement of Financial Activities)

Fundraising

The Directors aim to hold at least one fundraising event each year. In 2024/25, supporters and clients undertook a number of on-line initiatives and physical events.

	2024/25		2023/24	
TotalGiving (PayPal) donations	£215	less £5 fees plus £48 gift aid	£1,148	less £24 fees plus £180 gift aid
Other PayPal donations	£103		-	
Tennis Club quiz evening	£463		-	
Facebook birthday fundraising			£802	less £18 fees
Silver Wedding fundraising	£323	less £6 fees plus £50 gift aid	-	
Wren Academy fundraising	£240	less £4 fees		
Hertfordshire Law Society	£1,588	less £39 fees plus £239 gift aid	-	
Beryl Hibberd memorial	£50	less £1 fees plus £13 gift aid	-	
Sponsored runs			£615	
Ultrachallenge	£315		-	
Halloween walk	£591		-	
£10k fundraiser	£930	less £16 fees less £46 funding thermometer plus £189 gift aid	-	
TOTAL	£5,240		£2,703	

Reserves Policy

"Free Reserves" describe that part of the funds that is freely available for general purposes at the discretion of the Directors, but which is not yet spent, committed or designated, i.e. surplus liquid assets excluding endowments, restricted funds, designated funds and fixed assets held for the purposes of the Company.

The Reserves Policy sets the level of financial reserves, in line with the guidance issued by the Charity Commission, in order to maximise the resources available for the work of the Company.

The level at which these reserves is set should be adequate to cover the following elements:

- six month's running expenses (approx £250,000);
- other known future expense or opportunity that cannot be met out of current revenue; and
- any other contingencies or risks, assessed on the best evidence reasonably available, the likelihood of each of those needs arising, the possibility of support from elsewhere, and the potential consequences of the Company not being able to meet those needs.

The maximum reserves figure for 2024/25, calculated on the basis of the above policy, is £250,000. The reserves actually held on 5th April 2025 were £140,033 (unrestricted funds less tangible fixed assets). Reserves were £77,588 in 2024.

The Directors have also designated a discretionary fund to provide assisted places.

Investment Policy

It is the responsibility of the Directors to review the performance of investments from time to time.

This is undertaken regularly. A higher rate deposit account with Hampshire Trust Bank was opened in 2017/18. A longer term investment of £65,000 was made in January 2018 in a unit trust with St James's Place. This lost £153 in the current year (gained £11,333 in 2023/24). See Note 7 to the Statement of Financial Activities.

Rephael House - Year Ending 05 April 2025

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 23rd November 2004 and registered as a charity on 11th May 2005. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the Management Committee give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in Note 4 to the Statement of Financial Activities.

The more traditional business and therapeutic skills are now well represented on the Management Committee. In an effort to maintain this broad skill mix, members of the Management Committee regularly assess their skills, any skills deficits are identified at the annual planning day and active recruitment of new directors with these skills are sought.

Director Induction and Training

Induction training is provided for Directors, covering:

- The obligations of Management Committee members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.
- An overview of the counselling service and the counselling and voluntary sector ethos.
- Supporting with fundraising events.

Directors are encouraged to meet staff and volunteers at various agency events held over the year.

Organisational Structure

The Directors have to meet at least twice a year, two Directors forming a quorum. Four on-line meetings were held in 2024/25. In addition, decisions may be taken by means of a resolution in writing, by telephone, or by e-mail. Day-to-day decisions concerning the centre running are delegated to Anesta Edge as CEO.

The Directors have a number of independent contacts, whose advice they can draw on as required. Current contacts include an accountant, solicitor, nurse, and previous volunteer counsellors.

Risk Assessment

It is the responsibility of the Directors to identify, assess and mitigate against any major risks to which the Company is exposed. A separate risk register is being prepared by the Directors.

Annual Report approved by Directors and signed on their behalf by:



Nicholas Cole
Director

Date: 10th November 2025

Rephael House - Year Ending 05 April 2025

Statement of Financial Activities including Income and Expenditure Account

Income	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2024/25 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2023/24 £
Donations and legacies							
Gift Aided donations (gross)	5	3,377	0	3,377	3,693	0	3,693
Donations received gross		240	0	240	258	0	258
Other donations - individuals		606	0	606	1,540	0	1,540
Grants & gifts - organisations	3	<u>2,500</u>	<u>32,070</u>	<u>34,570</u>	<u>7,750</u>	<u>77,130</u>	<u>84,880</u>
Total donations and legacies		<u>6,723</u>	<u>32,070</u>	<u>38,793</u>	<u>13,241</u>	<u>77,130</u>	<u>90,371</u>
Income from charitable activities							
Counselling charges		148,009	0	148,009	126,613	0	126,613
Commissioned work		147,199	0	147,199	147,930	0	147,930
Schools work		100,700	0	100,700	100,272	0	100,272
Counselling room rent		<u>220</u>	<u>0</u>	<u>220</u>	<u>30</u>	<u>0</u>	<u>30</u>
Total income from charitable activities		<u>396,128</u>	<u>0</u>	<u>396,128</u>	<u>374,845</u>	<u>0</u>	<u>374,845</u>
Income from other trading activities							
Fundraising events and sales (gross)	5	<u>5,356</u>	<u>0</u>	<u>5,356</u>	<u>2,745</u>	<u>0</u>	<u>2,745</u>
Investment Income							
Interest and dividends		<u>2,383</u>	<u>0</u>	<u>2,383</u>	<u>3,082</u>	<u>0</u>	<u>3,082</u>
Other income							
PAYE allowance and SMP		<u>6,841</u>	<u>0</u>	<u>6,841</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>
Total Income		<u>417,431</u>	<u>32,070</u>	<u>449,501</u>	<u>398,913</u>	<u>77,130</u>	<u>476,043</u>
Expenditure							
Expenditure on charitable activities							
Employed staff	4	136,951	14,131	151,082	120,536	15,430	135,966
Employer's NIC, pension	4	17,905	500	18,405	14,967	500	15,467
Sessional staff		220,406	23,425	243,831	199,347	25,840	225,187
Staff costs, training & recruitment		4,428	962	5,390	5,506	750	6,256
Resources		532	2,100	2,632	1,388	1,350	2,738
Renewal of fittings, furniture & equipment		1,810	0	1,810	5,293	0	5,293
Premises		38,571	8,050	46,621	40,412	6178	46,590
Depreciation of refurbishment		4,491	0	4,491	4,491	0	4,491
Support costs	6	<u>52,565</u>	<u>600</u>	<u>53,165</u>	<u>43,576</u>	<u>6,925</u>	<u>50,501</u>
Total charitable activities		<u>477,659</u>	<u>49,768</u>	<u>527,427</u>	<u>435,516</u>	<u>56,973</u>	<u>492,489</u>
Expenditure on raising funds							
Fundraising fees		117	0	117	42	0	42
Investment management fees		<u>1,265</u>	<u>0</u>	<u>1,265</u>	<u>1,265</u>	<u>0</u>	<u>1,265</u>
Total expenditure on raising funds		<u>1,382</u>	<u>0</u>	<u>1,382</u>	<u>1,307</u>	<u>0</u>	<u>1,307</u>
Total Expenditure		<u>479,041</u>	<u>49,768</u>	<u>528,809</u>	<u>436,823</u>	<u>56,973</u>	<u>493,796</u>
Gains (losses) on investments - unrealised	7	<u>(153)</u>	<u>0</u>	<u>(153)</u>	<u>11,333</u>	<u>0</u>	<u>11,333</u>
Net Income (Expenditure)		<u>(61,763)</u>	<u>(17,698)</u>	<u>(79,461)</u>	<u>(26,577)</u>	<u>20,157</u>	<u>(6,420)</u>
Net movement in funds		<u>(61,763)</u>	<u>(17,698)</u>	<u>(79,461)</u>	<u>(26,577)</u>	<u>20,157</u>	<u>(6,420)</u>
Total funds brought forward		<u>320,892</u>	<u>25,157</u>	<u>346,049</u>	<u>347,469</u>	<u>5,000</u>	<u>352,469</u>
Total funds carried forward		<u>259,129</u>	<u>7,459</u>	<u>266,588</u>	<u>320,892</u>	<u>25,157</u>	<u>346,049</u>

Rephael House - Year Ending 05 April 2025

Balance Sheet at 05 April

Company Number 5294008

	Note	2024/25 £	2023/24 £
Fixed Assets			
Tangible Fixed Assets	7	85,912	90,403
Investments	7	<u>76,701</u>	<u>77,231</u>
		<u>162,613</u>	<u>167,634</u>
Current Assets			
Debtor: Commissioning body		645	0
Debtor: HMRC Gift Aid tax claim		1,214	919
Cash at bank and in hand		52,965	94,200
Short term deposits		<u>53,918</u>	<u>83,326</u>
		<u>108,742</u>	<u>178,445</u>
Liabilities			
Amounts falling due within one year			
Prepayments		<u>4,737</u>	<u>0</u>
Net Current Assets		<u>104,005</u>	<u>178,445</u>
Amounts falling due after more than one year			
Key deposits		<u>(30)</u>	<u>(30)</u>
Net Assets		<u>266,588</u>	<u>346,049</u>
Funds of the charity	8		
Unrestricted funds	2	225,945	167,991
Designated funds (unrestricted)	2	33,184	152,901
Restricted income funds	3	<u>7,459</u>	<u>25,157</u>
		<u>266,588</u>	<u>346,049</u>

For the year ending 5th April 2025, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- 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 directors 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.

Accounts approved by the Directors and signed on their behalf by:



Nicholas Cole
Director

Date: 10th November 2025

The notes on pages 9 to 12 form part of these accounts.

Rephael House - Year Ending 05 April 2025

Notes to the Financial Statements

Note 1 Accounting Policies

1a Basis of preparation

These financial statements have been prepared for the year to 5 April 2025.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with 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 United Kingdom and Republic of Ireland (Charities SORP FRS 102, second edition, October 2019); the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) amended to January 2022; and the Charities Act 2011.

The Company constitutes a public benefit entity as defined by FRS 102.

The Directors are pleased to report that, despite losses in the current year, the work is continuing to expand and it is anticipated that income will further increase in subsequent years.

The Company remains in a satisfactory state of solvency.

1b Funds

General funds represent the funds of the Company that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Company. Funds designated for a particular purpose by the Directors are also unrestricted.

The financial statements include all transactions, assets and liabilities for which the Directors are responsible in law.

1c Income

Donations and legacies

Donations are recognised when received by or on behalf of the Company. Income tax recoverable on Gift Aid donations is recognised when the income is recognised. Grants and legacies to the Company are accounted for as soon as the Directors are notified of its entitlement, that receipt is probable and the amount due can be measured reliably.

As it is impractical for the contribution of volunteers to be measured reliably for accounting purposes, their voluntary work is not credited in the financial statements.

Income from charitable activities

All income from charitable activities is accounted for gross.

Investment income

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same accounting year.

1d Expenditure

Grants

Grants and donations are recorded when paid over, or when awarded if that award creates a constructive obligation on the Directors.

Support costs

Support costs represent expenditure that does not directly relate to a specific activity. All support costs have been allocated to charitable activities because any allocation between the specific activities would be immaterial.

Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

Rephael House - Year Ending 05 April 2025

1e Fixed Assets

Fixtures, Fittings and Office Equipment

Equipment is depreciated on a straight-line basis over three years. Individual items with a purchase price of £1,500 or less are written off on acquisition.

1f Current Assets

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than one month from the date of acquisition. Deposits for more than one month but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Stock and Work in Progress

This is not shown on the Balance Sheet, as no significant stock is held.

1g Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the trustees anticipate it will pay to settle the debt.

1h Statement of cash flows

The financial statements do not include a statement of cash flows as the Company constitutes a small charity under the SORP.

Note 2 General Funds and Designated Funds (Unrestricted)

General funds represent the funds of the Company that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Company.

Funds designated for a particular purpose by the Directors are also unrestricted. At the end of 2015/16, the Directors designated a discretionary fund for the benefit of those service users who cannot afford the full cost of their counselling. This fund is replenished each year. The building fund for future maintenance and expansion fund for the Hatfield centre have now been discontinued and are no longer designated.

Designated Funds (unrestricted)	Purpose	Brought Forward	Utilised in 2024/25	from General Funds	Carried Forward
		£	£	£	£
Discretionary fund	to assist in providing counselling where no other support is available	70,153	96,969	60,000	33,184
Building fund	for building maintenance	12,748	564	(12,184)	0
Expansion fund	for the Hatfield venue	<u>70,000</u>	<u>0</u>	<u>(70,000)</u>	<u>0</u>
Total		152,901	97,533	(22,184)	33,184

Note 3 Restricted Income Funds

Restricted income funds received can be identified from the appropriate column in the Statement of Financial Activities. These comprise the following grants given for specific purposes:

Grant Body	Purpose	Brought Forward	Grant Received	Utilised in 2024/25	Carried Forward
		£	£	£	£
Skipton Building Society	children and young people's services	0	800	800	0
John Lyon's Charity	children and young people's services	0	30,000	30,000	0
Tesco / Groundwork UK	children and young people's services	0	125	125	0
Young Barnet Foundation	children and young people's services	5,267	645	5,912	0
Coop Local Community Fund	children and young people's services	0	500	500	0
Big Lottery Fund	parenting groups	<u>19,890</u>	<u>0</u>	<u>12,431</u>	<u>7,459</u>
Total		25,157	32,070	49,768	7,459

The Trust does not have any endowment funds.

Rephael House - Year Ending 05 April 2025

Note 4 Employment Costs and Related Party Transactions

4a Staff Costs and Emoluments

The total employment costs relating to the CEO, Clinical Services Manager, four Counsellors, two Supervisors, Business Manager and two Administrators are shown below. Of these, the Business Manager's and Administrators' costs are shown under Note 6. All staff are employed under part-time contracts.

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

Other counsellors work in the Centre on a self-employed basis.

	2024/25	2023/24
Gross salaries	184,358	168,590
Employer's national insurance #1	12,463	11,880
Pension costs	<u>5,941</u>	<u>3,587</u>
Total cost	<u>202,762</u>	<u>184,057</u>
Average number of staff	12.8	10.7
Full-time equivalent posts	5.0	4.1

Note #1 - before deduction of PAYE allowance

4b Director Remuneration

The key management personnel of the Trust constitute the Directors.

No remuneration or expenses were paid to Directors or other related parties in 2024/25, other than out-of-pocket expenses (and none in 2023/24).

No Directors were paid in their role as a trustee in 2024/25 (and none in 2023/24).

4c Other Related Party Transactions

There were no other related party transactions in 2024/25 (and none in 2023/24), apart from services provided on a voluntary basis.

Note 5 Tax recovered on Gift Aided Income

	2024/25 £	2023/24 £
Gift Aided donations (net)	2,215	2,385
tax recovered thereon	<u>554</u>	<u>596</u>
Gross Gift Aided donations	2,769	2,981
Donations from Clients (net)	486	570
tax recovered thereon	<u>121</u>	<u>142</u>
Gross Donations from Clients	608	712
Fundraising events (net)	4,818	2,565
tax recovered thereon	<u>539</u>	<u>180</u>
Gross Fundraising events	5,356	2,745
Total tax recovered	<u>1,214</u>	<u>918</u>

Rephael House - Year Ending 05 April 2025

Note 6 Support Costs

	2024/25 £	2023/24 £
Centre administration	15,202	17,292
Employed Manager/Administrator	33,276	29,919
Self-Employed Administrator	3,900	2,705
Advertising of services	0	76
Bank charges	740	496
Governance	<u>47</u>	<u>13</u>
Total support costs	<u>53,165</u>	<u>50,501</u>

Note 7 Fixed Assets

Tangible Fixed Assets

	2024/25 £	2023/24 £
Brought forward at 6 April	90,403	94,894
Depreciation	<u>(4,491)</u>	<u>(4,491)</u>
Net book value at 5 April	<u>85,912</u>	<u>90,403</u>

Tangible fixed assets comprise refurbishment costs of leasehold premises for the counselling centre, depreciated over the twenty-five years of the lease on a straight line basis.

Investments

	2024/25 £	2023/24 £
Brought forward at 6 April	77,231	66,370
Charges and fees	(1,265)	(1,265)
Interest and dividends reinvested	888	793
Increase (decrease) in valuation	<u>(153)</u>	<u>11,333</u>
Carried forward at 5 April	<u>76,701</u>	<u>77,231</u>

Investments comprise a medium risk Unit Trust held with St James's Place since 24 January 2018.

Note 8 Fund Summaries

Summary of Fund Movements

	Balance £ b/f 6 April	Income £	Expenditure £	Losses £	Transfers £	Funds £ c/f 5 April
General funds	167,991	417,431	381,508	(153)	22,184	225,945
Designated funds	152,901	0	97,533	0	(22,184)	33,184
Restricted income funds	<u>25,157</u>	<u>32,070</u>	<u>49,768</u>	<u>0</u>	<u>0</u>	<u>7,459</u>
Total	<u>346,049</u>	<u>449,501</u>	<u>528,809</u>	<u>(153)</u>	<u>0</u>	<u>266,588</u>

Analysis of Net Assets by Fund

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £
Non-Current Assets	162,613	0	0	162,613
Current Assets	68,099	33,184	7,459	108,742
Liabilities	<u>(4,767)</u>	<u>0</u>	<u>0</u>	<u>(4,767)</u>
Fund Balance	<u>225,945</u>	<u>33,184</u>	<u>7,459</u>	<u>266,588</u>

Rephael House - Year Ending 05 April 2025

Independent Examiner's Report to the Trustees of Rephael House

I report on the accounts of the company for the period ended 5th April 2025, which are set out on pages 7 to 12.

Respective Responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. 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 'true and fair view' and the report is limited to those matters set out in the statement below.

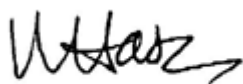
Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 24th December 2025



Mary Hase BA FCA CTA

11 Greenacre Close
Barnet
EN5 4QB

REPHAEL HOUSE

England & Wales - Charity number 1109437

Accounts

Director's Annual Report and Review of Financial Activities

General and Administrative Information

Rephael House, a Company Limited by Guarantee, number 5294008, was incorporated on 23rd November 2004 and registered by the Charity Commission as Charity Number 1109437 on 11th May 2005. Throughout this report it is referred to as "the Company".

Rephael House previously operated as Rephael House Trust, an independent charity formed under Deed of Trust executed on 12th May 1996 and registered by the Charity Commission as Charity Number 1056062 on 11th June 1996.

The Directors for 2023/24 were Nicholas Cole, Tania Kotsokechagia and Deborah Tugulu.

The directors of the charitable company are its trustees for the purpose of charity law, but throughout this report are referred to as "the Directors". The Directors have the power to appoint new directors.

The Company's Registered Office is at 36b Woodhouse Road, North Finchley, London N12 0RG and the Company Secretary is John Govey. The Company's solicitor is Kirkwoods, 41a Church Road, Stanmore, Middlesex, HA7 4AB.

A bank account in the name of Rephael House is held with CafCash Ltd., PO Box 289, West Malling, Kent ME19 4TA and further accounts have been opened with the Co-Operative Bank plc, PO Box 101, 1 Balloon Street, Manchester M60 4EP.

Purposes and Aims

Our Objects

The charitable objects of the Company are:

The relief of people within the Greater London Area, the County of Hertfordshire and surrounding districts who are in conditions of need, hardship, distress or sickness arising from pregnancy, abortion, physical or sexual abuse, the breakdown of marriage/family life, personal relationships, bereavement, financial problems, eating disorders, addictions, mental illness and other afflictions by the provision of general counselling and advice and the advancement of the education of the public within the said district on matters relating to such conditions.

The Focus of our Work

These objects are currently fulfilled by running Rephael House as an affordable therapeutic service which provides professional confidential support. Within this environment we are able to support our service users on the journey to positive emotional and mental health. Rephael House also provides outreach services to schools and colleges.

RePHAEL is an acronym standing for Respecting People's Health and Emotional Life.

Ensuring our Work Delivers our Aims

We review our aims, objectives and activities on an ongoing basis. The pandemic allowed the charity to review its working practices along with the annual planning day. Following this it has been more beneficial, and easier to respond quickly to a changing environment, to update the Directors in more depth on a monthly basis in substitution of an annual review. A newsletter is sent regularly to the Directors and contains changes at the centre, as well as any relevant news. Directors have the opportunity to respond to this, and items of discussion are taken to quarterly Board meetings.

This ensures our aims, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives. We have continued to review the effectiveness of the charity with annual appraisals and continual client feedback.

Rephael House - Year Ending 05 April 2024

Our Services

During the year Rephael House provided a number of different services therapy services:

Low-cost services

North Finchley venue (for those living in Barnet, surrounding boroughs and Hertfordshire):

- Children and young people 4-25 years
- Parents/carers of children and young people attending our service
- Bereavement
- Anti and post-natal pregnancy emotional health issues
- Domestic abuse.

Hatfield, Hertfordshire, venue (for those living in Hertfordshire):

- Young people 11-18 years.

Counselling is provided for up to one year for children and young people up to 18, and two years for those 19 and over.

Fully funded short term services

North Finchley venue (for those living in Barnet):

- Children and young people 4-18 years.

Hatfield venue (for those living in Hatfield, Welwyn Garden City and surrounding areas):

- Young people 11-18 years.

Full cost services

General counselling in North Finchley for anyone not eligible to access our other services.

Other services

Bespoke in-house counselling services for schools and colleges.

Short term therapy service to a homeless service and dance school.

How our Activities Deliver Public Benefit

Service Users

Our therapeutic service offers weekly sessions to clients in our target groups. The length of therapy is dependent on which service is accessed. Clients can self-refer or be referred. They receive a short telephone assessment with the Clinical Services Manager (CSM) or the Chief Executive Officer (CEO), and then are either allocated to the most appropriate therapist or placed on our waiting list. When they are placed with a therapist, initial assessment sessions are undertaken to establish the nature of the client's presenting issues in further detail, as well as to confirm that therapy is the appropriate step at that time and that external agencies are not required.

All non-funded clients are charged for therapy sessions: the cost to the centre is £47.50 per session delivered and clients are asked to contribute, where possible, a minimum of £22.50 towards this cost. For those unable to cover this cost a further discretionary fund may be available, but this is subject to funding.

A drop-in service is provided for those who may want either a 'taster' or one-off session. This also helps those who are ambivalent about therapy.

Service	Enquiries for service		Service users		Number of sessions	
	2023/24	2022/23	2023/24	2022/23	2023/24	2022/23
Pregnancy crisis	2	10	6	11	76	193
Young people	245	196	236	200	4,043	3,508
Bereavement	12	14	12	14	220	184
Domestic abuse	28	18	19	19	390	343
Hatfield CAMHS	150	125	112	125	893	914
Barnet CAMHS	188	149	146	150	1,170	1,093
Schools	109	132	144	127	1,459	1,258
General counselling	22	16	19	16	174	296
Innovation Dance	8	17	12	17	97	141
Open Door	21	41	23	41	208	216
Total	785	718	729	720	8,730	8,146

Rephael House - Year Ending 05 April 2024

Counselling Arrangements

With the collaboration of the CEO and CSM the service has continued to grow throughout the year, and they continue to run and develop the professional services within Rephael House and the outreach services.

In the last year we have employed the services of an additional 8 therapists. At the end of the period the total therapist team was 39; this was either in their capacity as a student on placement, an employed therapist, or sessional worker. Annual reviews were completed during the year.

We continued to work with several schools, primary and secondary in Barnet and Hertfordshire. Play therapy is provided for children under the age of 12, and counselling for older pupils. This service is provided by qualified therapists with specific training and experience in working with children and young people.

The commissioned services in Barnet and Hatfield have continued during the year. The Hatfield service continues to offer a long-term service alongside the commissioned CAMHS service.

Clinical team meetings, between therapists, CEO, CSM and the Supervisors have continued every two weeks.

Child Protection Training had been completed by all those requiring it, including a relevant course for Directors, and DBS checks are carried out and updated appropriately. All therapists work to the British Association for Counselling and Psychotherapy (BACP) Ethical Framework for Good Practice in Counselling and Psychotherapy and hold an enhanced Disclosure and Barring Service (DBS) check. Qualified therapists must be accredited with a professional body or be working towards accreditation.

Centre Administration and Publicity

Regular meetings are held between the CEO, CSM, the Business Manager and Administrator to ensure the smooth running of the centre. The CEO and CSM also meet with the centre supervisors to ensure that therapists are working in an ethical manner.

Rephael House is an organisational member of BACP, Youth Access and COMMUNITY Barnet.

All policies and procedures have been updated for the coming year.

We continue to use social media for the promotion of the services we offer we also have an active and informative website which can be accessed at: <http://www.rephaelhouse.org.uk>. Our social media is updated daily. These accounts help us to stay connected with a wider community and keep up to date with other organisations and professionals in the field of mental health. This has increased our presence online and has allowed people to be able to access our services with ease.

Referrals from all services continue to increase and we continue to receive client referrals from GPs and health professionals, as well as through schools.

We send out a newsletter monthly to the friends of Rephael House, funders and ex clients as well as other professionals, which amounts to over 400 people and have received positive feedback.

We also attend networking and professional meetings and ensure that everyone is informed of the services we provide, as well as the waiting times.

Rephael House - Year Ending 05 April 2024

Projects Accomplished

1.	Governance and Board of Directors	Commencement of risk assessment.
2.	Development of all services	Developed networking links with other services, and discussions with additional schools. Contingency planning in place for loss of CAMHS Herts service. Employed additional supervisors.
3.	Ongoing quality assurance	Annual review of policies and procedures. Refined database reports. Annual review of services.
4.	Expansion / updating of IT	Ongoing updates to database.
5.	Funding and fundraising	Fundraising sought to continue services. Chosen as charity for local fundraising event in next financial year.
6.	Publicity and Marketing	Continuation and expansion of social media to promote services.

Projects Planned

In addition, the Directors have various projects under discussion to further the objects over a number of years:

1.	Governance and Board of Directors	Expansion of Board. Finalisation of risk assessment and EDI review.
2.	Development of all services	Develop networking links with other services. Expand outreach work within schools. Management of closing of CAMHS Hertfordshire service; review of Hertfordshire fee paying service.
3.	Ongoing quality assurance	Annual review of policies and procedures. Refine database reports. Annual review of services.
4.	Expansion / updating of IT	Ongoing review and update of website. Update database as required, with new report for therapists.
5.	Funding and fundraising	Fundraising strategy to be reviewed. More funders to be identified for applications. Continue to promote 'Friends' programme.
6.	Publicity and Marketing	Continuation and expansion of social media to promote services.

Financial Review and Policies

Over the year there was a net loss of £6,420 (surplus of £10,549 in 2022/23). The operating loss was £17,753 (surplus of £11,949 in 2022/23).

Turnover increased by 13%, so the Directors decided to invest in additional staff and reassess the market rate. Consequently, staff costs increased by 26% in the current year, funded out of reserves.

The schools work and commissioned work have both continued to increase. It is anticipated that income will further increase in subsequent years.

Rephael House - Year Ending 05 April 2024

Principal Funding Sources

Voluntary Income

The Directors are truly grateful to the 'Friends', who continue to support the Centre by making regular monthly payments to the Company.

In addition, donations from the following organisations were thankfully awarded during the year:

London Borough of Barnet	(unrestricted donations of £7,750)
BKL Accountants	(see Note 3 to the Statement of Financial Activities)
John Lyon's Charity	(see Note 3 to the Statement of Financial Activities)
Postcode Lottery	(see Note 3 to the Statement of Financial Activities)
Tesco / Groundwork UK	(see Note 3 to the Statement of Financial Activities)
Young Barnet Foundation	(see Note 3 to the Statement of Financial Activities)

Fundraising

The Directors aim to hold at least one fundraising event each year. In 2023/24, supporters and clients undertook a number of on-line initiatives and physical events.

	2023/24		2022/23	
Total Giving (PayPal) donations	£1,148	less £24 fees plus £180 gift aid	£1,481	less £29 fees plus £290 gift aid
Tennis Club quiz evening	-		£600	
Facebook birthday fundraising	£802	less £18 fees	£116	less £6 fees
The Compton School fundraising	-		£65	
Celebrity Catchphrase	-		£3,400	
Sponsored runs	£615		£110	
Other fundraising	-		£63	
TOTAL	£2,703		£6,090	

Reserves Policy

"Free Reserves" describe that part of the funds that is freely available for general purposes at the discretion of the Directors, but which is not yet spent, committed or designated, i.e. surplus liquid assets excluding endowments, restricted funds, designated funds and fixed assets held for the purposes of the Company.

The Reserves Policy sets the level of financial reserves, in line with the guidance issued by the Charity Commission, in order to maximise the resources available for the work of the Company.

The level at which these reserves is set should be adequate to cover the following elements:

- six month's running expenses (approx £250,000);
- other known future expense or opportunity that cannot be met out of current revenue; and
- any other contingencies or risks, assessed on the best evidence reasonably available, the likelihood of each of those needs arising, the possibility of support from elsewhere, and the potential consequences of the Company not being able to meet those needs.

The maximum reserves figure for 2024/25, calculated on the basis of the above policy, is £250,000. The reserves actually held on 5th April 2024 were £77,588 (unrestricted funds less tangible fixed assets). Reserves were £108,941 in 2023.

The Directors have also designated a discretionary fund to provide assisted places, a new building fund for building maintenance and an expansion fund for the Hatfield venue.

Investment Policy

It is the responsibility of the Directors to review the performance of investments from time to time.

This is undertaken regularly. A higher rate deposit account with Hampshire Trust Bank was opened in 2017/18. A longer term investment of £65,000 was made in January 2018 in a unit trust with St James's Place. This gained £11,333 in the current year (lost £1,400 in 2022/23). See Note 7 to the Statement of Financial Activities.

Rephael House - Year Ending 05 April 2024

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 23rd November 2004 and registered as a charity on 11th May 2005. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the Management Committee give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in Note 4 to the Statement of Financial Activities.

The more traditional business and therapeutic skills are now well represented on the Management Committee. In an effort to maintain this broad skill mix, members of the Management Committee regularly assess their skills, any skills deficits are identified at the annual planning day and active recruitment of new directors with these skills are sought.

Director Induction and Training

Induction training is provided for Directors, covering:

- The obligations of Management Committee members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.
- An overview of the counselling service and the counselling and voluntary sector ethos.
- Supporting with fundraising events.

Directors are encouraged to meet staff and volunteers at various agency events held over the year.

Organisational Structure

The Directors have to meet at least twice a year, two Directors forming a quorum. Four on-line meetings were held in 2023/24. In addition, decisions may be taken by means of a resolution in writing, by telephone, or by e-mail. Day-to-day decisions concerning the centre running are delegated to Anesta Edge as CEO.

The Directors have a number of independent contacts, whose advice they can draw on as required. Current contacts include an accountant, solicitor, nurse, and previous volunteer counsellors.

Risk Assessment

It is the responsibility of the Directors to identify, assess and mitigate against any major risks to which the Company is exposed. A separate risk register is being prepared by the Directors.

Annual Report approved by Directors and signed on their behalf by:



Nicholas Cole
Director

Date: 18th November 2024

Rephael House - Year Ending 05 April 2024

Statement of Financial Activities including Income and Expenditure Account

Income	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023/24 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2022/23 £
Donations and legacies							
Gift Aided donations (gross)	5	3,693	0	3,693	3,596	0	3,596
Donations received gross		258	0	258	240	0	240
Other donations - individuals		1,540	0	1,540	540	0	540
Grants & gifts - organisations	3	<u>7,750</u>	<u>77,130</u>	<u>84,880</u>	<u>18,442</u>	<u>38,623</u>	<u>57,065</u>
Total donations and legacies		<u>13,241</u>	<u>77,130</u>	<u>90,371</u>	<u>22,818</u>	<u>38,623</u>	<u>61,441</u>
Income from charitable activities							
Counselling charges		126,613	0	126,613	126,694	0	126,694
Commissioned work		147,930	0	147,930	138,745	0	138,745
Schools work		100,272	0	100,272	81,650	0	81,650
Counselling room rent		<u>30</u>	<u>0</u>	<u>30</u>	<u>40</u>	<u>0</u>	<u>40</u>
Total income from charitable activities		<u>374,845</u>	<u>0</u>	<u>374,845</u>	<u>347,129</u>	<u>0</u>	<u>347,129</u>
Income from other trading activities							
Fundraising events and sales (gross)	5	<u>2,745</u>	<u>0</u>	<u>2,745</u>	<u>6,125</u>	<u>0</u>	<u>6,125</u>
Investment Income							
Interest and dividends		<u>3,082</u>	<u>0</u>	<u>3,082</u>	<u>1,186</u>	<u>0</u>	<u>1,186</u>
Other income							
PAYE allowance and insurance claim		<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>
Total Income		<u>398,913</u>	<u>77,130</u>	<u>476,043</u>	<u>382,258</u>	<u>38,623</u>	<u>420,881</u>
Expenditure							
Expenditure on charitable activities							
Employed staff	4	120,536	15,430	135,966	102,983	15,950	118,933
Employer's NIC, pension	4	14,967	500	15,467	12,613	650	13,263
Sessional staff		199,347	25,840	225,187	141,588	24,250	165,838
Staff costs, training & recruitment		5,506	750	6,256	4,574	100	4,674
Resources		1,388	1,350	2,738	2,079	1,500	3,579
Renewal of fittings, furniture & equipment		5,293	0	5,293	2,356	1,850	4,206
Premises		40,412	6178	46,590	33,984	5,325	39,309
Depreciation of refurbishment		4,491	0	4,491	4,491	0	4,491
Support costs	6	<u>43,576</u>	<u>6,925</u>	<u>50,501</u>	<u>49,892</u>	<u>3,330</u>	<u>53,222</u>
Total charitable activities		<u>435,516</u>	<u>56,973</u>	<u>492,489</u>	<u>354,560</u>	<u>52,955</u>	<u>407,515</u>
Expenditure on raising funds							
Fundraising fees		42	0	42	35	0	35
Investment management fees		<u>1,265</u>	<u>0</u>	<u>1,265</u>	<u>1,382</u>	<u>0</u>	<u>1,382</u>
Total expenditure on raising funds		<u>1,307</u>	<u>0</u>	<u>1,307</u>	<u>1,417</u>	<u>0</u>	<u>1,417</u>
Total Expenditure		<u>436,823</u>	<u>56,973</u>	<u>493,796</u>	<u>355,977</u>	<u>52,955</u>	<u>408,932</u>
Gains (losses) on investments - unrealised	7	<u>11,333</u>	<u>0</u>	<u>11,333</u>	<u>(1,400)</u>	<u>0</u>	<u>(1,400)</u>
Net Income (Expenditure)		<u>(26,577)</u>	<u>20,157</u>	<u>(6,420)</u>	<u>24,881</u>	<u>(14,332)</u>	<u>10,549</u>
Net movement in funds		<u>(26,577)</u>	<u>20,157</u>	<u>(6,420)</u>	<u>24,881</u>	<u>(14,332)</u>	<u>10,549</u>
Total funds brought forward		<u>347,469</u>	<u>5,000</u>	<u>352,469</u>	<u>322,588</u>	<u>19,332</u>	<u>341,920</u>
Total funds carried forward		<u>320,892</u>	<u>25,157</u>	<u>346,049</u>	<u>347,469</u>	<u>5,000</u>	<u>352,469</u>

Rephael House - Year Ending 05 April 2024

Balance Sheet at 05 April

Company Number 5294008

	Note	2023/24 £	2022/23 £
Fixed Assets			
Tangible Fixed Assets	7	90,403	94,894
Investments	7	<u>77,231</u>	<u>66,370</u>
		<u>167,634</u>	<u>161,264</u>
Current Assets			
Debtor: Commissioning body		0	18,611
Debtor: HMRC Gift Aid tax claim		919	1,009
Cash at bank and in hand		94,200	61,066
Short term deposits		<u>83,326</u>	<u>122,433</u>
		<u>178,445</u>	<u>203,119</u>
Liabilities			
Amounts falling due within one year			
Prepayments		<u>0</u>	<u>(11,884)</u>
Net Current Assets		<u>178,445</u>	<u>191,235</u>
Amounts falling due after more than one year			
Key deposits		<u>(30)</u>	<u>(30)</u>
Net Assets		<u>346,049</u>	<u>352,469</u>
Funds of the charity	8		
Unrestricted funds	2	167,991	203,835
Designated funds (unrestricted)	2	152,901	143,634
Restricted income funds	3	<u>25,157</u>	<u>5,000</u>
		<u>346,049</u>	<u>352,469</u>

For the year ending 5th April 2024, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- 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 directors 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.

Accounts approved by the Directors and signed on their behalf by:



Nicholas Cole
Director

Date: 18th November 2024

The notes on pages 9 to 12 form part of these accounts.

Rephael House - Year Ending 05 April 2024

Notes to the Financial Statements

Note 1 Accounting Policies

1a Basis of preparation

These financial statements have been prepared for the year to 5 April 2024.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with 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 United Kingdom and Republic of Ireland (Charities SORP FRS 102, second edition, October 2019); the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) amended to January 2022; and the Charities Act 2011.

The Company constitutes a public benefit entity as defined by FRS 102.

The Directors are pleased to report that, despite losses in the current year, the work is continuing to expand and it is anticipated that income will further increase in subsequent years.

The Company remains in a satisfactory state of solvency.

1b Funds

General funds represent the funds of the Company that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Company. Funds designated for a particular purpose by the Directors are also unrestricted.

The financial statements include all transactions, assets and liabilities for which the Directors are responsible in law.

1c Income

Donations and legacies

Donations are recognised when received by or on behalf of the Company. Income tax recoverable on Gift Aid donations is recognised when the income is recognised. Grants and legacies to the Company are accounted for as soon as the Directors are notified of its entitlement, that receipt is probable and the amount due can be measured reliably.

As it is impractical for the contribution of volunteers to be measured reliably for accounting purposes, their voluntary work is not credited in the financial statements.

Income from charitable activities

All income from charitable activities is accounted for gross.

Investment income

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same accounting year.

1d Expenditure

Grants

Grants and donations are recorded when paid over, or when awarded if that award creates a constructive obligation on the Directors.

Support costs

Support costs represent expenditure that does not directly relate to a specific activity. All support costs have been allocated to charitable activities because any allocation between the specific activities would be immaterial.

Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

Rephael House - Year Ending 05 April 2024

1e Fixed Assets

Fixtures, Fittings and Office Equipment

Equipment is depreciated on a straight-line basis over three years. Individual items with a purchase price of £1,500 or less are written off on acquisition.

1f Current Assets

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than one month from the date of acquisition. Deposits for more than one month but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Stock and Work in Progress

This is not shown on the Balance Sheet, as no significant stock is held.

1g Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the trustees anticipate it will pay to settle the debt.

1h Statement of cash flows

The financial statements do not include a statement of cash flows as the Company constitutes a small charity under the SORP.

Note 2 General Funds and Designated Funds (Unrestricted)

General funds represent the funds of the Company that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Company.

Funds designated for a particular purpose by the Directors are also unrestricted. At the end of 2015/16, the Directors designated a discretionary fund for the benefit of those service users who cannot afford the full cost of their counselling. This fund is replenished each year. The Directors have also designated a building fund for future maintenance and an expansion fund for the Hatfield centre.

Designated Funds (unrestricted)	Purpose	Brought Forward	Utilised in 2023/24	from General Funds	Carried Forward
		£	£	£	£
Discretionary fund	to assist in providing counselling where no other support is available	60,886	70,733	80,000	70,153
Building fund	for building maintenance	12,748	0	0	12,748
Expansion fund	for the Hatfield venue	<u>70,000</u>	<u>0</u>	<u>0</u>	<u>70,000</u>
Total		143,634	70,733	80,000	152,901

Note 3 Restricted Income Funds

Restricted income funds received can be identified from the appropriate column in the Statement of Financial Activities. These comprise the following grants given for specific purposes:

Grant Body	Purpose	Brought Forward	Grant Received	Utilised in 2023/24	Carried Forward
		£	£	£	£
Big Lottery Fund	IT grant	5,000	0	5,000	0
John Lyon's Charity	children and young people's services	0	30,000	30,000	0
Tesco / Groundwork UK	children and young people's services	0	1,625	1,625	0
Young Barnet Foundation	children and young people's services	0	5,805	538	5,267
BKL Accountants	parenting groups	0	4,320	4,320	0
Postcode Lottery	parenting groups	0	15,490	15,490	0
Big Lottery Fund	parenting groups	<u>0</u>	<u>19,890</u>	<u>0</u>	<u>19,890</u>
Total		5,000	77,130	56,973	25,157

The Trust does not have any endowment funds.

Rephael House - Year Ending 05 April 2024

Note 4 Employment Costs and Related Party Transactions

4a Staff Costs and Emoluments

The total employment costs relating to the CEO, Clinical Services Manager, four Counsellors, two Supervisors, Business Manager and two Administrators are shown below. Of these, the Business Manager's and Administrators' costs are shown under Note 6. All staff are employed under part-time contracts.

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

Other counsellors work in the Centre on a self-employed basis.

	2023/24	2022/23
Gross salaries	168,590	142,805
Employer's national insurance #1	11,880	10,228
Pension costs	<u>3,587</u>	<u>3,035</u>
Total cost	<u>184,057</u>	<u>156,068</u>
Average number of staff	10.7	10.7
Full-time equivalent posts	4.1	3.9

Note #1 - before deduction of PAYE allowance

4b Director Remuneration

The key management personnel of the Trust constitute the Directors.

No remuneration or expenses were paid to Directors or other related parties in 2023/24, other than out-of-pocket expenses (and none in 2022/23).

No Directors were paid in their role as a trustee in 2023/24 (and none in 2022/23).

4c Other Related Party Transactions

There were no other related party transactions in 2023/24 (and none in 2022/23), apart from services provided on a voluntary basis.

Note 5 Tax recovered on Gift Aided Income

	2023/24 £	2022/23 £
Gift Aided donations (net)	2,385	2,490
tax recovered thereon	<u>596</u>	<u>623</u>
Gross Gift Aided donations	2,981	3,113
Donations from Clients (net)	570	387
tax recovered thereon	<u>142</u>	<u>97</u>
Gross Donations from Clients	712	483
Fundraising events (net)	2,565	5,835
tax recovered thereon	<u>180</u>	<u>290</u>
Gross Fundraising events	2,745	6,125
Total tax recovered	<u>918</u>	<u>1,009</u>

Rephael House - Year Ending 05 April 2024

Note 6 Support Costs

	2023/24 £	2022/23 £
Centre administration	17,292	25,238
Employed Manager/Administrator	29,919	23,872
Self-Employed Administrator	2,705	3,682
Advertising of services	76	102
Bank charges	496	313
Governance	<u>13</u>	<u>15</u>
Total support costs	<u>50,501</u>	<u>53,222</u>

Note 7 Fixed Assets

Tangible Fixed Assets

	2023/24 £	2022/23 £
Brought forward at 6 April	94,894	99,385
Depreciation	<u>(4,491)</u>	<u>(4,491)</u>
Net book value at 5 April	<u>90,403</u>	<u>94,894</u>

Tangible fixed assets comprise refurbishment costs of leasehold premises for the counselling centre, depreciated over the twenty-five years of the lease on a straight line basis.

Investments

	2023/24 £	2022/23 £
Brought forward at 6 April	66,370	68,557
Charges and fees	(1,265)	(1,382)
Interest and dividends reinvested	793	595
Increase (decrease) in valuation	<u>11,333</u>	<u>(1,400)</u>
Carried forward at 5 April	<u>77,231</u>	<u>66,370</u>

Investments comprise a medium risk Unit Trust held with St James's Place since 24 January 2018.

Note 8 Fund Summaries

Summary of Fund Movements

	Balance £ b/f 6 April	Income £	Expenditure £	Gains £	Transfers £	Funds £ c/f 5 April
General funds	203,835	398,913	366,090	11,333	(80,000)	167,991
Designated funds	143,634	0	70,733	0	80,000	152,901
Restricted income funds	<u>5,000</u>	<u>77,130</u>	<u>56,973</u>	<u>0</u>	<u>0</u>	<u>25,157</u>
Total	<u>352,469</u>	<u>476,043</u>	<u>493,796</u>	<u>11,333</u>	<u>0</u>	<u>346,049</u>

Analysis of Net Assets by Fund

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £
Non-Current Assets	167,634	0	0	167,634
Current Assets	387	152,901	25,157	178,445
Liabilities	<u>(30)</u>	<u>0</u>	<u>0</u>	<u>(30)</u>
Fund Balance	<u>167,991</u>	<u>152,901</u>	<u>25,157</u>	<u>346,049</u>

Rephael House - Year Ending 05 April 2024

Independent Examiner's Report to the Trustees of Rephael House

I report on the accounts of the company for the period ended 5th April 2024, which are set out on pages 7 to 12.

Respective Responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. 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 'true and fair view' and the report is limited to those matters set out in the statement below.

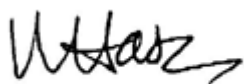
Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 31st December 2024



Mary Hase BA FCA CTA

11 Greenacre Close
Barnet
EN5 4QB

REPHAEL HOUSE

England & Wales - Charity number 1109437

Accounts

Rephael House - Year Ending 05 April 2023

Director's Annual Report and Review of Financial Activities

General and Administrative Information

Rephael House, a Company Limited by Guarantee, number 5294008, was incorporated on 23rd November 2004 and registered by the Charity Commission as Charity Number 1109437 on 11th May 2005. Throughout this report it is referred to as "the Company".

Rephael House previously operated as Rephael House Trust, an independent charity formed under Deed of Trust executed on 12th May 1996 and registered by the Charity Commission as Charity Number 1056062 on 11th June 1996.

The Directors for 2022/23 were Nicholas Cole, Simon Smith and Deborah Tugulu, for the whole year. Tania Kotsokechagia was appointed on 17th January 2023 and, subsequently, Simon Smith resigned on 1st May 2023.

The directors of the charitable company are its trustees for the purpose of charity law, but throughout this report are referred to as "the Directors". The Directors have the power to appoint new directors.

The Company's Registered Office is at 36b Woodhouse Road, North Finchley, London N12 0RG and the Company Secretary is John Govey. The Company's solicitor is Kirkwoods, 41a Church Road, Stanmore, Middlesex, HA7 4AB.

A bank account in the name of Rephael House is held with CafCash Ltd., PO Box 289, West Malling, Kent ME19 4TA and another account was opened with the Co-Operative Bank plc, PO Box 101, 1 Balloon Street, Manchester M60 4EP, in March 2022.

Purposes and Aims

Our Objects

The charitable objects of the Company are:

The relief of people within the Greater London Area, the County of Hertfordshire and surrounding districts who are in conditions of need, hardship, distress or sickness arising from pregnancy, abortion, physical or sexual abuse, the breakdown of marriage/family life, personal relationships, bereavement, financial problems, eating disorders, addictions, mental illness and other afflictions by the provision of general counselling and advice and the advancement of the education of the public within the said district on matters relating to such conditions.

The Focus of our Work

These objects are currently fulfilled by running Rephael House as an affordable therapeutic service which provides professional confidential support. Within this environment we are able to support our service users on the journey to positive emotional and mental health. Rephael House also provides outreach services to schools and colleges.

RePHAEL is an acronym standing for Respecting People's Health and Emotional Life.

Ensuring our Work Delivers our Aims

We review our aims, objectives and activities on an ongoing basis. The pandemic allowed the charity to review its working practices along with the annual planning day. Following this it has been more beneficial, and easier to respond quickly to a changing environment, to update the Directors in more depth on a monthly basis in substitution of an annual review. A newsletter is sent regularly to the Directors and contains changes at the centre, as well as any relevant news. Directors have the opportunity to respond to this, and items of discussion are taken to quarterly Board meetings.

This ensures our aims, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives. We have continued to review the effectiveness of the charity with annual appraisals and continual client feedback.

Rephael House - Year Ending 05 April 2023

Our Services

During the year Rephael House provided a number of different services therapy services:

Low-cost services

North Finchley venue (for those living in Barnet, surrounding boroughs and Hertfordshire):

- Children and young people 4-25 years
- Parents/carers of children and young people attending our service
- Bereavement
- Anti and post-natal pregnancy emotional health issues
- Domestic abuse.

Hatfield, Hertfordshire, venue (for those living in Hertfordshire):

- Young people 11-18 years.

Counselling is provided for up to one year for children and young people up to 18, and two years for those 19 and over.

Fully funded short term services

North Finchley venue (for those living in Barnet):

- Children and young people 4-18 years.

Hatfield venue (for those living in Hatfield, Welwyn Garden City and surrounding areas):

- Young people 11-18 years.

Full cost services

General counselling in North Finchley for anyone not eligible to access our other services.

Other services

Bespoke in-house counselling services for schools and colleges.

Short term therapy service to a homeless service and dance school.

How our Activities Deliver Public Benefit

Service Users

Our therapeutic service offers weekly sessions to clients in our target groups. The length of therapy is dependent on which service is accessed. Clients can self-refer or be referred. They receive a short telephone assessment with the Clinical Services Manager (CSM) or the Chief Executive Officer (CEO), and then are either allocated to the most appropriate therapist or placed on our waiting list. When they are placed with a therapist, initial assessment sessions are undertaken to establish the nature of the client's presenting issues in further detail, as well as to confirm that therapy is the appropriate step at that time and that external agencies are not required.

All non-funded clients are charged for therapy sessions: the cost to the centre is £47.50 per session delivered and clients are asked to contribute, where possible, a minimum of £22.50 towards this cost. For those unable to cover this cost a further discretionary fund may be available, but this is subject to funding.

A drop-in service is provided for those who may want either a 'taster' or one-off session. This also helps those who are ambivalent about therapy.

Service	Enquiries for service		Service users		Number of sessions	
	2022/23	2021/22	2022/23	2021/22	2022/23	2021/22
Pregnancy crisis	10	6	11	7	193	199
Young people	196	146	200	154	3508	2921
Bereavement	14	6	14	6	184	62
Domestic abuse	18	19	19	19	343	419
Hatfield CAMHS	125	74	125	74	914	593
Barnet CAMHS	149	145	150	145	1093	1097
Schools	132	156	127	156	1258	1140
General counselling	16	23	16	26	296	515
Innovation Dance	17	Inc	17	Inc	141	Inc
Open Door	41	48	41	48	216	208
Total	718	623	720	635	8,146	7,154

Rephael House - Year Ending 05 April 2023

Counselling Arrangements

With the collaboration of the CEO and CSM the service has continued to grow throughout the year, and they continue to run and develop the professional services within Rephael House and the outreach services.

In the last year we have employed the services of an additional 11 therapists. At the end of the period the total therapist team was 39; this was either in their capacity as a student on placement, an employed therapist, or sessional worker. Annual reviews were completed during the year.

We continued to work with several schools, primary and secondary in Barnet and Hertfordshire. Play therapy is provided for children under the age of 12, and counselling for older pupils. This service is provided by qualified therapists with specific training and experience in working with children and young people.

The commissioned services in Barnet and Hatfield have continued during the year. The Hatfield service continues to offer a long-term service alongside the commissioned CAMHS service.

Clinical team meetings, between therapists, CEO, CSM and the Supervisors have continued every two weeks.

Child Protection Training had been completed by all those requiring it, including a relevant course for Directors, and DBS checks are carried out and updated appropriately. All therapists work to the British Association for Counselling and Psychotherapy (BACP) Ethical Framework for Good Practice in Counselling and Psychotherapy and hold an enhanced Disclosure and Barring Service (DBS) check. Qualified therapists must be accredited with a professional body or be working towards accreditation.

Centre Administration and Publicity

Regular meetings are held between the CEO, CSM, the Business Manager and Administrator to ensure the smooth running of the centre. The CEO and CSM also meet with the centre supervisors to ensure that therapists are working in an ethical manner.

Rephael House is an organisational member of BACP, Youth Access and COMMUNITY Barnet.

All policies and procedures have been updated for the coming year.

We continue to use social media for the promotion of the services we offer we also have an active and informative website which can be accessed at: <http://www.rephaelhouse.org.uk>. Our social media is updated daily. These accounts help us to stay connected with a wider community and keep up to date with other organisations and professionals in the field of mental health. This has increased our presence online and has allowed people to be able to access our services with ease.

Referrals from all services continue to increase and we continue to receive client referrals from GPs and health professionals, as well as through schools.

We send out a newsletter monthly to the friends of Rephael House, funders and ex clients as well as other professionals, which amounts to over 400 people and have received positive feedback.

We also attend networking and professional meetings and ensure that everyone is informed of the services we provide, as well as the waiting times.

Rephael House - Year Ending 05 April 2023

Projects Accomplished

1.	Governance and Board of Directors	Board member recruited with clinical experience. Recruitment of two committee members.
2.	Development of all services	Developed networking links with other services. Expanded outreach work. Employed additional supervisor.
3.	Ongoing quality assurance	Annual review of policies and procedures. Refined database reports. Annual review of services.
4.	Expansion / updating of IT	Continued to update website. Updated database for outreach services. Implementation of electronic signatures for client contracting.
5.	Funding and fundraising	Fundraising sought to continue services. Fundraising undertaken. More funders to be identified for applications.
6.	Publicity and Marketing	Promotion of 'Friends' programme.

Projects Planned

In addition, the Directors have various projects under discussion to further the objects over a number of years:

1.	Governance and Board of Directors	Expansion of Board. Strategic plan review, including risk assessment.
2.	Development of all services	Develop networking links with other services. Expand outreach work within schools.
3.	Ongoing quality assurance	Annual review of policies and procedures. Refine database reports. Annual review of services.
4.	Expansion / updating of IT	Ongoing review and update of website. Update database as required. Monitor social media pages.
5.	Funding and fundraising	Fundraising strategy to be reviewed. Set up a fundraising team to run events. More funders to be identified for applications.
6.	Publicity and Marketing	Identify possible patron. Continue to enhance 'Friends' programme.

Financial Review and Policies

Over the year there was a net surplus of £10,549 (£47,905 in 2021/22). The operating surplus was £11,949 (£43,166 in 2021/22). A main source of income has been the charges made for counselling, but the discretionary fund to provide assisted places has also been well used.

The schools work and commissioned work have both continued to increase.

Principal Funding Sources

Voluntary Income

The Directors are truly grateful to the 'Friends', who continue to support the Centre by making regular monthly payments to the Company.

Rephael House - Year Ending 05 April 2023

In addition, donations from the following organisations were thankfully awarded during the year:

BKL Accountants	(unrestricted donation of £3,000)
Balvima Charity Trust	(unrestricted donation of £2,000)
London Borough of Barnet	(unrestricted donation of £9,000)
London Borough of Barnet	(see Note 3 to the Statement of Financial Activities)
Tesco / Groundwork UK	(see Note 3 to the Statement of Financial Activities)
John Lyon's Charity	(see Note 3 to the Statement of Financial Activities)
Big Lottery Fund	(see Note 3 to the Statement of Financial Activities)

Fundraising

The Directors aim to hold at least one fundraising event each year. In 2022/23, supporters and clients undertook a number of on-line initiatives and physical events.

	2022/23		2021/22	
Total Giving donations	£1,377	less £29 fees plus £290 gift aid	£1,689	less £38 fees plus £355 gift aid
PayPal giving fund	£104		-	
500 Reasons charity group			£500	
Tennis Club quiz evening	£600		£500	
Winchmore String Orchestra concert			£510	
AmazonSmile fundraising			£8	
Christmas fundraiser			£70	
Facebook birthday fundraising	£116	less £6 fees	£455	
The Compton School fundraising	£65		-	
Celebrity Catchphrase	£3,400		-	
Virtual Runner	£110		-	
Other fundraising	£63		-	
TOTAL	£6,090		£3,732	

Reserves Policy

"Free Reserves" describe that part of the funds that is freely available for general purposes at the discretion of the Directors, but which is not yet spent, committed or designated, i.e. surplus liquid assets excluding endowments, restricted funds, designated funds and fixed assets held for the purposes of the Company.

The Reserves Policy sets the level of financial reserves, in line with the guidance issued by the Charity Commission, in order to maximise the resources available for the work of the Company.

The level at which these reserves is set should be adequate to cover the following elements:

- normal working capital (approx £8,000);
- six month's running expenses (approx £204,000);
- other known future expense or opportunity that cannot be met out of current revenue; and
- any other contingencies or risks, assessed on the best evidence reasonably available, the likelihood of each of those needs arising, the possibility of support from elsewhere, and the potential consequences of the Company not being able to meet those needs.

The maximum reserves figure for 2023/24, calculated on the basis of the above policy, is £212,000. The reserves actually held on 5th April 2023 were £108,941 (unrestricted funds less tangible fixed assets). Reserves were £149,305 in 2022.

The Directors have also designated a discretionary fund to provide assisted places, a new building fund for building maintenance and an expansion fund for the Hatfield venue.

Investment Policy

It is the responsibility of the Directors to review the performance of investments from time to time.

This has been undertaken and a higher rate deposit account with Hampshire Trust Bank was opened in 2017/18. A longer term investment of £65,000 was made in January 2018 in a unit trust with St James's Place. This increased in value in 2021/22, but lost some of the gains in the current year (see Note 7 to the Statement of Financial Activities).

Rephael House - Year Ending 05 April 2023

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 23rd November 2004 and registered as a charity on 11th May 2005. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the Management Committee give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in Note 4 to the Statement of Financial Activities.

The more traditional business and therapeutic skills are now well represented on the Management Committee. In an effort to maintain this broad skill mix, members of the Management Committee regularly assess their skills, any skills deficits are identified at the annual planning day and active recruitment of new directors with these skills are sought.

Director Induction and Training

Induction training is provided for Directors, covering:

- The obligations of Management Committee members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.
- An overview of the counselling service and the counselling and voluntary sector ethos.
- Supporting with fundraising events.

Directors are encouraged to meet staff and volunteers at various agency events held over the year.

Organisational Structure

The Directors have to meet at least twice a year, two Directors forming a quorum. Four on-line meetings were held in 2022/23. In addition, decisions may be taken by means of a resolution in writing, by telephone, or by e-mail. Day-to-day decisions concerning the centre running are delegated to Anesta Edge as CEO.

The Directors have a number of independent contacts, whose advice they can draw on as required. Current contacts include an accountant, solicitor, nurse, and previous volunteer counsellors.

Risk Assessment

It is the responsibility of the Directors to identify, assess and mitigate against any major risks to which the Company is exposed.

Such risks include:

- 1) funding not forthcoming,
- 2) possible staffing issues,
- 3) damage to premises,
- 4) increase in running costs.

If any of these risks were to continue for any period of time, it would prevent the work from expanding, but the Centre could continue to function for the time being. The Directors would review policies and reduce expenditure where appropriate.

Annual Report approved by Directors and signed on their behalf by:



Nicholas Cole
Director

Date: 20th November 2023

Rephael House - Year Ending 05 April 2023

Statement of Financial Activities including Income and Expenditure Account

Income	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022/23 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2021/22 £
Donations and legacies							
Gift Aided donations (gross)	5	3,596	0	3,596	3,370	0	3,370
Donations received gross		240	0	240	256	0	256
Other donations - individuals		540	0	540	630	0	630
Grants & gifts - organisations	3	18,442	38,623	57,065	11,786	54,582	66,368
Total donations and legacies		<u>22,818</u>	<u>38,623</u>	<u>61,441</u>	<u>16,042</u>	<u>54,582</u>	<u>70,624</u>
Income from charitable activities							
Counselling charges		126,694	0	126,694	119,679	0	119,679
Commissioned work		138,745	0	138,745	110,212	0	110,212
Schools work		81,650	0	81,650	54,572	0	54,572
Counselling room rent		40	0	40	90	0	90
Total income from charitable activities		<u>347,129</u>	<u>0</u>	<u>347,129</u>	<u>284,553</u>	<u>0</u>	<u>284,553</u>
Income from other trading activities							
Fundraising events and sales (gross)	5	6,125	0	6,125	4,086	0	4,086
Investment Income							
Interest and dividends		1,186	0	1,186	548	0	548
Other income							
PAYE allowance and insurance claim		5,000	0	5,000	4,000	0	4,000
Total Income		<u>382,258</u>	<u>38,623</u>	<u>420,881</u>	<u>309,229</u>	<u>54,582</u>	<u>363,811</u>
Expenditure							
Expenditure on charitable activities							
Employed staff	4	102,983	15,950	118,933	82,416	17,200	99,616
Employer's NIC, pension	4	12,613	650	13,263	9,364	2,200	11,564
Sessional staff		141,588	24,250	165,838	98,922	23,500	122,422
Staff costs, training & recruitment		4,574	100	4,674	5,088	0	5,088
Resources		2,079	1,500	3,579	763	1,000	1,763
Renewal of fittings, furniture & equipment		2,356	1,850	4,206	2,640	500	3,140
Premises		33,984	5,325	39,309	27,493	3,975	31,468
Depreciation of refurbishment		4,491	0	4,491	4,491	0	4,491
Support costs	6	49,892	3,330	53,222	37,012	2,795	39,807
Total charitable activities		<u>354,560</u>	<u>52,955</u>	<u>407,515</u>	<u>268,189</u>	<u>51,170</u>	<u>319,359</u>
Expenditure on raising funds							
Fundraising fees		35	0	35	38	0	38
Investment management fees		1,382	0	1,382	1,248	0	1,248
Total expenditure on raising funds		<u>1,417</u>	<u>0</u>	<u>1,417</u>	<u>1,286</u>	<u>0</u>	<u>1,286</u>
Total Expenditure		<u>355,977</u>	<u>52,955</u>	<u>408,932</u>	<u>269,475</u>	<u>51,170</u>	<u>320,645</u>
Gains (losses) on investments - unrealised	7	<u>(1,400)</u>	<u>0</u>	<u>(1,400)</u>	<u>4,739</u>	<u>0</u>	<u>4,739</u>
Net Income (Expenditure)		<u>24,881</u>	<u>(14,332)</u>	<u>10,549</u>	<u>44,493</u>	<u>3,412</u>	<u>47,905</u>
Net movement in funds		<u>24,881</u>	<u>(14,332)</u>	<u>10,549</u>	<u>44,493</u>	<u>3,412</u>	<u>47,905</u>
Total funds brought forward		<u>322,588</u>	<u>19,332</u>	<u>341,920</u>	<u>278,095</u>	<u>15,920</u>	<u>294,015</u>
Total funds carried forward		<u>347,469</u>	<u>5,000</u>	<u>352,469</u>	<u>322,588</u>	<u>19,332</u>	<u>341,920</u>

Rephael House - Year Ending 05 April 2023

Balance Sheet at 05 April

	Note	2022/23 £	2021/22 £
Fixed Assets			
Tangible Fixed Assets	7	94,894	99,385
Investments	7	<u>66,370</u>	<u>68,557</u>
		<u>161,264</u>	<u>167,942</u>
Current Assets			
Debtor: Commissioning body		18,611	0
Debtor: HMRC Gift Aid tax claim		1,009	1,022
Cash at bank and in hand		61,066	66,657
Short term deposits		<u>122,433</u>	<u>122,151</u>
		<u>203,119</u>	<u>189,830</u>
Liabilities			
Amounts falling due within one year			
Prepayments		<u>(11,884)</u>	<u>(15,792)</u>
Net Current Assets		<u>191,235</u>	<u>174,038</u>
Amounts falling due after more than one year			
Key deposits		<u>(30)</u>	<u>(60)</u>
Net Assets		<u>352,469</u>	<u>341,920</u>
Funds of the charity	8		
Unrestricted funds	2	203,835	248,690
Designated funds (unrestricted)	2	143,634	73,898
Restricted income funds	3	<u>5,000</u>	<u>19,332</u>
		<u>352,469</u>	<u>341,920</u>

For the year ending 5th April 2023, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- 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 directors 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.

Accounts approved by the Directors and signed on their behalf by:



Nicholas Cole
Director

Date: 20th November 2023

The notes on pages 9 to 12 form part of these accounts.

Rephael House - Year Ending 05 April 2023

Notes to the Financial Statements

Note 1 Accounting Policies

1a Basis of preparation

These financial statements have been prepared for the year to 5 April 2023.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with 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 United Kingdom and Republic of Ireland (Charities SORP FRS 102, second edition, October 2019); the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) amended to January 2022; and the Charities Act 2011.

The Company constitutes a public benefit entity as defined by FRS 102.

1b Funds

General funds represent the funds of the Company that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Company. Funds designated for a particular purpose by the Directors are also unrestricted.

The financial statements include all transactions, assets and liabilities for which the Directors are responsible in law.

1c Income

Donations and legacies

Donations are recognised when received by or on behalf of the Company. Income tax recoverable on Gift Aid donations is recognised when the income is recognised. Grants and legacies to the Company are accounted for as soon as the Directors are notified of its entitlement, that receipt is probable and the amount due can be measured reliably.

As it is impractical for the contribution of volunteers to be measured reliably for accounting purposes, their voluntary work is not credited in the financial statements.

Income from charitable activities

All income from charitable activities is accounted for gross.

Investment income

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same accounting year.

1d Expenditure

Grants

Grants and donations are recorded when paid over, or when awarded if that award creates a constructive obligation on the Directors.

Support costs

Support costs represent expenditure that does not directly relate to a specific activity. All support costs have been allocated to charitable activities because any allocation between the specific activities would be immaterial.

Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

1e Fixed Assets

Fixtures, Fittings and Office Equipment

Equipment is depreciated on a straight-line basis over three years. Individual items with a purchase price of £1,500 or less are written off on acquisition.

Rephael House - Year Ending 05 April 2023

1f Current Assets

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Stock and Work in Progress

This is not shown on the Balance Sheet, as no significant stock is held.

1g Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the trustees anticipate it will pay to settle the debt.

1h Statement of cash flows

The financial statements do not include a statement of cash flows as the Company constitutes a small charity under the SORP.

Note 2 General Funds and Designated Funds (Unrestricted)

General funds represent the funds of the Company that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Company.

Funds designated for a particular purpose by the Directors are also unrestricted. At the end of 2015/16, the Directors designated a discretionary fund for the benefit of those service users who cannot afford the full cost of their counselling. This fund is replenished each year. The Directors have also designated a building fund for future maintenance and an expansion fund for the Hatfield centre.

Designated Funds (unrestricted)	Purpose	Brought Forward £	from General Funds £	Utilised in 2022/23 £	Carried Forward £
Discretionary fund	to assist in providing counselling where no other support is available	51,150	65,000	55,264	60,886
Building fund	for building maintenance	12,748	0	0	12,748
Expansion fund	for the Hatfield venue	10,000	60,000	0	70,000
Total		73,898	125,000	55,264	143,634

Note 3 Restricted Income Funds

Restricted income funds received can be identified from the appropriate column in the Statement of Financial Activities. These comprise the following grants given for specific purposes:

Grant Body	Purpose	Brought Forward £	Grant Received £	Utilised in 2022/23 £	Carried Forward £
Big Lottery Fund	IT grant	0	9,000	4,000	5,000
John Lyon's Charity	children and young people's services	0	27,225	27,225	0
Tesco / Groundwork UK	children and young people's services	0	750	750	0
Herts Community Foundation	children and young people's services	4,500	0	4,500	0
London Borough of Barnet	parenting groups	14,832	1,648	16,480	0
Total		19,332	38,623	52,955	5,000

The Trust does not have any endowment funds.

Rephael House - Year Ending 05 April 2023

Note 4 Employment Costs and Related Party Transactions

4a Staff Costs and Emoluments

The total employment costs relating to the CEO, Clinical Services Manager, four Counsellors, one Supervisor and Office Manager are shown below. Of these, the Office Manager's costs are shown under Note 6. All staff are employed under part-time contracts.

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

Other counsellors work in the Centre on a self-employed basis.

	2022/23	2021/22
Gross salaries	142,805	117,046
Employer's national insurance #1	10,228	8,734
Pension costs	<u>3,035</u>	<u>2,830</u>
Total cost	<u>156,068</u>	<u>128,610</u>
Average number of staff	10.7	7.7
Full-time equivalent posts	3.9	3.3

Note #1 - before deduction of PAYE allowance

4b Director Remuneration

The key management personnel of the Trust constitute the Directors.

No remuneration or expenses were paid to Directors or other related parties in 2022/23, other than out-of-pocket expenses (and none in 2021/22).

No Directors were paid in their role as a trustee in 2022/23 (and none in 2021/22).

4c Other Related Party Transactions

There were no other related party transactions in 2022/23 (and none in 2021/22), apart from services provided on a voluntary basis.

Note 5 Tax recovered on Gift Aided Income

	2022/23 £	2021/22 £
Gift Aided donations (net)	2,490	2,620
tax recovered thereon	<u>623</u>	<u>655</u>
Gross Gift Aided donations	3,113	3,275
Donations from Clients (net)	387	82
tax recovered thereon	<u>97</u>	<u>13</u>
Gross Donations from Clients	483	95
Fundraising events (net)	5,835	3,732
tax recovered thereon	<u>290</u>	<u>355</u>
Gross Fundraising events	6,125	4,086
Total tax recovered	<u>1,009</u>	<u>1,023</u>

Rephael House - Year Ending 05 April 2023

Note 6 Support Costs

	2022/23 £	2021/22 £
Centre administration	25,238	20,425
Employed Manager/Administrator	23,872	17,430
Self-Employed Administrator	3,682	1,739
Advertising of services	102	0
Bank charges	313	200
Governance	<u>15</u>	<u>13</u>
Total support costs	<u>53,222</u>	<u>39,807</u>

Note 7 Fixed Assets

Tangible Fixed Assets

	2022/23 £	2021/22 £
Brought forward at 6 April	99,385	96,624
Additions	0	7,252
Depreciation	<u>(4,491)</u>	<u>(4,491)</u>
Net book value at 5 April	<u>94,894</u>	<u>99,385</u>

Tangible fixed assets comprise refurbishment costs of leasehold premises for the counselling centre, depreciated over the twenty-five years of the lease on a straight line basis.

Investments

	2022/23 £	2021/22 £
Brought forward at 6 April	68,557	64,693
Charges and fees	(1,382)	(1,248)
Interest and dividends reinvested	595	373
Increase (decrease) in valuation	<u>(1,400)</u>	<u>4,739</u>
Carried forward at 5 April	<u>66,370</u>	<u>68,557</u>

Investments comprise a medium risk Unit Trust held with St James's Place since 24 January 2018.

Note 8 Fund Summaries

Summary of Fund Movements

	Balance £ b/f 6 April	Income £	Expenditure £	Losses £	Transfers £	Funds £ c/f 5 April
General funds	248,690	382,258	300,713	(1,400)	(125,000)	203,835
Designated funds	73,898	0	55,264	0	125,000	143,634
Restricted income funds	<u>19,332</u>	<u>38,623</u>	<u>52,955</u>	<u>0</u>	<u>0</u>	<u>5,000</u>
Total	<u>341,920</u>	<u>420,881</u>	<u>408,932</u>	<u>(1,400)</u>	<u>0</u>	<u>352,469</u>

Analysis of Net Assets by Fund

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £
Non-Current Assets	161,264	0	0	161,264
Current Assets	54,485	143,634	5,000	203,119
Liabilities	<u>(11,914)</u>	<u>0</u>	<u>0</u>	<u>(11,914)</u>
Fund Balance	<u>203,835</u>	<u>143,634</u>	<u>5,000</u>	<u>352,469</u>

Rephael House - Year Ending 05 April 2023

Independent Examiner's Report to the Trustees of Rephael House

I report on the accounts of the company for the period ended 5th April 2023, which are set out on pages 7 to 12.

Respective Responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. 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 'true and fair view' and the report is limited to those matters set out in the statement below.

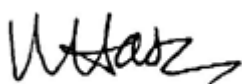
Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 28th December 2023



Mary Hase BA FCA CTA

11 Greenacre Close
Barnet
EN5 4QB

REPHAEL HOUSE

England & Wales - Charity number 1109437

Accounts

Rephael House - Year Ending 05 April 2022

Director's Annual Report and Review of Financial Activities

General and Administrative Information

Rephael House, a Company Limited by Guarantee, number 5294008, was incorporated on 23rd November 2004 and registered by the Charity Commission as Charity Number 1109437 on 11th May 2005. Throughout this report it is referred to as "the Company".

Rephael House previously operated as Rephael House Trust, an independent charity formed under Deed of Trust executed on 12th May 1996 and registered by the Charity Commission as Charity Number 1056062 on 11th June 1996.

The Directors for 2021/22 were Linda Britten (until 22nd November 2021), Nicholas Cole, Samantha Culver (until 31st August 2021), Simon Smith (from 2nd August 2021) and Deborah Tugulu.

The directors of the charitable company are its trustees for the purpose of charity law, but throughout this report are referred to as "the Directors". The Directors have the power to appoint new directors.

The Company's Registered Office is at 36b Woodhouse Road, North Finchley, London N12 0RG and the Company Secretary is John Govey. The Company's solicitor is Kirkwoods, 41a Church Road, Stanmore, Middlesex, HA7 4AB.

A bank account in the name of Rephael House is held with CafCash Ltd., PO Box 289, West Malling, Kent ME19 4TA and another account was opened with the Co-Operative Bank plc, PO Box 101, 1 Balloon Street, Manchester M60 4EP, in March 2022.

Purposes and Aims

Our Objects

The charitable objects of the Company are:

The relief of people within the Greater London Area, the County of Hertfordshire and surrounding districts who are in conditions of need, hardship, distress or sickness arising from pregnancy, abortion, physical or sexual abuse, the breakdown of marriage/family life, personal relationships, bereavement, financial problems, eating disorders, addictions, mental illness and other afflictions by the provision of general counselling and advice and the advancement of the education of the public within the said district on matters relating to such conditions.

The Focus of our Work

These objects are currently fulfilled by running Rephael House as an affordable therapeutic service which provides professional confidential support. Within this environment we are able to support our service users on the journey to positive emotional and mental health. Rephael House also provides outreach services to schools and colleges.

RePHAEL is an acronym standing for Respecting People's Health and Emotional Life.

Ensuring our Work Delivers our Aims

We review our aims, objectives and activities on an ongoing basis. The pandemic allowed the charity to review its working practices along with the annual planning day. It was felt that at the current time it was more beneficial, and easier to respond quickly to a changing environment, to update the Directors in more depth on a monthly basis in substitution of an annual review. A newsletter is sent regularly to the Directors and contains changes at the centre, as well as any relevant news. Directors have the opportunity to respond to this, and items of discussion are taken to quarterly Board meetings.

This ensures our aims, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives. We have continued to review the effectiveness of the charity with annual appraisals and continual client feedback.

Rephael House - Year Ending 05 April 2022

Our Services

During the year Rephael House provided a number of different services therapy services:

Low-cost services

North Finchley venue (for those living in Barnet, surrounding boroughs and Hertfordshire):

- Children and young people 4-25 years
- Parents/carers of children and young people attending our service
- Bereavement
- Anti and post-natal pregnancy emotional health issues
- Domestic abuse.

Hatfield, Hertfordshire venue (for those living in Hertfordshire):

- Young people 11-18 years.

Counselling is provided for up to one year for children and young people up to 18, and two years for those 19 and over.

Fully funded short term services

North Finchley venue (for those living in Barnet):

- Children and young people 4-18 years.

Hatfield, Hertfordshire venue (for those living in Hatfield, Welwyn Garden City and surrounding areas):

- Young people 11-18 years.

General counselling in North Finchley for anyone not eligible to access our other services at the full fee.

Other services

Bespoke in house counselling services for schools and colleges.

Short term therapy service to a homeless service and dance school.

How our Activities Deliver Public Benefit

Service Users

Our therapeutic service offers weekly sessions to clients in our target groups. The length of therapy is dependent on which service is accessed. Clients can self-refer or be referred. They receive a short telephone assessment with the Clinical Services Manager (CSM) or the Chief Executive Officer (CEO), and then are either allocated to the most appropriate therapist or placed on our waiting list. When they are placed with a therapist an initial session is undertaken to establish the nature of the client's presenting issues in further detail, as well as to confirm that therapy is the appropriate step at that time and that external agencies are not required.

All non-funded clients are charged for therapy sessions: the cost to the centre is £47.50 per session delivered and clients are asked to contribute, where possible, a minimum of £22.50 towards this cost. For those unable to cover this cost a further discretionary fund may be available, but this is subject to funding.

A drop-in service is provided for those who may want either a 'taster' or one-off session. This also helps those who are ambivalent about therapy.

Service	Enquiries for service		Service users		Number of counselling sessions	
	2021/22	2020/21	2021/22	2020/21	2021/22	2020/21
Pregnancy crisis	6	4	7	3	199	11
Young people	146	126	154	122	2921	1924
Bereavement	6	7	6	6	62	76
Domestic abuse	19	23	19	20	419	361
Hatfield CAMHS	74	59	74	59	593	487
Barnet CAMHS	145	133	145	133	1097	1172
Schools	156	156	156	149	1140	1156
General	23	20	26	20	515	446
Open Door	48	0	48	11	208	31
Total	623	528	635	523	7,154	5,664

Rephael House - Year Ending 05 April 2022

Counselling Arrangements

With the collaboration of the CEO and CSM the service has continued to grow throughout the year, and they continue to run and develop the professional services within Rephael House and the outreach services.

In the last year we have employed the services of an additional 12 therapists. At the end of the period the total therapist team was 33; this was either in their capacity as a student on placement, an employed therapist, or sessional worker. Annual appraisals were completed during the year.

We continued to work with several schools, primary and secondary in Barnet and Hertfordshire. Play therapy is provided for children under the age of 12, and counselling for older pupils. This service is provided by qualified therapists with specific training and experience in working with children and young people.

The commissioned services in Barnet and Hatfield have continued during the year. The Hatfield service expanded to a 3 day service – 2 days commissioned by CAMHS and one day long term service.

Clinical team meetings, between therapists, CEO, CSM and the Supervisors have continued every two weeks.

Child Protection Training had been completed by all those requiring it, including a relevant course for Directors, and DBS checks are carried out and updated appropriately. All therapists work to the British Association for Counselling and Psychotherapy (BACP) Ethical Framework for Good Practice in Counselling and Psychotherapy and hold an enhanced Disclosure and Barring Service (DBS) check. Qualified therapists must be accredited with a professional body or be working towards accreditation.

Centre Administration and Publicity

Regular meetings are held between the CEO, CSM, the Business Manager and Administrator to ensure the smooth running of the centre. The CEO and CSM also meet with the centre supervisors to ensure that therapists are working in an ethical manner.

Rephael House is an organisational member of BACP, Youth Access and COMMUNITY Barnet.

All policies and procedures have been updated for the coming year.

We continue to use social media for the promotion of the services we offer we also have an active and informative website which can be accessed at: <http://www.rephaelhouse.org.uk>. Our social media is updated daily. These accounts help us to stay connected with a wider community and keep up to date with other organisations and professionals in the field of mental health. This has increased our presence online and has allowed people to be able to access our services with ease.

Referrals from all services continue to increase and we continue to receive client referrals from GPs and health professionals, as well as through schools.

We send out a newsletter monthly to the friends of Rephael House, funders and ex clients as well as other professionals, which amounts to over 250 people and have received positive feedback.

We also attend networking and professional meetings and ensure that everyone is informed of the services we provide, as well as the waiting times.

Rephael House - Year Ending 05 April 2022

Projects Accomplished

1.	Staffing and HR	Staff contracts updated in line with Wirehouse HR services.
2.	Development of all services	Good quality and effective counselling delivered to all client groups; Trained play therapists recruited; Volunteer adult therapists recruited; Improved links with local schools.
3.	Ongoing quality assurance	Policies and procedures reviewed yearly; An annual review of the whole service; Database continued to be used for reports and funding application as well as to help with service development.
4.	Expansion/ updating of IT	Website continually updated to ensure accurate information provided; Social media pages regularly monitored; Twitter, Facebook and Instagram fully functional and updated regularly; Joined TikTok.
5.	Funding and fundraising	On-going funding pursued; Facebook birthday fundraising; Therapists encouraged undertake fund raising activities; All ending clients sent information on supporting charity.
6.	Publicity and Marketing	All literature and leaflets reviewed and updated; Monthly newsletter sent out to professionals, schools, ex and current staff members as well as clients and other interested parties; All ending clients encouraged to sign up to the newsletter.

Projects Planned

In addition, the Directors have various projects under discussion to further the objects over a number of years:

1.	Governance and Board of Directors	Board member recruited with clinical experience; Strategic plan review, including risk assessment.
2.	Development of all services	Develop networking links with other services; Expand outreach work; Employ additional supervisor.
3.	Ongoing quality assurance	Annual review of policies and procedures; Refine database reports; Annual review of services.
4.	Expansion/ updating of IT	Update website with new services and improved referral systems; Update database for outreach services; Monitor social media pages.
5.	Funding and fundraising	Fundraising strategy to be reviewed; Set up a fundraising team to run events; More funders to be identified for applications.
6.	Publicity and Marketing	Identify possible patron; Enhance 'Friends' programme.

Rephael House - Year Ending 05 April 2022

Financial Review and Policies

Over the year there was a net surplus of £47,905 (£101,753 in 2020/21). The operating surplus was £43,166 (£95,722 in 2020/21). A main source of income has been the charges made for counselling, but the discretionary fund to provide assisted places has also been well used.

The schools work and commissioned work have both continued to increase.

Principal Funding Sources

Voluntary Income

The Directors are truly grateful to the 'Friends', who continue to support the Centre by making regular monthly payments to the Company.

In addition, donations from the following organisations were thankfully awarded during the year:

BKL Accountants	(unrestricted donation of £3,000)
Golders Green Crematorium	(unrestricted donation of £5,055)
Postcode Lottery	(unrestricted donation of £14,923)
Hertfordshire Community Foundation	(see Note 3 to the Statement of Financial Activities)
John Lyon's Charity	(see Note 3 to the Statement of Financial Activities)
London Borough of Barnet	(see Note 3 to the Statement of Financial Activities)
St James's Place	(see Note 3 to the Statement of Financial Activities)

Fundraising

The Directors aim to hold at least one fundraising event each year. In 2021/22, supporters and clients undertook a number of on-line initiatives and two physical events.

	2021/22		2020/21	
Total Giving donations	£1,689	less £38 fees plus £355 gift aid	£4,480	less £76 fees plus £690 gift aid
500 Reasons charity group	£500			
Tennis Club quiz evening	£500			
Winchmore String Orchestra concert	£510			
AmazonSmile fundraising	£8		£15	
Christmas fundraiser	£70		£10	
Facebook birthday fundraising	£455		£915	
Virgin Money donations			£287	including gift aid
On-line Yoga			£57	
Other fundraising	-		£29	
TOTAL	£3,732		£6,407	

Reserves Policy

"Free Reserves" describe that part of the funds that is freely available for general purposes at the discretion of the Directors, but which is not yet spent, committed or designated, i.e. surplus liquid assets excluding endowments, restricted funds, designated funds and fixed assets held for the purposes of the Company.

The Reserves Policy sets the level of financial reserves, in line with the guidance issued by the Charity Commission, in order to maximise the resources available for the work of the Company.

The level at which these reserves is set should be adequate to cover the following elements:

- normal working capital (approx £8,000);
- six month's running expenses (approx £160,000);
- other known future expense or opportunity that cannot be met out of current revenue; and
- any other contingencies or risks, assessed on the best evidence reasonably available, the likelihood of each of those needs arising, the possibility of support from elsewhere, and the potential consequences of the Company not being able to meet those needs.

The maximum reserves figure for 2022/23, calculated on the basis of the above policy, is £168,000. The reserves actually held on 5th April 2022 were £149,305 (unrestricted funds less tangible fixed assets). Reserves were £120,331 in 2021.

The Directors also designated a discretionary fund to provide assisted places, a new building fund for building maintenance and an expansion fund for the Hatfield venue.

Rephael House - Year Ending 05 April 2022

Investment Policy

It is the responsibility of the Directors to review the performance of investments from time to time.

This has been undertaken and a higher rate deposit account with Hampshire Trust Bank was opened in 2017/18. A longer term investment of £65,000 was made in January 2018 in a unit trust with St James's Place. Although this lost value during the pandemic, it is now recovering (see Note 7 to the Statement of Financial Activities).

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 23rd November 2004 and registered as a charity on 11th May 2005. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the Management Committee give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in Note 4 to the Statement of Financial Activities.

The more traditional business and therapeutic skills are now well represented on the Management Committee. In an effort to maintain this broad skill mix, members of the Management Committee regularly assess their skills, any skills deficits are identified at the annual planning day and active recruitment of new directors with these skills are sought.

Director Induction and Training

Induction training is provided for Directors, covering:

- The obligations of Management Committee members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.
- An overview of the counselling service and the counselling and voluntary sector ethos.
- Supporting with fundraising events.

Directors are encouraged to meet staff and volunteers at various agency events held over the year.

Organisational Structure

The Directors have to meet at least twice a year, two Directors forming a quorum. Four on-line meetings were held in 2021/22. In addition, decisions may be taken by means of a resolution in writing, by telephone, or by e-mail. Day-to-day decisions concerning the centre running are delegated to Anesta Edge as CEO.

The Directors have a number of independent contacts, whose advice they can draw on as required. Current contacts include an accountant, solicitor, nurse, and previous volunteer counsellors.

Risk Assessment

It is the responsibility of the Directors to identify, assess and mitigate against any major risks to which the Company is exposed.

Such risks include:

- 1) funding not forthcoming,
- 2) possible staffing issues,
- 3) damage to premises,
- 4) increase in running costs.

If any of these risks were to continue for any period of time, it would prevent the work from expanding, but the Centre could continue to function for the time being. The Directors would review policies and reduce expenditure where appropriate.

Annual Report approved by Directors and signed on their behalf by:

Nicholas Cole
Director



Date: 21st November 2022

Rephael House - Year Ending 05 April 2022

Statement of Financial Activities including Income and Expenditure Account

Income	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021/22 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2020/21 £
Donations and legacies							
Gift Aided donations (gross)	5	3,370	0	3,370	3,150	0	3,150
Donations received gross		256	0	256	240	0	240
Other donations - individuals		630	0	630	654	0	654
Grants & gifts - organisations	3	11,786	54,582	66,368	15,025	67,714	82,739
Total donations and legacies		<u>16,042</u>	<u>54,582</u>	<u>70,624</u>	<u>19,069</u>	<u>67,714</u>	<u>86,783</u>
Income from charitable activities							
Counselling charges		119,679	0	119,679	84,949	0	84,949
Commissioned work		110,212	0	110,212	88,496	0	88,496
Schools work		54,572	0	54,572	93,063	0	93,063
Counselling room rent		90	0	90	110	0	110
Total income from charitable activities		<u>284,553</u>	<u>0</u>	<u>284,553</u>	<u>266,618</u>	<u>0</u>	<u>266,618</u>
Income from other trading activities							
Fundraising events and sales (gross)	5	4,086	0	4,086	5,778	705	6,483
Investment Income							
Interest and dividends		548	0	548	398	0	398
Other income							
PAYE allowance and insurance claim		4,000	0	4,000	4,382	0	4,382
Total Income		<u>309,229</u>	<u>54,582</u>	<u>363,811</u>	<u>296,245</u>	<u>68,419</u>	<u>364,664</u>
Expenditure							
Expenditure on charitable activities							
Employed staff	4	82,416	17,200	99,616	67,227	19,611	86,838
Employer's NIC, pension	4	9,364	2,200	11,564	7,593	2,215	9,808
Sessional staff		98,922	23,500	122,422	71,830	16,070	87,900
Staff costs, training & recruitment		5,088	0	5,088	2,598	0	2,598
Resources		763	1,000	1,763	865	0	865
Renewal of fittings, furniture & equipment		2,640	500	3,140	6,515	694	7,209
Premises		27,493	3,975	31,468	24,745	7,637	32,382
Depreciation of refurbishment		4,491	0	4,491	4,201	0	4,201
Support costs	6	37,012	2,795	39,807	29,984	6,261	36,245
Total charitable activities		<u>268,189</u>	<u>51,170</u>	<u>319,359</u>	<u>215,558</u>	<u>52,488</u>	<u>268,046</u>
Expenditure on raising funds							
Fundraising fees		38	0	38	65	11	76
Investment management fees		1,248	0	1,248	820	0	820
Total expenditure on raising funds		<u>1,286</u>	<u>0</u>	<u>1,286</u>	<u>885</u>	<u>11</u>	<u>896</u>
Total Expenditure		<u>269,475</u>	<u>51,170</u>	<u>320,645</u>	<u>216,443</u>	<u>52,499</u>	<u>268,942</u>
Gains (losses) on investments - unrealised	7	4,739	0	4,739	6,031	0	6,031
Net Income (Expenditure)		<u>44,493</u>	<u>3,412</u>	<u>47,905</u>	<u>85,833</u>	<u>15,920</u>	<u>101,753</u>
Net movement in funds		<u>44,493</u>	<u>3,412</u>	<u>47,905</u>	<u>85,833</u>	<u>15,920</u>	<u>101,753</u>
Total funds brought forward		<u>278,095</u>	<u>15,920</u>	<u>294,015</u>	<u>192,262</u>	<u>0</u>	<u>192,262</u>
Total funds carried forward		<u>322,588</u>	<u>19,332</u>	<u>341,920</u>	<u>278,095</u>	<u>15,920</u>	<u>294,015</u>

Rephael House - Year Ending 05 April 2022

Balance Sheet at 05 April

	Note	2021/22 £	2020/21 £
Fixed Assets			
Tangible Fixed Assets	7	99,385	96,624
Investments	7	<u>68,557</u>	<u>64,693</u>
		<u>167,942</u>	<u>161,317</u>
Current Assets			
Debtor: Commissioning body		0	5,083
Debtor: HMRC Gift Aid tax claim		1,022	1,320
Debtor: TotalGiving		0	1
Cash at bank and in hand		66,657	54,372
Short term deposits		<u>122,151</u>	<u>71,982</u>
		<u>189,830</u>	<u>132,758</u>
Liabilities			
Amounts falling due within one year			
Prepayments		<u>(15,792)</u>	<u>0</u>
Net Current Assets		<u>174,038</u>	<u>132,758</u>
Amounts falling due after more than one year			
Key deposits		<u>(60)</u>	<u>(60)</u>
Net Assets		<u>341,920</u>	<u>294,015</u>
Funds of the charity	8		
Unrestricted funds	2	248,690	216,955
Designated funds (unrestricted)	2	73,898	61,140
Restricted income funds	3	<u>19,332</u>	<u>15,920</u>
		<u>341,920</u>	<u>294,015</u>

For the year ending 5th April 2022, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- 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 directors 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.

Accounts approved by the Directors and signed on their behalf by:



Nicholas Cole
Director

Date: 21st November 2022

The notes on pages 9 to 12 form part of these accounts.

Rephael House - Year Ending 05 April 2022

Notes to the Financial Statements

Note 1 Accounting Policies

1a Basis of preparation

These financial statements have been prepared for the year to 5 April 2022.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with 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 United Kingdom and Republic of Ireland (Charities SORP FRS 102) amended to February 2016 (Update Bulletin 1); the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) amended to July 2015; and the Charities Act 2011.

The Company constitutes a public benefit entity as defined by FRS 102.

1b Funds

General funds represent the funds of the Company that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Company. Funds designated for a particular purpose by the Directors are also unrestricted.

The financial statements include all transactions, assets and liabilities for which the Directors are responsible in law.

1c Income

Donations and legacies

Donations are recognised when received by or on behalf of the Company. Income tax recoverable on Gift Aid donations is recognised when the income is recognised. Grants and legacies to the Company are accounted for as soon as the Directors are notified of its entitlement, that receipt is probable and the amount due can be measured reliably.

As it is impractical for the contribution of volunteers to be measured reliably for accounting purposes, their voluntary work is not credited in the financial statements.

Income from charitable activities

All income from charitable activities is accounted for gross.

Investment income

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same accounting year.

1d Expenditure

Grants

Grants and donations are recorded when paid over, or when awarded if that award creates a constructive obligation on the Directors.

Support costs

Support costs represent expenditure that does not directly relate to a specific activity. All support costs have been allocated to charitable activities because any allocation between the specific activities would be immaterial.

Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

1e Fixed Assets

Fixtures, Fittings and Office Equipment

Equipment is depreciated on a straight-line basis over three years. Individual items with a purchase price of £1,500 or less are written off on acquisition.

Rephael House - Year Ending 05 April 2022

1f Current Assets

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Stock and Work in Progress

This is not shown on the Balance Sheet, as no significant stock is held.

1g Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the trustees anticipate it will pay to settle the debt.

1h Statement of cash flows

The financial statements do not include a statement of cash flows as the Company constitutes a small charity under the SORP as amended by Update Bulletin 1.

Note 2 General Funds and Designated Funds (Unrestricted)

General funds represent the funds of the Company that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Company.

Funds designated for a particular purpose by the Directors are also unrestricted. At the end of 2015/16, the Directors designated a discretionary fund for the benefit of those service users who cannot afford the full cost of their counselling. This fund is replenished each year. The Directors have also designated a building fund for future maintenance and an expansion fund for the Hatfield centre.

Designated Funds (unrestricted)	Purpose	Brought Forward £	from General Funds £	Utilised in 2021/22 £	Carried Forward £
Discretionary fund	to assist in providing counselling where no other support is available	41,140	55,000	44,990	51,150
Building fund	for building maintenance	20,000	0	7,252	12,748
Expansion fund	for the Hatfield venue	0	10,000	0	10,000
Total		61,140	65,000	52,242	73,898

Note 3 Restricted Income Funds

Restricted income funds received can be identified from the appropriate column in the Statement of Financial Activities. These comprise the following grants given for specific purposes:

Grant Body	Purpose	Brought Forward £	Grant Received £	Utilised in 2021/22 £	Carried Forward £
Big Lottery Fund	domestic abuse service	9,900	0	9,900	0
City Bridge Trust	children and young people's services	1,895	0	1,895	0
John Lyon's Charity	children and young people's services	4,125	24,750	28,875	0
St James's Place	children and young people's services	0	10,000	10,000	0
Herts Community Foundation	children and young people's services	0	5,000	500	4,500
London Borough of Barnet	parenting groups	0	14,832	0	14,832
Total		15,920	54,582	51,170	19,332

The Trust does not have any endowment funds.

Rephael House - Year Ending 05 April 2022

Note 4 Employment Costs and Related Party Transactions

4a Staff Costs and Emoluments

The total employment costs relating to the CEO, Clinical Services Manager, four Counsellors, one Supervisor and Office Manager are shown below. Of these, the Office Manager's costs are shown under Note 6. All staff are employed under part-time contracts.

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

Other counsellors work in the Centre on a self-employed basis.

	2021/22	2020/21
Gross salaries	117,046	100,741
Employer's national insurance #1	8,734	7,376
Pension costs	<u>2,830</u>	<u>2,432</u>
Total cost	<u>128,610</u>	<u>110,549</u>
Average number of staff	7.7	6.7
Full-time equivalent posts	3.3	3.0

Note #1 - before deduction of PAYE allowance

4b Director Remuneration

The key management personnel of the Trust constitute the Directors.

No remuneration or expenses were paid to Directors or other related parties in 2021/22, other than out-of-pocket expenses (and none in 2020/21).

No Directors were paid in their role as a trustee in 2021/22 (and none in 2020/21).

4c Other Related Party Transactions

There were no other related party transactions in 2021/22 (and none in 2020/21), apart from services provided on a voluntary basis.

Note 5 Tax recovered on Gift Aided Income

	2021/22 £	2020/21 £
Gift Aided donations (net)	2,620	2,520
tax recovered thereon	<u>655</u>	<u>630</u>
Gross Gift Aided donations	3,275	3,150
Donations from Clients (net)	82	0
tax recovered thereon	<u>13</u>	<u>0</u>
Gross Donations from Clients	95	0
Fundraising events (net)	3,732	5,793
tax recovered thereon	<u>355</u>	<u>690</u>
Gross Fundraising events	4,086	6,483
Total tax recovered	<u>1,023</u>	<u>1,320</u>

Rephael House - Year Ending 05 April 2022

Note 6 Support Costs

	2021/22 £	2020/21 £
Centre administration	20,425	21,233
Office Manager	11,484	13,902
Administrators	7,685	833
Advertising of services	0	150
Bank charges	200	114
Governance	<u>13</u>	<u>13</u>
Total support costs	<u>39,807</u>	<u>36,245</u>

Note 7 Fixed Assets

Tangible Fixed Assets

	2021/22 £	2020/21 £
Brought forward at 6 April	96,624	0
Acquisition	0	100,825
Additions	7,252	0
Depreciation	<u>(4,491)</u>	<u>(4,201)</u>
Net book value at 5 April	<u>99,385</u>	<u>96,624</u>

Tangible fixed assets comprise refurbishment costs of leasehold premises for the counselling centre, depreciated over the twenty-five years of the lease on a straight line basis.

Investments

	2021/22 £	2020/21 £
Brought forward at 6 April	64,693	59,252
Charges and fees	(1,248)	(820)
Interest and dividends reinvested	373	230
Increase (decrease) in valuation	<u>4,739</u>	<u>6,031</u>
Carried forward at 5 April	<u>68,557</u>	<u>64,693</u>

Investments comprise a medium risk Unit Trust held with St James's Place since 24 January 2018.

Note 8 Fund Summaries

Summary of Fund Movements

	Balance £ b/f 6 April	Income £	Expenditure £	Gains £	Transfers £	Funds £ c/f 5 April
General funds	216,955	309,229	217,233	4,739	(65,000)	248,690
Designated funds	61,140	0	52,242	0	65,000	73,898
Restricted income funds	<u>15,920</u>	<u>54,582</u>	<u>51,170</u>	<u>0</u>	<u>0</u>	<u>19,332</u>
Total	<u>294,015</u>	<u>363,811</u>	<u>320,645</u>	<u>4,739</u>	<u>0</u>	<u>341,920</u>

Analysis of Net Assets by Fund

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £
Non-Current Assets	167,942	0	0	167,942
Current Assets	96,600	73,898	19,332	189,830
Liabilities	<u>(15,852)</u>	<u>0</u>	<u>0</u>	<u>(15,852)</u>
Fund Balance	<u>248,690</u>	<u>73,898</u>	<u>19,332</u>	<u>341,920</u>

Rephael House - Year Ending 05 April 2022

Independent Examiner's Report to the Trustees of Rephael House

I report on the accounts of the company for the period ended 5th April 2022, which are set out on pages 7 to 12.

Respective Responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. 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 'true and fair view' and the report is limited to those matters set out in the statement below.

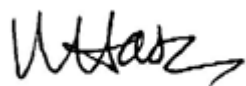
Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 28th December 2022



Mary Hase BA FCA CTA

11 Greenacre Close
Barnet
EN5 4QB

REPHAEL HOUSE

England & Wales - Charity number 1109437

Accounts

Rephael House - Year Ending 05 April 2021

Director's Annual Report and Review of Financial Activities

General and Administrative Information

Rephael House, a Company Limited by Guarantee, number 5294008, was incorporated on 23rd November 2004 and registered by the Charity Commission as Charity Number 1109437 on 11th May 2005. Throughout this report it is referred to as "the Company".

Rephael House previously operated as Rephael House Trust, an independent charity formed under Deed of Trust executed on 12th May 1996 and registered by the Charity Commission as Charity Number 1056062 on 11th June 1996.

The Directors for 2020/21 were Linda Britten (chair until 15th March 2021), Nicholas Cole, Samantha Culver and Deborah Tugulu.

The directors of the charitable company are its trustees for the purpose of charity law, but throughout this report are referred to as "the Directors". The Directors have the power to appoint new directors.

The Company's Registered Office is at 36b Woodhouse Road, North Finchley, London N12 0RG and the Company Secretary is John Govey. Mr Richard Bridges acts as the Company's solicitor at Kirkwoods, 41a Church Road, Stanmore, Middlesex, HA7 4AB.

A bank account (No 00013530) in the name of Rephael House is held with CafCash Ltd., PO Box 289, West Malling, Kent, ME19 4TA (Code 40-52-40).

Purposes and Aims

Our Objects

The charitable objects of the Company are:

The relief of people within the Greater London Area, the County of Hertfordshire and surrounding districts who are in conditions of need, hardship, distress or sickness arising from pregnancy, abortion, physical or sexual abuse, the breakdown of marriage/family life, personal relationships, bereavement, financial problems, eating disorders, addictions, mental illness and other afflictions by the provision of general counselling and advice and the advancement of the education of the public within the said district on matters relating to such conditions.

The Focus of our Work

These objects are currently fulfilled by running Rephael House Counselling Centre (RHCC) as an affordable therapeutic service which provides professional confidential support. Within this environment we are able to support our service users on the journey to positive emotional and mental health. RHCC also provides outreach services to schools and colleges.

RePHAEL is an acronym standing for Respecting People's, Health and Emotional Life.

Ensuring our Work Delivers our Aims

We review our aims, objectives and activities each year at our planning day. However, during the last financial year the pandemic hit, and this was put on hold. Normally this review looks at what we have achieved and the outcomes of our work in the previous 12 months, using such tools as SWOT to enable us to identify our strengths and weaknesses. The review looks at the success of each key activity and the benefits they have brought to the groups of people we are set up to support. It also helps us ensure our aims, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The Directors consider how planned activities will contribute to the aims and objectives they have set. Although this year was different, we have continued to review the effectiveness of the charity with annual appraisals and continual client feedback. Directors have held quarterly Board meetings and are updated by the management team on a monthly basis.

Rephael House - Year Ending 05 April 2021

Our Services

During the year Rephael House provided eleven different services both in and out of the centre:

- a) A children's play therapy service for 4 - 12 years.
- b) A young people's therapy service for 13 - 25 years.
- c) A child bereavement therapy service for those who have experienced the loss of a pregnancy, baby or child of any age or gestation.
- d) A pregnancy crisis therapy service which provides support to anyone experiencing a crisis pregnancy and offers professional therapy for women who have experienced ante-natal and post-natal depression/illness.
- e) A therapy service for anyone that has been affected by domestic abuse of any kind.
- f) A general therapy service for anyone that does not meet the criteria for our part funded services. This can be on issues such as depression, anxiety, esteem issues, relationship issues and work-related stress etc.
- g) A weekly drop-in service for clients to come in for a one-off taster session.
- h) An inhouse school and college service.
- i) A Hertfordshire based satellite short term therapy service for young people 11 - 19 years.
- j) A fully funded short term therapy Saturday and weekday service for children and young people 4 – 19 years.
- k) A short-term therapy service for a homeless charity, Open Door.

How our Activities Deliver Public Benefit

Service Users

Our therapeutic service offers weekly sessions to clients in our target groups for up to two years and one year to those 12 years and under. Clients can self-refer or be referred. They receive a short telephone assessment with the Clinical Services Manager or the Chief Executive Officer, and then are either allocated to the most appropriate therapist or placed on our waiting list. When they are placed with a therapist an initial session designed to establish the nature of the client's presenting issues in further detail, as well as to confirm that therapy is the appropriate step at that time and that external agencies are not required. A further four sessions are offered as an assessment before ongoing therapy is agreed. All non-funded clients are charged for therapy sessions; the cost to the centre is £47.50 per session delivered and clients are asked to contribute, when possible, a minimum of £22.50 towards this cost. For those unable to cover this cost a further discretionary fund may be available, but this is subject to funding.

A drop-in service is provided for those who may want either a 'taster' or one-off session. This also helps those who are ambivalent about therapy.

Service	Enquiries for service		Service users		Number of counselling sessions	
	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
Pregnancy crisis	4	4	3	4	11	12
Young people	126	92	122	79	1924	1273
Bereavement	7	13	6	13	76	249
Domestic abuse	23	19	20	18	361	356
Hatfield CAMHS	59	54	59	47	487	387
Barnet CAMHS	133	112	133	98	1172	811
Schools	156	208	149	204	1156	1543
General	20	24	20	20	446	386
Open Door	0	0	11	0	31	0
Total	528	526	523	483	5,664	5,017

Rephael House - Year Ending 05 April 2021

Counselling Arrangements

With the collaboration of the Chief Executive Officer (CEO) and Clinical Services Manager (CSM) the service has grown throughout the year and they continue to run and develop the professional services within RHCC and the outreach services.

In the last year we have employed the services of an additional 5 therapists taking the total to 30. This is either in their capacity as a student on placement, an outreach worker or a sessional worker.

We have employed a new supervisor which increases the team to a total of 3. Annual appraisals were completed last year and are now in the process of being completed for this year.

SLA's have been sent out to school and we are currently awaiting the response. We are working with 3 primary schools, a Sixth Form College and a secondary school. We continue to provide play therapy for children under the age of 12 which is given by trainees and qualified therapists with specific training and experience in working with young children. We also continue to provide all the other counselling services using qualified staff counsellors as well as students and volunteers.

The commissioned service in Hatfield continues to run and we have expanded the CAMHS Barnet service to an additional 2 evenings.

Clinical team meetings, between therapists, CEO, CSM and the Supervisors have continued every two weeks.

The training morning was also cancelled due to the pandemic and complications with delivering this resource and the time it required. However, it is booked for 2021/22.

Child Protection Training had been completed by all those requiring it and DBS checks are carried out and up dated appropriately. All counsellors must work to the British Association for Counselling and Psychotherapy (BACP) Ethical Framework for Good Practice in Counselling and Psychotherapy and hold an enhanced Disclosure and Barring Service (DBS) check. Qualified counsellors must be accredited with a professional body or be working towards accreditation.

Centre Administration and Publicity

Regular meetings are held between the CEO, CSM and the administrator to ensure the smooth running of the centre. The CEO and CSM also meet with the centre supervisors to ensure that counsellors are working in an ethical manner.

Rephael House is an organisational member of BACP, Youth Access and COMMUNITY Barnet.

All policies and procedures have been updated for the coming year.

We continue to use social media for the promotion of the services we offer we also have an active and informative website which can be accessed at: <http://www.rephaelhouse.org.uk>. Our social media is updated daily. These accounts help us to stay connected with a wider community and keep up to date with other organisations and professionals in the field of mental health. This has increased our presence on line and has allowed people to be able to access our services with ease.

Referrals from CAMHS and adult mental health services have increased. We continue to receive clients from GPs and health professionals, as well as through schools.

We now send out a newsletter monthly to the friends of Rephael House, funders and ex clients as well as other professionals, which amounts to over 200 people and have received positive feedback.

We also attend networking and professional meetings and ensure that everyone is informed of the services we provide, as well as the waiting times.

The Relocation to North Finchley

We relocated to North Finchley in January 2020. This was a smooth transition and most of the staff helped with this and therefore made it possible for us to open our doors on time. However, the use of the building has been limited due to the pandemic.

The Covid-19 Pandemic

As from March 2020 we had to close the centre as we were unable to provide face to face therapy. We moved over to Zoom video conferencing for therapy sessions. Most clients changed over but we were unable to provide support to some children under the age of 10 years and a small percentage of adult clients chose to put their sessions on hold until we returned to the centre.

The management team also worked from home. However, all meetings continued as usual but via Zoom.

Rephael House - Year Ending 05 April 2021

Projects Accomplished

1.	Staffing and HR	Staff contracts updated in line with Wirehouse HR services.
2.	Development of all services	Good quality and effective counselling delivered to all client groups; Trained play therapists recruited; Volunteer adult therapists recruited; Improved links with local schools.
3.	Re-locate	Lease signed, building remodelling completed and opened on 9 th Jan. Fully operational 13 th Jan 2020; New garden configured.
4.	Ongoing quality assurance	Policies and procedures reviewed yearly; An annual review of the whole service; Database continued to be used for reports and funding application as well as to help with service development.
5.	Expansion/ updating of IT	Website continually updated to ensure accurate information provided; Social media pages regularly monitored; Twitter and Facebook fully functional and updated regularly; Joined Instagram.
6.	Funding and fundraising	On-going funding pursued; General fund raising volunteer appointed; Facebook birthday fundraising.
7.	Publicity and Marketing	All literature and leaflets reviewed and updated; Monthly newsletter sent out to professionals, schools, ex and current staff members as well as clients and other interested parties.

Projects Planned

In addition, the Directors have various projects under discussion to further the objects over a number of years:

1.	Governance and Board of Directors	A new board member is needed to fill the clinical gap; Strategic plan needs to be reviewed and updated.
2.	Development of all services	Develop networking links with other services; Expand schools work.
3.	Ongoing quality assurance	Policies and procedures to be reviewed; Refine database reports; Annual review.
4.	Expansion/ updating of IT	Update of IT to assist homeworking; Monitor social media pages.
5.	Funding and fundraising	Fundraising strategy to be implemented; Set up a fundraising team to run events; More funders to be identified for applications.
6.	Publicity and Marketing	Identify possible patron; Enhance 'friends' organisation.

Financial Review and Policies

Over the year there was a net surplus of £101,753 (£1,981 in 2019/20). The operating surplus was £95,722 (£9,183 in 2019/20). A main source of income has been the charges made for counselling, but the discretionary fund to provide assisted places has also been well used.

The schools work and commissioned work have both continued to increase and the grants received through the year have been augmented by four specifically to assist through the pandemic.

Rephael House - Year Ending 05 April 2021

Principal Funding Sources

Voluntary Income

The Directors are truly grateful to the 'Friends', who continue to support the Centre by making regular monthly payments to the Company.

In addition, donations from the following organisations were thankfully awarded during the year:

London Community Foundation	(unrestricted donation of £5,625)
Neighbourly Community Fund	(unrestricted donation of £400)
Tesco Community Grants	(unrestricted donation of £500)
Big Lottery Fund	(see Note 3 to the Statement of Financial Activities; also unrestricted grant of £8,500)
City of London	(see Note 3 to the Statement of Financial Activities)
City Bridge Trust	(see Note 3 to the Statement of Financial Activities)
Charities Aid Foundation	(see Note 3 to the Statement of Financial Activities)
John Lyon's Charity	(see Note 3 to the Statement of Financial Activities)
Young Barnet Foundation	(see Note 3 to the Statement of Financial Activities)

Fundraising

The Directors aim to hold at least one fundraising event each year. In 2020/21, supporters undertook a number of on-line initiatives since physical events were not possible.

	2020/21		2019/20
Sponsored activities			£3,171 less £113 fees plus £430 gift aid
On-line Yoga	£57		
Total Giving for soundproofing	£650	less £11 fees plus £55 gift aid	
Other Total Giving donations	£3,830	less £65 fees plus £635 gift aid	
Virgin Money for Pimms in the Park	£237	including gift aid	
Other Virgin Money donations	£50	including gift aid	
AmazonSmile fundraising	£15		
Christmas jumper, Don't send a card	£10		
Facebook birthday fundraising	£915		£568
Dance show			£700 less £433 costs
Happy Children conference			£1,194
TSB fundraising			£322
20 th Southgate cub pack			£417
Other fundraising	£29		£59
TOTAL	£6,407		£6,315

Reserves Policy

"Free Reserves" describe that part of the funds that is freely available for general purposes at the discretion of the Directors, but which is not yet spent, committed or designated, i.e. surplus liquid assets excluding endowments, restricted funds, designated funds and fixed assets held for the purposes of the Company.

The Reserves Policy sets the level of financial reserves, in line with the guidance issued by the Charity Commission, in order to maximise the resources available for the work of the Company.

The level at which these reserves is set should be adequate to cover the following elements:

- normal working capital (approx £8,000);
- six month's running expenses (approx £135,000);
- other known future expense or opportunity that cannot be met out of current revenue; and
- any other contingencies or risks, assessed on the best evidence reasonably available, the likelihood of each of those needs arising, the possibility of support from elsewhere, and the potential consequences of the Company not being able to meet those needs.

The maximum reserves figure for 2021/22, calculated on the basis of the above policy, is £143,000. The reserves actually held on 5th April 2021 were £120,331 (unrestricted funds less tangible fixed assets). Reserves were £51,009 in 2020.

The Directors also designated a discretionary fund to provide assisted places and a new building fund for replacement of doors and windows.

Rephael House - Year Ending 05 April 2021

Investment Policy

It is the responsibility of the Directors to review the performance of investments from time to time.

This has been undertaken and a higher rate deposit account with Hampshire Trust Bank was opened in 2017/18. A longer term investment of £65,000 was made in January 2018 in a unit trust with St James's Place. Although this lost value during the pandemic, it is now recovering well.

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 23rd November 2004 and registered as a charity on 11th May 2005. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the Management Committee give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in Note 4 to the Statement of Financial Activities.

The more traditional business and therapeutic skills are now well represented on the Management Committee. In an effort to maintain this broad skill mix, members of the Management Committee regularly assess their skills, any skills deficits are identified at the annual planning day and active recruitment of new directors with these skills are sought.

Director Induction and Training

Induction training is provided for Directors, covering:

- The obligations of Management Committee members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.
- A quiz on the agency's work.
- An overview of the counselling service and the counselling and voluntary sector ethos.
- Supporting with fundraising events.

Directors are encouraged to meet staff and volunteers at various agency events held over the year.

Organisational Structure

The Directors have to meet at least twice a year, two Directors forming a quorum. Four on-line meetings were held in 2020/21. In addition, decisions may be taken by means of a resolution in writing, by telephone, or by e-mail. Day-to-day decisions concerning the centre running are delegated to Anesta Edge as CEO.

The Directors have a number of independent contacts, whose advice they can draw on as required. Current contacts include an accountant, solicitor, nurse, and previous volunteer counsellors.

Risk Assessment

It is the responsibility of the Directors to identify, assess and mitigate against any major risks to which the Company is exposed.

Such risks include:

- 1) funding not forthcoming, 2) possible staffing issues, 3) damage to premises, 4) pandemics.

If any of these risks were to continue for any period of time, it would prevent the work from expanding, but the Centre could continue to function for the time being. The Directors would review policies and reduce expenditure where appropriate.

Annual Report approved by Directors and signed on their behalf by:

Nicholas Cole
Director



Date: 7th June 2021

Rephael House - Year Ending 05 April 2021

Statement of Financial Activities including Income and Expenditure Account

Income	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020/21 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2019/20 £
Donations and legacies							
Gift Aided donations (gross)	5	3,150	0	3,150	3,175	0	3,175
Donations received gross		240	0	240	265	0	265
Other donations - individuals		654	0	654	2,008	0	2,008
Grants & gifts - organisations	3	15,025	67,714	82,739	200	38,931	39,131
Total donations and legacies		19,069	67,714	86,783	5,648	38,931	44,579
Income from charitable activities							
Counselling charges		84,949	0	84,949	64,438	0	64,438
Commissioned work		88,496	0	88,496	62,912	0	62,912
Schools work		93,063	0	93,063	83,850	0	83,850
Counselling room rent		110	0	110	450	0	450
Total income from charitable activities		266,618	0	266,618	211,650	0	211,650
Income from other trading activities							
Fundraising events and sales (gross)	5	5,778	705	6,483	6,861	0	6,861
Investment Income							
Interest and dividends		398	0	398	2,296	0	2,296
Other income							
PAYE allowance and insurance claim		4,382	0	4,382	3,000	0	3,000
Total Income		296,245	68,419	364,664	229,455	38,931	268,386
Expenditure							
Expenditure on charitable activities							
Employed staff	4	67,227	19,611	86,838	79,455	10,000	89,455
Employer's NIC, pension	4	7,593	2,215	9,808	8,431	0	8,431
Sessional staff		71,830	16,070	87,900	75,731	0	75,731
Staff costs, training & recruitment		2,598	0	2,598	2,741	0	2,741
Resources		865	0	865	626	0	626
Renewal of fittings, furniture & equipment		6,515	694	7,209	3,412	0	3,412
Premises		24,745	7,637	32,382	14,835	400	15,235
Depreciation of refurbishment		4,201	0	4,201	4,201	0	4,201
Other relocation costs		0	0	0	0	27,893	27,893
Support costs	6	29,984	6,261	36,245	28,955	638	29,593
Total charitable activities		215,558	52,488	268,046	218,387	38,931	257,318
Expenditure on raising funds							
Fundraising fees		65	11	76	546	0	546
Investment management fees		820	0	820	1,339	0	1,339
Total expenditure on raising funds		885	11	896	1,885	0	1,885
Total Expenditure		216,443	52,499	268,942	220,272	38,931	259,203
Gains (losses) on investments - unrealised	7	6,031	0	6,031	(7,202)	0	(7,202)
Net Income (Expenditure)		85,833	15,920	101,753	1,981	0	1,981
Net movement in funds		85,833	15,920	101,753	1,981	0	1,981
Total funds brought forward		192,262	0	192,262	190,281	0	190,281
Total funds carried forward		278,095	15,920	294,015	192,262	0	192,262

Rephael House - Year Ending 05 April 2021

Balance Sheet at 05 April

	Note	2020/21 £	2019/20 £
Fixed Assets			
Tangible Fixed Assets	7	96,624	100,825
Investments	7	<u>64,693</u>	<u>59,252</u>
		<u>161,317</u>	<u>160,077</u>
Current Assets			
Debtor: Commissioning body		5,083	0
Debtor: HMRC Gift Aid tax claim		1,320	1,087
Debtor: TotalGiving		1	24
Cash at bank and in hand		54,372	42,945
Short term deposits		<u>71,982</u>	<u>21,824</u>
		<u>132,758</u>	<u>65,880</u>
Liabilities			
Amounts falling due within one year			
Lease surrender		0	(6,000)
Prepayments		<u>0</u>	<u>(27,695)</u>
		<u>0</u>	<u>(33,695)</u>
Net Current Assets		<u>132,758</u>	<u>32,185</u>
Amounts falling due after more than one year			
Key deposits		<u>(60)</u>	<u>0</u>
Net Assets		<u>294,015</u>	<u>192,262</u>
Funds of the charity	8		
Unrestricted funds	2	216,955	151,834
Designated funds (unrestricted)	2	61,140	40,428
Restricted income funds	3	<u>15,920</u>	<u>0</u>
		<u>294,015</u>	<u>192,262</u>

For the year ending 5th April 2021, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- 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 directors 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.

Accounts approved by the Directors and signed on their behalf by:

Nicholas Cole
Director



Date: 7th June 2021

The notes on pages 9 to 12 form part of these accounts.

Rephael House - Year Ending 05 April 2021

Notes to the Financial Statements

Note 1 Accounting Policies

1a Basis of preparation

These financial statements have been prepared for the year to 5 April 2021.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with 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 United Kingdom and Republic of Ireland (Charities SORP FRS 102) amended to February 2016 (Update Bulletin 1); the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) amended to July 2015; and the Charities Act 2011.

The Company constitutes a public benefit entity as defined by FRS 102.

1b Funds

General funds represent the funds of the Company that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Company. Funds designated for a particular purpose by the Directors are also unrestricted.

The financial statements include all transactions, assets and liabilities for which the Directors are responsible in law.

1c Income

Donations and legacies

Donations are recognised when received by or on behalf of the Company. Income tax recoverable on Gift Aid donations is recognised when the income is recognised. Grants and legacies to the Company are accounted for as soon as the Directors are notified of its entitlement, that receipt is probable and the amount due can be measured reliably.

As it is impractical for the contribution of volunteers to be measured reliably for accounting purposes, their voluntary work is not credited in the financial statements.

Income from charitable activities

All income from charitable activities is accounted for gross.

Investment income

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same accounting year.

1d Expenditure

Grants

Grants and donations are recorded when paid over, or when awarded if that award creates a constructive obligation on the Directors.

Support costs

Support costs represent expenditure that does not directly relate to a specific activity. All support costs have been allocated to charitable activities because any allocation between the specific activities would be immaterial.

Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

1e Fixed Assets

Fixtures, Fittings and Office Equipment

Equipment is depreciated on a straight-line basis over three years. Individual items with a purchase price of £1,500 or less are written off on acquisition.

Rephael House - Year Ending 05 April 2021

1f Current Assets

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Stock and Work in Progress

This is not shown on the Balance Sheet, as no significant stock is held.

1g Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the trustees anticipate it will pay to settle the debt.

1h Statement of cash flows

The financial statements do not include a statement of cash flows as the Company constitutes a small charity under the SORP as amended by Update Bulletin 1.

Note 2 General Funds and Designated Funds (Unrestricted)

General funds represent the funds of the Company that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Company.

Funds designated for a particular purpose by the Directors are also unrestricted. At the end of 2015/16, the Directors designated a discretionary fund for the benefit of those service users who cannot afford the full cost of their counselling. This fund is replenished each year. At the end of 2020/21, the Directors also designated a building fund for replacing doors and windows.

Designated Funds (unrestricted)	Purpose	Brought Forward £	from General Funds £	Utilised in 2020/21 £	Carried Forward £
Discretionary fund	to assist in providing counselling where no other support is available	40,428	30,000	29,288	41,140
Building fund	for replacing doors and windows	0	20,000	0	20,000
Total		40,428	50,000	29,288	61,140

Note 3 Restricted Income Funds

Restricted income funds received can be identified from the appropriate column in the Statement of Financial Activities. These comprise the following grants given for specific purposes:

Grant Body	Purpose	Brought Forward £	Grant Received £	Utilised in 2020/21 £	Carried Forward £
Big Lottery Fund	domestic abuse service	0	9,900	0	9,900
Charities Aid Foundation	domestic abuse service	0	16,539	16,539	0
City Bridge Trust	children and young people's services	0	8,443	6,548	1,895
City of London	children and young people's services	0	5,682	5,682	0
John Lyon's Charity	children and young people's services	0	24,750	20,625	4,125
Young Barnet Foundation	children and young people's services	0	2,400	2,400	0
Total		0	67,714	51,794	15,920

The Trust does not have any endowment funds.

Rephael House - Year Ending 05 April 2021

Note 4 Employment Costs and Related Party Transactions

4a Staff Costs and Emoluments

The total employment costs relating to the CEO, Clinical Services Manager, four Counsellors, one Supervisor and Office Manager are shown below. Of these, the Office Manager's costs are shown under Note 6. All staff are employed under part-time contracts.

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

Other counsellors work in the Centre on a self-employed basis.

	2020/21	2019/20
Gross salaries	100,741	99,857
Employer's national insurance #1	7,376	6,305
Pension costs	<u>2,432</u>	<u>2,126</u>
Total cost	<u>110,549</u>	<u>108,288</u>
Average number of staff	6.7	8.0
Full-time equivalent posts	3.0	3.1

Note #1 - before deduction of PAYE allowance

4b Director Remuneration

The key management personnel of the Trust constitute the Directors.

No remuneration or expenses were paid to Directors or other related parties in 2020/21, other than out-of-pocket expenses (and none in 2019/20).

No Directors were paid in their role as a trustee in 2020/21 (and none in 2019/20).

4c Other Related Party Transactions

There were no other related party transactions in 2020/21 (and none in 2019/20), apart from services provided on a voluntary basis.

Note 5 Tax recovered on Gift Aided Income

	2020/21 £	2019/20 £
Gift Aided donations (net)	2,520	2,540
tax recovered thereon	<u>630</u>	<u>635</u>
Gross Gift Aided donations	3,150	3,175
Donations from Clients (net)	0	85
tax recovered thereon	<u>0</u>	<u>21</u>
Gross Donations from Clients	0	106
Fundraising events (net)	5,793	6,431
tax recovered thereon	<u>690</u>	<u>430</u>
Gross Fundraising events	6,483	6,861
Total tax recovered	<u>1,320</u>	<u>1,086</u>

Rephael House - Year Ending 05 April 2021

Note 6 Support Costs

	2020/21 £	2019/20 £
Centre administration	21,233	17,494
Office Manager and Administrator	14,735	11,628
Advertising of services	150	0
Bank charges	114	458
Governance	<u>13</u>	<u>13</u>
Total support costs	<u>36,245</u>	<u>29,593</u>

Note 7 Fixed Assets

Tangible Fixed Assets

	2020/21 £	2019/20 £
Cost of acquisition	100,825	105,026
Depreciation	<u>(4,201)</u>	<u>(4,201)</u>
Net book value at 5 April	<u>96,624</u>	<u>100,825</u>

Tangible fixed assets comprise refurbishment costs of leasehold premises for the counselling centre, depreciated over the twenty-five years of the lease on a straight line basis.

Investments

	2020/21 £	2019/20 £
Brought forward at 6 April	59,252	66,674
Charges and fees	(820)	(1,339)
Interest and dividends reinvested	230	1,119
Increase (decrease) in valuation	<u>6,031</u>	<u>(7,202)</u>
Carried forward at 5 April	<u>64,693</u>	<u>59,252</u>

Investments comprise a medium risk Unit Trust held with St James's Place since 24 January 2018.

Note 8 Fund Summaries

Summary of Fund Movements

	Balance £ b/f 6 April	Income £	Expenditure £	Gains £	Transfers £	Funds £ c/f 5 April
General funds	151,834	296,245	187,155	6,031	(50,000)	216,955
Designated funds	40,428	0	29,288	0	50,000	61,140
Restricted income funds	<u>0</u>	<u>68,419</u>	<u>52,499</u>	<u>0</u>	<u>0</u>	<u>15,920</u>
Total	<u>192,262</u>	<u>364,664</u>	<u>268,942</u>	<u>6,031</u>	<u>0</u>	<u>294,015</u>

Analysis of Net Assets by Fund

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £
Non-Current Assets	161,317	0	0	161,317
Current Assets	55,698	61,140	15,920	132,758
Liabilities	<u>(60)</u>	<u>0</u>	<u>0</u>	<u>(60)</u>
Fund Balance	<u>216,955</u>	<u>61,140</u>	<u>15,920</u>	<u>294,015</u>

Rephael House - Year Ending 05 April 2021

Independent Examiner's Report to the Trustees of Rephael House

I report on the accounts of the company for the period ended 5th April 2021, which are set out on pages 7 to 12.

Respective Responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

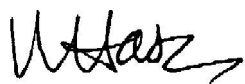
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. 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 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 29th December 2021

Mary Hase BA FCA CTA
Buzzacott LLP
130 Wood Street
London
EC2V 6DL