

Charity Registration no 1109521

**COMMUNICARE COUNSELLING SERVICE
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2021**

COMMUNICARE COUNSELLING SERVICE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr B W Moere Dr D A L Hope Mrs R E Moere Ms A S Malkin Mr W Stansfeld Mrs P P Parker Mrs J D Harvey Dr L U A Bain
Charity no.	1109521
Charity correspondent	Mr B W Moere Christ Church Redford Way Uxbridge Middlesex UB8 1SZ
Independent examiner	Ward Williams Bay Lodge 36 Harefield Road Uxbridge Middlesex UB8 1PH
Bankers	HSBC High Street Uxbridge Middlesex

COMMUNICARE COUNSELLING SERVICE

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COMMUNICARE COUNSELLING SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2021

The trustees present their report and accounts for the year ended 31 August 2021.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Communicare Counselling Service ("CCS") was registered as an unincorporated charity on 18 May 2005. Previously it was part of Christ Church, Uxbridge. The charity's governing document is a Declaration of Trust made on 12 May 2005.

Trustees

The trustees who served during the year, were:

Mr B W Moere
Dr D A L Hope
Mrs R E Moere
Ms A S Malkin
Mr W Stansfeld
Mrs P P Parker
Mrs J D Harvey
Dr L U A Bain

The Declaration of Trust provides that there shall be at least six trustees. Up to four are appointed by the congregation of Christ Church, Uxbridge, the minister of which would normally be one of these. Up to four other trustees may be appointed with a professional or general interest in advancing the objects of the charity. Apart from the first trustees every trustee must be appointed for a term of three years by a resolution of the trustees. The trustees must hold at least two ordinary meetings a year.

Related parties

The trustees of the charity are considered to be related parties of the charity. None of the trustees received remuneration or reimbursement of expenses, except for one of the trustees (Mrs J D Harvey) who is also a counsellor for the charity and is paid for her counselling services accordingly. Payments are approved by the other non-conflicted Trustees as necessary, with payments made at the same rate as what is paid to other counsellors used by the charity.

Two of the trustees were also trustees of Christ Church, Uxbridge until 1 March 2021. The charity receives a grant each year from the Church, who also provides some administration services on the charity's behalf, which they then recharge.

Risk factors

The trustees have reviewed the risks that the charity faces. The main risk is that there is not sufficient income to cover expenditure. Since expenditure is related almost entirely to counselling sessions, which clients pay for, this is considered a low risk. Risk will be reviewed on an annual basis.

COMMUNICARE COUNSELLING SERVICE

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

OBJECTIVES AND ACTIVITIES

The objective of the charity is to provide those seeking help with a competent and caring service offering counselling and psychotherapy on an individual, couple or group basis. Its aim is to offer those receiving counsel an opportunity to explore, discover and clarify ways of living more resourcefully and towards greater well-being.

We have considered the Charity Commission's guidance on public benefit when reviewing our objectives and current, and future, activities.

The main activities of the charity are to respond to requests for counselling, to assess the need of those contacting the charity and to consider whether we are the most appropriate resource for them and can accommodate their needs. In addition we provide student placements with supervision. Our services are available to all members of the public and are inclusive of all genders, sexual orientation, ethnicity and disabilities. Our student placements provide supervised training to develop the skills required to provide the counsellors of the future.

ACHIEVEMENTS AND PERFORMANCE

During the past year we have responded to 183 (2020: 241) new contacts resulting in 118 (2020: 133) new clients being seen. Our 20 (2020: 20) self-employed part-time counsellors have counselled for around 4,197 hours (2020: 4,226). There were no student placements in the year (in 2020 2 placements enjoyed the benefits of supervision provided by the service) and a number of training days have been held. As at the year-end the charity had 287 (2020: 238) current active clients.

Like many organisations, the day to day activities of the charity were impacted by the Covid-19 global pandemic which resulted in various lockdown restrictions and social distancing measures from March 2020. The charity has had to adapt accordingly, including introducing working from home and holding sessions remotely via telephone calls. Although this has had some impact on the income of the charity, the Trustees are satisfied that the charity is in a strong financial position to overcome the current tough restrictions and economic environment, with the services of the charity continuing to be more important than ever to the community.

FINANCIAL REVIEW

Details of the financial performance for the year are set out on pages 5 to 13.

The main source of funding for CCS is from donations by people who attend sessions with the counsellors. During this year £86,480 (2020: £83,814) was received. The trustees would like to express their gratitude to Christ Church who provided a grant for £15,110 (2020: £15,000).

After expenses and a small amount of investment income there is a deficit of income over expenditure for the year of £10,796 (2020: £5,428) After this is deducted from the opening fund balance of £95,820 an amount of £85,024 has been carried forward to be used in furtherance of the charity's objectives.

COMMUNICARE COUNSELLING SERVICE

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

FINANCIAL REVIEW continued

Reserve Policy

It is the charity's policy to hold an amount equivalent to approximately six months of the total resources expended in reserve, to meet any fluctuations in receipts and payments that may arise. The charity currently holds approximately seven months of the total resources expended. The trustees continue to consider how best to utilise these additional reserves to meet its charitable objectives, and have continued to increase the amount of support given via its assisted places scheme.

PLANS FOR FUTURE YEARS

The charity aims to continue its counselling activities and to provide supervision and support to students and training where appropriate.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the rules of the trust, applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the board of trustees

B. W. Moere (Trustee)

Date: 25 January 2022

COMMUNICARE COUNSELLING SERVICE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COMMUNICARE COUNSELLING SERVICE

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2021, which are set out on pages 5 to 13.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

Frank Harling ACCA
Ward Williams

9 February 2022

Bay Lodge
36 Harefield Road
Uxbridge, Middlesex
UB8 1PH

COMMUNICARE COUNSELLING SERVICE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2021

	Notes	Total Funds 2021 £	Total Funds 2020 £
INCOME FROM:			
Incoming resources from generated funds			
Donations and legacies	2	15,830	15,420
Investment income	3	130	397
Incoming resources from charitable activities	4	119,622	114,292
		<hr/>	<hr/>
TOTAL INCOME		135,582	130,109
		<hr/>	<hr/>
EXPENDITURE ON:			
Charitable activities	5	146,378	135,537
		<hr/>	<hr/>
TOTAL RESOURCES EXPENDED		146,378	135,537
		<hr/>	<hr/>
NET MOVEMENT IN FUNDS		(10,796)	(5,428)
FUND BALANCE AT 1 SEPTEMBER 2020		95,820	101,248
		<hr/>	<hr/>
FUND BALANCE AT 31 AUGUST 2021	11	85,024	95,820
		<hr/> <hr/>	<hr/> <hr/>

COMMUNICARE COUNSELLING SERVICE**BALANCE SHEET AS AT 31 AUGUST 2021**

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	7	-	170
CURRENT ASSETS			
Debtors	8	1,078	1,115
Cash at bank and in hand		85,026	95,725
		<u>86,104</u>	<u>96,840</u>
CREDITORS: Amounts falling due within one year	9	(1,080)	(1,190)
NET CURRENT ASSETS		<u>85,024</u>	<u>95,650</u>
NET ASSETS		<u>85,024</u>	<u>95,820</u>
INCOME FUNDS			
Unrestricted funds	11	85,024	95,820
		<u>85,024</u>	<u>95,820</u>

The accounts were approved by the trustees on 25 January 2022

Signed on behalf of the trustees:

B. W. Moere (Trustee)

COMMUNICARE COUNSELLING SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021

1. ACCOUNTING POLICIES

Charity information

Communicare Counselling Service (“CCS”) is an unincorporated charity which was registered on 18 May 2005. The Charity’s registration number is 1109521.

1.1 **Accounting convention**

The accounts have been prepared in accordance with the Charity’s governing document, the Charities Act 2011 and “Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)” (published in October 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The accounts are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on a going concern basis under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 **Going Concern**

At the time of approving the accounts, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The trustees have considered the impact of the Covid-19 global pandemic on the charity and are satisfied that the charity is well placed to see through the current tough operational and economic environment, with the charity continuing to offer its services while complying with lockdown restrictions and social distancing requirements.

1.3 **Incoming resources**

Voluntary income includes donations, gifts and grants and is included in the Statement of Financial Activities (“SOFA”) for the year when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Investment income is recognised on a receivable basis.

Income resources from charitable activities represent amounts receivable from donations for counselling sessions and other related income.

COMMUNICARE COUNSELLING SERVICE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

1.4 Resources expended

All expenditure is accounted for on an accruals basis as a liability is incurred.

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its beneficiaries and those costs necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and other expenditure not directly related to the charitable activities.

1.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer Equipment	1/3 of Cost
Furniture, Fixtures and Fittings	1/3 of Cost

1.6 Unrestricted funds

Unrestricted funds are general funds which are available for use at the discretion of the trustees in the furtherance of the objectives of the charity and have not been designated for any other purpose.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown with borrowings in current liabilities.

COMMUNICARE COUNSELLING SERVICE**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021****2. DONATIONS AND LEGACIES**

	2021	2020
	£	£
Grants received	15,110	15,000
Other donations	720	420
	=====	=====
	15,830	15,420
	=====	=====

3. INVESTMENT INCOME

	2021	2020
	£	£
Interest receivable	130	397
	=====	=====

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2021	2020
	£	£
Counselling session donations and other related income	119,622	114,292
	=====	=====

COMMUNICARE COUNSELLING SERVICE**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021****5. RESOURCES EXPENDED**

	2021	2020
	£	£
Charitable activities		
Counselling session expenses and other related costs	128,374	116,094
Support costs	16,924	18,363
	145,298	134,457
Governance costs	1,080	1,080
	146,378	135,537

Support costs consist of administration and sundry expenses of £6,417 (2020: £7,705), employment costs of £9,296 (2020: £9,465), and insurance costs of £1,211 (2020: £1,193). Governance costs are made up of fees payable to the Independent Examiner of £1,080 (2020: £1,080).

COMMUNICARE COUNSELLING SERVICE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

6. EMPLOYEES

	2021 Number	2020 Number
Number of employees:		
The average monthly number of employees during the year was:	3	3
Employment costs	£	£
Wages and salaries	15,124	15,110
	<u> </u>	<u> </u>

There were no employees whose annual emoluments were £60,000 and above.

7. TANGIBLE FIXED ASSETS

	Fixtures Fittings & Equipment £
COST	
Balance at 31.08.20	2,232
Additions	-
	<u> </u>
Balance at 31.08.21	2,232
	<u> </u>
DEPRECIATION	
Balance at 31.08.20	2,062
Charge for the year	170
	<u> </u>
Balance at 31.08.21	2,232
	<u> </u>
NET BOOK VALUE	
At 31.08.21	-
	<u> </u>
At 31.08.20	170
	<u> </u>

COMMUNICARE COUNSELLING SERVICE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

8.	DEBTORS	2021	2020
		£	£
	Prepayments and accrued income	1,078	1,115
		<u> </u>	<u> </u>
9.	CREDITORS : Amounts falling due within one year	2021	2020
		£	£
	Accruals and other creditors	1,080	1,190
		<u> </u>	<u> </u>

10. RELATED PARTIES

Trustees

None of the trustees, or any person connected with them, received any remuneration or reimbursement of expenses during the year, except one trustee who is also a counsellor of the charity.

The trustee in question was already a counsellor of the charity at the time she was appointed as a trustee in November 2019. Payments of £8,479 (2020: £7,459) were made during the year to this trustee for counselling services provided. These payments were approved by the other non-conflicted trustees as necessary, and payments were made strictly in line with the rates paid to other counsellors.

Two of the trustees were also trustees of Christ Church, Uxbridge until 1 March 2021. The charity received a grant from the Church for the year totalling £15,110 (2020: £15,000). Christ Church offset this grant against payments it made for administration services on the charity's behalf totalling £15,124 (2020: £15,110). As at the year-end the charity owed Christ Church, Uxbridge £nil (2020: £110) which is included within creditors accordingly.

Controlling party

The charity is controlled by the trustees.

COMMUNICARE COUNSELLING SERVICE**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021****11. MOVEMENTS IN FUNDS**

	At 31.08.20 £	Incoming resources £	Resources expended £	At 31.08.21 £
Unrestricted funds	95,820	135,582	146,378	85,024
	=====	=====	=====	=====

All funds are unrestricted. Unrestricted funds are general funds, which are available for use at the discretion of the trustees in the furtherance of the objectives of the charity and have not been designated for any other purpose.

COMMUNICARE COUNSELLING SERVICE**MANAGEMENT INFORMATION****FOR THE YEAR ENDED 31 AUGUST 2021**

The following schedules do not form part of the published Trustees' Report and Accounts. They are for the trustees' information only and are not prepared in full compliance with the accounting policies shown in note 1 to the accounts.

COMMUNICARE COUNSELLING SERVICE**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2021**

		2021	2020
	£	£	£
INCOMING RESOURCES			
Session donations received	86,480		83,814
Grant from Christ Church	15,110		15,000
Supervision charge	1,670		1,660
Private client charge	-		548
Room charges	30,975		28,080
Other donations	720		420
Eden Care	270		-
Training income	32		20
Bank interest	130		397
Medaille	195		170
	—		—
TOTAL INCOMING RESOURCES		135,582	130,109
			—
RESOURCES EXPENDED			
Charitable activities			
Sessions paid	113,271		100,671
Did not show (missed sessions & late refunds)	952		2,594
Supervision	5,600		5,377
Telephone intakes	2,723		1,807
Employment costs	5,828		5,645
	—		—
	128,374		116,094
	—		—

COMMUNICARE COUNSELLING SERVICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2021

		2021	2020
	£	£	£
Support costs			
Administration	2,970		3,728
Printing, postage & stationery	92		195
Advertising	1,101		1,028
Employment costs	9,296		9,465
Telephone charges	678		1,004
Insurance	1,211		1,193
Subscriptions	160		240
Computer costs	37		7
Training costs	500		770
Sundry expenses	100		403
Client refunds/inv	609		160
Depreciation	170		170
	<u>16,924</u>		<u>18,363</u>
Governance costs			
Accountancy	1,080		1,080
	<u>1,080</u>		<u>1,080</u>
TOTAL RESOURCES EXPENDED		(146,378)	(135,537)
NET MOVEMENT IN FUNDS		(10,796)	(5,428)
FUND BALANCE AT 31 AUGUST 2020		95,820	101,248
FUND BALANCE AT 31 AUGUST 2021		85,024	95,820