

**COMMUNICARE COUNSELLING SERVICE
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2022**

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

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

1

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2022

The trustees present their report and accounts for the year ended 31 August 2022.

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 (Resigned on 1 March 2022)

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.

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 2022

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 and LGBTQIA 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 203 (2021: 183) new contacts resulting in 146 (2021:118) new clients being seen. Our 20 (2021: 20) self-employed part-time counsellors have counselled for around 4,503 hours (2021: 4,197). There was 1 student placement in the year (2021: none) and a number of training days have been held. As at the year-end the charity had 330 (2021: 287) 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. This hybrid working model has continued throughout the financial year, although with restrictions lifted the charity has been able to offer more face-to-face appointments where counsellors have been able to.

The Trustees are satisfied that the charity is in a strong financial position and the services of the charity continue 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 £103,416 (2021: £86,480) was received. The trustees would like to express their gratitude to Christ Church who provided a grant for £15,000 (2021: £15,110).

After expenses and a small amount of investment income there is a surplus of income over expenditure for the year of £3,669 (2021: £10,796 deficit) After this is added to the opening fund balance of £85,024 an amount of £88,693 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 2022

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

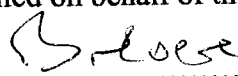
The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the rules of the trust, applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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: 16/2/2023

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 2022, 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').

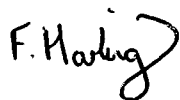
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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**

20/02/2023

Bay Lodge
36 Harefield Road
Uxbridge, Middlesex
UB8 1PH

COMMUNICARE COUNSELLING SERVICE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2022

	Notes	Total Funds 2022 £	Total Funds 2021 £
INCOME FROM:			
Incoming resources from generated funds			
Donations and legacies	2	15,000	15,830
Investment income	3	54	130
Incoming resources from charitable activities	4	136,909	119,622
		<u> </u>	<u> </u>
TOTAL INCOME		151,963	135,582
		<u> </u>	<u> </u>
EXPENDITURE ON:			
Charitable activities	5	148,294	146,378
		<u> </u>	<u> </u>
TOTAL RESOURCES EXPENDED		148,294	146,378
		<u> </u>	<u> </u>
NET MOVEMENT IN FUNDS		3,669	(10,796)
FUND BALANCE AT 1 SEPTEMBER 21		85,024	95,820
		<u> </u>	<u> </u>
FUND BALANCE AT 31 AUGUST 22	11	88,693	85,024
		<u> </u>	<u> </u>

COMMUNICARE COUNSELLING SERVICE

BALANCE SHEET AS AT 31 AUGUST 2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	7	-	-
CURRENT ASSETS			
Debtors	8	1,074	1,078
Cash at bank and in hand		89,091	85,026
		<u>90,165</u>	<u>86,104</u>
CREDITORS: Amounts falling due within one year	9	<u>(1,472)</u>	<u>(1,080)</u>
NET CURRENT ASSETS		<u>88,693</u>	<u>85,024</u>
NET ASSETS		<u>88,693</u>	<u>85,024</u>
INCOME FUNDS			
Unrestricted funds	11	88,693	85,024
		<u>88,693</u>	<u>85,024</u>

The accounts were approved by the trustees on 15 / 2 / 2023

Signed on behalf of the trustees:



B. W. Moere (Trustee)

COMMUNICARE COUNSELLING SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2022

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 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 2022

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 2022****2. DONATIONS AND LEGACIES**

	2022	2021
	£	£
Grants received	15,000	15,110
Other donations	-	720
	<u>15,000</u>	<u>15,830</u>

3. INVESTMENT INCOME

	2022	2021
	£	£
Interest receivable	54	130
	<u>54</u>	<u>130</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2022	2021
	£	£
Counselling session donations and other related income	136,909	119,622
	<u>136,909</u>	<u>119,622</u>

COMMUNICARE COUNSELLING SERVICE**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022****5. RESOURCES EXPENDED**

	2022 £	2021 £
Charitable activities		
Counselling session expenses and other related costs	129,976	128,374
Support costs	17,208	16,924
	147,184	145,298
Governance costs	1,110	1,080
	148,294	146,378

Support costs consist of administration and sundry expenses of £6,507 (2021: £6,417), employment costs of £9,442 (2021: £9,296), and insurance costs of £1,259 (2021: £1,211). Governance costs are made up of fees payable to the Independent Examiner of £1,110 (2021: £1,080).

COMMUNICARE COUNSELLING SERVICE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

6. EMPLOYEES

Number of employees:

The average monthly number of employees during the year was:

Employment costs

Wages and salaries

2022 Number	2021 Number
3	3
£	£
15,362	15,124

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

7. TANGIBLE FIXED ASSETS

Fixtures Fittings & Equipment £

COST

Balance at 31.08.21

Additions

Balance at 31.08.22

DEPRECIATION

Balance at 31.08.21

Charge for the year

Balance at 31.08.22

NET BOOK VALUE

At 31.08.22

At 31.08.21

2,232

-

2,232

2,232

-

2,232

-

-

COMMUNICARE COUNSELLING SERVICE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

8.	DEBTORS	2022 £	2021 £
	Prepayments and accrued income	1,074 =====	1,078 =====
9.	CREDITORS : Amounts falling due within one year	2022 £	2021 £
	Accruals and other creditors	1,472 =====	1,080 =====

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 £8,875 (2021: £8,479) 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.

Controlling party

The charity is controlled by the trustees.

COMMUNICARE COUNSELLING SERVICE**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022****11. MOVEMENTS IN FUNDS**

	At 31.08.21 £	Incoming resources £	Resources expended £	At 31.08.22 £
Unrestricted funds	85,024	151,963	148,294	88,693
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

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 2022**

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 2022

		2022	2021
	£	£	£
INCOMING RESOURCES			
Session donations received	103,416		86,480
Grant from Christ Church	15,000		15,110
Supervision charge	1,600		1,670
Room charges	30,818		30,975
Other donations	-		720
Eden Care	410		270
Training income	410		32
Bank interest	54		130
Medaille	255		195
TOTAL INCOMING RESOURCES		151,963	135,582
RESOURCES EXPENDED			
Charitable activities			
Sessions paid	113,584		113,271
Did not show (missed sessions & late refunds)	1,091		952
Supervision	6,450		5,600
Telephone intakes	2,931		2,723
Employment costs	5,920		5,828
	129,976		128,374

COMMUNICARE COUNSELLING SERVICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2022

	2022	2021
	£	£
Support costs		
Administration	3,650	2,970
Printing, postage & stationery	8	92
Advertising	984	1,101
Employment costs	9,442	9,296
Telephone charges	465	678
Insurance	1,259	1,211
Subscriptions	480	160
Computer costs	8	37
Training costs	600	500
Sundry expenses	272	100
Bank charges	40	-
Client refunds/inv	-	609
Depreciation	-	170
	<u>17,208</u>	<u>16,924</u>
Governance costs		
Accountancy	<u>1,110</u>	<u>1,080</u>
	<u>1,110</u>	<u>1,080</u>
TOTAL RESOURCES EXPENDED	(148,294)	(146,378)
NET MOVEMENT IN FUNDS	3,669	(10,796)
FUND BALANCE AT 31 AUGUST 2021	85,024	95,820
FUND BALANCE AT 31 AUGUST 2022	88,693	85,024