

**COMMUNICARE COUNSELLING SERVICE**

**LEGAL AND ADMINISTRATIVE INFORMATION**

---

**Trustees**

Mr B W Moere  
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

## CONTENTS

---

	Page
Trustees' report	1 - 3
Independent examiner's Report	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7 - 13

## COMMUNICARE COUNSELLING SERVICE

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2023

---

The trustees present their report and accounts for the year ended 31 August 2023.

#### 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 (resigned on 7 April 2023)  
Mrs R E Moere  
Ms A S Malkin  
Mr W Stansfeld  
Mrs P P Parker  
Mrs J D Harvey

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 2023

---

#### 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 134 (2022: 203) new contacts resulting in **91 (2022: 146)** new clients being seen. Our **20 (2022: 20)** self-employed part-time **counsellors** have counselled for around 4,636 hours (2022: 4,503). There were 2 student placements **in the year** (2022: 1) and a number of training days have been held. As at the year-end the **charity had 302 (2022: 330)** 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 in the previous year 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** £112,766 (2022: £103,416) was received. The trustees would like to express their gratitude to Christ Church who provided a grant for £10,000 (2022: £15,000).

After expenses and a small **amount** of investment income there is a surplus of income over expenditure for the year of £6,752 (2022: £3,669). After this is added to the opening fund balance of £88,693 an amount of **£95,445** 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 2023

### 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

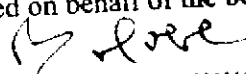
The trustees are responsible for preparing the Trustees' Report and the ~~financial statements in~~ accordance with the rules of the trust, applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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. Moore (Trustee)

Date: 20.2.2024

**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 2023, 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').

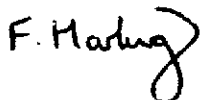
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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**

23/02/2024

Bay Lodge  
36 Harefield Road  
Uxbridge, Middlesex  
UB8 1PH

# COMMUNICARE COUNSELLING SERVICE

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2023

	Notes	<b>Total Funds 2023 £</b>	<b>Total Funds 2022 £</b>
<b>INCOME FROM:</b>			
Incoming resources from generated funds			
Donations and legacies	2	10,000	15,000
Investment income	3	1,480	54
Incoming resources from charitable activities	4	147,604	136,909
		<u>          </u>	<u>          </u>
<b>TOTAL INCOME</b>		<b>159,084</b>	<b>151,963</b>
		<u>          </u>	<u>          </u>
<b>EXPENDITURE ON:</b>			
Charitable activities	5	152,332	148,294
		<u>          </u>	<u>          </u>
<b>TOTAL RESOURCES EXPENDED</b>		<b>152,332</b>	<b>148,294</b>
		<u>          </u>	<u>          </u>
<b>NET MOVEMENT IN FUNDS</b>		<b>6,752</b>	<b>3,669</b>
<b>FUND BALANCE AT 1 SEPTEMBER 22</b>		<b>88,693</b>	<b>85,024</b>
		<u>          </u>	<u>          </u>
<b>FUND BALANCE AT 31 AUGUST 23</b>	11	<b>95,445</b>	<b>88,693</b>
		<u>          </u>	<u>          </u>


# COMMUNICARE COUNSELLING SERVICE

## BALANCE SHEET AS AT 31 AUGUST 2023

	Notes	2023 £	2022 £
<b>FIXED ASSETS</b>			
Tangible assets	7	-	-
<b>CURRENT ASSETS</b>			
Debtors	8	1,262	1,074
Cash at bank and in hand		95,323	89,091
		<u>96,585</u>	<u>90,165</u>
<b>CREDITORS: Amounts falling due within one year</b>	9	<u>(1,140)</u>	<u>(1,472)</u>
<b>NET CURRENT ASSETS</b>		<u>95,445</u>	<u>88,693</u>
<b>NET ASSETS</b>		<u>95,445</u>	<u>88,693</u>
<b>INCOME FUNDS</b>			
Unrestricted funds	11	95,445	88,693
		<u>95,445</u>	<u>88,693</u>

The accounts were approved by the trustees on 19<sup>th</sup> February 2024

Signed on behalf of the trustees:

  
 .....  
**B. W. Moore (Trustee)**

## COMMUNICARE COUNSELLING SERVICE

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023

---

#### 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 are satisfied that the charity is well placed to see through the current tough operational and economic environment.

##### 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 2023**

---

#### **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 2023**

### **2. DONATIONS AND LEGACIES**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Grants received	<b>10,000</b>	<b>15,000</b>
	<u>          </u>	<u>          </u>

### **3. INVESTMENT INCOME**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Interest receivable	<b>1,480</b>	<b>54</b>
	<u>          </u>	<u>          </u>

### **4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Counselling session donations and other related income	<b>147,604</b>	<b>136,909</b>
	<u>          </u>	<u>          </u>

**COMMUNICARE COUNSELLING SERVICE****NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 AUGUST 2023****5. RESOURCES EXPENDED**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Charitable activities</b>		
Counselling session expenses and other related costs	<b>133,493</b>	129,976
Support costs	<b>17,195</b>	17,208
	<b>150,688</b>	147,184
Governance costs	<b>1,644</b>	1,110
	<b>152,332</b>	148,294

Support costs consist of administration and sundry expenses of £6,188 (2022: £6,507), employment costs of £9,833 (2022: £9,442), and insurance costs of £1,174 (2022: £1,259). Governance costs are made up of fees payable to the Independent Examiner of £1,644 (2022: £1,110); £504 of which relates to payroll services (2022: £nil).

# COMMUNICARE COUNSELLING SERVICE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

### 6. EMPLOYEES

	2023 Number	2022 Number
<b>Number of employees:</b>		
The average monthly number of employees during the year was:	3	3
<b>Employment costs</b>	<b>£</b>	<b>£</b>
Wages and salaries	15,998	15,362

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

### 7. TANGIBLE FIXED ASSETS

	Fixtures Fittings & Equipment £
<b>COST</b>	
Balance at 31.08.22	2,232
Additions	-
Balance at 31.08.23	2,232
<b>DEPRECIATION</b>	
Balance at 31.08.22	2,232
Charge for the year	-
Balance at 31.08.23	2,232
<b>NET BOOK VALUE</b>	
At 31.08.23	-
At 31.08.22	-

# COMMUNICARE COUNSELLING SERVICE

12

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

8.	<b>DEBTORS</b>	2023	2022
		£	£
	Prepayments and accrued income	1,262	1,074
		<u>          </u>	<u>          </u>
9.	<b>CREDITORS : Amounts falling due within one year</b>	2023	2022
		£	£
	Accruals and other creditors	1,140	1,472
		<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 £8,689 (2022: £8,875) 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 2023****11. MOVEMENTS IN FUNDS**

	At 31.08.22 £	Incoming resources £	Resources expended £	At 31.08.23 £
Unrestricted funds	88,693	159,084	152,332	95,445

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.



**Charity Registration no 1109521**

**COMMUNICARE COUNSELLING SERVICE  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2023**