

Charity Registration no 1109521

COMMUNICARE COUNSELLING SERVICE

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2024

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 2024

The trustees present their report and accounts for the year ended 31 August 2024.

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
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 2024

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 117 (2023: 134) new contacts resulting in 93 (2023: 91) new clients being seen. Our 20 (2023: 20) self-employed part-time counsellors have counselled for around 3,942 hours (2023: 4,636). There were 3 student placement in the year (2023: 2) and a number of training days have been held. As at the year-end the charity had 323 (2023: 302) 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 at the time 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 previously 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 £99,021 (2023: £112,766) was received. The trustees would like to express their gratitude to Christ Church who provided a grant for £10,000 (2023: £10,000).

After expenses and a small amount of investment income there is a deficit of income over expenditure for the year of £1,573 (2023: £6,752 surplus). After this is deducted from the opening fund balance of £95,445 an amount of £93,872 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 2024

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

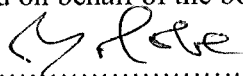
The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the rules of the trust, applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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: 21 - 4 - 2025

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 2024, 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**

22/04/2025

Bay Lodge
36 Harefield Road
Uxbridge, Middlesex
UB8 1PH

COMMUNICARE COUNSELLING SERVICE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2024

	Notes	Total Funds 2024 £	Total Funds 2023 £
INCOME FROM:			
Incoming resources from generated funds			
Donations and legacies	2	10,400	10,000
Investment income	3	1,459	1,480
Incoming resources from charitable activities	4	128,211	147,604
		<u> </u>	<u> </u>
TOTAL INCOME		140,070	159,084
		<u> </u>	<u> </u>
EXPENDITURE ON:			
Charitable activities	5	141,643	152,332
		<u> </u>	<u> </u>
TOTAL RESOURCES EXPENDED		141,643	153,332
		<u> </u>	<u> </u>
NET MOVEMENT IN FUNDS		(1,573)	6,752
FUND BALANCE AT 1 SEPTEMBER 23		95,445	88,693
		<u> </u>	<u> </u>
FUND BALANCE AT 31 AUGUST 24	11	93,872	95,445
		<u> </u>	<u> </u>


COMMUNICARE COUNSELLING SERVICE

BALANCE SHEET AS AT 31 AUGUST 2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	7	-	-
CURRENT ASSETS			
Debtors	8	1,385	1,262
Cash at bank and in hand		93,687	95,323
		<u>95,072</u>	<u>96,585</u>
CREDITORS: Amounts falling due within one year	9	<u>(1,200)</u>	<u>(1,140)</u>
NET CURRENT ASSETS		<u>93,872</u>	<u>95,445</u>
NET ASSETS		<u>93,872</u>	<u>95,445</u>
INCOME FUNDS			
Unrestricted funds	11	93,872	95,445
		<u>93,872</u>	<u>95,445</u>

The accounts were approved by the trustees on 21-4-25

Signed on behalf of the trustees:



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

COMMUNICARE COUNSELLING SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2024

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 2024**

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 2024

2. DONATIONS AND LEGACIES

	2024 £	2023 £
Grants received	10,000	10,000
	<u> </u>	<u> </u>

3. INVESTMENT INCOME

	2024 £	2023 £
Interest receivable	1,459	1,480
	<u> </u>	<u> </u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2024 £	2023 £
Counselling session donations and other related income	128,211	147,604
	<u> </u>	<u> </u>

COMMUNICARE COUNSELLING SERVICE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

5. RESOURCES EXPENDED

	2024 £	2023 £
Charitable activities		
Counselling session expenses and other related costs	118,630	133,493
Support costs	21,333	17,195
	<u>139,963</u>	<u>150,688</u>
Governance costs	1,680	1,644
	<u>141,643</u>	<u>152,332</u>

Support costs consist of administration and sundry expenses of £10,548 (2023: £6,188), employment costs of £9,833 (2023: £9,833), and insurance costs of £952 (2023: £1,174). Governance costs are made up of fees payable to the Independent Examiner of £1,680 (2023: £1,644), £480 of which relates to payroll services (2023: £504).

COMMUNICARE COUNSELLING SERVICE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

6. EMPLOYEES

	2024 Number	2023 Number
Number of employees:		
The average monthly number of employees during the year was:	3	3
Employment costs	£	£
Wages and salaries	15,998	15,998

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

7. TANGIBLE FIXED ASSETS

	Fixtures Fittings & Equipment £
COST	
Balance at 31.08.23	2,232
Additions	-
Balance at 31.08.24	2,232
DEPRECIATION	
Balance at 31.08.23	2,232
Charge for the year	-
Balance at 31.08.24	2,232
NET BOOK VALUE	
At 31.08.24	-
At 31.08.23	-

COMMUNICARE COUNSELLING SERVICE**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024**

8.	DEBTORS	2024	2023
		£	£
	Prepayments and accrued income	1,385	1,262
		<u> </u>	<u> </u>
9.	CREDITORS : Amounts falling due within one year	2024	2023
		£	£
	Accruals and other creditors	1,200	1,140
		<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 £9,210 (2023: £8,689) 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 2024

11. MOVEMENTS IN FUNDS

	At 31.08.23 £	Incoming resources £	Resources expended £	At 31.08.24 £
Unrestricted funds	95,445	140,070	141,643	93,872
	<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 2024**

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 2024**

	2024	2023
	£	£
INCOMING RESOURCES		
Session donations received	99,021	112,766
Grant from Christ Church	10,000	10,000
Supervision charge	1,620	1,650
Room charges	27,255	31,763
Private room hire	135	165
Eden Care	-	496
Training income	20	175
Bank interest	1,459	1,480
Medaille	160	589
Other donations	400	-
	<u> </u>	<u> </u>
TOTAL INCOMING RESOURCES	140,070	159,084
		<u> </u>
RESOURCES EXPENDED		
Charitable activities	103,131	117,103
Sessions paid	687	1,071
Did not show (missed sessions & late refunds)	6,267	7,013
Supervision	2,380	2,141
Telephone intakes	6,165	6,165
Employment costs	<u> </u>	<u> </u>
	118,630	133,493
	<u> </u>	<u> </u>

COMMUNICARE COUNSELLING SERVICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2024

	2024	2023
	£	£
Support costs		
Administration	5,907	3,980
Printing, postage & stationery	1,792	60
Advertising	-	234
Employment costs	9,833	9,833
Telephone charges	1,908	754
Insurance	952	1,174
Subscriptions	260	250
Computer costs	113	96
Training costs	313	500
Sundry expenses	45	113
Bank charges	62	60
Client refunds/inv	148	141
	<u>21,333</u>	<u>17,195</u>
Governance costs		
Accountancy	1,680	1,644
	<u>1,680</u>	<u>1,644</u>
TOTAL RESOURCES EXPENDED	(141,643)	(152,332)
NET MOVEMENT IN FUNDS	(1,573)	6,752
FUND BALANCE AT 31 AUGUST 2023	95,445	88,693
FUND BALANCE AT 31 AUGUST 2024	93,872	95,445