



## **Vine Counselling Services**

### **Trustees Report for the year ended 31<sup>st</sup> March 2023**

The Trustees have pleasure in presenting their annual report and the accounts for the year ended 31<sup>st</sup> March 2023.

Vine Counselling Services (Charity Number 1117796) was formed as a charity on 15<sup>th</sup> November 2006 with the principal object to “provide qualified professional counselling” to the general public.

Vine Counselling Services is based at:-

The Refectory  
Station Road  
Congresbury  
North Somerset  
BS49 5DX

The Trustees who served the charity during the year were as follows:-

Mrs S Sheehan	(Chair)
Mrs B Hacking	(Vice-Chair)
Mr D Seabright	(Treasurer)
Mrs A Pursey	
Mr I Stocker	
Mrs A Norcross	
Mrs C Beveridge	
Mrs H Ward	
Mrs S Storey	

### **Structure, Governance and Management**

Vine Counselling Services is an unincorporated charity governed by its constitution under the direction of the Trustees, whose role it is to set out the overall strategy of the organisation.

The implementation and day to day operation of the organisation is directed by a part-time Director (currently Liz Linnitt) and a part-time Operations Director (currently Tracy Robertson). A part-time Children & Young People Lead was also employed part time during the financial period referred to within this Report (Joanna Lawrance) and she was supported by a part time Administrator (Jodi Tivey).

Counsellors are volunteers, some qualified, some students. A number of the qualified Counsellors invoice on a self employed basis separately for additional hours equivalent in number to their voluntary hours. The receptionists are also volunteers. In addition, there are self employed supervisors.

Trustees are appointed by the Board as required with no set rules applying. Induction of new Trustees is carried out in a structured way by a Trustee and the Director and includes all policy documents and risk assessments.

### **Objectives and Activities**

Vine Counselling Services' charitable objectives are to provide professional counselling to individuals in need of such assistance. The service is available for 45 weeks per annum, now offering up to 60 sessions per week. The Children & Young People service was launched in October 2021 providing 3 sessions per week (additional sessions not feasible due to staff shortages).

Active fundraising takes place through events, links with local Parish Councils, Churches, individuals and corporates. 2-3 large fundraising events are organised each year. Grants were applied for and received during this reporting period from:-

- PTL Foundation £50,000
- Co-op Community Fund £2,848.26

### **Achievements and Performance**

Vine Counselling Services had a very busy year, adapting to post pandemic need for services within the community and many enquiries through local GPs and other agencies. Up to 60 face to face sessions were provided weekly and a small number of online sessions still took place. The waiting list was 40 potential clients at the year end. Donations continued to be received from clients and other sources, clients being asked for a donation of £20 per session. The ethos not to turn anyone away due to financial constraints has remained although discussion regarding a lesser donation is had on a case by case basis.

The CYP (children and young people) service was running alongside the adult work. Due to the resignation of one of the qualified youth counsellors, and difficulty to find a replacement, only one CYP counsellor was providing sessions for clients.

It was agreed that both the adult and children services would be reviewed on an annual basis.

### **Financial Review**

The charity's income amounted to £105,038 (compared with £78,009 in the previous financial year). This figure includes restricted funds of £2,385 for the Children & Young People service (£11,710 in the previous financial year). An extraordinary grant of £50,000 was received from PTL Foundation in this financial year.

Expenditure for unrestricted funds was £66,077, and expenditure from restricted funds was £20,531. In comparison, £55,203 was the unrestricted expenditure for the last financial year, and £15,905 restricted funds expenditure.

Reserves for unrestricted funds stood at £75,024 as at 31 March 2023 compared with £38,448 as at 31 March 2022.

Reserves for restricted funds stood at £35,658 as at 31 March 2023 compared with £53,804 as at 31 March 2022.

### **Responsibilities of Trustees**

The Trustees are responsible for the preparation of the accounts. They consider that an independent examination is required.

**DATE: 18.12.23**

# Vine Counselling Services Accounts for the year to 31 March 2023

Charity No. 1117796

	2022-23 General	22-23 Restricted (Youth)	2021-22 General	21-22 Restricted (Youth)
<b>INCOME</b>				
<b>DONATIONS &amp; GRANTS</b>				
Churches	£ 600.00		£ 700.00	
Trusts	£ 50,000.00			£ 10,000.00
Individuals & Others	£ 405.00		£ 11,370.00	£ 1,000.00
Parish Councils			£ 1,000.00	
Friends of Vine donation	£ 3,320.00		£ 3,200.00	
Corporate	£ 3,730.00		£ 1,250.00	
Local Organisations	£ 800.00	£ 500.00		
Client Donations	£ 35,232.00	£ 1,885.00	£ 30,333.00	£ 710.00
Quartet Grant			£ 5,000.00	
Gift Aid Tax	£ 5,863.00		£ 6,002.00	
<b>OTHER TRADING ACTIVITIES</b>				
Fundraising Events	£ 2,020.00		£ 1,643.00	
OTHER	£ 254.00		£ 5.00	
ON-LINE (Just Giving/Vir	£ 249.00		£ 5,796.00	
Bank Interest	£ 180.00			
<b>TOTAL INCOME</b>	<b>£ 102,653.00</b>	<b>£ 2,385.00</b>	<b>£ 66,299.00</b>	<b>£ 11,710.00</b>
<b>EXPENDITURE</b>				
<b>CHARITABLE ACTIVITIES</b>				
Supervision	£ 6,320.00	£ 300.00	£ 7,355.00	
Director & staff salaries	£ 31,096.00	£ 19,444.00	£ 24,424.00	£ 13,730.00
Counsellor invoices	£ 14,647.50			
Insurance	£ 265.00		£ 1,414.00	
Training	£ 206.00		£ 9,620.00	£ 150.00
Telephone	£ 991.00		£ 920.00	
Administration*	£ 2,617.84	£ 787.00	£ 496.00	£ 170.00
Premises hire	£ 6,896.00		£ 6,640.00	
Cleaner	£ 300.00			
Travel Expenses	£ 1,735.16		£ 255.00	
Other Costs	£ 269.50		£ 2,262.00	£ 1,855.00
Website	£ 648.00		£ 648.00	
<b>RAISING FUNDS</b>				
Events Costs	£ 85.00		£ 169.00	
<b>TOTAL EXPENDITURE</b>	<b>£ 66,077.00</b>	<b>£ 20,531.00</b>	<b>£ 54,203.00</b>	<b>£ 15,905.00</b>
<b>SURPLUS / (DEFICIT)</b>	<b>£ 36,576.00</b>	<b>-£ 18,146.00</b>	<b>£ 12,096.00</b>	<b>-£ 4,195.00</b>

# **BALANCE SHEET AS AT 31/03/2022**

BANK ACCOUNT	£	89,778.00
CASH IN HAND	£	226.00
DEBTORS	£	7,360.00
	£	<u>97,364.00</u>

LESS CREDITORS	£	5,112.00
	£	<u>92,252.00</u>

	<b>TOTAL</b>	<b>RESTRICTED</b>	<b>UNRESTRICTED</b>
BROUGHT FORWARD	£ 84,351.00	£ 57,999.00	£ 26,352.00
DEFICIT/SURPLUS	£ 7,901.00	-£ 4,195.00	£ 12,096.00
	<u>£ 92,252.00</u>	<u>£ 53,804.00</u>	<u>£ 38,448.00</u>

# **BALANCE SHEET AS AT 31/03/2023**

BANK ACCOUNT	£	107,587.00
CASH IN HAND	£	220.00
DEBTORS	£	7,278.00
	£	<u>115,085.00</u>

LESS CREDITORS	£	4,403.00
	£	<u>110,682.00</u>

	<b>TOTAL</b>	<b>RESTRICTED</b>	<b>RESERVES UNRESTRICTED</b>
BROUGHT FORWARD	£ 92,252.00	£ 53,804.00	£ 38,448.00
DEFICIT/SURPLUS	£ 18,430.00	-£ 18,146.00	£ 36,576.00
	<u>£ 110,682.00</u>	<u>£ 35,658.00</u>	<u>£ 75,024.00</u>

## NOTES:

*ADMIN COSTS 2022-23 include	laptops	1038
	stationery	202

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF VINE COUNSELLING SERVICES**

I report on the accounts of Vine Counselling Services for the year ended 31 March 2023.

### **Respective Responsibilities of Trustees and Examiner**

The Trustees of Vine Counselling Services 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.

It is my responsibility to

- examine the accounts under Section 145 of the 2011 Act
- follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- 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 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 you, as 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:

- (i) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or:

- (ii) to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
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STEPHEN OSMAN

DATE.....20th November, 2023