

Registered Charity Number 1117796

Vine Counselling Services

TRUSTEES REPORT AND FINANCIAL STATEMENTS

1 APRIL 2023 to 31 MARCH 2024

VINE COUNSELLING SERVICES

Registered Charity Number 1117796

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VINE COUNSELLING SERVICES

Registered Charity Number 1117796

REPORT AND FINANCIAL STATEMENTS 2023-24

OFFICERS AND PROFESSIONAL ADVISERS

TRUSTEES:

Sarah Sheehan (Chairperson)

Barbara Hacking (Vice-Chairperson)

Ann Pursey

David Seabright (resigned 16.1.24)

Ian Stocker

Alison Norcross

Carol Beveridge

Helen Ward

Sarah Storey (resigned 29.8.23)

David Jewell (resigned 26.03.24)

TREASURER:

David Seabright (resigned 16.1.24)

Brendan Sheehan (appointed 16.1.24)

REGISTERED OFFICE

The Refectory, Station Road, Congresbury, North Somerset BS49 5DX

BANKERS

NatWest Bank plc

INDEPENDENT EXAMINER

Steve Osman, 16 Wiltons, Wrington, North Somerset

VINE COUNSELLING SERVICES

Registered Charity Number 1117796

TRUSTEES ANNUAL REPORT

The Trustees present their annual report and financial statements for the year 1 April 2023 to 31 March 2024. The Trustees confirm that these accounts conform to current statutory requirements and the charity's governing documents.

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

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 part of 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.

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

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 75 sessions per week. The Children & Young People service which was launched in October 2021 was put on hold in September 2023.

The Charity has continued development of its counsellors by contributing to external Clinical Supervision and in house training.

Achievements and Performance

The Income and Expenditure Account is set out on page .

In this accounting period, the charity received income from client donation contributions towards sessions and these represent a percentage of the charity annual income. Clients are

asked for a donation of £25 per session. However, the ethos not to turn anyone away due to financial constraints has remained although discussion regarding a lesser donation, or free sessions, is had on a case by case basis.

The charity also receives support from a local Church, two local Parish Councils, one off donations, regular 'Friends of Vine' supporters, individuals and corporates. Subsidised room hire for counselling sessions is provided St Andrews Church, Congresbury, who charge the charity a discounted rate for rental of premises. 2 large fundraising events were organised with other fundraising events taking place throughout the accounting period. A number of grants were applied for and received during this accounting period.

The major expenses of the company relate to employment of the part-time Director, part-time Operations Director and, for part of this account period a Children & Young People part-time Lead and a part-time Administrator. The majority of the remainder of the costs are for Counsellor self-employed invoices for matched hours, premises rental, counsellor supervision and training, and administration expenses. The Trustees confirm there are no anticipated delays or shortfalls in realising the funds of the charity in cash.

Financial Review

The charity's income amounted to £92,394.06 (compared with £105,038 in the previous financial year). This figure includes restricted funds of £685.00 for the Children & Young People service (£2,385 in the previous financial year).

Expenditure for unrestricted funds was £67,147.94, (compared with £66,077 in the previous financial year) and expenditure from restricted funds was £9,370.85 (compared with £20,531 in the previous year).

Reserves for unrestricted funds stood at £99,584.76 as at 31 March 2024 compared with £75,024 as at 31 March 2023.

Reserves for restricted funds stood at £26,972.15 as at 31 March 2024 compared with £35,658.00 as at 31 March 2023.

FUTURE DEVELOPMENTS

The Trustees are aware of the continuing need for counselling in the local community and wish to maintain the maximum number of counselling sessions being provided and the range of services available where resource constraints, both financial and personnel, allow. The Trustees continue to be aware of the growing professionalism of counselling. All of Vine Counselling Services' Counsellors work to the Code of Ethics of the British Association for Counselling and Psychotherapy (BACP).

Responsibilities of Trustees

The Trustees are responsible for the preparation of the accounts. They consider that an independent examination is required and this report is signed on their behalf by the Chair of Trustees.

SIGNED



NAME

SARAH SHEEHAN

DATE



Vine Counselling Services Accounts for the year to 31 March 2024

Charity No. 1117796

	2023-24		23-24		2022-23		22-23	
	Unrestricted		Restricted		Unrestricted		Restricted	
INCOME								
DONATIONS & GRANTS								
Churches	£	840.00			£	600.00		
Trusts	£	13,250.00			£	50,000.00		
Individuals & Others	£	1,948.00			£	405.00		
Parish Councils	£	500.00						
Friends of Vine donations	£	2,830.00			£	3,320.00		
Corporate	£	3,858.15			£	3,730.00		
Local Organisations	£	850.00			£	800.00	£	500.00
Client Donations	£	45,824.40	£	685.00	£	35,232.00	£	1,885.00
Gift Aid Tax	£	9,873.08			£	5,863.00		
OTHER TRADING ACTIVITIES								
Fundraising Events*(listed below)	£	9,845.48			£	2,020.00		
OTHER	£	110.00			£	254.00		
ON-LINE (Just Giving/Virgin)	£	1,017.44			£	249.00		
Bank Interest	£	962.51			£	180.00		
TOTAL INCOME	£	91,709.06	£	685.00	£	102,653.00	£	2,385.00
EXPENDITURE								
CHARITABLE ACTIVITIES								
Supervision	£	8,240.00	£	175.00	£	6,320.00	£	300.00
Director & staff salaries	£	31,957.52	£	8,332.85	£	31,096.00	£	19,444.00
Counsellor invoices	£	12,835.00	£	555.00	£	14,647.50		
Insurance	£	895.53			£	265.00		
Training	£	150.00			£	206.00		
Telephone	£	969.92			£	991.00		
Administration	£	3,258.76	£	308.00	£	2,617.84	£	787.00
Premises hire	£	5,261.00			£	6,896.00		
Cleaner	£	362.63			£	300.00		
Travel Expenses	£	1,226.25			£	1,735.16		
Website	£	648.00			£	648.00		
Other	£	272.58			£	269.50		
FUNDRAISING EXPENDITURE								
Events Costs	£	1,070.75			£	85.00		
TOTAL EXPENDITURE	£	67,147.94	£	9,370.85	£	66,077.00	£	20,531.00
SURPLUS / (DEFICIT)	£	24,561.12	-£	8,685.85	£	36,576.00	-£	18,146.00

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>

	TOTAL	RESTRICTED	UNRESTRICTED
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>

BALANCE SHEET AS AT 31/03/2024

BANK ACCOUNT	£ 119,337.24
CASH IN HAND	£ 5.76
DEBTORS	£ 9,873.08
	<u>£ 129,216.08</u>

LESS CREDITORS	£ 2,659.17
	<u>£ 126,556.91</u>

	TOTAL	RESERVES	
		RESTRICTED	UNRESTRICTED
BROUGHT FORWARD	£ 110,681.64	£ 35,658.00	£ 75,023.64
DEFICIT/SURPLUS	£ 15,875.27	-£ 8,685.85	£ 24,561.12
	<u>£ 126,556.91</u>	<u>£ 26,972.15</u>	<u>£ 99,584.76</u>

_____	_____	_____
_____	_____	_____

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 2024.

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 27th August, 2024