



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 April 2022 Period start date To 31 March 2023 Period end date

Charity name: Bereavement Counselling Service (SW)

Charity registration number:

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To relieve suffering of individuals who have experienced complicated grief issues as a result of traumatic loss and/or bereavement through the provision of a counselling and psychotherapy service
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	a) to support and train staff and volunteers to carry out the objectives and purposes of the Charity b) to recruit and supervise staff and volunteers to carry out the objects of the charity, c) to provide maintain and equip premises and all necessary facilities suitable for carrying out the objects of the charity, to train staff and volunteers with the relevant skills to carry out the objects of the charity. d) to cause to be written, and printed or otherwise reproduced and circulated, gratuitously or otherwise, leaflets or other documents. e) to hold meetings, lectures, and training courses either alone or with others. f) to foster and undertake research into any aspect of the objects of the Company and its work.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We review our aims, objectives and activities each year. This review looks at what we have achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those

		groups of people we are set up to help. The review also helps us ensure our aim, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.
--	--	--

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	We have a number of skilled volunteers who perform counselling services for those clients who are referred to us for treatment under and accepted by our clinical assessment processes as being suitable for the services we provide. We provide on going training on traumatic and complex grief for the volunteer counsellors and supervisors.
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The charity continues to provide traumatic and complex grief counselling to referred and accepted clients within the Plymouth and South Hams catchment area. Continually we see high levels of benefit as a result of clients receiving our services – positive outcome measures are reported consistently by clients, demonstrating a significant difference made in these complex cases. In addition to this, we continue to provide

		traumatic and complex grief training to counsellors who volunteer for our service, helping to ensure that the region is equipped adequately by our service for this technically complex and relatively frequent need. Covid-19 restrictions meant that counselling and clinical supervision was provided remotely, to ensure the continuation of our valuable and very needed service during the pandemic. However the easing of restrictions has meant more face to face sessions.
--	--	---

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not anticipated at this stage.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The key risks that we face currently are the difficult fundraising environment as a result of the coronavirus pandemic and the ensuing difficult economic conditions. Fundraising is difficult, as funds from traditional sources are being directed to targets of higher perceived need, and ongoing current economic cutbacks. We have experienced higher levels of demand for our service as a result of the much higher incidence of traumatic death during the pandemic and subsequently.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Memorandum and articles of association
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Incorporated company with charitable status
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed to the board as a result of an invitation by the board to attend a meeting and interview, followed by a vote by the trustees with a majority required for appointment. The chair of the board is proposed and seconded, and appointed by a majority vote of the attending board.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees are expected to familiarise themselves with the services delivered by the charity and the nature of the conditions that we help and support in our clients.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity's organisational structure is straightforward – the trustees are led by a chair and supported by a vice chair, and the operation of the charity on a day-to-day basis is managed by a clinical lead and one office administrator. The office administrator reports to the clinical lead, and the clinical lead in turn reports to the board.
Relationship with any related parties	Para 1.51	The charity is partly supported by an annual payment from the NHS in return for providing referral services from local CCGs.
Other		N/A

Reference and Administrative details

Charity name	Bereavement Counselling Service (SW)
Other name the charity uses	N/A
Registered charity number	
Charity's principal address	Bereavement Counselling Service (SW) Falcon House 3 Eagle Road Plymouth PL7 5JY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Trish Jones	Chair		
2	Jenny Harvey	Vice Chair		
3	Susan Scales			
4	Penny McFarlane			
5	Simon Ricketts			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
Trish Jones		
Jenny Harvey		
Penny McFarlane		
Simon Ricketts		
Sue Scales		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Kate Moseley – Clinical Lead

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

--	--

Position (eg Secretary,
Chair, etc)

--	--

Date

--

MANAGEMENT INFORMATION

12 MONTHS ENDED 31 MARCH 2023

Detailed Statement of Financial Activities

The following page does not form part of the statutory financial statements

	31 March 2023	31 March 2022	
INCOME			
Donations	3,585	1,629	
PCT Funding	17,395	17,395	
Fee Paying clients	-	-	
Friends Activities	-	-	
Grants	9,158	4,492	
Training fees	-	-	
Bank interest receivable	45	-	
Lottery Funding	-	-	
TOTAL INCOMING RESOURCES	<u>30,183</u>	<u>23,516</u>	23,516
ADMINISTRATIVE EXPENSES			
Personnel Costs			
Wages and salaries	15,836	24,089	
Staff entertaining	484	-	
Staff pensions	-	840	
External staff	1,675	1,125	
Staff training	175	275	
	(18,170)	(26,329)	
Establishment Expenses			
Rent	9,281	8,268	
Heat and Light	-	-	
Rates and Water	-	-	
Insurance	728	691	
Repairs and Maintenance	-	-	
	(10,009)	(8,959)	
General Expenses			
Accountancy fees	146	-	
Advertising	840	-	
Bank charges	-	-	
Computer expenses	681	750	
Legal & professional fees	158	556	
Lottery project	-	-	
Printing, postage and stationery	1,008	621	
Room hire	-	-	
Subscriptions	234	153	
Sundry expenses	260	-	
Telephone	65	126	
Travel and Subsistence	975	86	
	(4,367)	(2,292)	
TOTAL OUTGOING RESOURCES	(32,546)	(37,580)	
NET (OUTGOING)INCOMING RESOURCES	(2,363)	(14,064)	

No members of the management committee receive any remuneration during the year except travel and expenses where appropriate.

6. Analysis of governance costs

	31/03/2023	31/03/2022
	£	£
Officers' expenses	-	-
Legal and Professional expenses	-	-

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

7. Taxation

The charity is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

8. Debtors

	31/03/2023	31/03/2022
	£	£
Prepayments and accrued income	-	-

9. Creditors

	31/03/2023	31/03/2022
	£	£
Amounts falling due within one year		
Accrued expenses	£ 891	1,422

10. Movement in Funds

All assets are included within the Unrestricted Fund; all incoming resources to be applied to the general charitable purposes of the charity.

11. Related party transactions and control

The charity, The Bereavement Counselling Service (S W), was under the control of the Management Committee throughout the current and preceding year.

12 MONTHS ENDED 31 MARCH 2023

1. Income resources from generated funds

	2023	2022
	£	£
Voluntary Income-Donations	3,585	1,629
Friends Activities	-	-
Grants	9,158	2,437
Lottery project	-	-
Bank interest received	-	-
Other income	-	-
Sale of Fixed Assets	-	-
Training fees	-	-
	<u>12,743</u>	<u>4,066</u>

2. Income resources from charitable activities

	2023	2022
	£	£
CCG Funding	17,395	17,395
Other charitable activities	-	-
	<u>17,395</u>	<u>17,395</u>

3. Analysis of total resources expended

	Direct charitable costs	Total costs
	£	£
Directly relating to charitable activities	<u>32,546</u>	<u>37,580</u>

4. Analysis of charitable activities:

	Counselling and support services	Training fees	Grants	31/03/2023	31/03/2022
	£	£	£	£	£
Directly relating to charitable activities	17,395	-	-	17,395	17,395

5. Staff Costs and Payments to Trustees

	31/03/2023	31/03/2022
	£	£
Gross Staff Costs	18,170	26,329

Staffing costs this year have included 2 Part time Administrators. Counsellors and other administrative support are provided on a voluntary basis. The charity does not operate any pension scheme.

NOTES TO THE ACCOUNTS

12 MONTHS ENDED 31 MARCH 2023

Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) and applicable accounting standards. The accounts have also been prepared with regard to the provisions of the Charities Act 1993. The Charity has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No. 1 on the grounds that it qualifies as a small charity.

Fund accounting

Unrestricted undesignated funds are general funds available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for any other purpose. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Incoming resources

All incoming resources are included in the Statement of Financial Activities on a receivable basis when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

All expenditure is accounted for in the Statement of Financial Activities on an accruals basis inclusive of any VAT which cannot be recovered and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable activities comprise those costs incurred by the charity in the delivery of its activities and services for its beneficiaries and include both the direct costs and support costs relating to those activities.

Governance costs are those associated with the general running and strategic management of the charity as a legal entity and which are not connected with the generation of income or with direct charitable expenditure.

NOTES TO THE ACCOUNTS

BALANCE SHEET 31 MARCH 2023

	Note	31 March 2023		31 March 2022	
		£	£	£	£
CURRENT ASSETS					
Debtors	8	-	-	-	-
Cash		41,201		45,420	
Prepayments					
		<u>41,201</u>		<u>45,420</u>	
CREDITORS:					
Amounts falling due within one y	9	<u>(891)</u>		<u>(1,422)</u>	
			<u>40,310</u>		<u>43,998</u>
NET CURRENT ASSETS					
NET ASSETS					
FUNDS					
Unrestricted income funds	10		40,310		43,998
Restricted income funds	10		<u>-</u>		<u>-</u>
			<u>40,310</u>		<u>43,998</u>

For the 12 months ending 31 March 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts,

Trish Jones

Trish Jones (Treasurer)
Director

STATEMENT OF FINANCIAL ACTIVITIES

(incorporating an Income and Expenditure Account)

12 MONTHS ENDED 31 MARCH 2023

	Note	Un-restricted Funds £	Restricted Funds £	Total Funds 12 Months to 31 Mar 2023 £	Total Funds Year ended 31 Mar 2022 £
INCOMING RESOURCES					
CCG Funding	2	17,395	-	17,395	17,395
Donations & legacies		3,585	-	3,585	1,629
Investment Income		45	-	45	-
Other income	3	9,158	-	9,158	4,492
Total Incoming resources		30,183	-	30,183	23,516
Resources Expended					
Charitable activities	4	32,546	-	32,546	37,580
Governance costs	5	0	-	0	0
		32,546	-	32,546	37,580
Net Movement in funds for the year		<u>-2,363</u>	<u>-</u>	<u>-2,363</u>	<u>-14,064</u>
Balance brought forward		<u>43,995</u>	<u>-</u>	<u>43,995</u>	<u>58,059</u>
Balance carried forward		<u>41,632</u>	<u>-</u>	<u>41,632</u>	<u>43,995</u>

The Statement of Financial Activities incorporates the Statement of Total Recognised Gains and Losses required by FRS 3.

All of the activities of the charity are classed as continuing.

The Bereavement Counselling Service (SW)

Financial Statements for the 12 Months Ending 31 March 2023

•

Charity Registration Number:	1120156
Company Registration Number:	5999017

Registered office

37 Tucker Close
Weston Mill
Plymouth
PL5 1AW

TEL: (01752) 349769



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

THE BEREAVEMENT COUNSELLING SERVICE (SW)

On accounts for the year
ended

31 MARCH 2023

Charity no
(if any)

1120156

Set out on pages

1 To 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (~~other than that disclosed below~~*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Alan

Date:

2/9/2024

Name:

ANDREW PALMER

Relevant professional
qualification(s) or body
(if any):

ASSOCIATION OF TAXATION TECHNICIANS

Address:

103 TWICKENHAM ROAD
NEWTON ABBOT
TQ12 4JG

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.