

SHARE PSYCHOTHERAPY

England & Wales · Charity number 1130400

Details

Status Registered

Legal form Charitable company

Company number [06757798](#)

Registered 2009-06-29

Register [View on the Charity Commission register](#)

Contact

Address Share Psychotherapy
19 Paradise Square
Sheffield
S1 2DE

Phone 01142730200

Email office@sharepsychotherapy.org

Website www.sharepsychotherapy.org

Activities

Objects: TO PROMOTE GOOD MENTAL HEALTH FOR THE PUBLIC BENEFIT BY THE PROVISION OF PSYCHOTHERAPY AND COUNSELLING FOR THOSE WHO ARE UNABLE TO AFFORD IT THROUGH LACK OF MEANS OR WHO ARE OTHERWISE IN NEED.

Activities: We offer Individual and Group psychotherapy. We also offer supervision and training.

Classification

- **How:** Provides Services
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- Barnsley
- Derbyshire
- Doncaster
- Rotherham
- Sheffield City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£203,518	£157,823	-	-
2024-03-31	£139,323	£167,735	-	-
2023-03-31	£113,522	£168,035	-	-
2022-03-31	£159,133	£151,674	-	-
2021-03-31	£198,579	£165,256	-	-

Trustees

Name	Role	Appointed
Astrid Walker Bourne	Chair	2019-12-04
Beth Hughes		2025-01-10
Julia Yeardley		2025-02-19
RUMBIDZAI SHE CHIVAURA		2024-07-29
Rachael Finn		2025-04-12

SHARE PSYCHOTHERAPY

England & Wales - Charity number 1130400

Accounts

Registered Charity Number: 1130400
Company number: 06757798

Share Psychotherapy

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2025

Share Psychotherapy
Contents

	Page
Trustees' annual report	1 - 9
Independent examiner's report	10
Statement of financial activities	11
Balance sheet	12
Notes to the accounts	13 - 17

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2025

The Trustees, who are also Directors of the Company for the purposes of the Companies Act, present this Annual Report and Financial Statements of the company for the year ended 31 March 2025.

The Trustees confirm that the Annual Report and Financial Statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

Objectives, activities and public benefit

The objective of the charity is to promote good mental health for the public benefit by the provision of psychotherapy and counselling for those who are unable to afford it through lack of means or who are otherwise in need. A substantial proportion of our clients endure severe and complex mental health difficulties, needing therapy for up to two years. Clients' ability to pay is extremely low. Out of 214 clients who were receiving therapy throughout 2024-25, 40 clients paid £12.50 per session, and 52 clients paid £15 per session. Only 7 clients paid over £40 per session. The average fee per session for the year was £17.97.

During this time of ongoing economic uncertainty, cuts to welfare benefits, rising costs and the prolonged after-effects of the pandemic, the importance of Share's work within the Sheffield community is increasingly evident in the continued rise in demand for medium to long-term therapy.

In defining our aims and carrying them out, the Trustees have full regard to the guidance published by the Charities Commission on public benefit, and with regards to fee charging.

We will address below the work undertaken in the last twelve months on these areas, along with a general overview of Share's performance in 2024/25.

Achievements and Performance

Following a period of financial difficulty at the end of the last financial year and staff turnover in 2024, Share has been able to not only stabilise but grow the service, providing an increase in client hours, exceeding the 2023/24 level of 3960 hours of therapy, delivering 4276 hours. The increase in client hours compared to the previous year is remarkable given staff changes in the Clinical Manager role and the lower level of clients and therapists available in the summer of 2024.

Two of our key achievements this year was implementing a CRM and redesigning how Share measures the impact of therapy to gather useful quantitative data to evaluate therapy at Share.

The appointment of a new Clinical Manager, Samantha Mulholland, in July 2024, has made a substantive impact on the recruitment of both trainee and qualified volunteer therapists. We ended the year with 42 therapists: 10 qualified therapists and 32 trainee therapists. This

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2025

enabled us to substantially increase our activity levels towards the end of the year. At the end of March 2025, we had 124 clients in therapy and 57 on the waiting list.

Share's fees increased for the first time in a decade to help us deliver the service whilst ensuring that clients on low income can continue to access the service at the lowest fee of £5/session. The highest fee is £55, and each client self-assesses based on their individual circumstances.

A low average fee suggests we are meeting our goal of providing therapy to those who could not afford it privately. Due to the cost-of-living crisis severely impacting people's expenditures, we continue to see an increase in personal fee agreements. We ended the year with 31 agreements in place, compared to 15 at the end of the 23/24 financial year. PFS's are mainly put in place to support a client to pay back accumulated arrears, to lower the fee level after a change of circumstance (e.g. loss of job), or to change the payment frequency where it is difficult for a client to pay the full month in advance, and they prefer to pay less each week or schedule so it ties in with receiving salary or benefits.

From September 2024 onwards ReQoI (Recovery Quality of Life) outcome measure was introduced replacing our previous Core 34 outcome measure. This new outcome measure requires less time to complete, whilst offering quantitative data to evaluate the service. ReQoI is completed every 3 months.

The data already shows an increase in our client's quality of life. As we move into 25/26, we will be able to see the data provided after using ReQoI for a year. At the end of 24/25, our team also were beginning to re-design our end of therapy feedback form, to ensure the most relevant data is being collected. This data will capture qualitative data that we plan to utilise to improve our organisation and therapy services.

Coordination and collaboration with relevant partners, in both statutory and voluntary sectors, to improve mental health provision in Sheffield continued through various fora in the city to ensure our services meet the needs of the communities that we serve in Sheffield. As an organisation that works at the interface between poverty and mental health, we want to ensure that we are reaching the people who most need and can most benefit from our service.

Our clinical manager agreed a service level partnership with MIND with each organisation contributing to a joint CPD budget. Moreover, we engaged with our volunteers sending out a CPD questionnaire to inform our CPD offer. A total of CPD events were held 5 with uptake as follows

Dissociative Identity Disorder 1 and 2 – 8 participants each
Working with Problematic Anxiety – 26 participants
Working with Eating Disorders – 25 participants
Trauma – Stabilisation – 15 participants

Unfortunately, our ambition to explore the possibility of partnering with the Primary Care Trusts, to expand our work to better target the needs of communities who may not be reached by our current service, came to a halt following staff changes in key roles and some reluctance from statutory services to partner.

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2025

Strengthen the financial position and rebuilding reserves to ensure sustainability and strategic development of the service

A big impact on Share's performance in 2024/25 was our ability to secure additional three-year funding from the South Yorkshire Integrated Care Board (ICB) and receive support from a new trust funder, the Aeonian Foundation (AF). Their funding commitment as well as the continued support of our regular trust funders contributed to stabilising the organisation and enabled Share to gradually invest back into more sustainable levels both clinically and in terms of office administration and management.

At the end of 23-24 (Feb 2024 board meeting) the board, in agreement with clinical staff, ratified increased client fee bands as per table below. Fees had stayed static for almost a decade, despite considerable inflation (i.e. inflation between 2018 and Feb 2024 was 24%),

	Up to March 24	From April 24
A	£0	£0
B	£5.00	£5.00
C	£10.00	£12.50
D	£15.00	£18.00
E	£22.00	£25.00
F	£30.00	£35.00
G	£40.00	£45.00
H	£50.00	£55.00

The fee increase was first introduced to new clients alongside changes to the client agreement reserving the right to review client fees every year in line with inflation. Existing clients were asked if they are agreeable to have their fees increased to the new respective level. To not outprice anyone seeking support, Share continued to provide Personal Fee Agreements and tried to get targeted funding for groups of people who can't afford even lower fees. However, until now we have been unsuccessful. It proved important to keep £5 level for clients unable to pay more.

Starting in January 2025, we secured a 2-year subsidy for every client hour delivered over the 23-24 level. We maintained the supervision service to Cavendish contributing a small amount of additional income.

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2025

Increase capacity clinically, administratively, managerially and at the board level to enable increase in client hours

In 2024/25 our focus was on meeting the continuous high demand on our services, reducing waiting times and to ensure more robust systems were in place.

Staffing levels were critically low especially on the administration and office management side. In January 2024 Elizabeth Levy started as full time office manager replacing 10.5 days of administrative time previously, doing a tremendous job at managing the entire client administration and office side with additional support from the co-chairs during this period.

We have had to say goodbye to our very valued clinical team of Jonathan Martyn (Clinical Lead – June 2024), Emma Gray (Senior Therapist – August 2024) and co-chair and long-standing trustee, Lynn Keirs, as well as trustees Steven Wood and Anna Waters. Together the team worked very hard in navigating a challenging 18 months and Share's success today is thanks to everyone holding Share safe and keeping going when times were difficult. Thank you all.

Share accepted referrals for therapy for 8 months. Our waiting lists were closed for four months, from April – June, due to demand and staff changes, and again in January.

We changed our therapist recruitment processes, moving from one annual to recruiting trainee therapists 3 times a year. This opens more therapy spaces at different times throughout the year and reduce wait times.

We also increased the number of therapists volunteering at Share. In 23/24 we averaged at 30-39 therapists, whilst in 24/25 we averaged at 40-45 therapists.

Throughout the year we managed a large increase in complex and severe mental health difficulties and a larger number of safeguarding concerns at referral stage. A high proportion of clients presented as needing an experienced and qualified therapist compared to previous years. Albeit having increased qualified volunteers as well as a senior therapist seeing more complex clients, Share cannot keep up with demand. This is, unfortunately, resulting in longer waiting time for more complex client presentations.

This impacts on the time our clinical manager is required to support therapists and clients during safeguarding concerns, and to contact external agencies. To help us manage their workload we have focused on upskilling current therapists, recruiting volunteer qualified therapists, and applying for funding increase our paid therapists. Being able to support people who are struggling with more complex mental health difficulties will continue to be our focus moving into 25/26.

A further change that enabled us to increase client intake, without major increase in staff time to administer the intake, our clinical manager sourced and organised the implementation of 'Lamplight', an online CRM system to update our previous systems.

The team worked with Lamplight to design it from September to December and had the system ready to start using by January 2025. All new therapists from January were using the new system. Our administration team then started the process of data migration for all

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2025

previous therapists and clients. We completed this process by June 2025. The new CRM has already simplified our administrative process, reduced admin time and increase data security.

We developed a profile for a new senior role, that of executive manager, and completed recruitment process in the spring, with the successful applicant, Carolyn Usher, starting their tenure in April 2025.

Financial review, reserves policy and going concern

22/23 and 23/24 financial years both made an unrestricted loss of around £27k - £28k, and unrestricted funds were in deficit by £8,419 as of 31 March 2024. Due to the significant increase and multi-year commitment from the ICB and AF we were able to start 24-25 with a fully secured annual budget.

Tight financial controls remained in place and fundraising activities continued. Our new treasurer started providing quarterly management to the board, aiding sound financial management.

One of the co-chairs worked closely with the office manager to provide organisational management and oversight of day to day operations, making savings on core costs whilst preparing to recruit for a service lead/exec manager to begin in 25/26. This role is essential to lead on fundraising and diversifying income, as well as provide senior level organisational leadership, enabling the board to concentrate on its mandate.

Unfortunately, some costs have increased most notably that for DBS and utilities (gas and elec). Carecheck, our DBS provider, has challenged us paying the volunteer fee rate of £12.50 for our trainee therapists. Following a review undertaken, it has been concluded that we should now be paying the higher fee rate for checks on trainee therapists due to the benefit (training hours contributing to completion of a course) they derive from working with us. Admin and Trustee volunteers will continue to be checked under a volunteer application as they are not gaining benefit from their work. Despite switching providers and seeking a better tariff, heating costs remain high.

Given the exceptionally high workload of the co-chairs/chair, we were pleased to maintain all regular trust applications and secure a 5K core cost from Synergy's micro-grant facility. Moreover, following discussions with the AF, we are very grateful that they acknowledged our need for strengthening the clinical and admin capacity to support our growth in client hours. Rather than fund increase in staff capacity, AF agreed to provide a fixed rate subsidy per additional client hour delivered over the previous year level.

The Board was pleased that the additional income, and cautious budgeting and financial management enabled us to begin rebuilding reserves whilst strengthening staff capacity and growing our delivery. In its January meeting the board agreed a new reserve principle of 25% of annual costs rather than a fixed sum, to make sure the reserves target adapts to

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2025

especially increases in annual budgets. The free reserves target at 31 March 2025 was £52,000. The actual free reserves at the year end were £32,924. The treasurer agreed that it was not feasible to meet this target after recovering from last year's deficit and that we should seek to reach the target over two financial years, ensuring reserves are increasing year on year in the meantime.

The trustees are of the view that the Charity continuous to be a going concern the time of signing the accounts.

Future plans

The charity's business plan for 2025/26 focuses on stabilising operations, supporting sustainable growth and working on a long-term strategy. Priorities are structured under 5 key areas:

1. **Service Delivery:** Expand delivery to over 5,000 client hours, strengthen clinical capacity, maintain volunteer levels through 3 recruitment periods and improve waiting times.
2. **Our People:** Supporting the staff team to thrive through regular supervision and ensuring that workload, financial remuneration and working hours are at a level to contribute to staff satisfaction. Support our volunteers, enabling them to thrive through regular supervision and CPD opportunities.
3. **Finance and Funding:** Work towards reaching 75% of the agreed reserves target and ensuring that staff and associates are fairly rewarded, developing a structure for regular pay reviews. Work towards diversifying our funding streams, supporting future funding security.
4. **Partnerships and Networking:** Maintain Share's profile in the sector and through local networks, create partnerships with other like-minded organisations, increase and update our public presence, through social media, our website and attending public events.
5. **Governance and Management:** Develop a long-term (2026-2030) strategic plan for Share, maintain an effective board, embed Lamplight (our new client management software) into the day-to-day running of the organisation and explore professional accreditation to enhance Share's credibility.

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2025

Structure, governance and management

The organisation is a company limited by guarantee and a registered charity. The charity's governing documents are its Memorandum and Articles of Association. The charity was incorporated as a company limited by guarantee without share capital, on 25 November 2008 and was registered with the Charity Commission as a charity on 1 April 2009.

Meetings of the Board of Trustees of the Charity and Directors of the Company are held quarterly to monitor the activities carried out and to make decisions relating to the strategic direction, financing and governance of the organisation. The board holds monthly informal board meeting to stay abreast of key issues and deepen discussion around operational issues as required.

The Risk Register is updated and reviewed at each formal Board meeting. This discipline has produced a recognisable benefit in terms of the way the Board anticipates operational risks and responds in discussion with staff to frame immediate and longer-term actions. Furthermore, a board actions document is kept update, ensuring timely follow through of agreed actions.

The oversight, support and development of the clinical activity carried out by our therapists is provided by the Clinical Manager, Senior Therapist and part-time Clinical Associates. All paid and volunteer therapists continued to receive clinical supervision. For volunteers and therapists in training this takes place in groups held in-house and facilitated by either the Clinical Lead, Senior Therapist or a Clinical Associate.

Lynn Keirs and Astrid Bourne Walker continued as Co- chairs until Lynn's retirement at the end of September 2024. A huge thank you to Lynn for more than 9 years of dedicated, strategic work at Share both as a trustee and as a co-chair all of which has contributed to sustain, improve and grow Share's contribution to mental health provision in Sheffield. We advertised for a new chair or joined co-chair but the only two applicants were not deemed to have the right profile to take on the role. Thus, Astrid Walker Bourne continues as Chair supported by the board.

Steve Wood, Trustee, found our new premises at Paradise Square and negotiated terms and conditions of the new lease also used his considerable experience and skills to review the health and safety at Paradise Square introducing new fire regulations & training. Steve resigned as Trustee & left the organisation on 16 September 2024.

We welcomed back Anna Waters as a Trustee on 5 December 2023 and had to say good-bye to her at the end of March 2025. Having previously worked for Share as our first Business Manager, Anna brought a wealth of experience and skills and provided hands on office management and administration support as well as critical strategic risk management insight.

Vanessa Boddye, a long-standing volunteer therapist, continues to provide valuable input from client and volunteer perspectives into the Board discussions. After more than 7 years on the board, Vanessa has shared her retirement as trustee with effect of 31 December 2025.

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2025

During the year we had several applicants for the vacant Treasurer post, To strengthen our financial governance, and were delighted to appoint Rumbidzaishe Chivaura on 29 July 2024. We also welcomed two new trustees, Beth Hughes and Julia Yeardley, starting their tenure in January 2025. However, our search for a co-chair or chair was unsuccessful and will be taken up again in 2025-26.

Induction and training into the role of Trustee was undertake by the Co-chairs to ensure full oversight of their legal and operational responsibilities. This is in line with the Memorandum and Articles of Association of the Company and the policies and procedures adopted by the Board. Moreover, trustees complete an annual declaration of interests, topped up by a standard item at Board meetings, to identify any issues of potential conflict on each agenda.

Legal and administrative information

Trustees

Astrid Walker Bourne	Chair	
Lynn Keirs	Co – Chair	(Retired 30/9/2024)
Rumbidzaishe Chivaura	Treasurer	(Appointed 29/7/2024)
Steve Wood		(Resigned 19/9/2024)
Vanessa Boddye		
Anna Waters		(Resigned 31/3/25)
Beth Hughes		(Appointed 10/1/2025)
Julia Yeardley		(Appointed 19/2/2025)
Rachael Finn		(Appointed 12/04/2025)

Management team

Clinical lead	Jonathan Martyn	(until 06/2024)
Clinical Manager	Samantha Mulholland	(from 07/2024)
Executive Manager	Carolyn Usher	(from 04/2025)

Previous management team:

Office manager	Elizabeth Levy	(until Executive manager appointment)
Senior therapist	Emma Gray	(until 09/2024)

Charity number

1130400

Company number

06757798

Registered office

19 Paradise Square
 Sheffield
 S1 2DE

Accountants

Seven Hills Accountants Limited
 57 Burton Street
 Sheffield
 S6 2HH

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2025

Trustees' responsibilities in relation to the financial statements

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the 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;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material 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 business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small Companies provision

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees declare that they have approved the Trustees' annual report above on 24 October 2025.

Signed on behalf of the trustees by:



Astrid Walker Bourne
Trustee

Independent examiner's report to the directors of Share Psychotherapy ('the Company')

I report to the charity directors on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the directors of the Company you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to organisations preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

S Lightfoot

Sarah Lightfoot, FCA DChA
Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

28 October 2025

Share Psychotherapy

Statement of financial activities (incorporating the income and expenditure account) for the year ended 31 March 2025

	Notes	Unrestricted funds £	Restricted funds £	2025 Total £	Unrestricted funds £	Restricted funds £	2024 Total £
Income from:							
Donations, grants and legacies	2	36,459	13,952	50,411	25,534	5,604	31,138
Charitable activities	3	146,780	5,817	152,597	113,536	-	113,536
Investments - bank interest		510	-	510	253	-	253
Total income		183,749	19,769	203,518	139,323	5,604	144,927
Expenditure on:							
Charitable activities	4	143,871	13,952	157,823	167,735	5,604	173,339
Total expenditure		143,871	13,952	157,823	167,735	5,604	173,339
Net income/(expenditure)		39,878	5,817	45,695	(28,412)	-	(28,412)
Transfers	11	3,192	(3,192)	-	-	-	-
Net movement in funds		43,070	2,625	45,695	(28,412)	-	(28,412)
Reconciliation of funds:							
Total funds brought forward		(8,419)	-	(8,419)	19,993	-	19,993
Total funds carried forward		34,651	2,625	37,276	(8,419)	-	(8,419)

The statement of financial activities includes all gains and losses recognised in the year. All of the charitable company's operations are classed as continuing.

Share Psychotherapy

Balance Sheet As at 31 March 2025

	Notes	2025 £	2024 £
Fixed assets			
Tangible assets	8	1,727	969
Total fixed assets		<u>1,727</u>	<u>969</u>
Current assets			
Debtors	9	7,495	6,026
Cash at bank and in hand		<u>37,475</u>	<u>1,666</u>
Total current assets		<u>44,970</u>	<u>7,692</u>
Creditors: amounts falling due within one year	10	(9,421)	(17,080)
Net current assets		<u>35,549</u>	<u>(9,388)</u>
Total assets less current liabilities		37,276	(8,419)
Creditors: amounts falling due after one year		-	-
Total net assets		<u><u>37,276</u></u>	<u><u>(8,419)</u></u>
Represented By			
FUNDS			
Unrestricted funds		34,651	(8,419)
Restricted funds	11	<u>2,625</u>	<u>-</u>
Total charity funds	12	<u><u>37,276</u></u>	<u><u>(8,419)</u></u>

For the year ending 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The director's acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The accounts have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved by the board of trustees on 24 October 2025.

Signed on its behalf by:



Astrid Walker Bourne
Trustee

Share Psychotherapy

Notes to the Accounts for the year ended 31 March 2025

1 Accounting Policies

(a) Basis of preparation

Share Psychotherapy is a charitable company in the United Kingdom limited by guarantee. In the event that the charity is wound up the liability in respect of the guarantee is limited to £10 per member of the charity. The address of the registered office is given in the company information on page 1 of these financial statements.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011. The financial statements have taken the exemption not to prepare a Statement of Cashflows.

The charity meets the definition of a public benefit entity as defined under FRS102. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £1.

(b) Income

Income is recognised in the SOFA when the charity has entitlement to the funds, any performance conditions attached to the monies have been met, the receipt of the income is probable and its amount can be reliably measured.

Fee income is recognised when the client has had their appointment.

(c) Expenditure and liabilities

Expenditure is recognised where there is a legal or constructive obligation to pay a third party, it is probable that settlement will be required and the amount of the obligation can be reliably measured. All expenditure is reported gross of irrecoverable VAT.

(d) Tangible fixed assets

Individual fixed assets costing £100 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Fixtures, fittings and equipment	3 years straight line
----------------------------------	-----------------------

(e) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

(f) Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

(g) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(h) Fund accounting

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Restricted funds are either donations which the donor has specified are to be solely used for particular areas of the charity's work or grant income sought for specified activities.

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2025

1 Accounting Policies - continued

(i) Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

(j) Operating lease rentals

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

(k) Taxation

As a charity, the organisation is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

(l) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(m) Significant estimates and judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

2 Income from donations, grants and legacies

	Unrestricted funds £	Restricted Funds £	2025 Total £	Unrestricted funds £	Restricted Funds £	2024 Total £
<u>Grants</u>						
Aeonian Foundation	22,500	-	22,500	5,000	-	5,000
The Talbot Trusts	-	3,000	3,000	-	-	-
The JG Graves Charitable Trust	2,500	-	2,500	2,500	-	2,500
Sheffield Church Burgesses Trust	4,000	6,000	10,000	4,000	-	4,000
Sheffield Town Trust	1,500	-	1,500	2,500	-	2,500
South Yorkshire's Community Foundation	-	-	-	-	5,000	5,000
Synergy Mental Health Alliance	-	4,952	4,952	-	-	-
The Zachary Merton And George Woofindin						
Convalescent Trust	5,000	-	5,000	5,000	-	5,000
Sheffield City Council LAC committee	-	-	-	-	515	515
<u>Donations</u>						
Beaverbrook Foundation	-	-	-	2,500	-	2,500
The Sheffield 1000 Charity	-	-	-	1,000	-	1,000
General donations	959	-	959	3,034	89	3,123
	<u>36,459</u>	<u>13,952</u>	<u>50,411</u>	<u>25,534</u>	<u>5,604</u>	<u>31,138</u>

3 Income from charitable activities

	Unrestricted funds £	Restricted Funds £	2025 Total £	Unrestricted funds £	Restricted Funds £	2024 Total £
NHS ICB South Yorkshire	70,183	-	70,183	42,955	-	42,955
Aeonian Foundation - subsidy	-	5,817	5,817	-	-	-
Client fees	75,272	-	75,272	69,198	-	69,198
CPD, training and events	125	-	125	255	-	255
Room rental	1,200	-	1,200	1,128	-	1,128
	<u>146,780</u>	<u>5,817</u>	<u>152,597</u>	<u>113,536</u>	<u>-</u>	<u>113,536</u>

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2025

4 Expenditure on charitable activities

	Notes	Unrestricted funds £	Restricted Funds £	2025 Total £	Unrestricted funds £	Restricted Funds £	2024 Total £
Direct client costs		2,087	-	2,087	2,029	-	2,029
Staff costs							
Salary and associated costs	5	77,600	10,991	88,591	84,868	5,515	90,383
Therapy support costs		16,339	814	17,153	19,811	-	19,811
Payroll fees		911	-	911	890	-	890
Other staff costs including training and dbs checks		2,071	-	2,071	470	-	470
Property costs							
Rent		19,910	-	19,910	16,988	-	16,988
Utilities and rates		7,271	1,508	8,779	6,319	-	6,319
Repairs, maintenance and equipment		6,987	-	6,987	2,440	-	2,440
Moving costs (including dilapidations)		-	-	-	23,141	89	23,230
Office costs							
Insurance		2,791	-	2,791	2,854	-	2,854
Equipment rental		811	-	811	768	-	768
Photocopying, postage and stationery		294	-	294	493	-	493
Telephone and internet		1,507	639	2,146	1,836	-	1,836
Computer costs		1,653	-	1,653	1,909	-	1,909
Subscriptions		95	-	95	-	-	-
Depreciation		115	-	115	243	-	243
Disposal of fixed assets		963	-	963	104	-	104
Bank and payment facility charges		690	-	690	737	-	737
General expenses (including refreshments)		492	-	492	610	-	610
Legal and professional fees		234	-	234	355	-	355
Governance costs							
Independent examination fee	6	1,050	-	1,050	870	-	870
		<u>143,871</u>	<u>13,952</u>	<u>157,823</u>	<u>167,735</u>	<u>5,604</u>	<u>173,339</u>

5 Staff costs

	2025 £	2024 £
Salaries	84,714	87,407
Employer's National Insurance contributions	7,195	6,229
Employer's allowance	(5,000)	(5,000)
Employer's pension contributions	1,682	1,747
	<u>88,591</u>	<u>90,383</u>

The average number of employees in the year was 4 (2024: 6). No employee received emoluments of more than £60,000 in either year.

6 Independent examination fee

	2025 £	2024 £
Independent examination fee (includes accountancy costs)	<u>1,050</u>	<u>870</u>
Other fees paid to Independent examiner's organisation:		
Other professional services	165	342
Other services	<u>324</u>	<u>270</u>
	<u>489</u>	<u>612</u>

**Notes to the Accounts - continued
for the year ended 31 March 2025**

7 Trustees and Key management personnel remuneration, benefits and expenses

No trustees were reimbursed for out of pocket expenses during the year (2024: £nil). The charity trustees were not paid or received any other benefits from employment with the charity during the year (2024: £nil).

No trustees received payment for professional or other services supplied to the charity (2024: £nil).

The key management personnel (management team), as shown on page 8 of the trustees' report received total employee benefits of £76,442 (2024: £69,969).

8 Tangible fixed assets

	Fixtures, fittings and Equipment £	Total £
Cost		
As at 1 April 2024	8,666	8,666
Additions	1,835	1,835
Disposals	(8,462)	(8,462)
As at 31 March 2025	<u>2,039</u>	<u>2,039</u>
Depreciation		
As at 1 April 2024	7,697	7,697
Charge this period	115	115
Disposals	(7,500)	(7,500)
As at 31 March 2025	<u>312</u>	<u>312</u>
Net book value		
As at 31 March 2025	<u><u>1,727</u></u>	<u><u>1,727</u></u>
As at 31 March 2024	<u>969</u>	<u>969</u>

The fixed asset register has been reviewed this year and old unidentifiable items disposed of.

9 Debtors

	2025 £	2024 £
Trade debtors	914	-
Prepayments	6,581	6,026
	<u><u>7,495</u></u>	<u><u>6,026</u></u>

10 Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	7,704	3,835
Other creditors	667	7,030
Other taxes and social security	-	5,345
Accruals	1,050	870
	<u><u>9,421</u></u>	<u><u>17,080</u></u>

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2025

11 Restricted funds

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Aeonian Foundation - subsidy	-	5,817	-	(3,192)	2,625
Synergy Mental Health Alliance - core costs	-	4,952	(4,952)	-	-
Sheffield Church Burgesses Trust - running costs	-	6,000	(6,000)	-	-
Talbot Trust - Partnership working	-	3,000	(3,000)	-	-
	<u>-</u>	<u>19,769</u>	<u>(13,952)</u>	<u>(3,192)</u>	<u>2,625</u>

Aeonian Foundation - subsidy

This grant is given quarterly to provide additional client hours. The income related to additional number of hours in Jan-March has been transferred to unrestricted funds.

Prior year comparison

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Premises move	-	89	(89)	-	-
Senior Therapist	-	5,515	(5,515)	-	-
	<u>-</u>	<u>5,604</u>	<u>(5,604)</u>	<u>-</u>	<u>-</u>

12 Net assets by fund

	Unrestricted funds £	Restricted Funds £	2025 Total £	Unrestricted funds £	Restricted Funds £	2024 Total £
Tangible fixed assets	1,727	-	1,727	969	-	969
Net current assets/ (liabilities)	32,924	2,625	35,549	(9,388)	-	(9,388)
	<u>34,651</u>	<u>2,625</u>	<u>37,276</u>	<u>(8,419)</u>	<u>-</u>	<u>(8,419)</u>

13 Related party transactions

Astrid Walker Bourne, a trustee, made a loan of £6,691 during 22/23 which was repaid during the year. The loan was interest free.

There were no other related party transactions other than those detailed in note 7.

14 Operating lease commitments

As at 31 March 2025 the charity was committed to making the following payments under operating leases as follows:

	2025 £	2024 £
Land and Buildings	19,950	19,950
Other	338	156
Payable within 1 year	<u>20,288</u>	<u>20,106</u>
Land and Buildings	4,156	4,156
Other	338	-
Payable between 1-5 years	<u>4,494</u>	<u>4,156</u>

Accounts

Registered charity number: 1130400
Company number: 06757798

Share Psychotherapy

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2024

Share Psychotherapy
Contents

	Page
Trustees' annual report	1 - 9
Independent examiner's report	10
Statement of financial activities	11
Balance sheet	12
Notes to the accounts	13 - 17

Share Psychotherapy
Trustees' annual report
For the year ended 31 March 2024

The Trustees, who are also Directors of the Company for the purposes of the Companies Act, present this Annual Report and Financial Statements of the company for the year ended 31 March 2024.

The Trustees confirm that the Annual Report and Financial Statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

Objectives, activities and public benefit

The objective of the charity is to promote good mental health for the public benefit by the provision of psychotherapy and counselling for those who are unable to afford it through lack of means or who are otherwise in need. A substantial proportion of our clients endure severe and complex mental health difficulties, needing therapy for up to two years and are in either low paid employment, on benefits or students.

The importance of Share's work within the Sheffield community is increasingly evident in the continued rise in demand for medium to long-term therapy.

In defining our aims and carrying them out, the Trustees have full regard to the guidance published by the Charities Commission on public benefit, and in particular with regards to fee charging.

We will address below the work undertaken in the last twelve months on these areas, along with a general overview of Share's performance in 2023/24 .

Achievements and Performance

Share provided a full face-to-face service during 23/24, delivering some 3,960 hours of therapy, compared with 3,730 hours in the previous year- an increase of 200 hours.

Share's fees range from £5 to £50 and each client is assessed based on a their individual circumstances. A low average fee of £15 suggests we are meeting our goal of providing therapy to those who could not afford it privately. Clients' ability to pay is extremely low. Out of 129 clients who were receiving therapy throughout 2023-24, 24% paid £10 or under per session and 69% paid £15 or under per session. Only 5% paid £40 & 2% paid £50 per session.

Our client base has been hit disproportionately by the cost-of-living crisis with the cost of delivering one therapy session far outstripping the fees clients can afford to pay. With the cost-of-living crisis severely impacting people's expenditures, we have had to reintroduce fee reductions and agree to lowering fees of existing clients and in some cases write of arrears.

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2024

We have seen changes in the profile of people seeking therapy with 28% being under the age of 25 years old & in training or in studies. There is also an increasing number of clients presenting with autism and neurodiversity.

We have had to close the service to new applicants when the waiting list has exceeded 100. The Board made this decision to temporary close on the recommendations of the Clinical Lead due to the increased level of risk involved in reviewing & managing those clients waiting for therapy.

Jon Martyn, our Clinical Lead, made a substantive impact on the recruitment of both trainee and qualified volunteer therapists and we ended the year with forty-one therapists: 11 qualified therapists and 30 trainee therapists. Emma Gray Senior Therapist contract was extended to 2 days and provided welcome support to Jon delivering assessments, seeing clients with more complex mental health issues and assisting with fund raising. This enabled us to return to normal activity levels and at the end of March 2024, we had 101 clients in therapy and 91 on the waiting list.

Furthermore, Share has been proactive as to how we can scale our services to meeting the needs of the communities that we serve in Sheffield. As an organisation that works at the interface between poverty and mental health, we want to ensure that we are reaching the people who most need and can most benefit from our service. Our Senior Therapist has been actively exploring the possibility of partnering with the Primary Care Trusts, to expand our work to better target the needs of communities who may not be reached by our current service.

A big impact on Share's finances in 23/24 was the move to our new premises at 19 Paradise Square. Protracted negotiations with the landlords of Wilkinson Street to exit the lease and finalising our new lease incurred higher costs than originally anticipated. This was compounded by a loss of activity and thus income through closure of face-to-face therapy whilst the move was undertaken & the building made safe for occupancy. Since moving into the premises, we have had to review health and safety policies which has incurred additional costs to meet mandatory fire regulations etc.

Our Operations Manager Catherine Millross was instrumental in managing the move with at least disruption as possible to our clients and therapists. Steve Wood, trustee, provided much needed advice and support negotiating the terms and conditions of the new lease and was the go-between Share and the landlords agent. Our operations manager, office manager and Administrator left in Dec / January. This was an extremely unsettling time for Share and we carried out exit interviews to understand the reasons behind the staff departures. The board developed a recovery plan in January 2024 that sought to address both staffing and financial challenges.

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2024

We were fortunate to appoint a new Office Manager in January 24 who has had a stabilizing effect providing excellent support to our Clinical team and Volunteer Therapists along with reviewing our systems and streamlining processes.

Becoming a Centre of Excellence in Psychotherapy and Developing a Strong Learning and Therapeutic Culture

The clinical team provided clinical leadership to the 41 therapists ensuring safe & effective practice achieving positive client outcomes.

The clinical risk register collates clients we consider in need of monitoring, signifying the clients that are at risk of dangerously acting upon their distress. This does not give a true reflection of distress however, as so many of our clients are learning to hold onto and live with it, within the bounds of the therapeutic relationship. While therapists are limited to the weekly hours (on average each therapist sees 3 clients per week) that they offer their clients, the roles of associates, senior therapist and clinical lead give Share the opportunity to provide psychological holding to clients who fall into crisis. For the most part, this takes the form of ad-hoc conversations with therapists, to help them to hold and contain their client's distress, but there are times when further actions are required.

We continued to see a rise in complex mental health referrals and 11 clients were placed on our clinical risk register and Share worked closely with other agencies to manage the risks and safeguard them.

Considering these trends, the Clinical Lead has led the team in reviewing Share's assessment procedures and policies and reassessed the limits of therapy. A review of Risk and Safeguarding policies have also been undertaken, ensuring that high standards of clinical governance are maintained.

There has been difficulty recruiting qualified volunteer therapists which, in the context of high demand for their services following the pandemic and the impact of inflation and stagnant wages (aka the cost-of-living crisis) will probably continue to be a barrier to therapists being available to volunteer their time. With this, Share has had to be more reliant upon trainee therapists, which has a knock-on impact upon the complexity of mental health presentations in clients that Share is able support.

As part of our culture of continuous learning and developing, we are supporting the Clinical Lead in his EMDR training so that we can offer this specialist trauma treatment to our clients.

Share also re-established a CPD programme in 23/24, with several major events being held face- to-face every 6 weeks throughout the year including training in Autism & Neuro-diversity, "Using miniatures in Therapy", "Lived experience of DID" & "Counselling people with eczema", all of which have been well attended. We prioritize places to our trainees and therapists but also offer spare places to other organizations for a small fee, which generates income to cover room hire etc.

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2024

Working closely with the statutory and VCF sectors

We contributed for the first time to Sheffield's Workforce Planning submission in 22/23 and continue to work with the Workforce Planning Lead for South Yorkshire, NHS England, and the ICB to explore funding opportunities for our work training mental health practitioners and contributing to the workforce in Sheffield & South Yorkshire

A Co-Chair attends the monthly Sheffield Psychology Board, on which both VCF and Statutory services are represented, to ensure that Share is well informed and can contribute to a district wide approach to the provision of psychotherapy services across Sheffield.

Our Senior Therapist and Operations Manager have attended meetings held by the Rethink Alliance, as well as explored partnership with Primary Care Transformation Groups.

Moreover, we continued to provide SOAR with supervision on a quarterly basis to support their staff support group for their complex community work in Parsons Cross. This is done by our Clinical Lead and started in early 23/24. Also, one of Share's Associates provides monthly staff supervision group at Cavendish House.

Developing our staffing, systems and infrastructure

The move to new premises has taken up all capacity and indeed available budget under this objective. After exploring various options across the city, an appropriate and affordable opportunity presented itself in late February/ early March at 19 Paradise Square. Negotiations with the landlord started and heads of terms began to be negotiated in the final weeks of 22/23. There were however delays in agreeing the new lease, which meant that we had to extend our existing lease to end of May 23. Following renovations at the new office, Share moved premises in June 2023.

Under the terms of the old Repair and Maintenance Lease, a survey of the property by the landlords in early 2023 led to Share being liable to pay for major repair costs, including external works which had not been anticipated and incurred costs of almost £20,000. Although this has been a challenging period for Share we are thankful we took the decision to move and are now secure in the knowledge that we have a fairer lease and a sustainable future.

Having settled into our new premises we are now seeking ways to maximize the use of the building including extending our working hours & diversifying the therapy provision.

We would like to thank Julian Wright for organizing an exhibition of art works within the building.

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2024

Cross-cutting: Strategy development and plans

Share secured support from an experienced Consultant to facilitate an away day of Board members but due to workload of staff and trustees we were unable to complete developing a new strategic plan. The work has been picked up again in January 2024 and started with a business model and review of Share's vision and mission and we plan to finalize a new strategic plan, capacity permitting, by the end of 24/25.

The revised charity's business plan for 2024/25 and 2025/26 includes:

1. Strengthen the financial position and rebuilding reserves to ensure sustainability and strategic development of the service
 - Consolidation of grant income through securing larger and medium-term grants
 - Applying to new funders
 - Increase in client fees whilst maintaining lowest fee band
 - Securing subsidies to cover the gap between client income and actual cost per session
2. Increase capacity clinically, administratively, managerially and at the board level to enable increase in client hours which will require
 - Improving administrative systems and processes
 - Increase in senior therapist capacity
 - Recruiting a service lead
 - Recruiting a treasurer and additional trustees
3. Coordination and collaboration with relevant partners, in both statutory and voluntary sectors, to improve mental health provision in Sheffield

Financial review, reserves policy and going concern

22/23 and 23/24 financial years both made an unrestricted loss of around £28,400, and unrestricted funds were in deficit by £8,419 as of 31 March 2024.

Our revised forecast had anticipated we would end the year with very low reserves or break-even. However, because of the costs of the repairs to Wilkinson Street alongside reduced average client income due to cost-of living crisis, static Integrated Care Board (ICB) grant (a de-facto reduction in light of inflation) as well as gaps in staffing leading to missed trust funding applications we were unable to achieve this.

Due to overall lack of capacity following the office move and associated changes, the full extent of the financial situation was not clear until late December.

Share's business model, which relies on client income and grants from the ICB and various Trusts, is no longer covering the cost of running the service. Grants have not increased with inflation, average client income has dropped & operating costs of delivering the service have increased.

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2024

Over the past 4 financial years, the cost of providing one therapy session per client was on average £40. With an average client fee of £14.80 in 23-24 this was a £1.60 drop per client hour income translating into an additional loss of operating income of £6,200.

In January 24 following a substantial and extensive review of our finances it became clear that without additional funding Share would become insolvent in the following financial year.

The Board had several emergency meetings to review our expenditure and income and to put strategies in place to manage the day-to-day finances and to develop a recovery plan with clear accountabilities. The Co-chairs met with members of the Integrated Care Board (ICB) and following several meeting and numerous correspondence Share received confirmation of the renewal of the ICB grant for 3 years and by March 2024 a substantial one-off grant confirmed for 24/25.

Our thanks go to colleagues at the ICB for their support, commitment and belief in Share's worth as a mental health provider in Sheffield. The Board's recovery plan saw other further positive outcomes including securing a large grant of £20K from the Aeonian Foundation. Local trusts continue their support, and we are grateful to the Church Burgesses for providing an additional one off grant.

Tight financial controls were put in place which included a reduction in administration and management costs and increasing fees for new clients in 24/25 whilst continuing to explore other further funding opportunities.

The Board of Trustees has determined that the free reserves target at 31 March 2024 was £30,000. However as at 31 March 2024 the charity had no free reserves (unrestricted funds excluding fixed assets) – there was a negative unrestricted fund balance of £8,419.

The 24/25 budget, including the additional one-off ICB funding and the grant from the Aeonian Foundation, plans to return the free reserves held at 31 March 2025 to the target set, which the trustees are confident can be done.

In addition to the 24/25 one off grant, we have now received written confirmation of a 79% uplift of our ICB grant for 25/26 and 26/27. We have also had a very positive meeting with the National Lottery about a longer-term grant supporting organizational development and growth. We continue to identify new grant funders and submit applications.

The support we have secured is medium term and provides security into 25/26 and indeed 26/27 and we have as yet untapped opportunities to further bring in income to increase capacity and develop a long funding strategy. The Board is confident with all these measures in place that it has not only secured Share's future in the forthcoming year but has laid the foundations for a more sustainable footing for years to come.

The trustees are of the view that the Charity is a going concern continue into the future and is a going concern at the time of signing the accounts.

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2024

Structure, governance and management

The organisation is a company limited by guarantee and a registered charity. The charity's governing documents are its Memorandum and Articles of Association. The charity was incorporated as a company limited by guarantee without share capital, on 25 November 2008 and was registered with the Charity Commission as a charity on 1 April 2009.

Meetings of the Board of Trustees of the Charity and Directors of the Company are held quarterly to monitor the activities carried out and to make decisions relating to the strategic direction, financing and governance of the organisation. The board holds monthly informal board meeting to stay abreast of key issues and deepen discussion around operational issues as required.

The Risk Register is updated and reviewed at each formal Board meeting. This discipline has produced a recognisable benefit in terms of the way the Board anticipates operational risks and responds in discussion with staff to frame immediate and longer-term actions.

The oversight, support and development of the clinical activity carried out by our therapists is provided by the Clinical Lead and part-time Clinical Associates. All paid and volunteer therapists continued to receive clinical supervision. For volunteers and therapists in training this takes place in groups held in-house and facilitated by either the Clinical Lead or a Clinical Associate. Our Clinical Lead also receives Clinical Supervision from a Private Counsellor funded by Share.

Lynn Keirs and Astrid Bourne Walker formally accepted the positions of Co- chairs in July 2021, a first in the history of Share, which has proved a very successful working arrangement. They have been able to support each other and share the workload and challenges this year has brought, meeting regularly outside board meetings to discuss and liaise on all aspects of running Share. Lynn gave her notice in January 2024 to retire as a trustee after the September AGM – a huge thank you to Lynn for more than 9 years of dedicated, strategic work at Share both as a trustee and as a co-chair all of which has contributed to sustain, improve and grow Share's contribution to mental health provision in Sheffield.

Steve Wood, Trustee has been instrumental in finding our new premises at Paradise Square & negotiating terms & conditions of the new lease and helping our Business Manager with the move. He has also used his considerable experience & skills to review the health & safety at Paradise Square introducing new fire regulations & training. Steve resigned as Trustee & left the organisation on 16 September 2024.

Vanessa Boddye, a long-standing volunteer therapist, continues to provide valuable input from client and volunteer perspectives into the Board discussions. Although we haven't been able to recruit to the Treasurers post in this financial year this work has been diligently overseen by Astrid, with the assistance of the Operations Manager.

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2024

We welcomed back Anna Waters as a Trustee on 5 December 2023, having previously worked for Share as our first Business Manager. Anna brings a wealth of experience & skills in the charity sector, local & central government & currently works on National Social Care Policy.

During the year we had several applicants for the vacant Treasurer post and were delighted to appoint Rumbidzaishe Chivaura on 29 July 2024.

Induction and training into the role of Trustee was undertaken by the Co-chairs to ensure full oversight of their legal and operational responsibilities. This is in line with the Memorandum and Articles of Association of the Company and the policies and procedures adopted by the Board. Moreover, trustees complete an annual declaration of interests, topped up by a standard item at Board meetings, to identify any issues of potential conflict on each agenda.

Legal and administrative information

Trustees

Lynn Keirs	Co - Chair	
Astrid Walker Bourne	Co - Chair	
Steve Wood		(Resigned 19/09/2024)
Vanessa Boddye		
Bethany Rodgers		(Resigned 07/07 2023)
Anna Waters		(Appointed 05/12/2023)
Rumbidzaishe Chivaura		(Appointed 29/07/2024)

Management team

Clinical lead	Jonathan Martyn	(until June 2024)
<i>Replaced by</i> Clinical manager	Samantha Mulholland	(from June 2024)
Senior therapist	Emma Gray	(until September 2024)
Operations manager	Catherine Millross	(until December 2023)
<i>Replaced by</i> Office manager	Elizabeth Levy	(from January 2024)

Charity number

1130400

Company number

06757798

Registered office

19 Paradise Square
Sheffield
S1 2DE

Accountants

Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2024

Trustees' responsibilities in relation to the financial statements

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the 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;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material 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 business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small Companies provision

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees declare that they have approved the Trustees' annual report above on

24/09/2024 and signed on behalf of the trustees by:

Print name: ASTRID WALKER BOURNE
Trustee

Astrid Walker Borne

Independent examiner's report to the directors of Share Psychotherapy ('the Company')

I report to the charity directors on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the directors of the Company you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

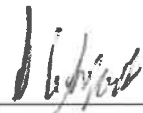
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to organisations preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Signed: 

Sarah Lightfoot, FCA DChA
Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

Date: 10 October 2024

Share Psychotherapy

Statement of financial activities (incorporating the income and expenditure account) for the year ended 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total £	Unrestricted funds £	Restricted funds £	2023 Total £
Income from:							
Donations, grants and legacies	2	25,534	5,604	31,138	12,545	-	12,545
Charitable activities	3	113,536	-	113,536	100,838	-	100,838
Investments - bank interest		253	-	253	139	-	139
Total income		139,323	5,604	144,927	113,522	-	113,522
Expenditure on:							
Charitable activities	4	167,735	5,604	173,339	140,148	27,887	168,035
Total expenditure		167,735	5,604	173,339	140,148	27,887	168,035
Net movement in funds		(28,412)	-	(28,412)	(26,626)	(27,887)	(54,513)
Reconciliation of funds:							
Total funds brought forward		19,993	-	19,993	46,619	27,887	74,506
Total funds carried forward		(8,419)	-	(8,419)	19,993	-	19,993

The statement of financial activities includes all gains and losses recognised in the year. All of the charitable company's operations are classed as continuing.

Share Psychotherapy

Balance Sheet

As at 31 March 2024

	Notes	2024 £	2023 £
Fixed assets			
Tangible assets	8	969	1,317
Total fixed assets		<u>969</u>	<u>1,317</u>
Current assets			
Debtors	9	6,026	1,540
Cash at bank and in hand		<u>1,666</u>	<u>33,894</u>
Total current assets		<u>7,692</u>	<u>35,434</u>
Creditors: amounts falling due within one year	10	(17,080)	(16,758)
Net current assets		<u>(9,388)</u>	<u>18,676</u>
Total assets less current liabilities		<u>(8,419)</u>	<u>19,993</u>
Creditors: amounts falling due after one year		-	-
Total net assets		<u><u>(8,419)</u></u>	<u><u>19,993</u></u>
Represented By			
FUNDS			
Unrestricted funds		(8,419)	19,993
Restricted funds	11	-	-
Total charity funds	12	<u><u>(8,419)</u></u>	<u><u>19,993</u></u>

For the year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The director's acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The accounts have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved by the board of trustees on 24/09/2024 and signed on its behalf by:

Amid Walker Bourne

Print name: ASTRID WALKER BOURNE

Trustee

Share Psychotherapy

Notes to the Accounts for the year ended 31 March 2024

1 Accounting Policies

(a) Basis of preparation

Share Psychotherapy is a charitable company in the United Kingdom limited by guarantee. In the event that the charity is wound up the liability in respect of the guarantee is limited to £10 per member of the charity. The address of the registered office is given in the company information on page 1 of these financial statements.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011. The financial statements have taken the exemption not to prepare a Statement of Cashflows.

The charity meets the definition of a public benefit entity as defined under FRS102. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £1.

(b) Income

Income is recognised in the SOFA when the charity has entitlement to the funds, any performance conditions attached to the monies have

(c) Expenditure and liabilities

Expenditure is recognised where there is a legal or constructive obligation to pay a third party, it is probable that settlement will be required and the amount of the obligation can be reliably measured. All expenditure is reported gross of irrecoverable VAT.

(d) Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Depreciation is provided on all tangible assets at the following rates calculated to write off the cost less estimated residual value, over their useful economic lives:

Fixtures and fittings	20% reducing balance
-----------------------	----------------------

(e) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

(f) Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

(g) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(h) Fund accounting

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Restricted funds are either donations which the donor has specified are to be solely used for particular areas of the charity's work or grant income sought for specified activities.

Notes to the Accounts - continued
for the year ended 31 March 2024**1 Accounting Policies - continued****(i) Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

(j) Operating lease rentals

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

(k) Taxation

As a charity, the organisation is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

(l) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(m) Significant estimates and judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

2 Income from donations, grants and legacies

	Unrestricted funds £	Restricted Funds £	2024 Total £	Unrestricted funds £	Restricted Funds £	2023 Total £
<u>Grants</u>						
Aeonian Foundation	5,000	-	5,000	-	-	-
Harry Bottom Charitable Trust	-	-	-	2,000	-	2,000
The JG Graves Charitable Trust	2,500	-	2,500	2,500	-	2,500
Sheffield Church Burgesses Trust	4,000	-	4,000	-	-	-
Sheffield Town Trust	2,500	-	2,500	2,500	-	2,500
South Yorkshire's Community Foundation	-	5,000	5,000	-	-	-
The Zachary Merton And George Woofindin						
Convalescent Trust	5,000	-	5,000	5,000	-	5,000
Sheffield City Council LAC committee	-	515	515	-	-	-
<u>Donations</u>						
Beaverbrook Foundation	2,500	-	2,500	-	-	-
The Sheffield 1000 Charity	1,000	-	1,000	-	-	-
General donations	3,034	89	3,123	545	-	545
	<u>25,534</u>	<u>5,604</u>	<u>31,138</u>	<u>12,545</u>	<u>-</u>	<u>12,545</u>

3 Income from charitable activities

	Unrestricted funds £	Restricted Funds £	2024 Total £	Unrestricted funds £	Restricted Funds £	2023 Total £
NHS ICB South Yorkshire	42,955	-	42,955	36,886	-	36,886
Client fees	69,198	-	69,198	62,519	-	62,519
CPD, training and events	255	-	255	-	-	-
Room rental	1,128	-	1,128	1,433	-	1,433
	<u>113,536</u>	<u>-</u>	<u>113,536</u>	<u>100,838</u>	<u>-</u>	<u>100,838</u>

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2024

4 Expenditure on charitable activities

	Notes	Unrestricted funds £	Restricted Funds £	2024 Total £	Unrestricted funds £	Restricted Funds £	2023 Total £
Direct client costs		2,029	-	2,029	967	-	967
Staff costs							
Salary and associated costs	5	84,868	5,515	90,383	75,586	14,842	90,428
Therapy support costs		19,811	-	19,811	20,429	12,920	33,349
Payroll fees		890	-	890	812	-	812
Other staff costs including training and dbs checks		470	-	470	1,886	-	1,886
Property costs							
Rent		16,988	-	16,988	20,929	-	20,929
Utilities and rates		6,319	-	6,319	4,845	-	4,845
Repairs, maintenance and equipment		2,440	-	2,440	5,284	125	5,409
Moving costs (including dilapidations)		23,141	89	23,230	-	-	-
Office costs							
Insurance		2,854	-	2,854	1,627	-	1,627
Equipment rental		768	-	768	564	-	564
Photocopying, postage and stationery		493	-	493	420	-	420
Telephone		1,836	-	1,836	878	-	878
Computer costs		1,909	-	1,909	1,267	-	1,267
Subscriptions		-	-	-	121	-	121
Depreciation		243	-	243	329	-	329
Disposal of fixed assets		104	-	104	-	-	-
Bank and payment facility charges		737	-	737	562	-	562
General expenses (including refreshments)		610	-	610	2,258	-	2,258
Legal and professional fees		355	-	355	610	-	610
Governance costs							
Independent examination fee	6	870	-	870	774	-	774
		167,735	5,604	173,339	140,148	27,887	168,035

5 Staff costs

	2024 £	2023 £
Salaries	87,407	87,643
Employer's National Insurance contributions	6,229	6,149
Employer's allowance	(5,000)	(5,000)
Employer's pension contributions	1,747	1,636
	90,383	90,428

The average number of employees in the year was 6 (2023: 6). No employee received emoluments of more than £60,000 in either year.

6 Independent examination fee

	2024 £	2023 £
Independent examination fee (includes accountancy costs)	870	774
Other fees paid to Independent examiner's organisation:		
Other professional services	342	-
Other services	270	-
	612	-

Notes to the Accounts - continued
for the year ended 31 March 2024**7 Trustees and Key management personnel remuneration, benefits and expenses**

No trustees were reimbursed for out of pocket expenses during the year (2023: £nil). The charity trustees were not paid or received any other benefits from employment with the charity during the year (2023: £nil).

No trustees received payment for professional or other services supplied to the charity (2023: Vanessa Boddy, trustee, received £55 as a self employed associate for her therapy services as part of the National Lottery funding. No other trustee received payment for professional or other services supplied to the charity).

The key management personnel (management team), as shown on page 8 of the trustees' report received total employee benefits of £69,969 (2023: £65,802).

8 Tangible fixed assets

	Fixtures and Fittings £	Total £
Cost		
As at 1 April 2023	9,773	9,773
Additions	-	-
Disposals	(1,107)	(1,107)
As at 31 March 2024	<u>9,773</u>	<u>8,666</u>
Depreciation		
As at 1 April 2023	8,456	8,456
Charge this period	243	243
Disposals	(1,002)	(1,002)
As at 31 March 2024	<u>8,699</u>	<u>7,697</u>
Net book value		
As at 31 March 2024	<u><u>1,074</u></u>	<u><u>969</u></u>
As at 31 March 2023	<u><u>1,317</u></u>	<u><u>1,317</u></u>

All fixed assets are considered to be for direct charitable purposes.

9 Debtors

	2024 £	2023 £
Trade debtors	-	-
Prepayments	6,026	1,540
Other debtors	-	-
	<u><u>6,026</u></u>	<u><u>1,540</u></u>

10 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	3,835	3,252
Other creditors	7,030	723
Other taxes and social security	5,345	2,779
Accruals	870	3,313
Other loans	-	6,691
	<u><u>17,080</u></u>	<u><u>16,758</u></u>

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2024

11 Restricted funds

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Premises move	-	89	(89)	-	-
Senior Therapist	-	5,515	(5,515)	-	-
	-	5,604	(5,604)	-	-

Premises move

Some donations were received towards moving costs

Senior Therapist

Funding received towards the Senior Therapist salary. Funders were:

South Yorkshire's Community Foundation

Sheffield City Council LAC committee

Prior year comparison

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Screwfix - building repairs	125	-	(125)	-	-
Sheffield City Council Community Covid Recovery Grant	27,762	-	(27,762)	-	-
	27,887	-	(27,887)	-	-

Sheffield City Council Community Covid Recovery Grant

- £27,762 given to support additional capacity required as a result of the pandemic. The funding is for February 2022 to March 2023.

12 Net assets by fund

	Unrestricted funds £	Restricted Funds £	2024 Total £	Unrestricted funds £	Restricted Funds £	2023 Total £
Tangible fixed assets	969	-	969	1,317	-	1,317
Net current assets/ (liabilities)	(9,388)	-	(9,388)	18,676	-	18,676
	(8,419)	-	(8,419)	19,993	-	19,993

13 Related party transactions

Astrid Walker Bourne, a trustee, made a loan of £6,691 during 22/23 which is outstanding at the year end. The loan is interest free and repayable in terms to be agreed with the board. A further £4,000 was loaned during the year in two installments to help with cashflow, that was repaid within a week of the deposits.

There were no other related party transactions other than those detailed in note 7.

14 Operating lease commitments

As at 31 March 2024 the charity was committed to making the following payments under operating leases as follows:

	2024 £	2023 £
Land and Buildings	19,950	-
Other	156	622
Payable within 1 year	20,106	622
Land and Buildings	4,156	-
Other	-	156
Payable between 1-5 years	4,156	156

Accounts

Share

Excellence in Psychotherapy

Annual Report

1st April 2021 to 31st March 2022

Share Psychotherapy
(*Company Limited By Guarantee*)
Company No: 06757798
Charity Number: 1130400)

73 Wilkinson Street
Sheffield
S10 2GJ
0114 273 0200
office@sharepsychotherapy.org
www.sharepsychotherapy.org

Our Independent Examiners are:

Sarah Lightfoot, ACA DChA
Sheffield Voluntary Action Sheffield Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Contents

Mission Statement.....	4
The Year in Numbers.....	5
Share Personnel.....	6
Trustees Review of the Year 2021-22.....	8
Clinical Lead Report.....	11
Business Manager Report.....	13
Facts and Figures.....	15
Client Comments.....	17

Our Mission Statement

To offer psychotherapy at as low a cost as possible to those who are economically disadvantaged or for other reasons cannot obtain such help elsewhere.

151 clients accessing
regular therapy

49
volunteers

93% of clients likely
to recommend Share to
a friend or colleague

4,674 hours of
One to One therapy

**2021-22 :
The year
in numbers**

£15.37 average per
session fee paid by Share
clients



29% of clients in full-
time education and
paying a reduced fee

40% of
clients paying the
lowest session fee

100% of therapists able
to offer remote therapy

Share Board of Trustees 2021-22

Lynn Keirs—Trustee and co-Chair [2016-present]
Astrid Walker Bourne—Trustee and co-Chair [2019-present]
Vanessa Boddy—Trustee [2019-present]
Jim Millns—Trustee [2021-present]
Bethany Rodgers—Trustee [2021-present]
Eric Lee—Treasurer & Trustee [2021-present]

Share Staff 2021-22

Simon Bell—Clinical Manager [left September 2021}
Jon Martyn—Clinical Lead [joined January 2022]
Mike Taylor—Business Manager
Laura —Receptionist/Administrator
Lisa Matheson—Receptionist/Administrator [left October 2021]
Hannah Woods—Receptionist/Administrator [joined November 2021]
Jenny Grant—Cleaner

Associate Therapists 2021-22

Jill Double
Helen Hawley
Sharron Herriot

Share Volunteer Therapists 2021-22

Abby Sarkar
April Hartley
Bethan Hughes
Betty Smith
Carly Mountain
Carmen Calvo-Rodriguez
Caroline Bush
Celia Sanderson
Clare Crehan
Clare Turner
Craig Hawker
Des Reid
Eleanor McMillan
Emily-Jane Lunn
Emma Gray

Hazel Meakin
Helen Hawley
Helen Nicol
Jackie Robinson
Jane Richardson
Jennifer Whytock
Jess Maynard
John McLure
Julie Frith
Katie Jermain
Kirsty Allen
Lotte Worthington
Lucy Brinkley
Marie Ellis
Martyn Ellis

Mary Nieder
Mick Beck
Mick Dixon
Orla O'Connor
Penny Furness
Rachael Finn
Rachael Todraighen
Robbie Thompson
Roz Savage
Sarah Kirby
Seamus Coleman
Simon Hallion
Sophie Croft
Vanessa Boddye
Wioleta Sypianska

Other Share Volunteers 2021-22

Louis Wassell—Library Administrator and Development

Ken Wong—Library Administrator and Development

Edgar Yuanbo Mao—Library Administrator and Development

Steve Wood—Property Advisor

Share's Funders 2021-22

The Harry Bottom Charitable Trust
The JG Graves Charitable Trust
NHS Clinical Commissioning Group
Sheffield City Council
Sheffield Church Burgesses Trust
Sheffield Town Trust
The Talbot Trusts
The Zachary Merton and George Woofindin Convalescent Trust

Trustees' Review of the Year 2021-22

Objectives, activities and public benefit

The object of the charity is to promote good mental health for the public benefit by the provision of psychotherapy and counselling for those who are unable to afford it through lack of means, or who are otherwise in need. A substantial proportion of our clients endure severe and complex mental health difficulties and over 75% of them pay the lowest or second-lowest fee possible due to financial disadvantage. The importance of such services to Sheffield's recovery from the pandemic has brought Share's contribution to the public good into even sharper focus.

In defining our aims and carrying them out, the Trustees have full regard to the guidance published by the Charities Commission on public benefit. The business plan for the 21/22 period covered five areas:

1. Stabilising Our Financial Position
2. Becoming A Centre Of Excellence in Psychotherapy and Developing a Strong Learning & Therapeutic Culture
3. Developing our staffing, systems and infrastructure therapists
4. Working closely with the statutory and VCF sectors
5. Cross-cutting: Strategy development

We will address below the work undertaken in the last twelve months on these areas, along with a general overview of Share's performance in 2021/22.

Achievements and Performance

Share has continued to provide a full service during 21/22, delivering the highest level of activity in our history - 4674 hours of therapy in total. In a year which saw ongoing, Covid-related lockdowns and restrictions, this is a remarkable achievement. Share is now able to switch between online and face-to-face therapy instantly, essentially future-proofing our service delivery should any further restrictions be mandated.

The average per session fee paid by our clients was £15.37. Share's fees range from £10 to £50 and are assessed based on a client's individual annual income. A low average fee suggests we are meeting our goal of providing therapy to those who could not afford it privately.

Following the resignation of the Clinical Manager in September 2021 we began a longer-than-expected recruitment process, and through this period managed the service safely for several months, drawing on experienced Clinical Associate support and input from the co-chairs. Lack of a Clinical Manager meant Share focused on core 1-1 therapy work rather than piloting new programmes (eg. group work).

1. Stabilising Our Financial Position

We end 21/22 in sound financial health. It has been a great achievement to exceed income targets from therapy by over £6,000 despite the ongoing pandemic and the resignation of the Clinical Manager. We have maximised income from local charitable trusts but been unable to negotiate additional CCG income despite our best efforts. The CCG is about to undergo a significant change, becoming the South Yorkshire Integrated Care Board (SY ICB), and it is unclear how this will affect Share. The current contract runs until March 2023 and we are hopeful they will continue their current financial support to us but understand that no promises can be made in what is a time of upheaval and change for them. Our plan for a National Lottery Community Fund bid has been postponed as it requires an intensive stakeholder consultation process which, in light of the absence of a Clinical Manager and subsequent pressures on the Business Manager, has not been feasible to advance.

2. Becoming A Centre Of Excellence in Psychotherapy and Developing a Strong Learning & Therapeutic Culture

During 21/22 Share has seen a continued increase in the number of clients seeking therapy, with demand far exceeding capacity. Over the course of the year our referral rates came close to tripling pre-Covid levels. The co-Chairs informed the CCG that the number of clients waiting to start therapy

Trustees Review of the Year 2021-22 continued...

had exceeded 100 and that reluctantly, without further investment on the horizon, we would have to close to new referrals. In October 2021 the Board took the decision to close to all new referrals and the position remained unchanged for the remainder of 21/22.

In the absence of a Clinical Manager, Associate Therapists were contracted to provide clinical leadership, clinical cover & supervision. This work was overseen by the co-Chairs & monitored through the period until the new Clinical Lead was appointed.

Minor steps were taken in user engagement with the revamping of our client feedback forms, moving these from paper to online and retooling the format to offer a wider and more detailed level of feedback. Our engagement with our volunteer base also improved with the creation of a regular Newsletter. However, the bulk of user engagement was once again put on hold as staffing challenges meant more pressing matters (i.e. service delivery) took hold.

We welcomed three students from the University of Sheffield as library volunteers in January 2022. Share's physical library is now up and running again and this is a popular and vital resource for our volunteer therapists.

In the latter part of 21/22 Share invested in designed and booking a full schedule of CPD for our volunteer therapists, with a calendar of events up until early 2023 now in place. The first training event, a workshop run by self-harm charity Battle Scars, took place in March 2022 and was wellattended by both Share personnel and staff & volunteers from other third-sector organisations.

3. Developing our staffing, systems and infrastructure

Given our stable finances we have been able to extend the Business Manager's contract to full time as well as boost much-needed admin/reception capacity to free up Business Manager time. This was a planned and considered investment of surplus reserves which we outlined in last year's report. The Clinical Manager resigned in the summer and we had an extensive recruitment process, appointing a new Clinical Lead (Jon Martyn) in January. During the vacancy the co-Chairs worked closely with a group of Associates, having monthly meetings to ensure clinical governance was maintained and to provide a venue to raise and resolve any clinical concerns such as safeguarding.

We have continued to review the viability and cost effectiveness of remaining at 73 Wilkinson Street to inform the board's decision whether or not to extend the lease beyond March 2023. The building has a number of ongoing maintenance issues along with accessibility concerns, however sourcing suitable alternatives has so far been unsuccessful and it is likely we will remain at Wilkinson Street for at least another 12 months beyond the lease end. A final decision is forthcoming in Q2 of 22/23.

4. Working closely with the statutory and VCF sectors

One of the co-Chairs attends the fortnightly Sheffield Psychology Board, on which both voluntary and statutory services are represented, to ensure that Share is well informed and can contribute to a district-wide approach to the provision of psychotherapy services in Sheffield. The Business Manager attends monthly Mental Health Partnership Network meetings, the MHPN being an informal collective of similar and like-minded organisations in Sheffield. Share has also been present through the early stages and meetings of the Rethink Alliance, a more formal voluntary sector collective with a number of broad aims and hopes for the future of VCS mental health organisations in Sheffield.

5. Cross-cutting: Strategy development

Our five year (2017-2022) Strategy framework has come to an end with this business period. Share has secured pro-bono support from an experienced senior NHS Programme Manager to facilitate a process of strategy development for Share. We have produced an engagement framework for internal and external stakeholders which will be taken forward in Q1 and Q2 of 22/23, as we create and formalise a new Strategy to take Share forward into the coming years.

Trustees Review of the Year 2021-22 continued...

Future Plans

Share is currently formulating its new Business Plan and some of the key elements will include:

- Securing affordable, long-term, accessible premises
- Ensuring the SY ICB support Share in the same way the CCG did (ideally increasing funding)
- Seeking new medium-to-long-term funders, prioritising core costs ahead of project work
- Implementing a user engagement programme which will inform funding bids and overall strategic direction
- Ensuring we provide an equitable offer to the citizens of Sheffield and deliver therapy to a diverse and in-need client base.

Reserves policy

The Board of Trustees has determined that the free reserves target should be £37,000 based upon three months' worth of typical expenditure while taking into account any costs associated with closing the organisation. Free reserves, i.e. unrestricted funds excluding fixed assets, as of 31 March 2022 were £44,973.

Astrid Walker Bourne

Co-Chair

On behalf of the Board of Trustees.

Clinical Lead Report

I began working in the position of clinical lead in January 2022, having migrated from London to Sheffield in 2020. Prior to my move, I've worked as an art psychotherapist and clinical supervisor for the NHS in Leicesters specialist personality disorder service, in private practice at the London Art Therapy Centre, as a lecturer on the art psychotherapy MA at Goldsmiths College, London, and set and run a charity, the New Art Studio, a therapeutic art studio for asylum seekers and refugees. I am also a published author, and have recently co-edited the book 'Art Psychotherapy Groups in The Hostile Environment of Neoliberalism: Collusion or Resistance?' for Routledge. In keeping with Share's values, I've a passion for providing therapy to those who are socially and economically excluded. Given my start date, this report is limited to the period January - March 2022.

It has been a pleasure to join Share and to discover how aptly the charity clearly lives up to its moniker of 'excellence in psychotherapy' and its reputation of being a warm and supportive therapeutic environment.

While the gap between Clinical Leads and the disruptions of COVID brought a number of pressing issues, I am fortunate that Share has been well held between the business manager, co-chairs, associates, admin staff and our dedicated volunteer therapists. It feels especially important to recognise the contributions of administrator Laura Darrington and associates Helen Hawley, Sharon Herriot and Jill Double who have all worked above and beyond their roles to hold Share together through this difficult time. Beyond induction, below are the core areas of my activities.

1. *Easing of COVID restrictions.*
 2. *Clinical matters.*
 3. *The learning environment.*
- Conclusion.*

1. Easing of COVID restrictions.

While government restrictions for COVID ended in February, it was clear that we could not assume that Share could simply return to 'business as usual', as there continue to be clients and therapists profoundly impacted by the pandemic. While I oversaw this period as being a return to face-to-face therapy, it was important to continue to consider remote working as an option for those who are vulnerable.

Looking to the longer term, COVID has also given Share a more flexible approach to therapy, with remote therapy available when therapists and clients are not able to attend sessions in person.

2. Clinical matters.

Prior to my joining, the charity had been overwhelmed with applications for therapy, and forced to close for applications in Oct 2021. Share's waiting list was over one hundred clients in January 2022. In addition to this, given the charity's reliance upon trainee therapists, there are a number of 'complex clients' (those who require experienced therapists) who had remained on our waiting list for prolonged periods, many for over eighteen months. A number of strategies have been undertaken to attend to these problems;

- i. Recruitment for qualified therapists was greatly needed, and a drive to recruit new volunteer therapists led to the appointment of three qualified therapists, due to start in April.
- ii. The Covid Recovery Fund (see BM report) has created opportunities for qualified therapists to be paid for taking on additional clients, thus increasing Share's capacity to meet with complex clients through the appointment of Emma Gray as Senior Therapist, and providing opportunities for our qualified volunteer therapists to undertake paid sessional work. At the time of writing eight clients were being seen under this scheme.
- iii. Short-term therapy. While having no intention to water-down Share's offer of long-term therapy, there are some on our waiting list who've had substantial amounts of therapy, for whom it seems appropriate to offer short & focussed pieces of therapy. There are two clients who have accepted the offer of six months of therapy.
- iv. Clearer limit setting. It is clear that some clients' needs went beyond what Share could offer, and it is

Clinical Lead Report continued...

unfair to keep applicants waiting when Share is unable to provide suitable support. In these cases, discussions were offered to applicants to explain the charity's limits, prior to discharge. Similarly, there were applicants who repeatedly failed to attend assessments or reply to our messages, these people were given deadlines to confirm their commitment to the service or removed from our waiting list.

At the time of writing the waiting list has been reduced from over a hundred to fifty.

3. The learning environment.

Underneath the warmth that Share exudes is a undergird of robust supervision and a consistent therapeutic environment. Our therapists and trainees clearly hold our supervision in high regard, and I would like to thank our associates, Helen Hawley, Jill Double and Sharon Herriott for their commitment to providing high quality supervision, throughout and beyond the pandemic.

Other areas of support were mal-impacted by the pandemic, with the absence of a clinical lead, library closure and our CPD program grinding to a halt. My appointment means that Share is again able to provide therapeutic containment in addition to fortnightly supervision.

This recent period saw the library reopening, and volunteer librarians from Sheffield University beginning the arduous task of reordering and digitising our collection. This is expected to be concluded in June 2022.

CPD was also restarted, thanks to the work of board member Vanessa, who developed a monthly program of training. This program started in February with 'clinical note taking' led by associate Helen followed by and training from the lived-experience group 'Battle Scars' in March.

4. Conclusion.

To end, I would like to say that I've found Share to be an inspiring place to join, whose humanistic values and excellence in psychotherapy come out of the dedication and passion of its staff and therapists. I look forward to working to build upon Share's strong base and reputation. In the next period I will continue to interview for new therapists, this time focusing on a new cohort of trainees, undertake a service review, induct the senior therapist, and work with the board to develop the long term business strategy.

Jon Martyn, Clinical Lead
August 2022

Business Manager Report

Despite challenges around recruitment and the continuing effects of the Covid pandemic, it was an excellent year for Share, and we are extremely proud to have delivered so many 1-1 therapy sessions for our clients in 2021/22. Demand for our service effectively tripled in the early part of 21/22 and it was with sadness that we closed to new applications in the autumn for around six months, an incredibly difficult decision but a necessary one to prevent our 'Client Pool' (i.e. waiting list) becoming unmanageable. We noted that other similar services had taken the decision to do the same thing, a reflection of the incredible demand for psychotherapy interventions in Sheffield – particularly the low-cost, long-term model we offer.

Simon Bell left us in September 2021 and the Clinical Lead post remained vacant for four months - much longer than expected. The whole sector in Sheffield has struggled to recruit in the last 12 to 18 months and Share was no exception. It was an extremely challenging period and I was grateful for the support of our Clinical Associates (Jill Double, Sharon Herriot, Helen Hawley and Clare Turner) over this time. Eventually we were able to recruit an excellent candidate in Jon Martyn. The lack of a Clinical Lead for a third of the year means 2022/23's stats (specifically number of client hours) will be a good way below those in 21/22, as recruitment of volunteer therapists and screening of client applications took a back seat.

In Q1 we decided to make the second Administrator/Receptionist post permanent, with Lisa Matheson initially in this role before taking maternity leave. Hannah Woods came in on a temporary contract and proved an able deputy. Having the reception area staffed 9-5, Monday to Friday, is very important to me and client feedback received throughout the year reflected how valued this is.

Fundraising was challenging in 21/22 in light of staff absences, but I was delighted we were able to secure ongoing support from the local trusts listed on page 8 of this report. We were also lucky enough to receive a grant of around £27,000 from Sheffield City Council's Covid Recovery Fund. This grant enabled us to create a Senior Therapist post, providing the sort of support for the Clinical Lead which we have long needed. Emma Gray stepped into the role and will be an enormous help to Share in 22/23. The grant also enables us to pay some of our qualified therapists to facilitate assessments and deliver 1-1 therapy, speeding up the journey from referral to therapy for some of those in our Client Pool.

Client arrears is one area which has significantly improved from last year. The amount of outstanding money owed to Share by its clients each month is typically 50%-75% less than it was twelve months ago. Systems and communication are much clearer and this has been a real weight off my mind. Share depends on client income to survive and having a clear and simple payment system is vital.

Share's lease on 73 Wilkinson Street expires in March 2023 and we are currently in negotiations with our landlord about extending. In the medium to long term Share needs to move to a more modern, accessible space, but for now the cost and time needed to move is beyond our means and we intend to remain here in the short-term. There have been ongoing issues with a leaky roof which I hope will be resolved in the early part of 22/23 - unfortunately the landlord is unwilling to contribute to repair and this will take a chunk out of our budget which could have been invested elsewhere.

Networking went well in 21/22 and Share continues to become a more recognisable name in the local mental health sector. I attended most Mental Health Partnership Network meetings and our co-chair Lynn Keirs was a virtually ever-present at the Sheffield Psychology Board. The nascent Rethink Alliance came into formation in 21/22 and I've attended several meetings, at this stage Share does not really have a vested interest but the Alliance is likely to develop into something more relevant over time. We also established firm links with wellbeing services at both Sheffield Hallam University and the University of Sheffield, vital given the number of students on our books.

We finished the year with £44,973 in unrestricted reserves and have budgeted for 2023/24 as follows on the next page:

Business Manager Report continued...

Budget For 2022/23

Income	£	Expenditure	£
Grants	62,000	Staffing	105,000
Client Income	76,000	Therapy Support	31,500
Individual Donations	2,000	Premises	23,000
Other	3,600	Admin & Equipment	8,000
		Utilities & Services	9,250
TOTAL	143,600	TOTAL	176,750*

*NB. £27,000 of this spend is a restricted grant from Sheffield City Council which must be spent in full by March 2023

Share faces very real financial challenges in 2022/23. We will deliver lower client numbers this year due to the aforementioned absence of a Clinical Lead in 2021, and this in turn means less client income than was budgeted for. Energy costs have risen by around 250%, and our staff team is bigger than it was two or three years ago. Fundraising is a top priority and we hope to be able to find new partners to back us and our work, along with retaining the support of long-standing supporters. In the face of unprecedented demand it is incredibly important for our unique charity to survive.

I will be leaving Share in August 2022, having been offered a very exciting role with another charity in the city. I am enormously grateful for my two years here and for the faith the board showed in hiring me. On both a personal and professional level it has been a transformative experience and I will always have a deep affection for Share and the work it does.

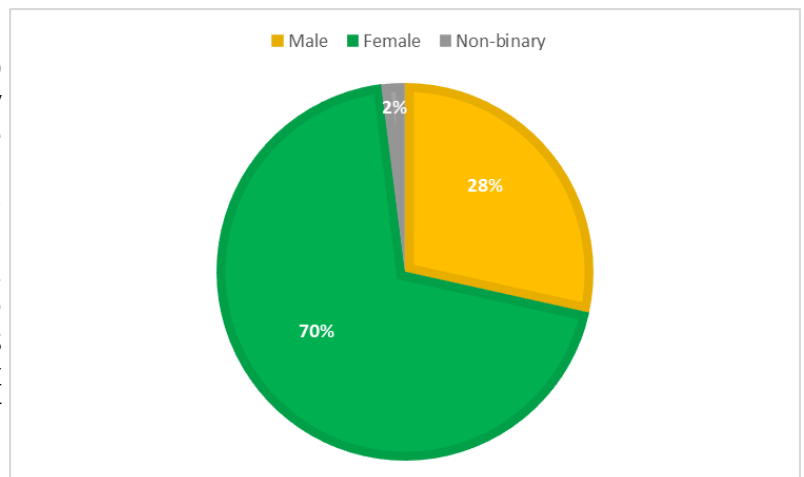
Mike Taylor
Business Manager

The Numbers

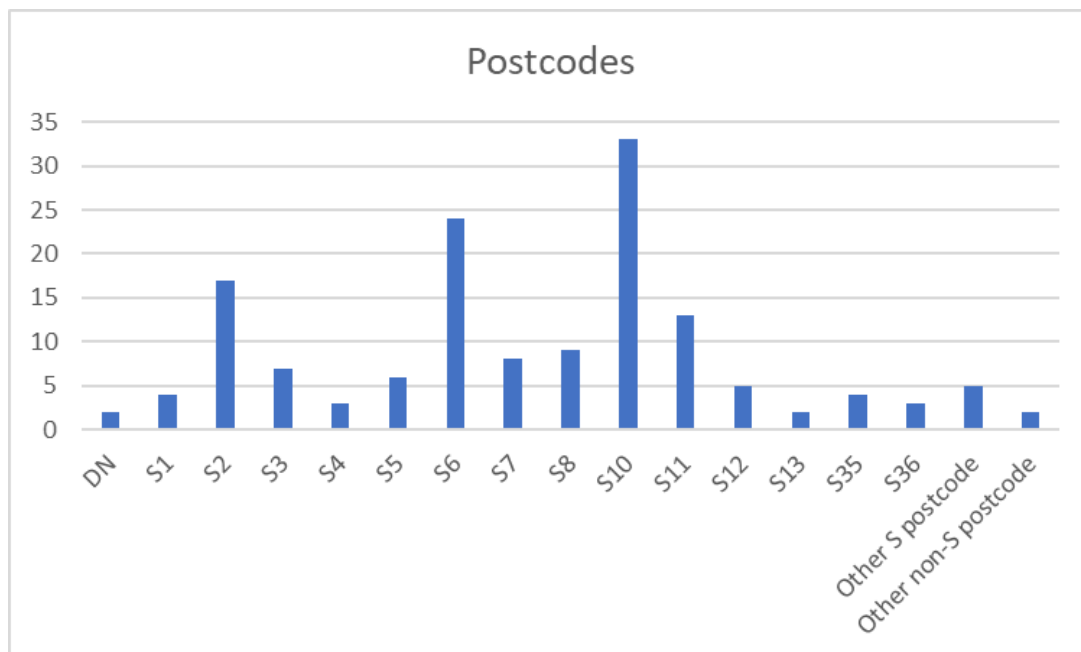
The big number to shout about this year is the 4,674 hours of one to one therapy delivered, more than any other year in our history. Curiously, we saw less clients in total than last year—151 against 165—but 2020/21 was the year we ran our National Lottery project to get thirty extra clients in for short-term therapy, which explains the discrepancy. Income from one-to-one sessions across 2021/22 was £71,656.86—another all-time high, though with increased client capacity comes increased staff and clinical costs, meaning our reserves surplus is significantly down from 20/21.

About our clients

The gender makeup of our client group is similar to previous years, with many more female clients than those identifying as male or non-binary. National statistics suggest women are more likely than men to suffer from a common mental health problem, though the suicide rate for men is three times higher than for women, so it's hard to ascertain whether our client base is truly representative of the wider population.



Share continues to see a high number of therapy applications from clients in the immediate geographical area—S2, S6, S10 and S11 featuring heaviest in the breakdown of client-by-postcode:



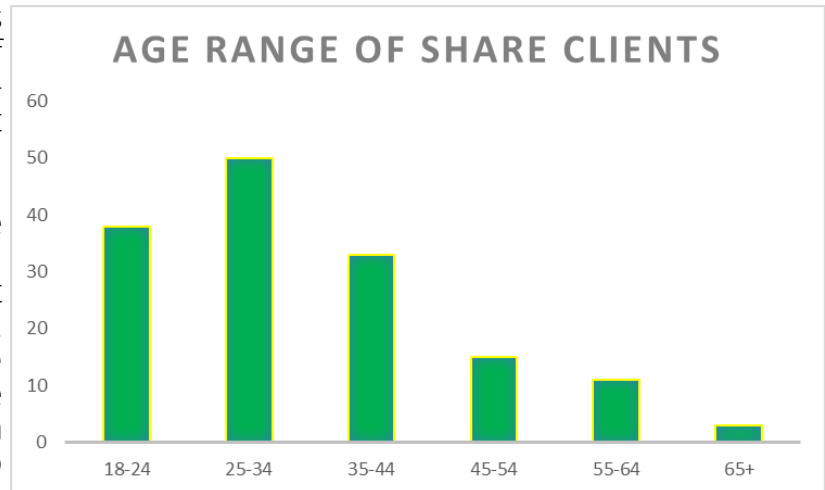
We remain heavily oversubscribed with ever-increasing interest in our low-cost, long-term therapy model and long wait times, which has held up aspirations to reach further beyond the city centre and into areas rated higher in the Indices of Deprivation. As part of our new strategy (at time of writing, currently in development) we will explore ways to diversify the geographical

The Numbers continued...

makeup of our client group.

The age range of our clients skews towards the younger end, with 59% of those in therapy aged 35 or younger - though this is slightly down from last year's 63%.

The overall percentage of full-time students having therapy at Share fell for the first time in five years, though at 29% the number is still very significant. Almost all are studying at the University of Sheffield, with low single figures from Sheffield Hallam University. In 2021/22 we began to build links with the Wellbeing services at both universities and look forward to exploring how we can work together in the near future.



Client Fees

We are reassured to see 40% of our clients paid our lowest fee (£10 per session) and 34% the second lowest (£15) last year, keeping true to our mission to reach those most in need. Our means-tested session fees range from £10 to £50, and with the average session fee paid last year being £15.37, we definitely appear to be reaching clients in difficult economic circumstances and who almost certainly could not afford private rates.

Client Feedback

We have revamped our process of gathering post-therapy feedback from clients and, while this is still in an embryonic phase, we do have some data to look at:

First, we asked our clients about the wait time between applying for and beginning therapy. **63%** felt the wait was about what they'd expect, **25%** felt it was too long, and **13%** felt it was quicker than they expected. This is perhaps surprising, given our long wait times, but perhaps underscores pressures across the mental health sector as a whole, and how clients have become used to waiting a number of months before accessing interventions.

We asked how clients found communication from Share staff. **50%** felt it was excellent, **44%** good, and **5%** okay. None were dissatisfied. This is particularly satisfying for our hard-working reception team who juggle lots of different responsibilities and have justly acquired an excellent reputation among our clients.

Asked about our session fees, **100%** of respondents felt the fees were "about right", with none feeling they were too little or too much. This would suggest our sliding scale fees are set within realistic and appropriate boundaries.

Looking back at their time with Share, **67%** of clients reflected that their expectations pre-therapy had been met, with **33%** feeling they had been "more than met". No respondents found the therapy less than expected. A fantastic bit of feedback here!

Client Comments

“Great care and compassion. Kindness and creativity helped me through a difficult time. Thank you”

“My experience at Share enabled me to confront some issues that had underpinned a lot of uncomfortable times in life. Exploring those issues and getting to the root has given me a clarity that was not in existence prior to my time. Thank you, Share!”

“Thank you for providing access to those who cannot afford long term therapy!”

“Share and my therapist have restored my trust back in services and I have been able to cope with my personal circumstances now. I have a much clearer mind and more confidence. I have gotten a lot out of my experience. Thank you so much!”

“My therapist was calm, engaged, and supremely patient”

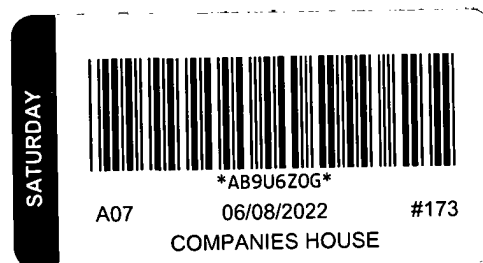
“The therapy made a massive positive impact on my life, even when things were very tough, and is still helping me today. I am very glad I came to Share Psychotherapy”

Registered Charity Number: 1130400
Company number: 06757798

Share Psychotherapy

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2022



Share Psychotherapy Contents

	Page
Trustees' annual report	1 - 5
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 - 13

**Share Psychotherapy
Trustees' annual report
For the year ended 31 March 2022**

The Trustees, who are also Directors of the Company for the purposes of the Companies Act, present this Annual Report and Financial Statements of the company for the year ended 31 March 2022.

The Trustees confirm that the Annual Report and Financial Statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

Objectives, activities and public benefit

The object of the charity is to promote good mental health for the public benefit by the provision of psychotherapy and counselling for those who are unable to afford it through lack of means, or who are otherwise in need. A substantial proportion of our clients endure severe and complex mental health difficulties and over 75% of them pay the lowest or second-lowest fee possible due to financial disadvantage. The importance of such services to Sheffield's recovery from the pandemic has brought Share's contribution to the public good into even sharper focus.

In defining our aims and carrying them out, the Trustees have full regard to the guidance published by the Charities Commission on public benefit. The business plan for the 21/22 period covered five areas:

1. Stabilising Our Financial Position
2. Becoming A Centre Of Excellence in Psychotherapy and Developing a Strong Learning & Therapeutic Culture
3. Developing our staffing, systems and infrastructure
4. Working closely with the statutory and VCF sectors
5. Cross-cutting: Strategy development

We will address below the work undertaken in the last twelve months on these areas, along with a general overview of Share's performance in 2021/22.

Achievements and Performance

Share has continued to provide a full service during 21/22, delivering the highest level of activity in our history - 4674 hours of therapy in total. In a year which saw ongoing, Covid-related lockdowns and restrictions, this is a remarkable achievement. Share is now able to switch between online and face-to-face therapy instantly, essentially future-proofing our service delivery should any further restrictions be mandated.

The average per session fee paid by our clients was £15.37. Share's fees range from £10 to £50 and are assessed based on a client's individual annual income. A low average fee suggests we are meeting our goal of providing therapy to those who could not afford it privately.

Following the resignation of the Clinical Manager in September 2021 we began a longer-than-expected recruitment process, and through this period managed the service safely for several months, drawing on experienced Clinical Associate support and input from the co-chairs. Lack of a Clinical Manager meant Share focused on core 1-1 therapy work rather than piloting new programmes (eg. group work).

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2022

1. Stabilising Our Financial Position

We end 21/22 in sound financial health. It has been a great achievement to exceed income targets from therapy by over £6,000 despite the ongoing pandemic and the resignation of the Clinical Manager. We have maximised income from local charitable trusts but been unable to negotiate additional CCG income despite our best efforts. The CCG is about to undergo a significant change, becoming the South Yorkshire Integrated Care Board (SY ICB), and it is unclear how this will affect Share. The current contract runs until March 2023 and we are hopeful they will continue their current financial support to us but understand that no promises can be made in what is a time of upheaval and change for them. Our plan for a National Lottery Community Fund bid has been postponed as it requires an intensive stakeholder consultation process which, in light of the absence of a Clinical Manager and subsequent pressures on the Business Manager, has not been feasible to advance.

2. Becoming A Centre Of Excellence in Psychotherapy and Developing a Strong Learning & Therapeutic Culture

During 21/22 Share has seen a continued increase in the number of clients seeking therapy, with demand far exceeding capacity. Over the course of the year our referral rates came close to tripling pre-Covid levels. The co-Chairs informed the CCG that the number of clients waiting to start therapy had exceeded 100 and that reluctantly, without further investment on the horizon, we would have to close to new referrals. In October 2021 the Board took the decision to close to all new referrals and the position remained unchanged for the remainder of 21/22.

In the absence of a Clinical Manager, Associate Therapists were contracted to provide clinical leadership, clinical cover & supervision. This work was overseen by the co-Chairs & monitored through the period until the new Clinical Lead was appointed.

Minor steps were taken in user engagement with the revamping of our client feedback forms, moving these from paper to online and retooling the format to offer a wider and more detailed level of feedback. Our engagement with our volunteer base also improved with the creation of a regular Newsletter. However, the bulk of user engagement was once again put on hold as staffing challenges meant more pressing matters (i.e. service delivery) took hold.

We welcomed three students from the University of Sheffield as library volunteers in January 2022. Share's physical library is now up and running again and this is a popular and vital resource for our volunteer therapists.

In the latter part of 21/22 Share invested in designed and booking a full schedule of CPD for our volunteer therapists, with a calendar of events up until early 2023 now in place. The first training event, a workshop run by self-harm charity Battle Scars, took place in March 2022 and was well-attended by both Share personnel and staff & volunteers from other third-sector organisations.

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2022

3. Developing our staffing, systems and infrastructure

Given our stable finances we have been able to extend the Business Manager's contract to full time as well as boost much-needed admin/reception capacity to free up Business Manager time. This was a planned and considered investment of surplus reserves which we outlined in last year's report. The Clinical Manager resigned in the summer and we had an extensive recruitment process, appointing a new Clinical Lead (Jon Martyn) in January. During the vacancy the co-Chairs worked closely with a group of Associates, having monthly meetings to ensure clinical governance was maintained and to provide a venue to raise and resolve any clinical concerns such as safeguarding.

We have continued to review the viability and cost effectiveness of remaining at 73 Wilkinson Street to inform the board's decision whether or not to extend the lease beyond March 2023. The building has a number of ongoing maintenance issues along with accessibility concerns, however sourcing suitable alternatives has so far been unsuccessful and it is likely we will remain at Wilkinson Street for at least another 12 months beyond the lease end. A final decision is forthcoming in Q2 of 22/23.

4. Working closely with the statutory and VCF sectors

One of the co-Chairs attends the fortnightly Sheffield Psychology Board, on which both voluntary and statutory services are represented, to ensure that Share is well informed and can contribute to a district-wide approach to the provision of psychotherapy services in Sheffield. The Business Manager attends monthly Mental Health Partnership Network meetings, the MHPN being an informal collective of similar and like-minded organisations in Sheffield. Share has also been present through the early stages and meetings of the Rethink Alliance, a more formal voluntary sector collective with a number of broad aims and hopes for the future of VCS mental health organisations in Sheffield.

5. Cross-cutting: Strategy development

Our five year (2017-2022) Strategy framework has come to an end with this business period. Share has secured pro-bono support from an experienced senior NHS Programme Manager to facilitate a process of strategy development for Share. We have produced an engagement framework for internal and external stakeholders which will be taken forward in Q1 and Q2 of 22/23, as we create and formalise a new Strategy to take Share forward into the coming years.

Future Plans

Share is currently formulating its new Business Plan and some of the key elements will include:

- Securing affordable, long-term, accessible premises
- Ensuring the SY ICB support Share in the same way the CCG did (ideally increasing funding)
- Seeking new medium-to-long-term funders, prioritising core costs ahead of project work
- Implementing a user engagement programme which will inform funding bids and overall strategic direction
- Ensuring we provide an equitable offer to the citizens of Sheffield and deliver therapy to a diverse and in-need client base.

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2022

Reserves policy

The Board of Trustees has determined that the free reserves target should be £37,000 based upon three months' worth of typical expenditure while taking into account any costs associated with closing the organisation. Free reserves, i.e. unrestricted funds excluding fixed assets, as of 31 March 2022 were £44,973.

Structure, governance and management

The organisation is a company limited by guarantee and a registered charity. The charity's governing documents are its Memorandum and Articles of Association. The charity was incorporated as a company limited by guarantee without share capital, on 25 November 2008 and was registered with the Charity Commission as a charity on 1 April 2009.

Meetings of the Board of Trustees of the Charity and Directors of the Company are held quarterly to monitor the activities carried out and to make decisions relating to the strategic direction, financing and governance of the organisation.

The Risk Register is updated and reviewed at each formal Board meeting. This discipline has produced a recognisable benefit in terms of the way the Board anticipates operational risks and responds in discussion with staff to frame immediate and longer-term actions.

The board holds monthly informal board meeting to stay abreast of key issues and deepen discussion around operational issues as required.

The oversight, support and development of the clinical activity carried out by our therapists is provided by the Clinical Lead and part-time Clinical Associates. All paid and volunteer therapists continued to receive clinical supervision. For volunteers and therapists in training this takes place in groups held in-house and facilitated by either the Clinical Lead or a Clinical Associate.

We recruited a treasurer, Eric Lee, this year by advertising externally and undergoing a recruitment process. Candidates submitted a CV and letter of interest showing how they met the job specification. Interviews took place with the co-Chair and Business Manager and formal approval for the best candidate was extended by the Board. The induction and training was undertaken by the co-chairs and the Business Manager, to ensure full oversight of their legal and operational responsibilities. This is in line with the Memorandum and Articles of Association of the Company and the policies and procedures adopted by the Board.

Moreover, trustees complete an annual declaration of interests, topped up by a standard item at Board meetings to identify any issues of potential conflict on each agenda.

Share Psychotherapy
Legal and administrative information

Trustees

Lynn Keirs	Joint Acting Chair	
Astrid Walker Bourne	Joint Acting Chair	
David Quinney		(Resigned 2 July 2021)
Eric Lee	Treasurer	(Appointed 2 July 2021)
Vanessa Boddye		
Zoe Barlow		(Resigned 27 May 2021)
James Millns		
Bethany Rodgers		

Management team

Simon Bell	Clinical Manager	(Resigned 24 September 2021)
Jon Martyn	Clinical Lead	(Appointed 18 January 2022)
Mike Taylor	Business Manager	

Charity number
1130400

Company number
06757798

Registered office
73 Wilkinson Street
Sheffield
S10 2GJ

Independent Examiner
Sarah Lightfoot, FCA DChA
Employee of:
VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees declare that they have approved the Trustees' annual report above on 1 AUGUST 2022 and signed on behalf of the trustees by:

Print name: ASTRID WALKER BOURNE
Trustee

Independent examiner's report to the directors of Share Psychotherapy ('the Company')

I report to the charity directors on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the directors of the Company you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

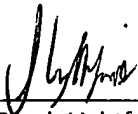
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to organisations preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Signed: 
Sarah Lightfoot, FCA DChA
Employee of:
VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Date: 4 August 2022

Share Psychotherapy

Statement of financial activities (incorporating the income and expenditure account) for the year ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total £	Unrestricted funds £	Restricted funds £	2021 Total £
Income from:							
Donations, grants and legacies	2	19,493	-	19,493	26,603	17,500	44,103
Charitable activities	3	111,876	27,762	139,638	113,822	40,649	154,471
Investments - bank interest		1	-	1	5	-	5
Total income		131,370	27,762	159,132	140,430	58,149	198,579
Expenditure on:							
Charitable activities	4	140,477	11,196	151,673	113,428	51,828	165,256
Total expenditure		140,477	11,196	151,673	113,428	51,828	165,256
Net movement in funds		(9,107)	16,566	7,459	27,002	6,321	33,323
Reconciliation of funds:							
Total funds brought forward		55,726	11,321	67,047	28,724	5,000	33,724
Total funds carried forward		46,619	27,887	74,506	55,726	11,321	67,047

The statement of financial activities includes all gains and losses recognised in the year. All of the charitable company's operations are classed as continuing.

Share Psychotherapy

Balance Sheet As at 31 March 2022

	Notes	2022 £	2021 £
Fixed assets			
Tangible assets	8	1,646	2,059
Total fixed assets		<u>1,646</u>	<u>2,059</u>
Current assets			
Debtors	9	2,653	2,841
Cash at bank and in hand		<u>73,901</u>	<u>65,420</u>
Total current assets		<u>76,554</u>	<u>68,261</u>
Creditors: amounts falling due within one year	10	(3,694)	(3,273)
Net current assets		<u>72,860</u>	<u>64,988</u>
Total assets less current liabilities		74,506	67,047
Creditors: amounts falling due after one year		-	-
Total net assets		<u><u>74,506</u></u>	<u><u>67,047</u></u>
Represented By			
FUNDS			
Unrestricted funds		46,619	55,726
Restricted funds	11	<u>27,887</u>	<u>11,321</u>
Total charity funds	12	<u><u>74,506</u></u>	<u><u>67,047</u></u>

For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The director's acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The accounts have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved by the board of trustees on 26 July 2022 and signed on its behalf by:

ASTRID WALKER BOURNE

Print name: ASTRID WALKER BOURNE

Trustee

Share Psychotherapy

Notes to the Accounts for the year ended 31 March 2022

1 Accounting Policies

(a) Basis of preparation

Share Psychotherapy is a charitable company in the United Kingdom limited by guarantee. In the event that the charity is wound up the liability in respect of the guarantee is limited to £10 per member of the charity. The address of the registered office is given in the company information on page 1 of these financial statements.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011. The financial statements have taken the exemption not to prepare a Statement of Cashflows.

The charity meets the definition of a public benefit entity as defined under FRS102. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £1.

(b) Income

Income is recognised in the SOFA when the charity has entitlement to the funds, any performance conditions attached to the monies have

(c) Expenditure and liabilities

Expenditure is recognised where an there is a legal or constructive obligation to pay a third party, it is probable that settlement will be required and the amount of the obligation can be reliably measured. All expenditure is reported gross of irrecoverable VAT.

(d) Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Depreciation is provided on all tangible assets at the following rates calculated to write off the cost less estimated residual value, over their useful economic lives:

Fixtures and fittings	20% reducing balance
-----------------------	----------------------

(e) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

(f) Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

(g) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(h) Fund accounting

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Restricted funds are either donations which the donor has specified are to be solely used for particular areas of the charity's work or grant income sought for specified activities.

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2022

1 Accounting Policies - continued

(i) Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

(j) Operating lease rentals

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

(k) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(l) Significant estimates and judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

Judgements have been made regarding the right to receipts from the Coronavirus Job Retention Scheme grant, given the partial public funding of the charity.

2 Income from donations, grants and legacies

	Unrestricted funds £	Restricted Funds £	2022 Total £	Unrestricted funds £	Restricted Funds £	2021 Total £
Sheffield Church Burgesses Trust	8,000	-	8,000	2,000	-	2,000
Sheffield Town Trust	2,500	-	2,500	5,500	-	5,500
The Zachary Merton And George Woofindin Convalescent Trust	5,000	-	5,000	3,250	-	3,250
Harry Bottom Charitable Trust	2,000	-	2,000	4,000	-	4,000
Talbot Trust	-	-	-	-	15,000	15,000
The JG Graves Charitable Trust	-	-	-	-	2,500	2,500
Coronavirus Job Retention Scheme grant	-	-	-	11,478	-	11,478
General donations	1,993	-	1,993	375	-	375
	<u>19,493</u>	<u>-</u>	<u>19,493</u>	<u>26,603</u>	<u>17,500</u>	<u>44,103</u>

3 Income from charitable activities

	Unrestricted funds £	Restricted Funds £	2022 Total £	Unrestricted funds £	Restricted Funds £	2021 Total £
Sheffield Clinical Commissioning Group	36,886	-	36,886	68,886	-	68,886
Client fees	73,622	-	73,622	44,936	-	44,936
Sheffield City Council Community Covid Recovery Grant	-	27,762	27,762	-	-	-
National Lottery - Coronavirus Community Support Fund	-	-	-	-	40,649	40,649
Room rental	1,368	-	1,368	-	-	-
	<u>111,876</u>	<u>27,762</u>	<u>139,638</u>	<u>113,822</u>	<u>40,649</u>	<u>154,471</u>

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2022

4 Expenditure on charitable activities

Notes	Unrestricted funds £	Restricted Funds £	2022 Total £	Unrestricted funds £	Restricted Funds £	2021 Total £
Direct client costs	1,110	-	1,110	374	-	374
Staff costs						
Salary and associated costs	5 71,063	5,684	76,747	56,753	15,205	71,958
Associates	29,999	5,412	35,411	17,304	26,274	43,578
Payroll fees	555	-	555	482	-	482
Supervision costs	580	-	580	1,170	-	1,170
Other staff costs including training and dbs checks	482	-	482	2,387	-	2,387
Property costs						
Rent	20,000	-	20,000	18,931	-	18,931
Rates and water	2,508	-	2,508	1,810	-	1,810
Light and heat	1,790	-	1,790	3,884	-	3,884
Repairs, maintenance and equipment	2,628	100	2,728	1,902	6,840	8,742
Office costs						
Insurance	1,676	-	1,676	1,640	-	1,640
Equipment rental	554	-	554	723	-	723
Photocopying, postage and stationery	654	-	654	561	-	561
Telephone	890	-	890	833	-	833
Computer costs	1,142	-	1,142	889	3,329	4,218
Subscriptions	1,152	-	1,152	166	180	346
Website costs	341	-	341	168	-	168
Depreciation	413	-	413	515	-	515
Bad debts	-	-	-	176	-	176
Bank and payment facility charges	576	-	576	409	-	409
General expenses (including refreshments)	905	-	905	757	-	757
Legal and professional fees	655	-	655	754	-	754
Independent examination fee	6 804	-	804	840	-	840
	<u>140,477</u>	<u>11,196</u>	<u>151,673</u>	<u>113,428</u>	<u>51,828</u>	<u>165,256</u>

5 Staff costs

	2022 £	2021 £
Salaries	73,791	69,239
Employer's National Insurance contributions	5,534	5,316
Employer's allowance	(4,000)	(4,000)
Employer's pension contributions	1,422	1,403
	<u>76,747</u>	<u>71,958</u>

The average number of employees in the year was 5 (2021: 4). No employee received emoluments of more than £60,000 in either year.

6 Independent examiner's fees

	2022 £	2021 £
Independent examination fee (includes accountancy costs)	<u>804</u>	<u>840</u>
Other fees paid to Independent examiner's organisation:		
Other professional services	150	-
Payroll services and software subscription	<u>753</u>	<u>734</u>
	<u>903</u>	<u>734</u>

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2022

7 Trustees and Key management personnel remuneration, benefits and expenses

No trustees were reimbursed for out of pocket expenses during the year (2021: £nil). The charity trustees were not paid or received any other benefits from employment with the charity during the year (2021: £nil).

Vanessa Boddye, trustee, received £798 as a self employed associate for her therapy services as part of the National Lottery funding. This is pending retrospective approval by the Charity Commission. No other trustee received payment for professional or other services supplied to the charity (2021: £2,148).

The key management personnel (management team), comprise of the Clinical lead (replacing the Clinical manager position during the year) and the Business manager. The total employee benefits of the key management personnel were £54,422 (2021: £41,211).

8 Tangible fixed assets

	Fixtures and Fittings £	Total £
Cost		
As at 1 April 2021	9,773	9,773
Additions	-	-
As at 31 March 2022	<u>9,773</u>	<u>9,773</u>
Depreciation		
As at 1 April 2021	7,714	7,714
Charge this period	413	413
As at 31 March 2022	<u>8,127</u>	<u>8,127</u>
Net book value		
As at 31 March 2022	<u>1,646</u>	<u>1,646</u>
As at 31 March 2021	<u>2,059</u>	<u>2,059</u>

All fixed assets are considered to be for direct charitable purposes.

9 Debtors

	2022 £	2021 £
Trade debtors	-	435
Prepayments	2,499	2,406
Other debtors	154	-
	<u>2,653</u>	<u>2,841</u>

10 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	252	2,081
Other creditors	574	352
Other taxes and social security	1,914	-
Accruals	954	840
	<u>3,694</u>	<u>3,273</u>

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2022

11 Restricted funds

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Screwfix - building repairs	225	-	(100)	-	125
Talbot Trust	11,096	-	(11,096)	-	-
Sheffield City Council Community Covid Recovery Grant	-	27,762	-	-	27,762
	11,321	27,762	(11,196)	-	27,887

Screwfix - building repairs

- £5,000 was given towards the replacement of the central heating boiler.

Talbot Trust

- £15,000 provided to support extra demand due to COVID, and also to strengthen and consolidate the clinical and business management capacity.

Sheffield City Council Community Covid Recovery Grant

- £27,762 given to support additional capacity required as a result of the pandemic. The funding is for February 2022 to March 2023.

Prior year comparison

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Screwfix - building repairs	5,000	-	(4,775)	-	225
National Lottery - Coronavirus Community Support Fund	-	40,649	(40,649)	-	-
Talbot Trust	-	15,000	(3,904)	-	11,096
The JG Graves Charitable Trust	-	2,500	(2,500)	-	-
	5,000	58,149	(51,828)	-	11,321

12 Net assets by fund

	Unrestricted funds £	Restricted Funds £	2022 Total £	Unrestricted funds £	Restricted Funds £	2021 Total £
Tangible fixed assets	1,646	-	1,646	2,059	-	2,059
Net current assets	44,973	27,887	72,860	53,667	11,321	64,988
	46,619	27,887	74,506	55,726	11,321	67,047

13 Related party transactions

There were no related party transactions other than those detailed in note 7.

14 Operating lease commitments

As at 31 March 2022 the charity was committed to making the following payments under operating leases as follows:

	2022 £	2021 £
Land and Buildings	21,000	20,000
Other	622	156
Payable within 1 year	21,622	20,156
Land and Buildings	-	21,000
Other	778	-
Payable between 1-5 years	778	21,000

Registered Charity Number: 1130400
Company number: 06757798

Share Psychotherapy

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2022

Share Psychotherapy Contents

	Page
Trustees' annual report	1 - 5
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 - 13

Share Psychotherapy
Trustees' annual report
For the year ended 31 March 2022

The Trustees, who are also Directors of the Company for the purposes of the Companies Act, present this Annual Report and Financial Statements of the company for the year ended 31 March 2022.

The Trustees confirm that the Annual Report and Financial Statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

Objectives, activities and public benefit

The object of the charity is to promote good mental health for the public benefit by the provision of psychotherapy and counselling for those who are unable to afford it through lack of means, or who are otherwise in need. A substantial proportion of our clients endure severe and complex mental health difficulties and over 75% of them pay the lowest or second-lowest fee possible due to financial disadvantage. The importance of such services to Sheffield's recovery from the pandemic has brought Share's contribution to the public good into even sharper focus.

In defining our aims and carrying them out, the Trustees have full regard to the guidance published by the Charities Commission on public benefit. The business plan for the 21/22 period covered five areas:

1. Stabilising Our Financial Position
2. Becoming A Centre Of Excellence in Psychotherapy and Developing a Strong Learning & Therapeutic Culture
3. Developing our staffing, systems and infrastructure
4. Working closely with the statutory and VCF sectors
5. Cross-cutting: Strategy development

We will address below the work undertaken in the last twelve months on these areas, along with a general overview of Share's performance in 2021/22.

Achievements and Performance

Share has continued to provide a full service during 21/22, delivering the highest level of activity in our history - 4674 hours of therapy in total. In a year which saw ongoing, Covid-related lockdowns and restrictions, this is a remarkable achievement. Share is now able to switch between online and face-to-face therapy instantly, essentially future-proofing our service delivery should any further restrictions be mandated.

The average per session fee paid by our clients was £15.37. Share's fees range from £10 to £50 and are assessed based on a client's individual annual income. A low average fee suggests we are meeting our goal of providing therapy to those who could not afford it privately.

Following the resignation of the Clinical Manager in September 2021 we began a longer-than-expected recruitment process, and through this period managed the service safely for several months, drawing on experienced Clinical Associate support and input from the co-chairs. Lack of a Clinical Manager meant Share focused on core 1-1 therapy work rather than piloting new programmes (eg. group work).

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2022

1. Stabilising Our Financial Position

We end 21/22 in sound financial health. It has been a great achievement to exceed income targets from therapy by over £6,000 despite the ongoing pandemic and the resignation of the Clinical Manager. We have maximised income from local charitable trusts but been unable to negotiate additional CCG income despite our best efforts. The CCG is about to undergo a significant change, becoming the South Yorkshire Integrated Care Board (SY ICB), and it is unclear how this will affect Share. The current contract runs until March 2023 and we are hopeful they will continue their current financial support to us but understand that no promises can be made in what is a time of upheaval and change for them. Our plan for a National Lottery Community Fund bid has been postponed as it requires an intensive stakeholder consultation process which, in light of the absence of a Clinical Manager and subsequent pressures on the Business Manager, has not been feasible to advance.

2. Becoming A Centre Of Excellence in Psychotherapy and Developing a Strong Learning & Therapeutic Culture

During 21/22 Share has seen a continued increase in the number of clients seeking therapy, with demand far exceeding capacity. Over the course of the year our referral rates came close to tripling pre-Covid levels. The co-Chairs informed the CCG that the number of clients waiting to start therapy had exceeded 100 and that reluctantly, without further investment on the horizon, we would have to close to new referrals. In October 2021 the Board took the decision to close to all new referrals and the position remained unchanged for the remainder of 21/22.

In the absence of a Clinical Manager, Associate Therapists were contracted to provide clinical leadership, clinical cover & supervision. This work was overseen by the co-Chairs & monitored through the period until the new Clinical Lead was appointed.

Minor steps were taken in user engagement with the revamping of our client feedback forms, moving these from paper to online and retooling the format to offer a wider and more detailed level of feedback. Our engagement with our volunteer base also improved with the creation of a regular Newsletter. However, the bulk of user engagement was once again put on hold as staffing challenges meant more pressing matters (i.e. service delivery) took hold.

We welcomed three students from the University of Sheffield as library volunteers in January 2022. Share's physical library is now up and running again and this is a popular and vital resource for our volunteer therapists.

In the latter part of 21/22 Share invested in designed and booking a full schedule of CPD for our volunteer therapists, with a calendar of events up until early 2023 now in place. The first training event, a workshop run by self-harm charity Battle Scars, took place in March 2022 and was well-attended by both Share personnel and staff & volunteers from other third-sector organisations.

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2022

3. Developing our staffing, systems and infrastructure

Given our stable finances we have been able to extend the Business Manager's contract to full time as well as boost much-needed admin/reception capacity to free up Business Manager time. This was a planned and considered investment of surplus reserves which we outlined in last year's report. The Clinical Manager resigned in the summer and we had an extensive recruitment process, appointing a new Clinical Lead (Jon Martyn) in January. During the vacancy the co-Chairs worked closely with a group of Associates, having monthly meetings to ensure clinical governance was maintained and to provide a venue to raise and resolve any clinical concerns such as safeguarding.

We have continued to review the viability and cost effectiveness of remaining at 73 Wilkinson Street to inform the board's decision whether or not to extend the lease beyond March 2023. The building has a number of ongoing maintenance issues along with accessibility concerns, however sourcing suitable alternatives has so far been unsuccessful and it is likely we will remain at Wilkinson Street for at least another 12 months beyond the lease end. A final decision is forthcoming in Q2 of 22/23.

4. Working closely with the statutory and VCF sectors

One of the co-Chairs attends the fortnightly Sheffield Psychology Board, on which both voluntary and statutory services are represented, to ensure that Share is well informed and can contribute to a district-wide approach to the provision of psychotherapy services in Sheffield. The Business Manager attends monthly Mental Health Partnership Network meetings, the MHPN being an informal collective of similar and like-minded organisations in Sheffield. Share has also been present through the early stages and meetings of the Rethink Alliance, a more formal voluntary sector collective with a number of broad aims and hopes for the future of VCS mental health organisations in Sheffield.

5. Cross-cutting: Strategy development

Our five year (2017-2022) Strategy framework has come to an end with this business period. Share has secured pro-bono support from an experienced senior NHS Programme Manager to facilitate a process of strategy development for Share. We have produced an engagement framework for internal and external stakeholders which will be taken forward in Q1 and Q2 of 22/23, as we create and formalise a new Strategy to take Share forward into the coming years.

Future Plans

Share is currently formulating its new Business Plan and some of the key elements will include:

- Securing affordable, long-term, accessible premises
- Ensuring the SY ICB support Share in the same way the CCG did (ideally increasing funding)
- Seeking new medium-to-long-term funders, prioritising core costs ahead of project work
- Implementing a user engagement programme which will inform funding bids and overall strategic direction
- Ensuring we provide an equitable offer to the citizens of Sheffield and deliver therapy to a diverse and in-need client base.

Share Psychotherapy
Trustees' annual report - continued
For the year ended 31 March 2022

Reserves policy

The Board of Trustees has determined that the free reserves target should be £37,000 based upon three months' worth of typical expenditure while taking into account any costs associated with closing the organisation. Free reserves, i.e. unrestricted funds excluding fixed assets, as of 31 March 2022 were £44,973.

Structure, governance and management

The organisation is a company limited by guarantee and a registered charity. The charity's governing documents are its Memorandum and Articles of Association. The charity was incorporated as a company limited by guarantee without share capital, on 25 November 2008 and was registered with the Charity Commission as a charity on 1 April 2009.

Meetings of the Board of Trustees of the Charity and Directors of the Company are held quarterly to monitor the activities carried out and to make decisions relating to the strategic direction, financing and governance of the organisation.

The Risk Register is updated and reviewed at each formal Board meeting. This discipline has produced a recognisable benefit in terms of the way the Board anticipates operational risks and responds in discussion with staff to frame immediate and longer-term actions.

The board holds monthly informal board meeting to stay abreast of key issues and deepen discussion around operational issues as required.

The oversight, support and development of the clinical activity carried out by our therapists is provided by the Clinical Lead and part-time Clinical Associates. All paid and volunteer therapists continued to receive clinical supervision. For volunteers and therapists in training this takes place in groups held in-house and facilitated by either the Clinical Lead or a Clinical Associate.

We recruited a treasurer, Eric Lee, this year by advertising externally and undergoing a recruitment process. Candidates submitted a CV and letter of interest showing how they met the job specification. Interviews took place with the co-Chair and Business Manager and formal approval for the best candidate was extended by the Board. The induction and training was undertaken by the co-chairs and the Business Manager, to ensure full oversight of their legal and operational responsibilities. This is in line with the Memorandum and Articles of Association of the Company and the policies and procedures adopted by the Board.

Moreover, trustees complete an annual declaration of interests, topped up by a standard item at Board meetings to identify any issues of potential conflict on each agenda.

Share Psychotherapy
Legal and administrative information

Trustees

Lynn Keirs	Joint Acting Chair	
Astrid Walker Bourne	Joint Acting Chair	
David Quinney		(Resigned 2 July 2021)
Eric Lee	Treasurer	(Appointed 2 July 2021)
Vanessa Boddye		
Zoe Barlow		(Resigned 27 May 2021)
James Millns		
Bethany Rodgers		

Management team

Simon Bell	Clinical Manager	(Resigned 24 September 2021)
Jon Martyn	Clinical Lead	(Appointed 18 January 2022)
Mike Taylor	Business Manager	

Charity number
1130400

Company number
06757798

Registered office
73 Wilkinson Street
Sheffield
S10 2GJ

Independent Examiner
Sarah Lightfoot, FCA DChA
Employee of:
VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees declare that they have approved the Trustees' annual report above on 1 August 2022 and signed on behalf of the trustees by:

Print name:

ASTRID WALKER BOURNE
Trustee

Independent examiner's report to the directors of Share Psychotherapy ('the Company')

I report to the charity directors on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the directors of the Company you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to organisations preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Signed: 
Sarah Lightfoot, FCA DChA
Employee of:
VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Date: 4 August 2022

Share Psychotherapy

Statement of financial activities

(incorporating the income and expenditure account)

for the year ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total £	Unrestricted funds £	Restricted funds £	2021 Total £
Income from:							
Donations, grants and legacies	2	19,493	-	19,493	26,603	17,500	44,103
Charitable activities	3	111,876	27,762	139,638	113,822	40,649	154,471
Investments - bank interest		1	-	1	5	-	5
Total income		131,370	27,762	159,132	140,430	58,149	198,579
Expenditure on:							
Charitable activities	4	140,477	11,196	151,673	113,428	51,828	165,256
Total expenditure		140,477	11,196	151,673	113,428	51,828	165,256
Net movement in funds		(9,107)	16,566	7,459	27,002	6,321	33,323
Reconciliation of funds:							
Total funds brought forward		55,726	11,321	67,047	28,724	5,000	33,724
Total funds carried forward		46,619	27,887	74,506	55,726	11,321	67,047

The statement of financial activities includes all gains and losses recognised in the year. All of the charitable company's operations are classed as continuing.

Share Psychotherapy

Balance Sheet

As at 31 March 2022

	Notes	2022 £	2021 £
Fixed assets			
Tangible assets	8	1,646	2,059
Total fixed assets		<u>1,646</u>	<u>2,059</u>
Current assets			
Debtors	9	2,653	2,841
Cash at bank and in hand		<u>73,901</u>	<u>65,420</u>
Total current assets		<u>76,554</u>	<u>68,261</u>
Creditors: amounts falling due within one year	10	(3,694)	(3,273)
Net current assets		<u>72,860</u>	<u>64,988</u>
Total assets less current liabilities		74,506	67,047
Creditors: amounts falling due after one year		-	-
Total net assets		<u>74,506</u>	<u>67,047</u>
Represented By			
FUNDS			
Unrestricted funds		46,619	55,726
Restricted funds	11	<u>27,887</u>	<u>11,321</u>
Total charity funds	12	<u>74,506</u>	<u>67,047</u>

For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The director's acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The accounts have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved by the board of trustees on 26 July 2022 and signed on its behalf by:

ASTRID WALKER BOURNE

Print name: ASTRID WALKER BOURNE

Trustee

Share Psychotherapy

Notes to the Accounts for the year ended 31 March 2022

1 Accounting Policies

(a) Basis of preparation

Share Psychotherapy is a charitable company in the United Kingdom limited by guarantee. In the event that the charity is wound up the liability in respect of the guarantee is limited to £10 per member of the charity. The address of the registered office is given in the company information on page 1 of these financial statements.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011. The financial statements have taken the exemption not to prepare a Statement of Cashflows.

The charity meets the definition of a public benefit entity as defined under FRS102. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £1.

(b) Income

Income is recognised in the SOFA when the charity has entitlement to the funds, any performance conditions attached to the monies have

(c) Expenditure and liabilities

Expenditure is recognised where there is a legal or constructive obligation to pay a third party, it is probable that settlement will be required and the amount of the obligation can be reliably measured. All expenditure is reported gross of irrecoverable VAT.

(d) Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Depreciation is provided on all tangible assets at the following rates calculated to write off the cost less estimated residual value, over their useful economic lives:

Fixtures and fittings	20% reducing balance
-----------------------	----------------------

(e) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

(f) Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

(g) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(h) Fund accounting

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Restricted funds are either donations which the donor has specified are to be solely used for particular areas of the charity's work or grant income sought for specified activities.

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2022

1 Accounting Policies - continued

(i) Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

(j) Operating lease rentals

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

(k) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(l) Significant estimates and judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

Judgements have been made regarding the right to receipts from the Coronavirus Job Retention Scheme grant, given the partial public funding of the charity.

2 Income from donations, grants and legacies

	Unrestricted funds £	Restricted Funds £	2022 Total £	Unrestricted funds £	Restricted Funds £	2021 Total £
Sheffield Church Burgesses Trust	8,000	-	8,000	2,000	-	2,000
Sheffield Town Trust	2,500	-	2,500	5,500	-	5,500
The Zachary Merton And George Woofindin Convalescent Trust	5,000	-	5,000	3,250	-	3,250
Harry Bottom Charitable Trust	2,000	-	2,000	4,000	-	4,000
Talbot Trust	-	-	-	-	15,000	15,000
The JG Graves Charitable Trust	-	-	-	-	2,500	2,500
Coronavirus Job Retention Scheme grant	-	-	-	11,478	-	11,478
General donations	1,993	-	1,993	375	-	375
	<u>19,493</u>	<u>-</u>	<u>19,493</u>	<u>26,603</u>	<u>17,500</u>	<u>44,103</u>

3 Income from charitable activities

	Unrestricted funds £	Restricted Funds £	2022 Total £	Unrestricted funds £	Restricted Funds £	2021 Total £
Sheffield Clinical Commissioning Group	36,886	-	36,886	68,886	-	68,886
Client fees	73,622	-	73,622	44,936	-	44,936
Sheffield City Council Community Covid Recovery Grant	-	27,762	27,762	-	-	-
National Lottery - Coronavirus Community Support Fund	-	-	-	-	40,649	40,649
Room rental	1,368	-	1,368	-	-	-
	<u>111,876</u>	<u>27,762</u>	<u>139,638</u>	<u>113,822</u>	<u>40,649</u>	<u>154,471</u>

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2022

4 Expenditure on charitable activities

Notes	Unrestricted funds £	Restricted Funds £	2022 Total £	Unrestricted funds £	Restricted Funds £	2021 Total £
Direct client costs	1,110	-	1,110	374	-	374
Staff costs						
Salary and associated costs	5 71,063	5,684	76,747	56,753	15,205	71,958
Associates	29,999	5,412	35,411	17,304	26,274	43,578
Payroll fees	555	-	555	482	-	482
Supervision costs	580	-	580	1,170	-	1,170
Other staff costs including training and dbs checks	482	-	482	2,387	-	2,387
Property costs						
Rent	20,000	-	20,000	18,931	-	18,931
Rates and water	2,508	-	2,508	1,810	-	1,810
Light and heat	1,790	-	1,790	3,884	-	3,884
Repairs, maintenance and equipment	2,628	100	2,728	1,902	6,840	8,742
Office costs						
Insurance	1,676	-	1,676	1,640	-	1,640
Equipment rental	554	-	554	723	-	723
Photocopying, postage and stationery	654	-	654	561	-	561
Telephone	890	-	890	833	-	833
Computer costs	1,142	-	1,142	889	3,329	4,218
Subscriptions	1,152	-	1,152	166	180	346
Website costs	341	-	341	168	-	168
Depreciation	413	-	413	515	-	515
Bad debts	-	-	-	176	-	176
Bank and payment facility charges	576	-	576	409	-	409
General expenses (including refreshments)	905	-	905	757	-	757
Legal and professional fees	655	-	655	754	-	754
Independent examination fee	6 804	-	804	840	-	840
	<u>140,477</u>	<u>11,196</u>	<u>151,673</u>	<u>113,428</u>	<u>51,828</u>	<u>165,256</u>

5 Staff costs

	2022 £	2021 £
Salaries	73,791	69,239
Employer's National Insurance contributions	5,534	5,316
Employer's allowance	(4,000)	(4,000)
Employer's pension contributions	1,422	1,403
	<u>76,747</u>	<u>71,958</u>

The average number of employees in the year was 5 (2021: 4). No employee received emoluments of more than £60,000 in either year.

6 Independent examiner's fees

	2022 £	2021 £
Independent examination fee (includes accountancy costs)	<u>804</u>	<u>840</u>
Other fees paid to Independent examiner's organisation:		
Other professional services	150	-
Payroll services and software subscription	<u>753</u>	<u>734</u>
	<u>903</u>	<u>734</u>

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2022

7 Trustees and Key management personnel remuneration, benefits and expenses

No trustees were reimbursed for out of pocket expenses during the year (2021: £nil). The charity trustees were not paid or received any other benefits from employment with the charity during the year (2021: £nil).

Vanessa Boddye, trustee, received £798 as a self employed associate for her therapy services as part of the National Lottery funding. This is pending retrospective approval by the Charity Commission. No other trustee received payment for professional or other services supplied to the charity (2021: £2,148).

The key management personnel (management team), comprise of the Clinical lead (replacing the Clinical manager position during the year) and the Business manager. The total employee benefits of the key management personnel were £54,422 (2021: £41,211).

8 Tangible fixed assets

	Fixtures and Fittings £	Total £
Cost		
As at 1 April 2021	9,773	9,773
Additions	-	-
As at 31 March 2022	<u>9,773</u>	<u>9,773</u>
Depreciation		
As at 1 April 2021	7,714	7,714
Charge this period	413	413
As at 31 March 2022	<u>8,127</u>	<u>8,127</u>
Net book value		
As at 31 March 2022	<u>1,646</u>	<u>1,646</u>
As at 31 March 2021	<u>2,059</u>	<u>2,059</u>

All fixed assets are considered to be for direct charitable purposes.

9 Debtors

	2022 £	2021 £
Trade debtors	-	435
Prepayments	2,499	2,406
Other debtors	154	-
	<u>2,653</u>	<u>2,841</u>

10 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	252	2,081
Other creditors	574	352
Other taxes and social security	1,914	-
Accruals	954	840
	<u>3,694</u>	<u>3,273</u>

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2022

11 Restricted funds

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Screwfix - building repairs	225	-	(100)	-	125
Talbot Trust	11,096	-	(11,096)	-	-
Sheffield City Council Community Covid Recovery Grant	-	27,762	-	-	27,762
	11,321	27,762	(11,196)	-	27,887

Screwfix - building repairs

- £5,000 was given towards the replacement of the central heating boiler.

Talbot Trust

- £15,000 provided to support extra demand due to COVID, and also to strengthen and consolidate the clinical and business management capacity.

Sheffield City Council Community Covid Recovery Grant

- £27,762 given to support additional capacity required as a result of the pandemic. The funding is for February 2022 to March 2023.

Prior year comparison

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Screwfix - building repairs	5,000	-	(4,775)	-	225
National Lottery - Coronavirus Community Support Fund	-	40,649	(40,649)	-	-
Talbot Trust	-	15,000	(3,904)	-	11,096
The JG Graves Charitable Trust	-	2,500	(2,500)	-	-
	5,000	58,149	(51,828)	-	11,321

12 Net assets by fund

	Unrestricted funds £	Restricted Funds £	2022 Total £	Unrestricted funds £	Restricted Funds £	2021 Total £
Tangible fixed assets	1,646	-	1,646	2,059	-	2,059
Net current assets	44,973	27,887	72,860	53,667	11,321	64,988
	46,619	27,887	74,506	55,726	11,321	67,047

13 Related party transactions

There were no related party transactions other than those detailed in note 7.

14 Operating lease commitments

As at 31 March 2022 the charity was committed to making the following payments under operating leases as follows:

	2022 £	2021 £
Land and Buildings	21,000	20,000
Other	622	156
Payable within 1 year	21,622	20,156
Land and Buildings	-	21,000
Other	778	-
Payable between 1-5 years	778	21,000

Accounts

Registered Charity Number: 1130400
Company number: 06757798

Share Psychotherapy

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2021

Share Psychotherapy

Contents

	Page
Trustees' annual report	1 - 9
Independent examiner's report	10
Statement of financial activities	11
Balance sheet	12
Notes to the accounts	13 - 18

Share Psychotherapy

Trustees' annual report For the year ended 31 March 2021

The Trustees, who are also Directors of the Company for the purposes of the Companies Act, present this Annual Report and Financial Statements of the company for the year ended 31 March 2021.

The Trustees confirm that the Annual Report and Financial Statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

COVID-19 impact

This report covers the year in which the world experienced its first pandemic for over 100 years - for those who are at the time of writing still living through it, an unprecedented series of catastrophic effects on the health and wellbeing of the population in its broadest sense.

The immediate impact of the pandemic on Share was that we had to close our service in late March 2020, largely to meet the need for social distancing and to protect key staff who were shielding vulnerable relatives. Both clients and volunteer therapists withdrew from face to face therapy. Under normal service provision approximately half of Share's operating income comes from the fees – albeit very low ones – that we charge clients. So we were very concerned at the potential impact on the financial survival of Share of the resulting fall in income from that source.

We were not set up at that point for online/phone therapy and so, in these circumstances and to ensure Share's longer-term survival, we decided to furlough our employed staff and have most of their salaries paid through the Government's Job Retention Scheme.

Now that we can begin to reflect, there have been nearly 130,000 deaths from the virus, each bringing a heavy burden of bereavement, continuing health conditions for many who survived the infection and repeated and prolonged disruption to the economic activity of the nation leading to business failures and job losses. There have been major consequences for the educational achievement and employment prospects of many children and young people. All of this adds up to a very significant impact on mental health across the whole of society.

Share is beginning to see a significant rise in the numbers of people seeking support for new and exacerbated mental health conditions, which was widely predicted and will continue to challenge mental health services for months and years to come. Our capacity to respond to this increased workload will make severe demands on the current resources available to Share, and on our capacity to secure support through extra funding for our own services and through partnership working.

Share Psychotherapy

Trustees' annual report - continued
For the year ended 31 March 2021

Objectives, activities and public benefit

The object of the charity is to promote good mental health for the public benefit by the provision of psychotherapy and counselling for those who are unable to afford it through lack of means or who are otherwise in need. The importance of such services to the recovery of the City from the pandemic has brought Share's contribution to the public good into even sharper focus.

We have a clear set of guiding principles (The Share Anchors), which are based upon both the values and ethos on which Share was founded as a caring organization and on the principles and values represented in modern psychotherapeutic practice.

In defining our aims and carrying them out, the Trustees have full regard to the guidance published by the Charities Commission on public benefit. In order to check the level of need expressed by our clients and to measure the benefit we achieve, we regularly monitor a number of markers. These include the average fee paid by clients, the CORE¹ score at initial assessment and ending of therapy, and the level of client satisfaction and therapy outcomes in periodic surveys.

These fundamental principles have remained intact, despite the unprecedented events of the Covid-19 pandemic with their profound effects on the mental as well as physical health and wellbeing of the nation. Indeed Share has capitalised upon the necessity to find new ways of restoring and continuing our services to clients when the Government placed various restrictions on movement and meeting together during the high points of the pandemic. With the restoration of our service in June 2020 we increased the potential for public benefit by offering a large proportion of our contacts on-line. This represents a choice not previously available, which many clients are content to continue even now that restrictions on freedom of movement are being relaxed.

Our managers, staff, volunteer and trainee therapists have returned with typical enthusiasm and flexibility to working at a high level of activity, providing some 3,124 hours of therapy to local residents which compares very favourably to the total of 3,500 hours in 2019-20. This is a remarkable achievement in the highly challenging circumstances of the pandemic. It is a real credit to the whole team at Share, in which should be included members of the Board of Trustees who played a significant part not only in showing leadership and encouragement for the return and changes to modes of delivery, but also in offering advice and carrying out essential financial and administrative tasks during the vacancy for our Business Manager in the first half of the financial year.

A substantial proportion of our clients endure severe and complex mental health difficulties and over 75% of them pay the lowest or second-lowest fee possible, due to financial disadvantage. These facts serve to reinforce the sense in which Share continues to achieve its charitable purpose. What is more, the pandemic has demonstrated very powerfully how neglecting to address basic inequalities in our population has exposed the most vulnerable in our society disproportionately to the effects of this previously unknown disease. Share's response in terms of flexibility, tenacity and ingenuity shows the commitment of all at Share to withstand adverse conditions in order to continue to serve the people of Sheffield at this time of prolonged and increasing physical and psychological distress.

¹ CORE - a client self-report questionnaire administered before and after therapy. The client is asked to respond to 34 questions about how they have been feeling over the last week.

Share Psychotherapy

Trustees' annual report - continued For the year ended 31 March 2021

As well as moving the majority of our therapy sessions on-line or by telephone, we have piloted psychoeducation workshops for clients waiting to be matched with an appropriately experienced therapist. This was the kind of additional service recommended by the Review of Psychological Services. More details appear below under "Achievements and Performance" below.

Last year's Annual Report set out Share's plans for consolidating, strengthening and developing our organisation and the services we provide. An update is provided below in the section headed "Structure, Governance and Management". As a Board we have committed to a significant change in the way in which we work in collaboration with all our users – clients, managers, staff and volunteers and external partners and customers. Improved user engagement will form a major theme in our business planning for the future.

We have continued to work in close partnership with colleagues from local organisations in the VCSE and statutory sectors providing mental health services. Share has continued to be a member of the Sheffield Psychology Board, (SPB), sitting alongside other local VCF bodies, in particular, Sheffield Mind, Saffron, South Yorkshire Eating Disorders Association and Sheffield Flourish. The work of SPB was recognised for its innovative approach by being shortlisted for the 2021 Health Service Journal Awards, which gave welcome national publicity to Share as a Board member. We are also an active member of the Mental Health Partnership Network (MHPN) seeking to find opportunities for better services by collaborating more closely with Network members.

A more fruitful commitment by statutory service colleagues to collaboration with VCSE partners has emerged through the collective response to the pandemic. Additional NHS funding has been devoted to improving the resilience of VCSE bodies as a result of our participation in these groups, especially through the creation of a hard-won post of co-ordinator for the MHPN. Share received a very welcome extra sum from the CCG, equivalent to our annual grant, as insurance against substantial loss of income due to the pandemic. We expect that more may be forthcoming in the coming years, as the competence of organisations like Share in addressing key mental health needs in the Sheffield community is increasingly recognised in the implementation of a Community Mental Health Framework.

Achievements and Performance

The Board again pursued our objectives through a one year Business Plan, in the context of our 5 year strategic view. The pandemic interrupted the normal flow of monitoring and review due to our temporary closure and to the need to concentrate on maintaining our service. A specific one year plan was adopted in response to the pandemic. In brief this envisaged:

- A reopening of the service on a modified basis following the forced closure – achieved in June.
- A further strengthening and consolidation to enable us take on more work in the short to medium term - achieved, with support from NHS Sheffield and local trusts.
- And then finally, a step change, transforming Share into a more resilient and capable service in the medium term, as we begin to deal with the enduring repercussions of the COVID-19 crisis – detailed planning and resourcing now being pursued.

Our intention to develop better engagement of our range of users was the principal casualty of the pandemic, but we expect to give restored priority to this development in the coming year.

Share Psychotherapy

Trustees' annual report - continued For the year ended 31 March 2021

Nevertheless we have done well to meet a large proportion of our goals for 2020/21. We have not only continued to support a large number of clients and to make a very significant contribution to mental health provision in Sheffield in very adverse conditions. We have also explored new service options that will not only meet increasing need but improve the strength and resilience of Share through having a more diverse clinical offer.

Below is a brief review of our progress in achieving the goals we set ourselves last year.

Our role as a provider of longer-term psychotherapy, capable of dealing safely and productively with a large number of clients with diverse and often challenging needs, continued to evolve and develop. As stated elsewhere, the most substantial achievement this year has been to deliver a high standard of psychotherapy to so many clients, providing some 3,124 hours of therapy in total. Our new system of workload management has been a major factor in enabling us to maintain these activity levels and therefore a large share of our client income. It avoids the negative connotations of a traditional 'waiting list', but will not obscure the need to be mindful of minimising the time clients wait to be matched with a therapist. It seeks to make best use of this period, through positive activity, such as the psychoeducation workshops we have piloted this year.

These workshops have been funded by a short-term grant from the National Lottery Community Fund (NLCF). We will be seeking to repeat these workshops as part of our core offer. It is not clear how great the demand for support from people suffering the effects of so-called 'long-Covid', which will include the kind of medium- to long-term psychological distress which Share specialises in addressing. We will work with others designing services to meet this demand to identify how Share might contribute.

One of the most challenging effects of the pandemic has been the much-publicised disruption to the lives of one of our main client groups, students. Students have come to Share for many years, mainly from the University of Sheffield whose Student counselling service occupies a building on the same street. Recently numbers attending both institutions have increased significantly as psychological distress has mushroomed and because of the longer-term service we offer, in contrast to the limited number of sessions available from university counselling and wellbeing services. We have extended the duration of therapy for students to cover vacations, with the aid of on-line services that do not require clients to be resident in Sheffield to receive our service, and have begun discussions with university representatives to address the resource implications.

Improved administrative systems have continued to ensure a clear real-time view of our financial situation and a way of predicting longer term financial outcomes. They enabled us to quantify the potential risk of lost income due to reduced activity during the pandemic, and to seek and receive a top-up to our NHS grant, securing our financial viability as a result. As well as purchasing hardware to upgrade office systems, we also needed to add several new devices to enable the provision of on-line therapy – another welcome element of 'modernisation' of Share's infrastructure. We acknowledge the generous help of the Talbot Trusts and the NLCF in making these purchases possible

Share Psychotherapy

Trustees' annual report - continued For the year ended 31 March 2021

The organisational culture in Share continues to be very positive. This is a tribute to everyone concerned: trustees, our two managers, administrative staff, associates, students and volunteers. Encouraged by the exceptional circumstances of the pandemic, but building on the experience of recent years, all have worked increasingly collaboratively and with growing mutual respect, appreciating one another's contribution to the team effort. And this effort is rewarded by the response of our clients. While we need to devote resources once again to regular surveys of client satisfaction, we continue to receive many expressions of satisfaction, among minimal numbers of formal or informal complaints.

Financial Review and Reserves Policy

2020-21 will be remembered as an exceptional year, but financially we have done remarkably well to stay within budgeted expenditure and to exceed our overall income target, despite falling a little short on client income due to the interruption of the pandemic. This was achieved largely by three things: our own efforts in returning to near-'normal' client numbers, the assurance afforded by three-year timescale of our grant from the CCG, and an extra CCG grant allowing our furloughed staff to return to work. The continuing support of local charitable funders also proved invaluable, many of whom agreed to our requests for additional funding in the circumstances of the pandemic.

As a result, we have emerged from a challenging 2020/21 financially intact, with our reserves enhanced beyond our policy target.

We have set a budget for 2021/22, which is challenging but achievable. Our aim once again is twofold:

- first, to maintain a stable core income to fund the basic platform from which we staff and resource our organisation and its activities (keeping our reserves at their now established level of £30,000 is fundamental here); and
- second, to secure extra income to fund our plans for additional staffing to provide more of what we do now and new services that meet merging needs.

The keys to meeting our financial objectives will be:

- Maintaining activity at budgeted levels, or above. Demand for our services is increasing post-pandemic.
- Maintaining and if possible increasing income from local trusts.
- Finding new sources of income, principally through a bid to a large national funding body and/or a new settlement with the Clinical Commissioning Group.
- Closely monitoring our activity levels and ongoing financial position, using the more sophisticated monitoring tools that we have developed.

Reserves policy

The Board of Trustees has determined that the free reserves target should be £30,000 based upon achieving break even and longer-term sustainability.

Free reserves, i.e. unrestricted funds excluding fixed assets, as of 31 March 2021 were £53,667. We plan to run 2021/22 at a deficit to bring our reserves closer in line with policy. Extending the Business Manager role to full-time and making permanent our second receptionist/administrator post will achieve this, along with being utterly necessary to achieving Share's strategic vision.

Share Psychotherapy

Trustees' annual report - continued
For the year ended 31 March 2021

Structure, governance and management

The organisation is a company limited by guarantee and a registered charity. The charity's governing documents are its Memorandum and Articles of Association.

The charity was incorporated as a company limited by guarantee without share capital, on 25 November 2008 and was registered with the Charity Commission as a charity on 1 April 2009.

Meetings of the Board of Trustees of the Charity and Directors of the Company are held regularly to monitor the activities carried out and to make decisions relating to the strategic direction, financing and governance of the organisation. This year we have moved to a system of quarterly board meetings, to align with financial reporting, with the addition of bi-annual time outs at which the Board and a wider range of participants can look at broader issues affecting Share. The risk register is now reviewed at each formal Board meeting and updated as necessary. This discipline has produced a recognisable benefit in terms of the way the Board anticipates operational risks and responds in discussion with staff to frame immediate and longer-term actions.

The oversight, support and development of the clinical activity carried out by our therapists is provided by the Clinical Manager and part-time Associate Therapists. All paid and volunteer therapists continued to receive clinical supervision. For volunteers and therapists in training this takes place in groups held in-house and facilitated by either Simon Bell or an Associate Therapist.

Trustees are recruited through a systematic process. Candidates submit a curriculum vitae and this is compared to a trustee job specification and to the current needs of the charity. Interviews take place with the Chair and another Trustee. If the candidate is thought to be suitable, they are invited to join us, subject to formal approval by the Board. The induction and training of new trustees is undertaken by the Chair, other experienced directors/trustees and the Business Manager, to ensure that they fully understand their legal and operational responsibilities. This is in line with the Memorandum and Articles of Association of the Company and the policies and procedures adopted by the Board. Trustees complete an annual declaration of interests, topped up by a standard item at Board meetings to identify any issues of potential conflict on each agenda.

There have been a number of changes to the Membership of the Board and to staffing during the year. Alan Phillips stepped down in March 2021 after serving three years as Chair. He had been a trustee since 2014. We owe Alan a huge debt of gratitude for all the gifts he brought to Share and for the wisdom and quiet sense of humour with which he steered the organisation over the past 3 years. During this time as a trustee Alan encouraged a clearer sense of strategic direction and much more purposeful use of information to plan and monitor activity and finances. Our longest-serving board member, David Quinney, stepped in as acting Chair for the last few months of his time with Share before retiring from the board. David's moral compass, steadying hand, and deep affection for Share's work have really helped carve out the organisation's identity and standing within the local mental health landscape. Stephen Witt also left the role of Treasurer in April following many years loyal service to Share. We wish them well and will miss them as valued colleagues.

Board members Astrid Walker-Bourne and Lynn Keirs stepped into roles as co-Chairs in July 2021 and Share looks to have a bright future with the enthusiasm and fresh ideas they each bring. The aim is still to recruit a permanent Chair in 2021/22.

Share Psychotherapy

Trustees' annual report - continued For the year ended 31 March 2021

Beth Rodgers and Jim Millns – with their full-time roles in higher education and NHS management - joined the Board in January 2021. We also welcomed Zoe Barlow, a former volunteer therapist, to the board, though she has since stepped down. Steve Wood has also brought much-needed business experience as our Property Adviser as a result of our recruitment exercise, which for the first time used open advertisement as a recruitment tool. We have updated and broadened the knowledge and experience of our Board significantly to meet the challenges that lie ahead.

We appointed a Treasurer in January 2021 but unfortunately received her resignation shortly afterwards. We were then successful in appointing Eric Lee to the role in July 2021.

Our first business manager, Anna Cook, left in July 2020, and was replaced by Mike Taylor in September. Mike came to us with a strong track record of service in the voluntary sector in Sheffield and has begun to prove his worth in renewing our administrative systems and enabling us confidently to re-open our adapted services following the temporary closure last Spring.

For the first time, Share appointed a second part-time receptionist/administrator to help ease the organisation through the post-lockdown reopening and expected subsequent demand. Emma Burley initially held this role on a temporary basis before moving elsewhere for permanent employment. Lisa Gisicki was then appointed in March 2021, initially on a 12 month fixed term contract with a view to making this post permanent if finances allow. Offering front desk cover through all working hours has become a vital part of Share's operation and is key to maintaining high activity levels and client income.

One of our trustees and new co-Chair Lynn Keirs continued to work with Simon Bell and then Mike Taylor in developing our policy and procedures on managing activity and on the safeguarding of vulnerable adults and children, to meet quality parameters set for our grant from the CCG. Astrid Walker-Bourne has continued to progress our work on user engagement and will lead a major new initiative in this area during 2021/22.

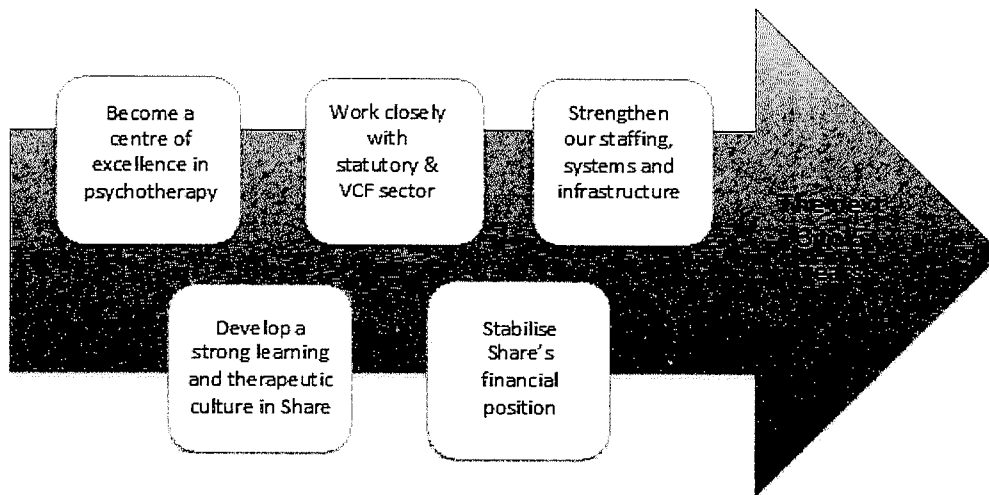
Share Psychotherapy

Trustees' annual report - continued

For the year ended 31 March 2021

The process of transition to the new ways of working caused by the Pandemic and the turnover among staff and trustees, is leading to a careful review of our strategic direction and key objectives, and at the way in which Share is structured to make best use of the skills available to the organisation. For the purposes of this report our business planning framework remains the same, using the Strategic Direction and Business Plan below, until a new document is agreed in early summer 2021.

Share Strategic Direction 2017-22



Legal and administrative information

Trustees

Alan Phillips	Chair	(Resigned 26 March 2021)
Stephen Witt	Treasurer	(Resigned 21 April 2020)
Eric Lee	Treasurer	(Appointed 2 July 2021)
David Quinney	Acting Chair	(Resigned 2 July 2021)
Lynn Keirs	Joint Acting Chair	
Astrid Walker Bourne	Joint Acting Chair	
Vanessa Boddye		
Zoe Barlow		(Appointed on 25 January 2021) (Resigned 27 May 2021)
James Millns		(Appointed on 25 January 2021)
Bethany Rodgers		(Appointed on 25 January 2021)
Gemma Salisbury		(Appointed on 25 January 2021) (Resigned 12 February 2021)

Management team

Simon Bell	Clinical Manager	
Anna Cook	Business Manager	(Until 31 July 2020)
Mike Taylor	Business Manager	(From 29 September 2020)

Charity number

1130400

Company number

06757798

Registered office

73 Wilkinson Street
Sheffield
S10 2GJ

Independent Examiner

Sarah Lightfoot, FCA DChA
On behalf of:
VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees declare that they have approved the Trustees' annual report above on 23/08/2021 and signed on behalf of the trustees by:

Print name:

Astrid Walker Bourne

Trustee

ASTRID WALKER BOURNE

Independent examiner's report to the directors of Share Psychotherapy ('the Company')

I report to the charity directors on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the directors of the Company you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to organisations preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Signed: _____

Sarah Lightfoot, FCA DChA

On behalf of:

VAS Community Accountancy

The Circle

33 Rockingham Lane

Sheffield

S1 4FW

Date: _____

Share Psychotherapy

Statement of financial activities

(incorporating the income and expenditure account)

for the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total £	Unrestricted funds £	Restricted funds £	2020 Total £
Income from:							
Donations, grants and legacies	2	26,603	17,500	44,103	9,482	13,250	22,732
Charitable activities	3	113,822	40,649	154,471	109,442	-	109,442
Investments - bank interest		5	-	5	27	-	27
Other		-	-	-	559	-	559
Total income		140,430	58,149	198,579	119,510	13,250	132,760
Expenditure on:							
Charitable activities	4	113,428	51,828	165,256	111,302	8,527	119,829
Total expenditure		113,428	51,828	165,256	111,302	8,527	119,829
Net income/(expenditure)		27,002	6,321	33,323	8,208	4,723	12,931
Transfers	11	-	-	-	1,830	(1,830)	-
Net movement in funds		27,002	6,321	33,323	10,038	2,893	12,931
Reconciliation of funds:							
Total funds brought forward		28,724	5,000	33,724	18,686	2,107	20,793
Total funds carried forward		55,726	11,321	67,047	28,724	5,000	33,724

The statement of financial activities includes all gains and losses recognised in the year. All of the charitable company's operations are classed as continuing.

Share Psychotherapy

Balance Sheet

As at 31 March 2021

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	8	2,059	2,574
Total fixed assets		<u>2,059</u>	<u>2,574</u>
Current assets			
Debtors	9	2,841	7,866
Cash at bank and in hand		65,420	26,799
Total current assets		<u>68,261</u>	<u>34,665</u>
Creditors: amounts falling due within one year	10	(3,273)	(3,515)
Net current assets		<u>64,988</u>	<u>31,150</u>
Total assets less current liabilities		67,047	33,724
Creditors: amounts falling due after one year		-	-
Total net assets		<u><u>67,047</u></u>	<u><u>33,724</u></u>
Represented By			
FUNDS			
Unrestricted funds		55,726	28,724
Restricted funds	11	<u>11,321</u>	<u>5,000</u>
Total charity funds	12	<u><u>67,047</u></u>	<u><u>33,724</u></u>

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The director's acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The accounts have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved by the board of trustees on 23/08/2021 and signed on its behalf by:

Print name:

Julia Borne

ASTRID WALKER BOURNE

Trustee

Share Psychotherapy

Notes to the Accounts for the year ended 31 March 2021

1 Accounting Policies

(a) Basis of preparation

Share Psychotherapy is a charitable company in the United Kingdom limited by guarantee. In the event that the charity is wound up the liability in respect of the guarantee is limited to £10 per member of the charity. The address of the registered office is given in the company information on page 1 of these financial statements.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011. The financial statements have taken the exemption not to prepare a Statement of Cashflows.

The charity meets the definition of a public benefit entity as defined under FRS102. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £1.

(b) Income

Income is recognised in the SOFA when the charity has entitlement to the funds, any performance conditions attached to the monies have been met, the receipt of the income is probable and its amount can be reliably measured.

Fee income is recognised when the client has had their appointment.

(c) Expenditure and liabilities

Expenditure is recognised where there is a legal or constructive obligation to pay a third party, it is probable that settlement will be required and the amount of the obligation can be reliably measured. All expenditure is reported gross of irrecoverable VAT.

(d) Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Depreciation is provided on all tangible assets at the following rates calculated to write off the cost less estimated residual value, over their useful economic lives:

Fixtures and fittings	20% reducing balance
-----------------------	----------------------

(e) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

(f) Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

(g) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(h) Fund accounting

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Restricted funds are either donations which the donor has specified are to be solely used for particular areas of the charity's work or grant income sought for specified activities.

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2021

1 Accounting Policies - continued

(i) Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

(j) Operating lease rentals

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

(k) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(l) Significant estimates and judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

Judgements have been made regarding the right to receipts from the Coronavirus Job Retention Scheme grant, given the partial public funding of the charity.

2 Income from donations, grants and legacies

	Unrestricted funds £	Restricted Funds £	2021 Total £	Unrestricted funds £	Restricted Funds £	2020 Total £
Sheffield Church Burgesses	2,000	-	2,000	5,000	-	5,000
Sheffield Town Trust	5,500	-	5,500	2,500	3,500	6,000
Talbot Trust	-	15,000	15,000	1,400	-	1,400
The Zachary Merton And George Woofindin						
Convalescent Trust	3,250	-	3,250	-	3,750	3,750
The Screwfix Foundation	-	-	-	-	5,000	5,000
The JG Graves Charitable Trust	-	2,500	2,500	-	1,000	1,000
Harry Bottom Charitable Trust	4,000	-	4,000	-	-	-
Coronavirus Job Retention Scheme grant	11,478	-	11,478	-	-	-
General donations	375	-	375	371	-	371
Sponsor money	-	-	-	211	-	211
	<u>26,603</u>	<u>17,500</u>	<u>44,103</u>	<u>9,482</u>	<u>13,250</u>	<u>22,732</u>

3 Income from charitable activities

	Unrestricted funds £	Restricted Funds £	2021 Total £	Unrestricted funds £	Restricted Funds £	2020 Total £
Sheffield Clinical Commissioning Group	68,886	-	68,886	43,487	-	43,487
Client fees	44,936	-	44,936	61,828	-	61,828
National Lottery - Coronavirus Community						
Support Fund	-	40,649	40,649	-	-	-
Room rental	-	-	-	4,127	-	4,127
	<u>113,822</u>	<u>40,649</u>	<u>154,471</u>	<u>109,442</u>	<u>-</u>	<u>109,442</u>

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2021

4 Expenditure on charitable activities

Notes	Unrestricted funds £	Restricted Funds £	2021 Total £	Unrestricted funds £	Restricted Funds £	2020 Total £
Direct client costs	374	-	374	3,862	-	3,862
Staff costs						
Salary and associated costs	5 56,753	15,205	71,958	53,226	8,250	61,476
Associates	17,304	26,274	43,578	17,678	-	17,678
Payroll fees	482	-	482	401	-	401
Supervision costs	1,170	-	1,170	450	-	450
Other staff costs including training and dbs checks	2,387	-	2,387	966	-	966
Property costs						
Rent	18,931	-	18,931	18,000	-	18,000
Rates and water	1,810	-	1,810	2,175	-	2,175
Light and heat	3,884	-	3,884	2,147	-	2,147
Repairs, maintenance and equipment	1,902	6,840	8,742	2,934	-	2,934
Office costs						
Insurance	1,640	-	1,640	1,597	-	1,597
Equipment rental	723	-	723	969	-	969
Photocopying, postage and stationery	561	-	561	1,145	203	1,348
Telephone	833	-	833	878	-	878
Computer costs	889	3,329	4,218	-	74	74
Subscriptions	166	180	346	593	-	593
Website costs	168	-	168	907	-	907
Depreciation	515	-	515	643	-	643
Bad debts	176	-	176	-	-	-
Bank and payment facility charges	409	-	409	1,078	-	1,078
General expenses (including refreshments)	757	-	757	933	-	933
Legal and professional fees	754	-	754	-	-	-
Independent examination fee	6 840	-	840	720	-	720
	<u>113,428</u>	<u>51,828</u>	<u>165,256</u>	<u>111,302</u>	<u>8,527</u>	<u>119,829</u>

5 Staff costs

	2021 £	2020 £
Salaries	69,239	58,914
Employer's National Insurance contributions	5,316	4,400
Employer's allowance	(4,000)	(3,000)
Employer's pension contributions	1,403	1,162
	<u>71,958</u>	<u>61,476</u>

The average number of employees in the year was 4 (2020: 4). No employee received emoluments of more than £60,000 in either year.

6 Independent examiner's fees

	2021 £	2020 £
Independent examination fee (includes accountancy costs)	<u>840</u>	<u>720</u>
Other fees paid to Independent examiner's organisation for payroll services, and software subscription	<u>734</u>	<u>527</u>

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2021

7 Trustees and Key management personnel remuneration, benefits and expenses

No trustees were reimbursed for out of pocket expenses during the year (2020: one trustee received travel expenses of £22). The charity trustees were not paid or received any other benefits from employment with the charity during the year (2020: £nil).

Vanessa Boddye, trustee, received £2,148 as a self employed associate for her therapy services as part of the National Lottery funding. This is pending retrospective approval by the Charity Commission. No other trustee received payment for professional or other services supplied to the charity (2020: £nil).

The key management personnel (management team), comprise of the Clinical manager and the Business manager. The total employee benefits of the key management personnel were £41,211 (2020: £51,104).

8 Tangible fixed assets

	Fixtures and Fittings £	Total £
Cost		
As at 1 April 2020	9,773	9,773
Additions	-	-
As at 31 March 2021	<u>9,773</u>	<u>9,773</u>
Depreciation		
As at 1 April 2020	7,199	7,199
Charge this period	515	515
As at 31 March 2021	<u>7,714</u>	<u>7,714</u>
Net book value		
As at 31 March 2021	<u>2,059</u>	<u>2,059</u>
As at 31 March 2020	<u>2,574</u>	<u>2,574</u>

All fixed assets are considered to be for direct charitable purposes.

9 Debtors

	2021 £	2020 £
Trade debtors	435	5,529
Prepayments	2,406	2,337
	<u>2,841</u>	<u>7,866</u>

10 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	2,081	1,844
Other creditors	352	267
Accruals	840	1,404
	<u>3,273</u>	<u>3,515</u>

Share Psychotherapy

Notes to the Accounts - continued for the year ended 31 March 2021

11 Restricted funds

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Screwfix - building repairs	5,000	-	(4,775)	-	225
National Lottery - Coronavirus Community Support Fund	-	40,649	(40,649)	-	-
Talbot Trust	-	15,000	(3,904)	-	11,096
The JG Graves Charitable Trust	-	2,500	(2,500)	-	-
	<u>5,000</u>	<u>58,149</u>	<u>(51,828)</u>	<u>-</u>	<u>11,321</u>

Screwfix - building repairs

- £5,000 was given towards the replacement of the central heating boiler.

National Lottery - Coronavirus Community Support Fund

- £40,649 provided to support additional clients that had to wait for additional support because of lockdown, including covering the additional support costs.

Talbot Trust

- £15,000 provided to support extra demand due to COVID, and also to strengthen and consolidate the clinical and business management capacity.

The JG Graves Charitable Trust

- £2,500 provided towards additional costs for staff during the COVID-19 crisis.

Prior year comparison

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Talbot Trust 2019	570	-	(277)	(293)	-
Talbot Trust - Cavendish Cancer Care	1,537	-	-	(1,537)	-
Screwfix - building repairs	-	5,000	-	-	5,000
Admin Support	-	8,250	(8,250)	-	-
	<u>2,107</u>	<u>13,250</u>	<u>(8,527)</u>	<u>(1,830)</u>	<u>5,000</u>

12 Net assets by fund

	Unrestricted funds £	Restricted Funds £	2021 Total £	Unrestricted funds £	Restricted Funds £	2020 Total £
Tangible fixed assets	2,059	-	2,059	2,574	-	2,574
Net current assets	53,667	11,321	64,988	26,150	5,000	31,150
	<u>55,726</u>	<u>11,321</u>	<u>67,047</u>	<u>28,724</u>	<u>5,000</u>	<u>33,724</u>

13 Related party transactions

There were no related party transactions other than those detailed in note 7.

Notes to the Accounts - continued
for the year ended 31 March 2021

14 Operating lease commitments

As at 31 March 2021 the charity was committed to making the following payments under operating leases as follows:

	2021 £	2020 £
Land and Buildings		
Other	20,000	19,000
Payable within 1 year	<u>156</u>	<u>622</u>
	<u>20,156</u>	<u>19,622</u>
Land and Buildings		
Other	21,000	41,000
Payable between 1-5 years	<u>-</u>	<u>156</u>
	<u>21,000</u>	<u>41,156</u>