

Registered Charity Number: 1130400
Company number: 06757798

Share Psychotherapy

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2021

Share Psychotherapy

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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.

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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.

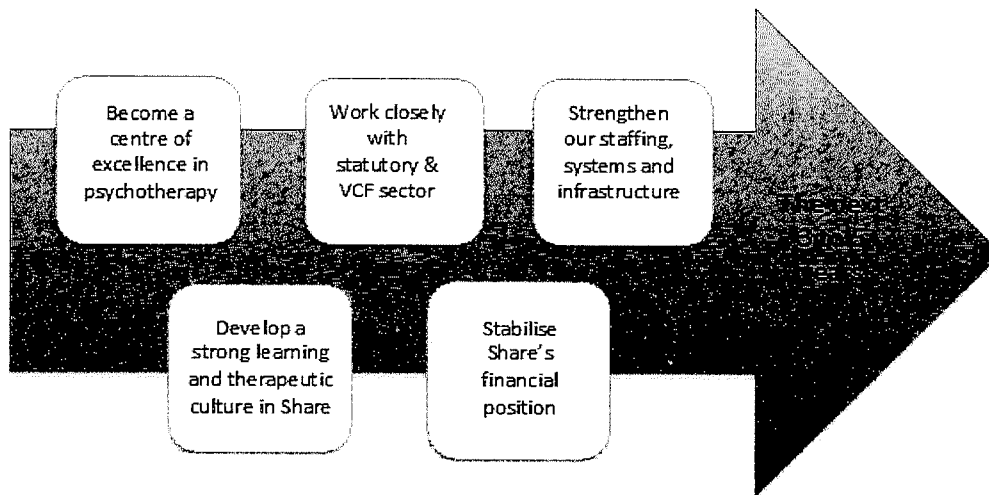
Share Psychotherapy

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
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(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>