

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)

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Our Independent Examiners are:

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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.

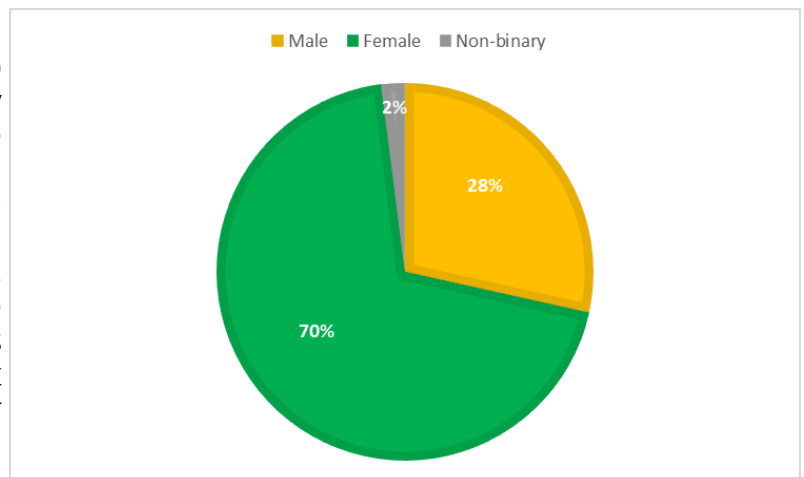
Mike Taylor
Business Manager

The Numbers

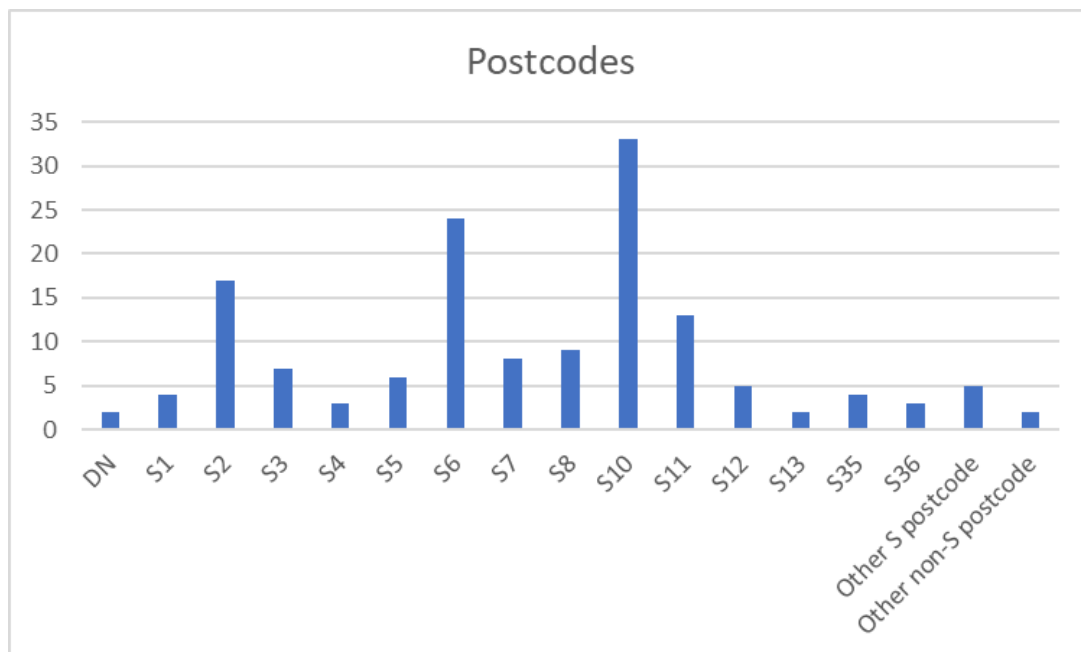
The big number to shout about this year is the 4,674 hours of one to one therapy delivered, more than any other year in our history. Curiously, we saw less clients in total than last year—151 against 165—but 2020/21 was the year we ran our National Lottery project to get thirty extra clients in for short-term 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:



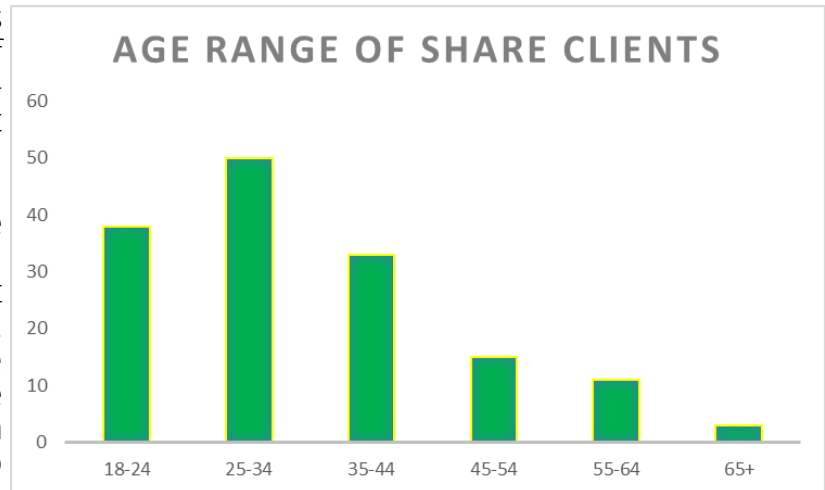
We remain heavily oversubscribed with ever-increasing interest in our low-cost, long-term therapy model and long wait times, which has held up aspirations to reach further beyond the city centre and into areas rated higher in the Indices of Deprivation. As part of our new strategy (at time of writing,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



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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

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

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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

Astrid 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 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').

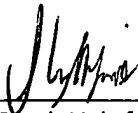
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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:

A 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
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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 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 Boddie, 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

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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:

Astid Walker Bourne

Print name: ASTID 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
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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 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

