

WARWICKSHIRE COUNSELLING CENTRE

England & Wales · Charity number 1137623

Details

| | |
|----------------|---|
| Other names | SYCAMORE COUNSELLING SERVICE |
| Status | Registered |
| Legal form | Charitable company |
| Company number | 07223795 |
| Registered | 2010-08-26 |
| Register | View on the Charity Commission register |

Contact

| | |
|---------|--|
| Address | 12 Riversley Road Nuneaton Warwickshire CV11 5QT |
| Phone | 02476744544 |
| Email | sycamorecounselling@yahoo.co.uk |
| Website | www.sycamorecounselling.org.uk |

Activities

Objects: 1. TO RELIEVE MENTAL, EMOTIONAL AND PHYSICAL SICKNESS OF PERSONS RESIDENT INWARWICKSHIRE BY THE PROVISION OF COUNSELLING AND SUPPORT FOR SUCH PERSONS.2. TO ADVANCE THE EDUCATION OF THE PUBLIC IN GENERAL ON THE SUBJECT OF HOW TO BETTER MEET THE NEEDS OF PEOPLE WITH MENTAL, EMOTIONAL AND PHYSICAL SICKNESS, IN SUCH WAYS AS THE TRUSTEES SEE FIT.

Activities: We offer a confidential and professional counselling service for adults, children and young people from throughout Warwickshire but especially Nuneaton, Bedworth and the surrounding areas. We offer counselling in schools, childrens centres, and in our centre in Nuneaton. We offer training workshops in bereavement, anger awareness courses and an Introduction to Counselling Skills (ICSK-L2) course.

Classification

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

Geography

- **Area of benefit:** WARWICKSHIRE
- Coventry City
- Warwickshire

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-03-31 | £299,349 | £253,626 | - | - |
| 2024-03-31 | £315,211 | £257,911 | - | - |
| 2023-03-31 | £279,597 | £229,875 | - | - |
| 2022-03-31 | £220,598 | £191,122 | - | - |
| 2021-03-31 | £181,899 | £168,578 | - | - |

Trustees

| Name | Role | Appointed |
|-------------------------------|-------|------------|
| Keith James Drinkwater | Chair | 2014-07-25 |
| Emma Williams | | 2018-09-13 |
| John Bruce McKenzie | | 2014-01-13 |
| Lorna Beedham | | 2021-12-04 |

WARWICKSHIRE COUNSELLING CENTRE

England & Wales - Charity number 1137623

Accounts

**WARWICKSHIRE COUNSELLING
CENTRE**

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

Charity No. 1137623

Company No. 07223795

Armstrongs Bishop Simmons Limited
Gethin House
36 Bond Street
Nuneaton
CV11 4DA

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Year ended 31 March 2025

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WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2025

Reference and Administrative Information

Charity Name: Warwickshire Counselling Centre trading as Sycamore
Counselling Service

Charity Registration Number: 1137623

Company Registration Number: 07223795

**Registered Office and
Operational Address:** 12 Riversley Road
Nuneaton
Warwickshire
CV11 5QT

Trustees:
Keith Drinkwater
John McKenzie
Emma Williams
Lorna Beedham

Chairperson Keith Drinkwater

Secretary Lorna Beedham

Treasurer John McKenzie

Manager Carol French

Accountants Armstrongs Bishop Simmons Limited
Chartered Accountants
Gethin House
36 Bond Street
Nuneaton
CV11 4DA

Bankers Lloyds TSB Bank plc
17-23 Coventry Street
Nuneaton
CV11 5TD

Co-op Bank Online

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2025

The Trustees of the Warwickshire Counselling Centre have the pleasure of submitting their annual Report and financial statements for the year ended 31 March 2025.

INTRODUCTION

The Warwickshire Counselling Centre is a charitable company limited by guarantee, incorporated on 14th April 2010 and governed by its Articles of Association. The Company is also a Charity registered on 26th August 2010.

This year the Warwickshire Counselling Centre celebrated another year as an incorporated Charity but has actually been operating since 1992. Over the years, the counselling service has expanded to provide counselling for an ever-growing number of local people.

STRUCTURE GOVERNANCE AND MANAGEMENT

We currently have 4 Trustees who met 4 times in the year as a full trustee group in addition to holding an annual general meeting and additional meetings of Chairperson, Treasurer and manager. All gave their time voluntarily contributing approximately 80 hours of support without remuneration.

During the year relating to this Report the Trustees who are termed Directors for the purpose of Company law and Trustees for the purpose of Charity law was:

Keith Drinkwater

John McKenzie

Emma Williams

Lorna Beedham

The Trust has established procedures for recruiting prospective Trustees who can only be appointed subject to the approval of the existing trustees. The liability of each trustee in the event of the company being dissolved is limited to such sum (not exceeding £10). The policy and general management are directed by the trustees. The day-to-day management is carried out by the manager Carol French and her deputy Julie Mitchelson. The Trust has looked at and identified potential managerial risks and has policies and procedures in place with regard to:

- Employees
- Volunteers
- Health and safety
- Financial
- Data protection/GDPR
- Contractual
- Safeguarding

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The Trustees present their report and financial statements for the year ended 31 March 2025

The Trust has in place the following documents for the appointment of Trustees:

- Application form
- Position description
- Code of conduct
- Conflict of interest policy
- Constitution
- Memorandum and Articles
- Personal Commitment Statement
- Becoming a Director/Trustee information document
- Fit and Proper Persons statement
- Ethos Statement
- Charity Commission Declaration
- Enhanced DBS application
- Agreement
- Induction list

Once again during the year, we have reviewed our policies and have created new policies where a need has been highlighted.

OBJECTIVES

1. To relieve mental, emotional and physical sickness of persons' resident in Warwickshire by the provision of counselling and support for such persons.
2. To advance the education of the public in general on the subject of how better to meet the needs of people with mental, emotional and physical sickness, in such ways as the trustees see fit.

The main purpose of the Warwickshire Counselling Centre is to benefit the community of Nuneaton, Bedworth and the surrounding area by delivering professional therapy services and to preserve professionalism by offering training opportunities and clinical supervision. There is a high prevalence of people with mental health and emotional issues in the area. In order to meet its main objectives, the centre is committed to enabling as many people as possible to access high quality affordable therapy. The charity therefore, endeavours to safeguard the quality of its work by ensuring that it recruits qualified and motivated staff.

We are committed to providing a professional standard of therapy for those with insufficient means to afford it. In view of this, we offer general counselling/therapy to the community regardless of age, gender, ethnicity, sexual orientation or disability on a structured donation basis. In furtherance of our charitable objectives, we have continued to develop our service and support individuals who come to us for counselling.

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The Trustees present their report and financial statements for the year ended 31 March 2025

Providing affordable counselling relies on the commitment and good will of our therapists who either volunteer their services or work for remuneration below that paid by other providers whether private or public sector.

In a recognised area of deprivation such as Nuneaton and Bedworth, which has some of the most deprived political wards in the county, the trustees are very aware that both old and young are vulnerable to the stresses of everyday life.

During the year, we received 1,000 new referrals of which 616 were adults and 484 were children and young people and at least a further 234 clients continued in counselling from the previous year and 162 of these were children and young people reflecting the complexity of the children and young people that we are working with. We have continued to receive many additional enquiries from people who live outside of the area and are therefore not eligible for our funding streams. For the clients we have been able to engage with we feel that we have made a difference in their lives by helping them to cope in what has continued for some to be difficult times. The mainstay of our service is our volunteers without whom we would not have been able to support the people that we have. This includes a strong team of senior volunteer counsellors some of whom have volunteered for us for a number of years. All of our volunteers are a most valued part of our service without whom therapeutic support could not take place.

ACTIVITIES

The activities this year have focused entirely on responding to the therapeutic needs of our community.

In addition to the clients offered one to one counselling we offered counselling with therapeutic play, Movement Psychotherapy, Drama Therapy, couples counselling both remotely or face to face. Externally seven local primary schools commissioned us to offer counselling face to face for their pupils and a variety of models of therapy were provided to numerous other schools through our involvement in the Early Help provision commissioned through Warwickshire County Council and increasingly through individual schools and organisations funding individuals to access therapy and clinical supervision.

We employ: a manager and deputy manager who manage all of the projects as well as a team of counsellors, apply for funding and report all outcomes, employ staff and volunteers as well as supporting all placements that see clients in the agency and the day to day running of the charity and its work and premises. In addition to this they are both qualified counsellors and the manager is a qualified clinical supervisor and children's counsellor. Both hold a small case load and co-ordinate the assessments and allocation of all clients and are both employed for 30 hours a week. We've also employed a children's counsellor to work for 11 hours

WARWICKSHIRE COUNSELLING CENTRE
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The Trustees present their report and financial statements for the year ended 31 March 2025

a week and a clinical supervisor on variable hours and we employ an administrator who is project funded and a reception supervisor paid for through our structured donation system..

We employ a growing team of children and young people's therapists on a sessional basis to complete our work through the Early Help provision and our contracts with local GP surgeries and a team of adult counsellors to fulfil the needs of projects such as our Anger Awareness project funded through the Police and Crime Commissioner, Philip Seccombe; Inclusive Communities Fund allowed us to employ children's counsellors for 22.5 hours a week to meet local need, talking therapies grant in partnership with VCSE MH Alliance (Rethink Mental Illness) Funded by Coventry and Warwickshire Partnership Trust to promote access and engagement with the Talking Therapies Service and our contract with local GP surgeries.

We have had 13 placement counsellors in training, 6 clinical supervisors and have the services of 10 associate counsellors and 3 reception volunteers. We have found it increasingly difficult to recruit Reception volunteers which has hindered our ability to cover the service and this is an ongoing issue for us. We have opened our service 6 days a week Monday to Friday 9 – 7/8pm and Saturday 9 – 1. Unfortunately during the year we have been forced to close our Saturday service as we have been unable to secure grant funding to pay a senior counsellor to run the service.

We have continued where possible to offer a programme of training to further develop our team. We continue to provide annual briefings in Safeguarding, Health and Safety and Data Protection/GDPR.

Much time and thought has been given to achieving a reasonably sound financial foundation for the service. Our principal funding sources are currently by way of grants, a contract with Warwickshire County Council, contracts with GP surgeries in Rural North Warwickshire as well as surgeries from all over Nuneaton and Bedworth; service level agreements with schools and individually invoiced work and donations. We have continued to fund raise when we have been able to.

We were successful in securing the following grants:

We received continuation funding from the Police and Crime Commissioner, Philip Seccombe, to offer a series of Anger Awareness courses followed by limited individual counselling for the local community of Nuneaton, Bedworth, North Warwickshire and Rugby.

The Inclusive Communities grant enabled us to employ children's counsellors for 22.5 hours a week to meet the local need of children and young people. We worked with individuals and families facing multiple deprivations, impacting their mental health and wellbeing.

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We received a Talking Therapies grant in partnership with Reach VCSE Mental Health Alliance (Rethink Mental Illness) Funded by Coventry and Warwickshire Partnership Trust - to promote access and engagement with the Talking Therapies Service.

We have struggled to secure grants to offer adult counselling in the centre this year and have therefore had to offer a limited service on a donation basis. This has been challenging for us to keep the costs of the service at an affordable level especially for people who are financially struggling. We have continued to subsidise the centre work to maintain this support for local people.

We are grateful for the continued support of a few local organisations/churches and individuals who have continued to support us this year. Special thanks go to:

1. Coventry Charity Football Cup who have supported us for many years through a donation towards offering our services.
2. Jayne Harris who sells lavender bags to support the charity and
3. Two people who make regular donations and who have supported us for a very long time.

The charity has continued to be involved with local groups. Thanks are extended to WCAVA who have helped to keep us informed about local initiatives, funding and training.

The manager has continued to chair the Warwickshire Counselling Organisations Network developed through the Community Mental Health Transformation VCSE Team to bring counselling charities together in Warwickshire to work on standards and partnership opportunities such as training and funding. The manager has attended local meetings such as the Suicide Prevention Network, the VCSE Reach Mental Health Alliance and the VCFSE Collaborative.

Over the twelve months the Service continued to provide a high quality, ethical, and highly respected, independent counselling service to the people of Nuneaton and Bedworth and North Warwickshire despite many pressures upon it. The area served contains many pockets of great deprivation and the need for this service remained very high over the period covered by this report and this continues to be the case.

Difficulty in securing grant funding over the year restricted what we were able to offer and is an ongoing issue. Lack of continuing financial support has placed significant demands upon the Manager and Deputy Manager who spent many hours preparing (often very complex) applications for funding without, in many cases, any satisfactory outcome in terms of the ongoing funding of the Service. This has all been over and above their responsibilities in managing every part of the work of the Service. Both are fully committed to the vision and have continued to respond unstintingly giving both their time and expertise and frequently working beyond their contractual hours. The Trustees owe them each a great debt of gratitude and are conscious of the many pressures upon them but are also concerned that their goodwill is not exploited as a result.

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Premises are also an ongoing issue. The amount of accommodation required for a counselling service is significant (counselling rooms for adults and children, offices, reception and waiting facilities plus minimal car parking) which means that the cost of purchasing suitable property would be high. In addition, any accommodation which would provide sufficient space would almost certainly require adaptation and possibly, significant repairs/renovations with resulting costs. Some years ago, the Trustees decided to use any year-end surpluses to set-up a building fund with a view to acquiring a suitable property. Unfortunately, the accumulated funds are still not sufficient to acquire suitable property though there has also been a dearth of any suitable property available to purchase in the area. We keep the position under constant review at our meetings because the present accommodation, whilst suitable in many respects, lacks adequate parking for clients or staff.

The service is highly valued by those who receive it and for organisations that provide funding. Unfortunately, some of those agencies have reorganised resulting in less funding being available and the service being drastically reduced, often with little notice to the Service or prospective recipients of which demand still remains great. This has added further pressures for the Manager of the Service.

Notwithstanding all pressures and difficulties, the agency continued to produce excellent results from the counselling provided and is highly valued by individuals of all ages and the agencies using it. The Trustees are therefore satisfied that the charity has continued to achieve its principle purpose in carrying out activities which benefit a specific section of the community in providing a counselling service for some of the neediest people in the community. The trustees are further satisfied that risks arising from its activities have been identified and appropriately managed and that suitable accounting policies have been established and applied consistently over the twelve months ending 31st March, 2025

Financial Review

Overall, the Income for the year was £299,349 with Expenditure of £253,626 giving an overall surplus of £45,723.

Fundraising:

During the year we received grants from:

| | |
|----------------------------|---------------|
| Police & Crime Commission | 10,000 |
| Talking Therapies | 1,261 |
| Inclusive Communities Fund | <u>28,411</u> |
| Total | £39,672 |
| | ————— |
| Donations | £33,551 |
| | ————— |

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Principal Funding Sources

Our Total Income for the Year was £299,349 of this £39,672 was restricted. The breakdown is as follows:-

| | <u>Amounts</u> | <u>%</u> |
|---------------------------------------|----------------|----------|
| Service Agreements | 222,095 | 74.2 |
| Donations & Gifts (incl. tax reclaim) | 33,551 | 11.2 |
| Grants | 39,672 | 13.3 |
| Other Income | 4,031 | 1.3 |

Reserves Policy

The Trustees have drawn up a “reserves policy” which outlines how the charity manages and monitors reserves. This policy was reviewed, and it is currently set at 6 months. In any year where a surplus would result in reserves exceeding 6 months, the Trustees are transferring any excess into a designated property fund, with a view to acquiring their own property in the future.

Investment Policies

Warwickshire Counselling Centre doesn't keep very large sums for investment. As a charity providing services most of the monies received are used within a year of receipt. Occasionally restricted grants are received for funding over a number of years. This finance is usually kept within the Lloyds account with the money kept restricted as designated. The trustees will be exploring whether in the coming financial year alternative accounts for restricted and reserve funds should be set up.

Approved by the Trustees and

Signed on their behalf *Keith J. Drinkwater* Date: 9 July 2025
Keith J. Drinkwater
Chair

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Year ended 31 March 2025

Independent Examiner's Report to the Trustees of Warwickshire Counselling Centre

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2025, which are set out on pages 10 - 19.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) 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 that in any material respect:

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 charities 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.

Jane Biggs

Mrs J A Biggs, FCCA, CTA,
Armstrongs Bishop Simmons Limited
Chartered Accountants
Gethin House
36 Bond Street
Nuneaton
CV11 4DA

Date: 9 July 2025

WARWICKSHIRE COUNSELLING CENTRE
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Statement of Financial Activities for the year ended 31 March 2025

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 2025 Total £ | 2024 Total £ |
|---|-------|----------------------------|--------------------------|--------------------|--------------------|
| Income | | | | | |
| Donations and Gifts | 2 | 33,551 | - | 33,551 | 29,124 |
| Other Income | | 4,031 | | 4,031 | 3,405 |
| Income from Charitable Activities: | | | | | |
| Grants and Contracts | 3 | - | 39,672 | 39,672 | 35,189 |
| Invoiced Work | | 222,095 | - | 222,095 | 247,493 |
| Total Income | | 259,677 | 39,672 | 299,349 | 315,211 |
| Expenditure | | | | | |
| Expenditure on Charitable Activities | 4 | 212,134 | 41,492 | 253,626 | 257,911 |
| Total Expenditure | | 212,134 | 41,492 | 253,626 | 257,911 |
| Net Income | | 47,543 | (1,820) | 45,723 | 57,300 |
| Transfers between funds | | (101) | 101 | - | - |
| Net movement in funds | | 47,442 | (1,719) | 45,723 | 57,300 |
| Reconciliation of Funds | | | | | |
| Total funds brought forward | | 307,145 | 1,719 | 308,864 | 251,564 |
| Total Funds carried forward | | 354,587 | - | 354,587 | 308,864 |

There were no recognised gains or losses in 2025 or 2024 other than those included in the Statement of Financial Activities.

The notes on pages 12 to 19 form part of the Accounts

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Balance Sheet as at 31 March 2025

| | Notes | £ | 2025 £ | £ | 2024 £ |
|-------------------------------------|-------|---------|----------------|----------------|----------------|
| Current Assets | | | | | |
| Debtors | 5 | 50,965 | | 42,376 | |
| Cash at Bank and in Hand | | 337,056 | | 278,297 | |
| | | | <u>388,021</u> | <u>320,673</u> | |
| Creditors | | | | | |
| Amounts falling due within one year | 6 | 33,434 | | 11,809 | |
| | | | | <u>11,809</u> | |
| Net Current Assets | | | <u>354,587</u> | | <u>308,864</u> |
| NET ASSETS | | | <u>354,587</u> | | <u>308,864</u> |
| Funds | | | | | |
| Unrestricted Funds | | | | | |
| General Funds | 10 | 106,503 | | 111,061 | |
| Designated Funds | 10 | 248,084 | | 196,084 | |
| | | | <u>354,587</u> | <u>307,145</u> | |
| Restricted Funds | 10 | - | | 1,719 | |
| | | | | <u>1,719</u> | |
| | | | <u>354,587</u> | | <u>308,864</u> |


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

Directors' responsibilities:

* The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP and were approved by the Board on 9 July 2025 and signed on its behalf.


.....
TRUSTEE - Keith Drinkwater
Company registration no: 07223795

The notes on pages 12 to 19 form part of the accounts.

WARWICKSHIRE COUNSELLING CENTRE
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Notes to the Accounts for the year ended 31 March 2025

1. Summary of significant accounting policies

General information and basis of preparation

Warwickshire Counselling Centre is a company limited by guarantee and registered charity in England. In the event of the charity being 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 charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are to benefit the community of Nuneaton and Bedworth and the surrounding area by delivering professional counselling services and to preserve professionalism by offering training opportunities and clinical supervision.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. The value of services provided by volunteers has not been included.

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Notes to the Accounts for the year ended 31 March 2025

Investment income is included when receivable.

Grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Where income is received in advance of performance its recognition is deferred and included in creditors.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criteria is charged to the fund.

Unrestricted Funds

These funds are incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds.

Designated Funds

Designated funds are unrestricted funds earmarked by management for a particular purpose.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, including Value Added Tax.

Charitable expenditure comprises those costs incurred by the charity in deliverance of its activities and services for its beneficiaries.

Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of those resources.

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Leases

Rentals applicable to operating leases where substantially all of the benefits and risks of the ownership remain with the lessor are charged to the Statement of Financial Activities as incurred.

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Notes to the Accounts for the year ended 31 March 2025

Pension costs

The charity provides a defined contribution pension scheme, the assets of which are held separately from those of the company in an independently administered fund. Contributions to the scheme are charged to the Statement of Financial Activities as and when incurred.

Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

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.

| 2 Donations and grants | Unrestricted Funds £ | Restricted Funds £ | 2025 Total £ | 2024 Total £ |
|---|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Sundry Donations | 33,551 | - | 33,551 | 29,124 |
| | 33,551 | - | 33,551 | 29,124 |
| 3 Grants and Contracts | Unrestricted Funds £ | Restricted Funds £ | 2025 Total £ | 2024 Total £ |
| Police & Crime Commission | - | 10,000 | 10,000 | 10,515 |
| Coventry & Warwickshire Partnership Trust: Innovation Fund | - | - | - | 24,674 |
| Talking Therapies | - | 1,261 | 1,261 | - |
| UK Government, Commonwealth Games Legacy Fund, West Midlands Combined Authority, Heart of England Community Foundation and United by 2022 Legacy Charity - Inclusive Communities Fund | - | 28,411 | 28,411 | - |
| | - | 39,672 | 39,672 | 35,189 |

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Notes to the Accounts for the year ended 31 March 2025

4. Charitable Activities

| | Unrestricted Funds | Restricted Funds | 2025 Total | 2024 Total |
|--------------------------------------|-------------------------------|-----------------------------|-----------------------|-----------------------|
| | £ | £ | £ | £ |
| Salaries and National Insurance | 87,581 | 30,283 | 117,864 | 115,169 |
| Employers Pension Contributions | 3,056 | - | 3,056 | 2,527 |
| Counselling Fees | 94,612 | 7,876 | 102,488 | 112,027 |
| Administrator Costs | 258 | - | 258 | 1,956 |
| Accommodation Costs | 8,792 | 1,108 | 9,900 | 9,900 |
| Heat and Light | 1,440 | - | 1,440 | 1,444 |
| Postage | 35 | - | 35 | 58 |
| Printing & Stationery | 1,180 | 673 | 1,853 | 2,114 |
| Repairs & Maintenance | 94 | - | 94 | 624 |
| Telephone | 1,966 | - | 1,966 | 1,774 |
| Travel and Subsistence | 1,523 | - | 1,523 | 1,094 |
| Insurance | 3,286 | - | 3,286 | 2,914 |
| Computer Equipment | 2,469 | - | 2,469 | 456 |
| Counselling Supervision | 2,891 | - | 2,891 | 2,718 |
| Staff Training, Conferences, Courses | - | 1,552 | 1,552 | 135 |
| Sundry Expenses | 205 | - | 205 | 430 |
| Accountancy Charges | 2,459 | - | 2,459 | 2,333 |
| Professional Fees | 190 | - | 190 | 154 |
| Bank Charges | 97 | - | 97 | 84 |
| | 212,134 | 41,492 | 253,626 | 257,911 |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2025

| | | |
|--|-------------|-------------|
| 5 Debtors | 2025 | 2024 |
| | £ | £ |
| Debtors | 50,028 | 41,539 |
| Other Debtors | - | - |
| Prepayments | 937 | 837 |
| | <hr/> | <hr/> |
| | 50,965 | 42,376 |
| | <hr/> | <hr/> |
| 6 Creditors: Amounts falling due within one year | 2025 | 2024 |
| | £ | £ |
| Other Creditors | 4,991 | 4,508 |
| Taxation and Social Security | 1,023 | 861 |
| Accruals and Deferred Income | 27,420 | 6,440 |
| | <hr/> | <hr/> |
| | 33,434 | 11,809 |
| | <hr/> | <hr/> |
| 7 Net Movement of Fund for the year is stated after charging: | 2025 | 2024 |
| | £ | £ |
| Accountancy | 2,459 | 2,333 |
| Operating Lease Rentals | 9,900 | 9,900 |
| | <hr/> | <hr/> |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2025

8. Staff Costs

No remuneration was paid to trustees in the year, nor were any trustees expenses reimbursed:

The total remuneration paid to key management personnel was £33,669 (2024 £32,314).

| The staff costs were: | 2025 | 2024 |
|---------------------------------|----------------|----------------|
| | £ | £ |
| Salaries | 116,259 | 113,919 |
| Employers National Insurance | 1,605 | 1,250 |
| Employers Pension Contributions | 3,056 | 2,527 |
| | <u>120,920</u> | <u>117,696</u> |

The average weekly number of staff employed during the year was as follows: -
total staff was 7 in the year how should it be split

| | | |
|------------------------|------------|------------|
| Direct Charitable Work | 1.9 | 1.9 |
| Administrative | 2.5 | 2.5 |
| | <u>4.4</u> | <u>4.4</u> |

No employee received remuneration of more than £60,000.

9. Analysis of Net Assets between Funds

| | Unrestricted | Designated | Restricted | Total |
|------------------------------------|---------------------|-------------------|-------------------|----------------|
| | Funds | Funds | Funds | 2025 |
| | £ | £ | £ | |
| Current Assets | 120,540 | 248,084 | 19,397 | 388,021 |
| Current Liabilities | (14,037) | - | (19,397) | (33,434) |
| Net Assets at 31 March 2025 | <u>106,503</u> | <u>248,084</u> | <u>-</u> | <u>354,587</u> |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2025

10. Movement in Funds

| | At 31 March 2024 | Incoming Resources | Resources Expended | Transfers between funds | At 31 March 2025 |
|---------------------------------|------------------------|-----------------------|-----------------------|-------------------------------|------------------------|
| | £ | £ | £ | £ | £ |
| <i>Unrestricted funds:</i> | | | | | |
| General funds | 111,061 | 259,677 | (212,134) | (52,101) | 106,503 |
| Designated funds | 196,084 | - | - | 52,000 | 248,084 |
| | _____ | _____ | _____ | _____ | _____ |
| <i>Total unrestricted funds</i> | 307,145 | 259,677 | (212,134) | (101) | 354,587 |
| <i>Restricted funds</i> | | | | | |
| Police & Crime Commission | - | 10,000 | (10,101) | 101 | - |
| Talking Therapies | - | 1,261 | (1,261) | - | - |
| Inclusive Communities Fund | - | 28,411 | (28,411) | - | - |
| Stockingford Pavilion Ladies | 1,719 | - | (1,719) | - | - |
| | _____ | _____ | _____ | _____ | _____ |
| <i>Total restricted funds</i> | 1,719 | 39,672 | (41,492) | 101 | - |
| | _____ | _____ | _____ | _____ | _____ |
| Total funds | 308,864 | 299,349 | (253,626) | - | 354,587 |
| | _____ | _____ | _____ | _____ | _____ |

Purpose of designated funds:

Reserves over and above the charity's' six months' running costs have been designated to a property fund, with a view to the charity acquiring its own property in the future.

Purpose of restricted funds:

The Police & Crime Commission continuation funding was awarded to us to offer anger awareness courses and limited individual counselling for residents of Rugby, Nuneaton, Bedworth and North Warwickshire.

The Talking Therapies grant in partnership with Reach VCSE MH Alliance (Rethink Mental Illness) funded by Coventry and Warwickshire Partnership Trust was awarded to promote access and engagement with the Talking Therapies Service.

Inclusive Communities funded by UK Government, Commonwealth Games Legacy Fund, West Midlands Combined Authority, Heart of England Community Foundation and the United by 2022 Legacy Charity was awarded to enable us to employ children's counsellors for 22.5 hours a week to meet a local need.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2025

Purpose of restricted funds (continued):

The Stockingford Pavilion Ladies fund has been given to provide counselling services to individuals connected with sport.

11. Pension Commitments

Defined Contribution Scheme

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost and charge represent contributions payable by the company to the fund and amounted to £3,056 (2024 £2,527). At 31 March 2025 contributions amounting to £875 (2024 £350) were payable to the fund and were included in Other Creditors.

WARWICKSHIRE COUNSELLING CENTRE

England & Wales - Charity number 1137623

Accounts

**WARWICKSHIRE COUNSELLING
CENTRE**

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

Charity No. 1137623

Company No. 07223795

Armstrongs Bishop Simmons Limited
Gethin House
36 Bond Street
Nuneaton
CV11 4DA

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Year ended 31 March 2024

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WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2024

Reference and Administrative Information

Charity Name: Warwickshire Counselling Centre trading as Sycamore
Counselling Service

Charity Registration Number: 1137623

Company Registration Number: 07223795

**Registered Office and
Operational Address:** 12 Riversley Road
Nuneaton
Warwickshire
CV11 5QT

Trustees:
Keith Drinkwater
John McKenzie
Emma Williams
Lorna Beedham

Chairperson Keith Drinkwater

Secretary John McKenzie (Lorna Beedham from 01.01.24)

Treasurer John McKenzie

Manager Carol French

Accountants Armstrongs Bishop Simmons Limited
Chartered Accountants
Gethin House
36 Bond Street
Nuneaton
CV11 4DA

Bankers Lloyds TSB Bank plc
17-23 Coventry Street
Nuneaton
CV11 5TD

Co-op Bank Online

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2024

The Trustees of the Warwickshire Counselling Centre have the pleasure of submitting their annual Report and financial statements for the year ended 31 March 2024.

INTRODUCTION

The Warwickshire Counselling Centre is a charitable company limited by guarantee, incorporated on 14th April 2010 and governed by its Articles of Association. The Company is also a Charity registered on 26th August 2010.

This year the Warwickshire Counselling Centre celebrated another year as an incorporated Charity but has actually been operating since 1992. Over the years, the counselling service has expanded to provide counselling for an ever-growing number of local people.

STRUCTURE GOVERNANCE AND MANAGEMENT

We currently have 4 Trustees who met 4 times in the year as a full trustee group in addition to holding an annual general meeting and additional meetings of Chairperson, Treasurer and Manager. All gave their time voluntarily contributing approximately 80 hours of support without remuneration.

During the year relating to this Report the Trustees who are termed Directors for the purpose of Company law and Trustees for the purpose of Charity law was:

Keith Drinkwater

John McKenzie

Emma Williams

Lorna Beedham

The Trust has established procedures for recruiting prospective Trustees who can only be appointed subject to the approval of the existing trustees. The liability of each trustee in the event of the company being dissolved is limited to such sum (not exceeding £10). The policy and general management are directed by the trustees. The day-to-day management is carried out by the manager Carol French and her deputy Julie Mitchelson. The Trust has looked at and identified potential managerial risks and has policies and procedures in place with regard to:

- Employees
- Volunteers
- Health and safety
- Financial
- Data protection/GDPR
- Contractual
- Safeguarding

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2024

The Trust has in place the following documents for the appointment of Trustees:

- Application form
- Position description
- Code of conduct
- Conflict of interest policy
- Constitution
- Memorandum and Articles
- Personal Commitment Statement
- Becoming a Director/Trustee information document
- Fit and Proper Persons statement
- Ethos Statement
- Charity Commission Declaration
- Enhanced DBS application
- Agreement
- Induction list

Once again during the year, we have reviewed our policies and have created new policies where a need has been highlighted.

OBJECTIVES

1. To relieve mental, emotional and physical sickness of persons' resident in Warwickshire by the provision of counselling and support for such persons.
2. To advance the education of the public in general on the subject of how better to meet the needs of people with mental, emotional and physical sickness, in such ways as the trustees see fit.

The main purpose of the Warwickshire Counselling Centre is to benefit the community of Nuneaton, Bedworth and the surrounding area by delivering professional therapy services and to preserve professionalism by offering training opportunities and clinical supervision. There is a high prevalence of people with mental health and emotional issues in the area. In order to meet its main objectives, the centre is committed to enabling as many people as possible to access high quality affordable therapy. The charity therefore, endeavours to safeguard the quality of its work by ensuring that it recruits qualified and motivated staff.

We are committed to providing a professional standard of therapy for those with insufficient means to afford it. In view of this, we offer general counselling/therapy to the community regardless of age, gender, ethnicity, sexual orientation or disability on a donation basis. In furtherance of our charitable objectives, we have continued to develop our service and support individuals who come to us for counselling.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2024

Providing affordable counselling relies on the commitment and good will of our therapists who either volunteer their services or work for remuneration below that paid by other providers whether private or public sector.

In a recognised area of deprivation such as Nuneaton and Bedworth, which has some of the most deprived political wards in the county, the trustees are very aware that both old and young are vulnerable to the stresses of everyday life.

During the year, we received 1078 new referrals of which 640 were adults and 438 were children and young people and at least a further 180 clients continued in counselling from the previous year. We have continued to receive many additional enquiries from people who live outside of the area and are therefore not eligible for our funding streams. For the clients we have been able to engage with we feel that we have made a difference in their lives by helping them to cope in what has continued for some to be difficult times. The mainstay of our service is our volunteers without whom we would not have been able to support the people that we have. This includes a strong team of senior volunteer counsellors some of whom have volunteered for us for a number of years. All of our volunteers are a most valued part of our service without whom therapeutic support could not take place. This year we nominated one of our long standing reception volunteers Doug Ames for a Long Service Award through WCAVA and he was shortlisted and recognised for his contribution to the local community.

ACTIVITIES

The activities this year have focused entirely on responding to the therapeutic needs of our community.

In addition to the clients offered one to one counselling we offered counselling with therapeutic play, Movement Psychotherapy, Drama Therapy, Yoga Therapy, couples counselling both remotely or face to face. Externally seven local primary schools commissioned us to offer counselling face to face for their pupils and a variety of models of therapy were provided to numerous other schools through our involvement in the Early Help provision commissioned through Warwickshire County Council and increasingly through individual schools and organisations funding individuals to access therapy and clinical supervision. We employ: a manager and deputy manager who manage all of the projects as well as a team of counsellors, apply for funding and report all outcomes, employ staff and volunteers as well as supporting all placements that see clients in the agency and the day to day running of the charity and its work and premises. In addition to this they are both qualified counsellors and the manager is a qualified clinical supervisor and children's counsellor. Both hold a small case load and co-ordinate the assessments and allocation of adult clients and are both employed for 30 hours a week. We've also employed a children's

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2024

counsellor to work for 11 hours a week and a clinical supervisor on variable hours and we employ an administrator and a reception supervisor for 20 hours each.

We employ a growing team of children and young people's therapists on a sessional basis to complete our work through the Early Help provision and our contracts with local GP surgeries and a team of adult counsellors to fulfil the needs of projects such as our Anger Awareness project funded through the Police and Crime Commissioner, Philip Seccombe; Innovation Fund offering trauma informed counselling for men who have been signposted through a health professional and who have experienced a trauma, and our contract with local GP surgeries.

We have had 14 placement counsellors in training, 7 clinical supervisors and have the services of 13 associate counsellors and 5 reception volunteers. We have opened our service 6 days a week Monday to Friday 9 – 7/8pm and Saturday 9 – 1.

We have continued where possible to offer a programme of training to further develop our team. We continue to provide annual briefings in Safeguarding, Health and Safety and Data Protection/GDPR.

Much time and thought has been given to achieving a reasonably sound financial foundation for the service. Our principal funding sources are currently by way of grants, a contract with Warwickshire County Council, contracts with 8 GP surgeries in the North of the County as well as surgeries from all over Nuneaton and Bedworth; service level agreements with schools and individually invoiced work and donations. We have continued to fund raise when we have been able to.

We were successful in securing the following grants:

We received continuation funding from the Police and Crime Commissioner, Philip Seccombe, to offer a series of Anger Awareness courses followed by limited individual counselling for the local community of Nuneaton, Bedworth, North Warwickshire and Rugby.

We received funding from Coventry & Warwickshire Integrated Care Board (the ICB) through the Community Mental Health Transformation: VCSE Innovation Fund as well as further continuation funding to offer trauma informed person centred counselling for individuals struggling with their mental health who have been signposted to us from their GP, IAPT, the mental health team or the crisis team. Our focus for this project is primarily to be offering this support to males who do not fit the criteria for NHS services but are struggling with their mental health and need to access support before their mental health declines further and they require more specialist or long-term intervention from the CMHT and other NHS services.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2024

We have struggled to secure grants to offer children's counselling in the centre this year and have offered a limited service on a donation basis. We have employed a children's counsellor on a limited basis until we can secure funds to meet the costs of meeting the local need when hopefully we can expand the service again.

We are grateful for the continued support of a number of local organisations/churches and individuals who have continued to support us this year. Special thanks go to:
The Amtico Company Limited who donated enough new flooring to re-carpet the whole of our building which was in urgent need of replacement. We were put in contact with The Amtico Company by the Make Good Grow social enterprise who connect local charities in need with companies who may be able to help. Many thanks to these two organisations for their support.

Coventry charity Football Cup who have supported us for many years through a donation towards offering our services.

Jayne Harris who sells lavender bags to support the charity and the Sheepy Magna ladies choir who raised money to support us.

Hugh Tibbits who donated his Birthday donations to us to provide a welfare fund for those in need.

And the two regular donations that we receive who have supported us for a very long time.

All Saint/St Andrews Churches who regularly support us in our work.

We have used some of these donations to replace some of the furniture for the counselling rooms enabling us to provide a comfortable welcoming environment for our clients.

The charity has continued to be involved with local groups. Thanks are extended to WCAVA who have helped to keep us informed about local initiatives, funding and training.

The manager has been a member of a small steering group and chaired the newly formed Counselling Network Group developed through the Community Mental Health Transformation VCSE Team to bring counselling charities together in Warwickshire to work on standards and partnership opportunities such as training and funding. The manager has attended local meetings such as the Suicide Prevention Network and the Mental Health Transformation meetings.

The Trustees review the position regarding our present premises and their limitations at each of their meetings. The size, location and cost are all significant considerations if/when properties do come on to the market and unfortunately, no suitable alternative premises became available in the year. The Trustees constantly keep the position under review.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present its report and financial statements for the year ended 31 March 2024

The demand for “counselling” services (of all kinds) has continued to be significant over the year. This means that qualified counsellors can now demand much higher rates of pay. Larger national agencies are able to meet these costs because of the depth and breadth of their resources - which unfortunately we do not have and are unable to match.

The retention and particularly the recruitment of therapists have continued to be extremely difficult and time consuming for both the Manager and the Deputy Manager. As noted last year a number of applicants withdraw without starting having accepted an appointment following a full recruitment process. The recruitment of replacements then becomes very urgent in order for the agency to meet its obligations to the various funding bodies and demand for the service. Therapists are not easy to find and often the same “pattern” is repeated many times.

New sources of funding have to be located to keep the agency financially secure because there is no independent “core” funding. The Manager and Deputy Manager spend considerable time seeking and making funding applications which all demand a great deal of their time and detailed attention whether successful or not.

Funding bodies require considerable information and statistical analysis as part of evaluating any work which they fund and demand for these is becoming greater. This applies throughout the course of a grant. Even more comprehensive information and analyses then have to be supplied towards and at the end of each grant period.

The agency has always depended heavily upon the commitment and loyalty of its manager and her deputy. As always, both have responded unstintingly to the many demands made upon them, which has meant that they have each often worked well beyond their contractual hours and have also had to step-in when unexpected situations have arisen and no one else was available. The recruitment and retention issues, the constant need to find new funding sources and to submit new applications and the growing requirements of funders for evaluative information and statistics continue to be unrelenting. These demands are all additional to their respective responsibilities for the overall management of the agency and ensuring sound administrative systems are in place and functioning well at all times. The Trustees owe a debt of gratitude to them both for their commitment, talent, ability and knowledge all of which they freely give to the agency.

The agency has continued to offer a high quality, ethical and highly respected, independent counselling service over the past twelve months in spite of the many demands and pressures upon it.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present its report and financial statements for the year ended 31 March 2024

The Trustees are therefore satisfied that the charity has continued to achieve its principle purpose in carrying out activities which benefit a specific section of the community in providing a counselling service for some of the neediest people in our community. The Trustees are further satisfied that risks arising from its activities have been identified and appropriately managed and that suitable accounting policies have been established and applied consistently over the 12 months ending 31st March 2024.

Financial Review

Overall, the Income for the year was £315,211 with Expenditure of £257,911 giving an overall surplus of £57,300.

Fundraising:

During the year we received grants from:

| | |
|--|---------|
| Police & Crime Commission | 10,515 |
| Coventry & Warwickshire Partnership Trust Innovation Fund | 24,674 |
| | ————— |
| Total | £35,189 |
| | ————— |
| Donations | £29,124 |
| | ————— |

Principal Funding Sources

Our Total Income for the Year was £315,211 of this £35,189 was restricted. The breakdown is as follows:-

| | <u>Amounts</u> | <u>%</u> |
|---------------------------------------|----------------|----------|
| Service Agreements | 247,493 | 78.5 |
| Donations & Gifts (incl. tax reclaim) | 29,124 | 9.2 |
| Grants | 35,189 | 11.2 |
| Other Income | 3,405 | 1.1 |

Reserves Policy

The Trustees have drawn up a “reserves policy” which outlines how the charity manages and monitors reserves. This policy was reviewed, and it is currently set at 6 months. In any year where a surplus would result in reserves exceeding 6 months, the Trustees are transferring any excess into a designated property fund, with a view to acquiring their own property in the future.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present its report and financial statements for the year ended 31 March 2024

Investment Policies

Warwickshire Counselling Centre doesn't keep very large sums for investment. As a charity providing services most of the monies received are used within a year of receipt. Occasionally restricted grants are received for funding over a number of years. This finance is usually kept within the Lloyds account with the money kept restricted as designated. The trustees will be exploring whether in the coming financial year alternative accounts for restricted and reserve funds should be set up.

Approved by the Trustees and

Signed on their behalf *Keith J. Drinkwater* Date: *15th August* 2024
Keith J. Drinkwater
Chair

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Year ended 31 March 2024

Independent Examiner's Report to the Trustees of Warwickshire Counselling Centre

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024, which are set out on pages 11 - 20.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) 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 that in any material respect:

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 charities 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.

Jane Biggs

Mrs J A Biggs, FCCA, CTA,
Armstrongs Bishop Simmons Limited
Chartered Accountants
Gethin House
36 Bond Street
Nuneaton
CV11 4DA

Date: 15 August 2024

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Statement of Financial Activities for the year ended 31 March 2024

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 2024 Total £ | 2023 Total £ |
|--------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| Income | | | | | |
| Donations and Gifts | 2 | 29,124 | - | 29,124 | 22,548 |
| Other Income | | 3,405 | | 3,405 | 4,455 |
| Income from Charitable Activities: | | | | | |
| Grants and Contracts | 3 | - | 35,189 | 35,189 | 88,109 |
| Invoiced Work | | 247,493 | - | 247,493 | 164,485 |
| Total Income | | 280,022 | 35,189 | 315,211 | 279,597 |
| Expenditure | | | | | |
| Expenditure on Charitable Activities | 4 | 222,122 | 35,789 | 257,911 | 229,875 |
| Total Expenditure | | 222,122 | 35,789 | 257,911 | 229,875 |
| Net Income | | 57,900 | (600) | 57,300 | 49,722 |
| Transfers between funds | | (200) | 200 | - | - |
| Net movement in funds | | 57,700 | (400) | 57,300 | 49,722 |
| Reconciliation of Funds | | | | | |
| Total funds brought forward | | 249,445 | 2,119 | 251,564 | 201,842 |
| Total Funds carried forward | | 307,145 | 1,719 | 308,864 | 251,564 |

There were no recognised gains or losses in 2024 or 2023 other than those included in the Statement of Financial Activities.

The notes on pages 13 to 20 form part of the Accounts

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Balance Sheet as at 31 March 2024


| | Notes | 2024 | 2023 |
|-------------------------------------|-------|----------------|----------------|
| | | £ | £ |
| Current Assets | | | |
| Debtors | 5 | 42,376 | 15,798 |
| Cash at Bank and in Hand | | 278,297 | 262,080 |
| | | <u>320,673</u> | <u>277,878</u> |
| Creditors | | | |
| Amounts falling due within one year | 6 | 11,809 | 26,314 |
| | | <u>11,809</u> | <u>26,314</u> |
| Net Current Assets | | 308,864 | 251,564 |
| | | <u>308,864</u> | <u>251,564</u> |
| NET ASSETS | | 308,864 | 251,564 |
| | | <u>308,864</u> | <u>251,564</u> |
| Funds | | | |
| Unrestricted Funds | | | |
| General Funds | 10 | 111,061 | 118,839 |
| Designated Funds | 10 | 196,084 | 130,606 |
| | | <u>307,145</u> | <u>249,445</u> |
| Restricted Funds | 10 | 1,719 | 2,119 |
| | | <u>1,719</u> | <u>2,119</u> |
| | | <u>308,864</u> | <u>251,564</u> |

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

Directors' responsibilities:

- * The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- * The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP and were approved by the Board on 15 August 2024 and signed on its behalf.


.....
TRUSTEE - Keith Drinkwater
Company registration no: 07223795

The notes on pages 13 to 20 form part of the accounts.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2024

1. Summary of significant accounting policies

General information and basis of preparation

Warwickshire Counselling Centre is a company limited by guarantee and registered charity in England. In the event of the charity being 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 charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are to benefit the community of Nuneaton and Bedworth and the surrounding area by delivering professional counselling services and to preserve professionalism by offering training opportunities and clinical supervision.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. The value of services provided by volunteers has not been included.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2024

Investment income is included when receivable.

Grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Where income is received in advance of performance its recognition is deferred and included in creditors.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criteria is charged to the fund.

Unrestricted Funds

These funds are incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds.

Designated Funds

Designated funds are unrestricted funds earmarked by management for a particular purpose.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, including Value Added Tax.

Charitable expenditure comprises those costs incurred by the charity in deliverance of its activities and services for its beneficiaries.

Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of those resources.

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Leases

Rentals applicable to operating leases where substantially all of the benefits and risks of the ownership remain with the lessor are charged to the Statement of Financial Activities as incurred.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2024

Pension costs

The charity provides a defined contribution pension scheme, the assets of which are held separately from those of the company in an independently administered fund. Contributions to the scheme are charged to the Statement of Financial Activities as and when incurred.

Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

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.

| 2 Donations and grants | Unrestricted Funds £ | Restricted Funds £ | 2024 Total £ | 2023 Total £ |
|---|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Sundry Donations | 29,124 | - | 29,124 | 22,548 |
| | 29,124 | - | 29,124 | 22,548 |
| 3 Grants and Contracts | Unrestricted Funds £ | Restricted Funds £ | 2024 Total £ | 2023 Total £ |
| Police & Crime Commission | - | 10,515 | 10,515 | 10,000 |
| Coventry & Warwickshire County Council | - | - | - | 20,562 |
| Coventry & Warwickshire Partnership Trust | - | - | - | - |
| Innovation Fund | - | 24,674 | 24,674 | 11,538 |
| WCC Social Impact Fund | - | - | - | 46,009 |
| | - | 35,189 | 35,189 | 88,109 |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2024

4. Charitable Activities

| | Unrestricted Funds £ | Restricted Funds £ | 2024 Total £ | 2023 Total £ |
|--------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Salaries and National Insurance | 94,876 | 20,293 | 115,169 | 92,859 |
| Employers Pension Contributions | 2,527 | - | 2,527 | 2,355 |
| Counselling Fees | 103,638 | 8,389 | 112,027 | 106,096 |
| Administrator Costs | 1,956 | - | 1,956 | 1,967 |
| Accommodation Costs | 5,851 | 4,049 | 9,900 | 9,900 |
| Room Hire | - | - | - | - |
| Heat and Light | 1,444 | - | 1,444 | 1,440 |
| Postage | 58 | - | 58 | 135 |
| Printing & Stationery | 1,874 | 240 | 2,114 | 2,144 |
| Repairs & Maintenance | 624 | - | 624 | 317 |
| Telephone | 1,144 | 630 | 1,774 | 1,699 |
| Travel and Subsistence | 1,094 | - | 1,094 | 871 |
| Insurance | 2,542 | 372 | 2,914 | 2,524 |
| Computer Consumables | - | - | - | 182 |
| Computer Equipment | 456 | - | 456 | 2,434 |
| Counselling Supervision | 1,418 | 1,300 | 2,718 | 1,984 |
| Staff Training, Conferences, Courses | - | 135 | 135 | 328 |
| Sundry Expenses | 430 | - | 430 | 233 |
| Accountancy Charges | 1,952 | 381 | 2,333 | 2,323 |
| Professional Fees | 154 | - | 154 | - |
| Bank Charges | 84 | - | 84 | 84 |
| | 222,122 | 35,789 | 257,911 | 229,875 |

WARWICKSHIRE COUNSELLING CENTRE
 (Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2024

| | | |
|--|-------------|-------------|
| 5 Debtors | 2024 | 2023 |
| | £ | £ |
| Debtors | 41,539 | 15,019 |
| Other Debtors | - | - |
| Prepayments | 837 | 779 |
| | <hr/> | <hr/> |
| | 42,376 | 15,798 |
| | <hr/> | <hr/> |
| 6 Creditors: Amounts falling due within one year | 2024 | 2023 |
| | £ | £ |
| Other Creditors | 4,508 | 6,061 |
| Taxation and Social Security | 861 | 861 |
| Accruals and Deferred Income | 6,440 | 19,392 |
| | <hr/> | <hr/> |
| | 11,809 | 26,314 |
| | <hr/> | <hr/> |
| 7 Net Movement of Fund for the year is stated after charging: | 2024 | 2023 |
| | £ | £ |
| Accountancy | 2,333 | 2,323 |
| Operating Lease Rentals | 9,900 | 9,900 |
| | <hr/> | <hr/> |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2024

8. Staff Costs

No remuneration was paid to trustees in the year, nor were any trustees expenses reimbursed:

The total remuneration paid to key management personnel was £32,314 (2023 £30,540).

| The staff costs were: | 2024 £ | 2023 £ |
|---------------------------------|----------------|---------------|
| Salaries | 113,919 | 91,932 |
| Employers National Insurance | 1,250 | 927 |
| Employers Pension Contributions | 2,527 | 2,355 |
| | <u>117,696</u> | <u>95,214</u> |

The average weekly number of staff employed during the year was as follows: -
total staff was 7 in the year how should it be split

| | | |
|------------------------|------------|------------|
| Direct Charitable Work | 1.9 | 1.9 |
| Administrative | 2.5 | 2.5 |
| | <u>4.4</u> | <u>4.4</u> |

No employee received remuneration of more than £60,000.

9. Analysis of Net Assets between Funds

| | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | Total 2024 |
|------------------------------------|----------------------------|--------------------------|--------------------------|----------------|
| Current Assets | 122,870 | 196,084 | 1,719 | 320,673 |
| Current Liabilities | (11,809) | - | - | (11,809) |
| Net Assets at 31 March 2024 | <u>111,061</u> | <u>196,084</u> | <u>1,719</u> | <u>308,864</u> |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2024

10. Movement in Funds

| | At 31 March 2023 | Incoming Resources | Resources Expended | Transfers between funds | At 31 March 2024 |
|--|------------------------|-----------------------|-----------------------|-------------------------------|------------------------|
| | £ | £ | £ | £ | £ |
| <i>Unrestricted funds:</i> | | | | | |
| General funds | 118,839 | 280,022 | (222,122) | (65,678) | 111,061 |
| Designated funds | 130,606 | - | - | 65,478 | 196,084 |
| <i>Total unrestricted funds</i> | 249,445 | 280,022 | (222,122) | (200) | 307,145 |
| <i>Restricted funds</i> | | | | | |
| Police & Crime Commission | - | 10,515 | (10,590) | 75 | - |
| Coventry & Warwickshire Partnership Trust Innovation Fund | - | 24,674 | (24,799) | 125 | - |
| Stockingford Pavilion Ladies | 2,119 | - | (400) | - | 1,719 |
| <i>Total restricted funds</i> | 2,119 | 35,189 | (35,789) | 200 | 1,719 |
| Total funds | 251,564 | 315,211 | (257,911) | - | 308,864 |

Purpose of designated funds:

Reserves over and above the charity's' six months' running costs have been designated to a property fund, with a view to the charity acquiring its own property in the future.

Purpose of restricted funds:

The Police & Crime Commission continuation funding was awarded to us to offer anger awareness courses and limited individual counselling for residents of Rugby, Nuneaton, Bedworth and North Warwickshire.

The Innovation Fund has been awarded by NHS Coventry & Warwickshire ICB and was awarded to offer trauma informed counselling for men over the age of 18 who have been referred or signposted by a medical professional.

The Stockingford Pavilion Ladies fund has been given to provide counselling services to individuals connected with sport.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2024

11. Pension Commitments

Defined Contribution Scheme

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost and charge represent contributions payable by the company to the fund and amounted to £2,527 (2023 £2,355). At 31 March 2024 contributions amounting to £350 (2023 £268) were payable to the fund and were included in Other Creditors.

WARWICKSHIRE COUNSELLING CENTRE

England & Wales - Charity number 1137623

Accounts

**WARWICKSHIRE COUNSELLING
CENTRE**

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

Charity No. 1137623

Company No. 07223795

Armstrongs Bishop Simmons Limited
Gethin House
36 Bond Street
Nuneaton
CV11 4DA

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Year ended 31 March 2023

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WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2023

Reference and Administrative Information

Charity Name: Warwickshire Counselling Centre trading as Sycamore
Counselling Service

Charity Registration Number: 1137623

Company Registration Number: 07223795

**Registered Office and
Operational Address:** 12 Riversley Road
Nuneaton
Warwickshire
CV11 5QT

Trustees:
Keith Drinkwater
John McKenzie
Emma Williams
Lorna Beedham

Chairperson Keith Drinkwater

Secretary John McKenzie

Treasurer John McKenzie

Manager Carol French

Accountants Armstrongs Bishop Simmons Limited
Chartered Accountants
Gethin House
36 Bond Street
Nuneaton
CV11 4DA

Bankers Lloyds TSB Bank plc
17-23 Coventry Street
Nuneaton
CV11 5TD

Co-op Bank Online

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2023

The Trustees of the Warwickshire Counselling Centre have the pleasure of submitting their annual Report and financial statements for the year ended 31 March 2023.

INTRODUCTION

The Warwickshire Counselling Centre is a charitable company limited by guarantee, incorporated on 14th April 2010 and governed by its Articles of Association. The Company is also a Charity registered on 26th August 2010.

This year the Warwickshire Counselling Centre celebrated another year as an incorporated Charity but has actually been operating since 1992. Over the years, the counselling service has expanded to provide counselling for an ever-growing number of local people.

STRUCTURE GOVERNANCE AND MANAGEMENT

We currently have 4 Trustees who met 6 times in the year as a full trustee group in addition to holding an annual general meeting and additional meetings of Chairperson, Treasurer and Manager. All gave their time voluntarily. Between them, the trustees have contributed approximately 80 hours of support without remuneration.

During the year relating to this Report the Trustees who are termed Directors for the purpose of Company law and Trustees for the purpose of Charity law was:

Keith Drinkwater

John McKenzie

Lorna Beedham

Emma Williams

The Trust has established procedures for recruiting prospective Trustees who can only be appointed subject to the approval of the existing trustees. The liability of each trustee in the event of the company being dissolved is limited to such sum (not exceeding £10). The policy and general management are directed by the trustees. The day-to-day management is carried out by the manager Carol French. The Trust has looked at and identified potential managerial risks and has policies and procedures in place with regard to:

- Employees
- Volunteers
- Health and safety
- Financial
- Data protection/GDPR
- Contractual
- Safeguarding

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2023

The Trust has in place the following documents for the appointment of Trustees:

- Application form
- Position description
- Code of conduct
- Conflict of interest policy
- Constitution
- Memorandum and Articles
- Personal Commitment Statement
- Becoming a Director/Trustee information document
- Fit and Proper Persons statement
- Ethos Statement
- Charity Commission Declaration
- Enhanced DBS application
- Agreement
- Induction list

Once again during the year, we have reviewed our policies and have created new policies where a need has been highlighted.

OBJECTIVES

1. To relieve mental, emotional and physical sickness of persons' resident in Warwickshire by the provision of counselling and support for such persons.
2. To advance the education of the public in general on the subject of how better to meet the needs of people with mental, emotional and physical sickness, in such ways as the trustees see fit.

The main purpose of the Warwickshire Counselling Centre is to benefit the community of Nuneaton, Bedworth and the surrounding area by delivering professional therapy services and to preserve professionalism by offering training opportunities and clinical supervision. There is a high prevalence of people with mental health and emotional issues in the area. In order to meet its main objectives, the centre is committed to enabling as many people as possible to access high quality affordable therapy. The charity therefore, endeavours to safeguard the quality of its work by ensuring that it recruits qualified and motivated staff.

We are committed to providing a professional standard of therapy for those with insufficient means to afford it. In view of this, we offer general counselling/therapy to the community regardless of age, gender, ethnicity, sexual orientation or disability on a voluntary donation basis. In furtherance of our charitable objectives, we have endeavoured to maintain the service throughout the pandemic recovery period with all counsellors working back in our centre but offering online and phone counselling to meet client needs. We have engaged in a

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2023

number of projects to support the recovery of people's mental health following the pandemic and this continues to be the case.

Providing affordable counselling relies on the commitment and good will of our therapists who either volunteer their services or work for remuneration below that paid by other providers whether private or public sector.

In a recognised area of deprivation such as Nuneaton and Bedworth, which has some of the most deprived political wards in the county, the trustees are very aware that both old and young are vulnerable to the stresses of everyday life.

During the year, we received 1306 new referrals of which 794 were adults and 512 were children and young people and at least a further 186 clients continued in counselling from the previous year. These figures have increased considerably from the previous year and is reflective of the increase in mental health issues since the pandemic but also due to the cost of living crisis taking a hold. We have continued to receive many additional enquiries from people who live outside of the area and are therefore not eligible for our funding streams. For the clients we have been able to engage with we feel that we have made a difference in their lives by helping them to cope in what has continued for some to be difficult times. The mainstay of our service is our volunteers without whom we would not have been able to get our service back seeing clients face to face and support the people that we have. This includes a strong team of senior volunteer counsellors some of whom have volunteered for us for a number of years. All of our volunteers are a most valued part of our service without whom therapeutic support could not take place.

It had been apparent for a number of years that the agency management structure needed to be strengthened. The Manager was responsible for the management and control of the agency whilst employed for only 30 hours a week (although she did have assistance from some senior Counsellors). After serious consideration and discussion, it was decided to appoint a Deputy Manager also on 30 hours per week for a minimum of 3 years. Following a full recruitment and selection process we were delighted to appoint the former Administrator as Deputy Manager. An Administrator was then recruited separately.

During the year the Acorn Counselling service was unfortunately unable to continue, and that service closed. As a result, two of their trained counsellors and one placement have transferred to this Service.

ACTIVITIES

The activities this year have focused entirely on responding to the therapeutic needs of our community.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2023

In addition to the clients offered one to one counselling we offered counselling with therapeutic play, Movement Psychotherapy, couples counselling both remotely or face to face. Externally six local primary schools commissioned us to offer counselling face to face for their pupils and a variety of models of therapy were provided to numerous other schools through our involvement in the Early Help provision commissioned through Warwickshire County Council and increasingly through individual schools and organisations funding individuals to access therapy. We employ: a manager and deputy manager who manage all of the projects as well as a team of counsellors, apply for funding and report all outcomes, employ staff and volunteers as well as supporting all placements that see clients in the agency and the day to day running of the charity and its work and premises. They also co-ordinate the assessments and allocation of adult clients and are both employed for 30 hours a week; children's counsellors to work for 30 hours a week funded through Social Impact Fund as well as clinical supervisors who work for us on a sessional basis, and we employ an administrator and a reception supervisor for 20 hours each.

We employ a growing team of children and young people's therapists on a sessional basis to complete our work through the Early Help provision and a team of adult counsellors to fulfil the needs of projects such as our Anger Awareness project funded through the Police and Crime Commissioner, Philip Seccombe; Social Impact Fund which paid for children and young people's counselling in our centre, Innovation Fund offering trauma informed counselling for men who have been signposted through a health professional and who have experienced a trauma, Warwickshire County Council Wellbeing Fund to support local unemployed or unwaged people coming out of the pandemic who have been affected by bereavement, anxiety/depression and job loss.

We have had 8 placement counsellors in training, 8 clinical supervisors and have the services of 8 associate counsellors and 5 reception volunteers. We have opened our service 6 days a week Monday to Friday 9 – 7/8pm and Saturday 9 – 1.

We have continued where possible to offer a programme of in-house training to further develop our team. We continue to provide annual briefings in Safeguarding, Health and Safety and Data Protection/GDPR.

Much time and thought has been given to achieving a reasonably sound financial foundation for the service. Our principal funding sources are currently by way of grants, a contract with Warwickshire County Council, contracts with 8 GP surgeries in the North of the County as well as surgeries from all over Nuneaton and Bedworth: service level agreements with schools and individually invoiced work and donations. We have continued to fund raise when we have been able to.

Several grant applications have been made a number of which have been successful.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2023

We received continuation funding from the Police and Crime Commissioner, Philip Seccombe, to offer a series of Anger Awareness courses followed by limited individual counselling for the local community of Nuneaton, Bedworth, North Warwickshire and Rugby.

We received funding from Coventry & Warwickshire Integrated Care Board (the ICB) through the Community Mental Health Transformation: VCSE Innovation Fund to offer trauma informed person centred counselling to individuals struggling with their mental health who have been signposted to us from their GP, IAPT, the mental health team or the crisis team. Our focus for this project is primarily to be offering this support to males who do not fit the criteria for NHS services but are struggling with their mental health and need to access support before their mental health declines further and they require more specialist or long-term intervention from the CMHT and other NHS services.

We were awarded funding through the Heart of England Community Foundation (HofE) on behalf of Warwickshire County Council through their Social Impact Fund. The funding was provided to fund sessional children and young people's counsellors to work with children and young people referred/approaching the service for therapy offering a safe space to explore what is happening for them; to introduce strategies identifying ways to help themselves; and to use the skills learnt to put into practice in their lives, increasing confidence and resilience.

We continued a project supported through a grant from Coventry and Warwickshire County Councils Wellbeing Fund to support Adults who have been affected by the pandemic through bereavement, anxiety/depression and job loss which has been a lifeline for many local people.

We are grateful for the continued support of a small number of local organisations/churches and individuals who have continued to support us this year.

The charity has continued to be involved with local groups. Thanks are extended to WCAVA who have helped to keep us informed about local initiatives, funding and training.

The limitations of our present premises remain a real concern and one which the Trustees review at each of their meetings. Unfortunately, no suitable alternative premises became available in the year. The size, location and cost are all significant considerations if/when properties do come on to the market. This is something that we will continue to monitor. We have continued to offer Early Help Provision throughout the year offering therapeutic support face to face in schools and in our centre. We have received 129 referrals.

The demand for "counselling" services (of all kinds) continued to be significant over the year. As reported last year, this includes not only people who are fully qualified counsellors (as ours are) but others with lesser qualifications who are being recruited by different bodies and schools to provide what is generically and sometimes loosely termed counselling.

WARWICKSHIRE COUNSELLING CENTRE
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The Trustees present its report and financial statements for the year ended 31 March 2023

This continues to mean that qualified counsellors can now demand much higher rates of pay. Larger national agencies are able to meet these because of the depth and breadth of their resources - which we do not have and are unable to match.

The retention and particularly the recruitment of therapists have continued to be extremely difficult and time consuming for both the Manager and the Deputy Manager. We have continued to experience people who have accepted appointments following a full recruitment process but then withdraw without even starting. The recruitment of replacements then becomes very urgent in order for the agency to meet its obligations to the various funding bodies. Therapists are not easy to find and often the same "pattern" of recruitment, offer, acceptance, withdrawal is repeated many times.

Lacking independent "core" funding means new sources of funding have to be located to keep the agency financially secure. Seeking and making applications for funding are significant and recurring elements of work for both the Manager and Deputy Manager. All applications require a great deal of time and detailed attention whether successful or not.

Funding bodies rightly require proper evaluation of any work which they fund. However, the degree and statistical analysis which they require is often considerable and becoming greater. This applies both during the course of a grant and especially so towards the end of each funding stream. Even more comprehensive information and analyses then have to be supplied.

The agency has always depended heavily upon the commitment and loyalty of its manager and now her deputy. Both have responded unstintingly to the many demands made upon them. However, this has meant that they have each often worked well beyond their contractual hours and have also had to step-in when unexpected situations have arisen and no one else was available. The recruitment and retention issues, the constant need to find new funding sources and submit applications and the growing requirements of funders for evaluative information and statistics are unrelenting. This has continued and become even greater since the Deputy Manager was appointed. These are all on top of their respective responsibilities for the overall management of the agency and ensuring sound administrative systems are in place and functioning well.

In spite of the very many demands and pressures it is great to know that the agency has continued to offer a high quality, ethical and highly respected, independent counselling service.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present its report and financial statements for the year ended 31 March 2023

The Trustees are satisfied that the charity has continued to achieve its principle purpose in carrying out activities which benefit a specific section of the community, namely providing a counselling service for some of the neediest people in the community. The Trustees are further satisfied that risks arising from its activities have been identified and appropriately managed and that suitable accounting policies have been established and applied consistently over the 12 months ending 31st March 2023.

Financial Review

Overall, the Income for the year was £279,597 with Expenditure of £229,875 giving an overall surplus of £49,722.

Fundraising:

During the year we received grants from:

| | |
|--|---------|
| Police & Crime Commission | 10,000 |
| Coventry & Warwickshire County Council | 20,562 |
| Innovation Fund | 11,538 |
| Warwickshire County Council Social Impact Fund | 46,009 |
| | <hr/> |
| Total | £88,109 |
| | <hr/> |
| Donations | £22,548 |
| | <hr/> |

Principal Funding Sources

Our Total Income for the Year was £279,597 of this £88,109 was restricted. The breakdown is as follows:-

| | <u>Amounts</u> | <u>%</u> |
|---------------------------------------|----------------|----------|
| Service Agreements | 164,485 | 58.8 |
| Donations & Gifts (incl. tax reclaim) | 22,548 | 8.1 |
| Grants | 88,109 | 31.5 |
| Other Income | 4,455 | 1.6 |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present its report and financial statements for the year ended 31 March 2023

Reserves Policy

The Trustees have drawn up a "reserves policy" which outlines how the charity manages and monitors reserves. This policy was reviewed, and it is currently set at 6 months. In any year where a surplus would result in reserves exceeding 6 months, the Trustees are transferring any excess into a designated property fund, with a view to acquiring their own property in the future.

Investment Policies

Warwickshire Counselling Centre doesn't keep very large sums for investment. As a charity providing services most of the monies received are used within a year of receipt. Occasionally restricted grants are received for funding over a number of years. This finance is usually kept within the Lloyds account with the money kept restricted as designated. The trustees will be exploring whether in the coming financial year alternative accounts for restricted and reserve funds should be set up.

Approved by the Trustees and

Signed on their behalf *Keith J. Drinkwater* Date: 4 September 2023
Keith J. Drinkwater
Chair

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Year ended 31 March 2023

Independent Examiner's Report to the Trustees of Warwickshire Counselling Centre

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023, which are set out on pages 11 - 20.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

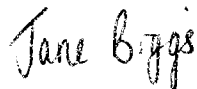
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

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 charities 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.



Mrs J A Biggs, FCCA, CTA,
Armstrongs Bishop Simmons Limited
Chartered Accountants
Gethin House
36 Bond Street
Nuneaton
CV11 4DA

Date: 4 September 2023

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Statement of Financial Activities for the year ended 31 March 2023

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 2023 Total £ | 2022 Total £ |
|--------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| Income | | | | | |
| Donations and Gifts | 2 | 22,548 | - | 22,548 | 18,502 |
| Other Income | | 4,455 | | 4,455 | 7,307 |
| Income from Charitable Activities: | | | | | |
| Grants and Contracts | 3 | - | 88,109 | 88,109 | 61,592 |
| Invoiced Work | | 164,485 | - | 164,485 | 133,197 |
| Total Income | | 191,488 | 88,109 | 279,597 | 220,598 |
| Expenditure | | | | | |
| Expenditure on Charitable Activities | 4 | 140,831 | 89,044 | 229,875 | 191,122 |
| Total Expenditure | | 140,831 | 89,044 | 229,875 | 191,122 |
| Net Income | | 50,657 | (935) | 49,722 | 29,476 |
| Transfers between funds | | (535) | 535 | - | - |
| Net movement in funds | | 50,122 | (400) | 49,722 | 29,476 |
| Reconciliation of Funds | | | | | |
| Total funds brought forward | | 199,323 | 2,519 | 201,842 | 172,366 |
| Total Funds carried forward | | 249,445 | 2,119 | 251,564 | 201,842 |

There were no recognised gains or losses in 2023 or 2022 other than those included in the Statement of Financial Activities.

The notes on pages 13 to 20 form part of the Accounts

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Balance Sheet as at 31 March 2023

| | Notes | £ | 2023 £ | £ | 2022 £ |
|-------------------------------------|-------|----------------|----------------|----------------|-----------|
| Current Assets | | | | | |
| Debtors | 5 | 15,798 | | 11,885 | |
| Cash at Bank and in Hand | | 262,080 | | 265,974 | |
| | | | <u>277,878</u> | <u>277,859</u> | |
| Creditors | | | | | |
| Amounts falling due within one year | 6 | 26,314 | | 76,017 | |
| | | | <u>251,564</u> | <u>201,842</u> | |
| Net Current Assets | | | <u>251,564</u> | <u>201,842</u> | |
| NET ASSETS | | | <u>251,564</u> | <u>201,842</u> | |
| Funds | | | | | |
| Unrestricted Funds | | | | | |
| General Funds | 10 | 118,839 | | 68,717 | |
| Designated Funds | 10 | 130,606 | | 130,606 | |
| | | <u>249,445</u> | | <u>199,323</u> | |
| Restricted Funds | 10 | 2,119 | | 2,519 | |
| | | | <u>251,564</u> | <u>201,842</u> | |

For the year ending 31 March 2023 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 of its accounts for the year in question in accordance with section 476;

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP and were approved by the Board on 4 September 2023 and signed on its behalf.

Keith J Drinkwater
.....
TRUSTEE - Keith Drinkwater
Company registration no: 07223795

The notes on pages 13 to 20 form part of the accounts.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2023

1. Summary of significant accounting policies

General information and basis of preparation

Warwickshire Counselling Centre is a company limited by guarantee and registered charity in England. In the event of the charity being 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 charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are to benefit the community of Nuneaton and Bedworth and the surrounding area by delivering professional counselling services and to preserve professionalism by offering training opportunities and clinical supervision.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. The value of services provided by volunteers has not been included.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2023

Investment income is included when receivable.

Grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Where income is received in advance of performance its recognition is deferred and included in creditors.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criteria is charged to the fund.

Unrestricted Funds

These funds are incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds.

Designated Funds

Designated funds are unrestricted funds earmarked by management for a particular purpose.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, including Value Added Tax.

Charitable expenditure comprises those costs incurred by the charity in deliverance of its activities and services for its beneficiaries.

Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of those resources.

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Leases

Rentals applicable to operating leases where substantially all of the benefits and risks of the ownership remain with the lessor are charged to the Statement of Financial Activities as incurred.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2023

Pension costs

The charity provides a defined contribution pension scheme, the assets of which are held separately from those of the company in an independently administered fund. Contributions to the scheme are charged to the Statement of Financial Activities as and when incurred.

Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

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.

| 2 Donations and grants | Unrestricted Funds £ | Restricted Funds £ | 2023 Total £ | 2022 Total £ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| Sundry Donations | 22,548 | - | 22,548 | 18,502 |
| | 22,548 | - | 22,548 | 18,502 |
| 3 Grants and Contracts | Unrestricted Funds £ | Restricted Funds £ | 2023 Total £ | 2022 Total £ |
| BBC Children In Need | - | - | - | 19,846 |
| Police & Crime Commission | - | 10,000 | 10,000 | 10,000 |
| Orbit | - | - | - | - |
| Coventry & Warwickshire County Council | - | 20,562 | 20,562 | 23,983 |
| HTC Pot of Gold Community Grant | - | - | - | 1,930 |
| Coventry & Warwickshire Partnership Trust | - | - | - | 5,833 |
| Innovation Fund | - | 11,538 | 11,538 | - |
| WCC Social Impact Fund | - | 46,009 | 46,009 | - |
| | - | 88,109 | 88,109 | 61,592 |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2023

4. Charitable Activities

| | Unrestricted Funds £ | Restricted Funds £ | 2023 Total £ | 2022 Total £ |
|--------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Salaries and National Insurance | 23,096 | 69,763 | 92,859 | 79,496 |
| Employers Pension Contributions | 2,086 | 269 | 2,355 | 2,131 |
| Counselling Fees | 100,516 | 5,580 | 106,096 | 85,036 |
| Administrator Costs | 1,967 | - | 1,967 | 1,532 |
| Accommodation Costs | 2,345 | 7,555 | 9,900 | 9,900 |
| Room Hire | - | - | - | - |
| Heat and Light | 1,440 | - | 1,440 | 1,440 |
| Postage | 135 | - | 135 | 25 |
| Printing & Stationery | 1,644 | 500 | 2,144 | 1,657 |
| Repairs & Maintenance | 317 | - | 317 | 50 |
| Telephone | 700 | 999 | 1,699 | 1,475 |
| Travel and Subsistence | 871 | - | 871 | 540 |
| Insurance | 1,167 | 1,357 | 2,524 | 2,332 |
| Computer Consumables | 182 | - | 182 | 24 |
| Computer Equipment | 2,434 | - | 2,434 | - |
| Counselling Supervision | - | 1,984 | 1,984 | 2,075 |
| Staff Training, Conferences, Courses | - | 328 | 328 | - |
| Sundry Expenses | 233 | - | 233 | 498 |
| Accountancy Charges | 1,614 | 709 | 2,323 | 2,827 |
| Professional Fees | - | - | - | - |
| Bank Charges | 84 | - | 84 | 84 |
| | 140,831 | 89,044 | 229,875 | 191,122 |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2023

| | | |
|--|-------------|-------------|
| 5 Debtors | 2023 | 2022 |
| | £ | £ |
| Debtors | 15,019 | 11,137 |
| Other Debtors | - | - |
| Prepayments | 779 | 748 |
| | <hr/> | <hr/> |
| | 15,798 | 11,885 |
| | <hr/> | <hr/> |
| 6 Creditors: Amounts falling due within one year | 2023 | 2022 |
| | £ | £ |
| Other Creditors | 6,061 | 2,940 |
| Taxation and Social Security | 861 | 861 |
| Accruals and Deferred Income | 19,392 | 72,216 |
| | <hr/> | <hr/> |
| | 26,314 | 76,017 |
| | <hr/> | <hr/> |
| 7 Net Movement of Fund for the year is stated after charging: | 2023 | 2022 |
| | £ | £ |
| Accountancy | 2,323 | 2,010 |
| Operating Lease Rentals | 9,900 | 9,900 |
| | <hr/> | <hr/> |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2023

8. Staff Costs

No remuneration was paid to trustees in the year, nor were any trustees expenses reimbursed:

The total remuneration paid to key management personnel was £30,540 (2022 £30,448).

| The staff costs were: | 2023 £ | 2022 £ |
|---------------------------------|-----------|-----------|
| Salaries | 91,932 | 79,179 |
| Employers National Insurance | 927 | 317 |
| Employers Pension Contributions | 2,355 | 2,131 |
| | 95,214 | 81,627 |

The average weekly number of staff employed during the year was as follows: -
total staff was 7 in the year how should it be split

| | | |
|------------------------|-----|-----|
| Direct Charitable Work | 1.9 | 1.9 |
| Administrative | 2.5 | 2.1 |
| | 4.4 | 4.0 |

No employee received remuneration of more than £60,000.

9. Analysis of Net Assets between Funds

| | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | Total 2023 |
|------------------------------------|----------------------------|--------------------------|--------------------------|---------------|
| Current Assets | 132,536 | 130,606 | 14,736 | 277,878 |
| Current Liabilities | (13,697) | - | (12,617) | (26,314) |
| Net Assets at 31 March 2023 | 118,839 | 130,606 | 2,119 | 251,564 |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2023

10. Movement in Funds

| | At 31 March 2022 | Incoming Resources | Resources Expended | Transfers between funds | At 31 March 2023 |
|---|------------------------|-----------------------|-----------------------|-------------------------------|------------------------|
| | £ | £ | £ | £ | £ |
| <i>Unrestricted funds:</i> | | | | | |
| General funds | 68,717 | 191,488 | (140,831) | (535) | 118,839 |
| Designated funds | 130,606 | - | - | - | 130,606 |
| <i>Total unrestricted funds</i> | 199,323 | 191,488 | (140,831) | (535) | 249,445 |
| <i>Restricted funds</i> | | | | | |
| Police & Crime Commission | - | 10,000 | (10,048) | 48 | - |
| Coventry & Warwickshire County Council | - | 20,562 | (20,562) | - | - |
| Innovation Fund | - | 11,538 | (11,538) | - | - |
| WCC Social Impact Fund | - | 46,009 | (46,496) | 487 | - |
| Stockingford Pavilion Ladies | 2,519 | - | (400) | - | 2,119 |
| <i>Total restricted funds</i> | 2,519 | 88,109 | (89,044) | 535 | 2,119 |
| Total funds | 201,842 | 279,597 | (229,875) | - | 251,564 |

Purpose of designated funds:

Reserves over and above the charity's' six months' running costs have been designated to a property fund, with a view to the charity acquiring its own property in the future.

Purpose of restricted funds:

The Police & Crime Commission continuation funding was awarded to us to offer anger awareness courses and limited individual counselling for residents of Rugby, Nuneaton, Bedworth and North Warwickshire.

The grant from Coventry and Warwickshire County Council's Wellbeing Fund has been received to fund support for Adults, Children and young people who have been affected by the pandemic through bereavement, anxiety/depression and job loss.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2023

Purpose of restricted funds (continued):

The Innovation Fund has been awarded by NHS Coventry & Warwickshire ICB and was awarded to offer trauma informed counselling for men over the age of 18 who have been referred or signposted by a medical professional.

The Social Impact Fund awarded by Warwickshire County Council Social Impact Fund – Revenue and administered by Heart of England Community Foundation to offer counselling for children and young people being counselled at our centre.

The Stockingford Pavilion Ladies fund has been given to provide counselling services to individuals connected with sport.

11. Pension Commitments

Defined Contribution Scheme

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost and charge represent contributions payable by the company to the fund and amounted to £2,355 (2022 £2,131). At 31 March 2023 contributions amounting to £268 (2022 £nil) were payable to the fund and were included in Other Creditors.

WARWICKSHIRE COUNSELLING CENTRE

England & Wales - Charity number 1137623

Accounts

**WARWICKSHIRE COUNSELLING
CENTRE**

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

Charity No. 1137623

Company No. 07223795

Armstrongs Bishop Simmons Limited
Gethin House
36 Bond Street
Nuneaton
CV11 4DA

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Year ended 31 March 2022

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WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2022

Reference and Administrative Information

Charity Name: Warwickshire Counselling Centre trading as Sycamore
Counselling Service

Charity Registration Number: 1137623

Company Registration Number: 07223795

**Registered Office and
Operational Address:** 12 Riversley Road
Nuneaton
Warwickshire
CV11 5QT

Trustees: Rev Carol Newborn (resigned 3 December 2021)
John McKenzie
Keith Drinkwater
Emma Williams
Goriola Sonota (resigned 3 December 2021)
Lorna Beedham (appointed 3 December 2021)

Chairperson Keith Drinkwater

Secretary John McKenzie

Treasurer Rev Carol Newborn/John McKenzie

Manager Carol French

Accountants Armstrongs Bishop Simmons Limited
Chartered Accountants
Gethin House
36 Bond Street
Nuneaton
CV11 4DA

Bankers Lloyds TSB Bank plc
17-23 Coventry Street
Nuneaton
CV11 5TD

Co-op Bank Online

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2022

The Trustees of the Warwickshire Counselling Centre have the pleasure of submitting their annual Report and financial statements for the year ended 31 March 2022.

INTRODUCTION

The Warwickshire Counselling Centre is a charitable company limited by guarantee, incorporated on 14th April 2010 and governed by its Articles of Association. The Company is also a Charity registered on 26th August 2010.

This year the Warwickshire Counselling Centre celebrated another year as an incorporated Charity but has actually been operating since 1992. Over the years, the counselling service has expanded to provide counselling for an ever-growing number of local people.

Following the pandemic our number of referrals of adults, children and young people has steadily been increasing.

STRUCTURE GOVERNANCE AND MANAGEMENT

We currently have 4 Trustees who met 4 times in the year as a full trustee group (including over zoom) in addition to holding an annual general meeting and additional meetings of Chairperson, Treasurer and Manager. All gave their time voluntarily. Between them, the trustees have contributed approximately 80 hours of support without remuneration.

During the year relating to this Report the Trustees who are termed Directors for the purpose of Company law and Trustees for the purpose of Charity law was:

Keith Drinkwater

John McKenzie

Rev Carol Newborn (resigned 3 December 2021)

Emma Williams

Goriola Sonota (resigned 3 December 2021)

Lorna Beedham (appointed 3 December 2021)

The Trust has established procedures for recruiting prospective Trustees who can only be appointed subject to the approval of the existing trustees. The liability of each trustee in the event of the company being dissolved is limited to such sum (not exceeding £10). The policy and general management are directed by the trustees. The day-to-day management is carried out by the manager Carol French. The Trust has looked at and identified potential managerial risks and has policies and procedures in place with regard to:

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2022

- Employees
- Volunteers
- Health and safety
- Financial
- Data protection/GDPR
- Contractual
- Safeguarding

The Trust has in place the following documents for the appointment of Trustees:

- Application form
- Position description
- Code of conduct
- Conflict of interest policy
- Constitution
- Memorandum and Articles
- Personal Commitment Statement
- Becoming a Director/Trustee information document
- Fit and Proper Persons statement
- Ethos Statement
- Charity Commission Declaration
- Enhanced DBS application
- Agreement
- Induction list

Once again during the year, we have reviewed our policies and have created new policies where a need has been highlighted.

OBJECTIVES

1. To relieve mental, emotional and physical sickness of persons' resident in Warwickshire by the provision of counselling and support for such persons.
2. To advance the education of the public in general on the subject of how better to meet the needs of people with mental, emotional and physical sickness, in such ways as the trustees see fit.

The main purpose of the Warwickshire Counselling Centre is to benefit the community of Nuneaton, Bedworth and the surrounding area by delivering professional therapy services and to preserve professionalism by offering training opportunities and clinical supervision. There is a high prevalence of people with mental health and emotional issues in the area. In order to meet its main objectives, the centre is committed to enabling as many people as possible to access high quality affordable therapy. The charity therefore, endeavours to safeguard the quality of its work by ensuring that it recruits qualified and motivated staff.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2022

We are committed to providing a professional standard of therapy for those with insufficient means to afford it. In view of this, we offer general counselling/therapy to the community regardless of age, gender, ethnicity, sexual orientation or disability on a voluntary donation basis. In furtherance of our charitable objectives, we have endeavoured to maintain the service throughout the pandemic recovery period with all counsellors working back in our centre but offering online and phone counselling to meet client needs. We have engaged in a number of projects to support the recovery of people's mental health following the pandemic and this continues to be the case.

Providing affordable counselling relies on the commitment and good will of our therapists who either volunteer their services or work for remuneration below that paid by other providers whether private or public sector.

In a recognised area of deprivation such as Nuneaton and Bedworth, which has some of the most deprived political wards in the county, the trustees are very aware that both old and young are vulnerable to the stresses of everyday life.

During the year, we received 988 new referrals of which 599 were adults and 399 were children and young people and at least a further 182 clients continued in counselling from the previous year. These figures have increased considerably from the previous year where there was a decrease in referrals due to the pandemic and we have received many additional enquiries from people who live outside of the area and are therefore not eligible for our funding streams. For the clients we have been able to engage with we feel that we have made a difference in their lives by helping them to cope in what has continued for some to be difficult times. The mainstay of our service is our volunteers without whom we would not have been able to get our service back seeing clients face to face and support the people that we have. This includes a strong team of senior volunteer counsellors some of whom have volunteered for us for a number of years. All of our volunteers are a most valued part of our service without whom therapeutic support could not take place.

ACTIVITIES

The activities this year have focused entirely on responding to the therapeutic needs of our community as the community recovers from the pandemic.

In addition to the clients offered one to one counselling we offered counselling with therapeutic play, Art Therapy, Movement Psychotherapy, couples counselling in whatever format we could offer be that remotely or face to face. Externally six local primary schools commissioned us to offer counselling face to face for their pupils and a variety of models of therapy were provided to numerous other schools through our involvement in the Early Help provision commissioned through Coventry and Warwickshire Partnership Trust and increasingly through individual schools and organisations funding individuals to access therapy. We employ: An Adult Counselling Co-ordinator who has continued to co-ordinate the assessments and allocation of adult clients and is employed for 12 hours a week;

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2022

children's counsellors to work for 30 hours a week funded through a combination of BBC Children in Need and a Warwickshire County Council Wellbeing Fund as well as clinical supervisors who work for us on a sessional basis.

We employ a growing team of children and young people's therapists on a sessional basis to complete our work through the Early Help provision and a team of adult counsellors to fulfil the needs of projects such as our Anger Awareness project funded through the Police and Crime Commissioner, Philip Seccombe; awarded from the HTC Pot of Gold (Big Lottery funding administered through WCAVA); Suicide Prevention Project funded through the Coventry and Warwickshire Sustainability and Transformation Partnership, Warwickshire County Council Wellbeing Fund to support local unemployed or unwaged people coming out of the pandemic who have been affected by bereavement, anxiety/depression and job loss.

We have had 8 placement counsellors in training, 8 clinical supervisors and have the services of 8 associate counsellors and 6 reception volunteers. We have opened our service 6 days a week Monday to Friday 9 – 8pm and Saturday 9 – 1.

We have continued where possible to offer a programme of in-house training through zoom and face to face to further develop our team. We continue to provide annual briefings in Safeguarding, Health and Safety and Data Protection/GDPR.

Much time and thought has been given to achieving a reasonably sound financial foundation for the service. Our principal funding sources are currently by way of grants, a contract with Coventry and Warwickshire Partnership Trust, contracts with 8 GP surgeries in the North of the County and service level agreements with schools, individually invoiced work and donations. We have continued to attend/organise fund raising activities where we have been able to.

Several grant applications have been made a number of which have been successful.

We received continuation funding from the Police and Crime Commissioner, Philip Seccombe, to offer a series of Anger Awareness courses followed by limited individual counselling for the local community of Nuneaton, Bedworth, North Warwickshire and Rugby.

We continued to receive a grant from BBC Children in Need until November to fund counsellors to work for 30 hours a week to assess children referred to the centre as well as holding a caseload.

We continued to use funds from the HTC Pot of Gold Community Grant to offer Hill Top and Caldwell residents crisis support counselling funded through the Residents Wellbeing Fund awarded from the HTC Pot of Gold (Big Lottery funding administered through WCAVA).

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2022

We were able to support a small number of clients who were feeling suicidal offering them longer term support to try to help them address issues within their lives and develop coping strategies for the future. This was funded through the Coventry and Warwickshire Sustainability and Transformation Partnership.

We were fortunate to have secured a grant from Coventry and Warwickshire County Councils Wellbeing Fund to support Adults, Children and young people who have been affected by the pandemic through bereavement, anxiety/depression and job loss which has been a life line for many local people.

We are grateful for the continued support of a small number of local organisations/churches and individuals who have continued to support us this year.

The charity has continued to be involved with local groups often through zoom. Thanks are extended to WCAVA who have helped to keep us informed about local initiatives, funding and training.

Our building issues are an ongoing concern. The Trustees are constantly keeping the position under review and although we have explored many possible alternative premises no suitable alternatives have emerged which have been affordable for the required size of premises. This is an ongoing concern as we have emerged from the pandemic as the lack of windows and ventilation in the rooms has reduced restricted the number of rooms that we can use for counselling from 6 to 4.

We have continued to offer Early Help Provision throughout the year offering therapeutic support face to face in schools and in our centre. We have received 174 referrals reflecting a increase of 83 referrals last year. This has been reflected in all of our work this year with a considerable increase in clients needing counselling support.

As society began to emerge from the pandemic restrictions, the demand for "counselling" services (of all kinds) grew tremendously. This included not only people who are fully qualified counsellors (as ours are) but others with lesser qualifications who are being recruited by different bodies and schools to provide what is generically and sometimes loosely termed counselling. A knock on effect of this is that counsellors can now often seek and command much higher rates of pay. Larger national agencies are able to meet these because of the depth and breadth of their resources - which we do not have and are unfortunately not able to match.

This has resulted in a situation where both the retention and particularly the recruitment of counsellors have become difficult, demanding much time and attention from the Manager and Administrator. Frequently, people have accepted appointments following a full recruitment process but have then withdrawn without even starting. The recruitment of replacements then becomes very urgent in order for the agency to meet its obligations to the various funding bodies. Counsellors are not easy to find and often the "pattern" of recruitment, offer, acceptance, withdrawal are repeated many times.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present its report and financial statements for the year ended 31 March 2022

The grant from Children in Need ended during the year as already noted. We applied for this to be renewed but were not successful. Our lack of success in this appears to have been more to do with the availability of funding and the demands on it, rather than the merit of our application (We had always received glowing comments about the work which we had done in relation to this funding and had always met and often exceeded the targets that were set). However, this meant that alternative funding sources had to be identified so that the work could continue.

Seeking and making applications for funding is a significant and recurring element of our work for both the Manager and Administrator. Because we do not have any independent core funding, they have to be constantly seeking potential new sources of funding to keep the agency financially secure. Whilst remarkably successful in this, there are inevitably many unsuccessful applications which have all still required as much time and effort to make as those that are successful.

Quite rightly, funding bodies require proper evaluation of any work which they fund. However, the degree and nature of the information and statistical analysis which they require is often considerable. This is both an ongoing pressure during the course of a grant and especially so towards the end of each funding stream when even more comprehensive information and analyses have to be supplied.

The agency has always depended heavily upon the commitment and loyalty of its manager and also its administrator and they have responded unstintingly to demands made upon them. However, we are conscious that they have often worked well beyond their contractual hours and have also had to step-in when unexpected situations have occurred and there was no one else available. Reference has already been made to the recruitment and retention issues, the constant need to find new funding sources and submit applications and the growing requirements of funders for evaluative information and statistics. These are all on top of their respective responsibilities for the overall management of the agency and ensuring sound administrative systems are in place and functioning well. The Trustees recognise that it is not acceptable for this to continue. Accordingly, over the next 12 months we will look to strengthen the structure. (This may well mean using funds which are not currently allocated for this purpose).

In spite of the many demands and pressures it is very satisfying to know that the agency has continued to offer a viable and highly respected, independent counselling service.

The Trustees are satisfied that the charity has continued to achieve its principle purpose in carrying out activities which benefit a specific section of the community namely providing a counselling service for some of the neediest people in the community. The Trustees are further satisfied that risks arising from its activities have been identified and appropriately managed and that suitable accounting policies have been established and applied consistently over the 12 months ending 31st March 2022.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present its report and financial statements for the year ended 31 March 2022

Financial Review

Overall the Income for the year was £220,598 with Expenditure of £191,122 giving an overall surplus of £29,476.

Fundraising:

During the year we received grants from:

| | |
|---|--------|
| BBC Children in Need | 19,846 |
| Police & Crime Commission | 10,000 |
| Coventry & Warwickshire County Council | 23,983 |
| HTC Pot of Gold Community Grant (Big Lottery funding administered through WCAVA) | 1,930 |
| Coventry & Warwickshire Partnership Trust | 5,833 |

| | |
|-------|----------------|
| Total | <u>£61,592</u> |
|-------|----------------|

| | |
|-----------|----------------|
| Donations | <u>£18,502</u> |
|-----------|----------------|

Principal Funding Sources

Our Total Income for the Year was £220,598 of this £64,111 was restricted. The breakdown is as follows:-

| | <u>Amounts</u> | <u>%</u> |
|---------------------------------------|----------------|----------|
| Service Agreements | 133,197 | 60.4 |
| Donations & Gifts (incl. tax reclaim) | 18,502 | 8.4 |
| Grants | 61,592 | 27.9 |
| Other Income | 7,307 | 3.3 |

Reserves Policy

The Trustees have drawn up a "reserves policy" which outlines how the charity manages and monitors reserves. This policy was reviewed and it is currently set at 6 months. In any year where a surplus would result in reserves exceeding 6 months, the Trustees are transferring any excess into a designated property fund, with a view to acquiring their own property in the future.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present its report and financial statements for the year ended 31 March 2022

Investment Policies

Warwickshire Counselling Centre doesn't keep very large sums for investment. As a charity providing services most of the monies received are used within a year of receipt. Occasionally restricted grants are received for funding over a number of years. This finance is usually kept within the Lloyds account with the money kept restricted as designated. The trustees will be exploring whether in the coming financial year alternative accounts for restricted and reserve funds should be set up.

Approved by the Trustees and

Signed on their behalf *Keith J Drinkwater* Date: 5 September 2022
Keith J. Drinkwater
Chair

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Year ended 31 March 2022

Independent Examiner's Report to the Trustees of Warwickshire Counselling Centre

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022, which are set out on pages 11 - 20.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

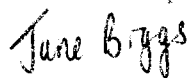
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

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 charities 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.



Mrs J A Biggs, FCCA, CTA,
Armstrongs Bishop Simmons Limited
Chartered Accountants
Gethin House
36 Bond Street
Nuneaton
CV11 4DA

Date: 5 September 2022

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Statement of Financial Activities for the year ended 31 March 2022

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 2022 Total £ | 2021 Total £ |
|--------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| Income | | | | | |
| Donations and Gifts | 2 | 18,502 | - | 18,502 | 8,415 |
| Other Income | | 4,788 | 2,519 | 7,307 | 13,689 |
| Income from Charitable Activities: | | | | | |
| Grants and Contracts | 3 | - | 61,592 | 61,592 | 86,604 |
| Invoiced Work | | 133,197 | - | 133,197 | 73,191 |
| Total Income | | 156,487 | 64,111 | 220,598 | 181,899 |
| Expenditure | | | | | |
| Expenditure on Charitable Activities | 4 | 128,245 | 62,877 | 191,122 | 168,578 |
| Total Expenditure | | 128,245 | 62,877 | 191,122 | 168,578 |
| Net Income | | 28,242 | 1,234 | 29,476 | 13,321 |
| Transfers between funds | | (352) | 352 | - | - |
| Net movement in funds | | 27,890 | 1,586 | 29,476 | 13,321 |
| Reconciliation of Funds | | | | | |
| Total funds brought forward | | 171,433 | 933 | 172,366 | 159,045 |
| Total Funds carried forward | | 199,323 | 2,519 | 201,842 | 172,366 |

There were no recognised gains or losses in 2022 or 2021 other than those included in the Statement of Financial Activities.

The notes on pages 13 to 20 form part of the Accounts

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Balance Sheet as at 31 March 2022

| | Notes | £ | 2022 £ | £ | 2021 £ |
|-------------------------------------|-------|----------------|----------------|----------------|----------------|
| Current Assets | | | | | |
| Debtors | 5 | 11,885 | | 3,060 | |
| Cash at Bank and in Hand | | 265,974 | | 195,494 | |
| | | | <u>277,859</u> | <u>198,554</u> | |
| Creditors | | | | | |
| Amounts falling due within one year | 6 | 76,017 | | 26,188 | |
| | | | | <u>26,188</u> | |
| Net Current Assets | | | <u>201,842</u> | | <u>172,366</u> |
| NET ASSETS | | | <u>201,842</u> | | <u>172,366</u> |
| Funds | | | | | |
| Unrestricted Funds | | | | | |
| General Funds | 10 | 68,717 | | 73,827 | |
| Designated Funds | 10 | 130,606 | | 97,606 | |
| | | <u>199,323</u> | | <u>171,433</u> | |
| Restricted Funds | 10 | 2,519 | | 933 | |
| | | | <u>201,842</u> | <u>172,366</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 of its accounts for the year in question in accordance with section 476;
- * The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP and were approved by the Board on 5 September 2022 and signed on its behalf.

.....
 TRUSTEE - Keith Drinkwater
 Company registration no: 07223795

The notes on pages 13 to 20 form part of the accounts.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2022

1. Summary of significant accounting policies

General information and basis of preparation

Warwickshire Counselling Centre is a company limited by guarantee and registered charity in England. In the event of the charity being 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 charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are to benefit the community of Nuneaton and Bedworth and the surrounding area by delivering professional counselling services and to preserve professionalism by offering training opportunities and clinical supervision.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. The value of services provided by volunteers has not been included.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2022

Investment income is included when receivable.

Grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Where income is received in advance of performance its recognition is deferred and included in creditors.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criteria is charged to the fund.

Unrestricted Funds

These funds are incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds.

Designated Funds

Designated funds are unrestricted funds earmarked by management for a particular purpose.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, including Value Added Tax.

Charitable expenditure comprises those costs incurred by the charity in deliverance of its activities and services for its beneficiaries.

Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of those resources.

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Leases

Rentals applicable to operating leases where substantially all of the benefits and risks of the ownership remain with the lessor are charged to the Statement of Financial Activities as incurred.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2022

Pension costs

The charity provides a defined contribution pension scheme, the assets of which are held separately from those of the company in an independently administered fund. Contributions to the scheme are charged to the Statement of Financial Activities as and when incurred.

Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

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.

| 2 Donations and grants | Unrestricted Funds £ | Restricted Funds £ | 2022 Total £ | 2021 Total £ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| Sundry Donations | 18,502 | - | 18,502 | 8,145 |
| | 18,502 | - | 18,502 | 8,145 |
| 3 Grants and Contracts | Unrestricted Funds £ | Restricted Funds £ | 2022 Total £ | 2021 Total £ |
| BBC Children In Need | - | 19,846 | 19,846 | 32,213 |
| Police & Crime Commission | - | 10,000 | 10,000 | 9,909 |
| Orbit | - | - | - | 542 |
| Coventry & Warwickshire County Council | - | 23,983 | 23,983 | - |
| HTC Pot of Gold Community Grant | - | 1,930 | 1,930 | - |
| Coventry & Warwickshire Partnership Trust | - | 5,833 | 5,833 | 4,167 |
| Covid Response Fund funded by HM Government in partnership with The National Lottery Community Fund | - | - | - | 34,333 |
| WCC Councillors' Grant | - | - | - | 2,400 |
| Heart Of England | - | - | - | 2,800 |
| Ford Trust | - | - | - | 240 |
| | - | 61,592 | 61,592 | 86,604 |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2022

4. Charitable Activities

| | Unrestricted Funds £ | Restricted Funds £ | 2022 Total £ | 2021 Total £ |
|--------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Salaries and National Insurance | 48,001 | 31,495 | 79,496 | 88,396 |
| Employers Pension Contributions | 1,636 | 495 | 2,131 | 2,190 |
| Counselling Fees | 64,349 | 20,687 | 85,036 | 42,847 |
| Administrator Costs | 1,532 | - | 1,532 | 3,633 |
| Accommodation Costs | 3,121 | 6,779 | 9,900 | 9,900 |
| Room Hire | - | - | - | - |
| Heat and Light | 1,440 | - | 1,440 | 1,440 |
| Postage | 25 | - | 25 | 26 |
| Printing & Stationery | 1,657 | - | 1,657 | 742 |
| Repairs & Maintenance | 50 | - | 50 | 5,481 |
| Telephone | 807 | 668 | 1,475 | 1,726 |
| Travel and Subsistence | 540 | - | 540 | 1,336 |
| Insurance | 1,767 | 565 | 2,332 | 2,202 |
| Computer Consumables | 24 | - | 24 | 8 |
| Computer Equipment | - | - | - | 873 |
| Counselling Supervision | - | 2,075 | 2,075 | 3,278 |
| Staff Training, Conferences, Courses | - | - | - | - |
| Sundry Expenses | 385 | 113 | 498 | 2,320 |
| Accountancy Charges | 2,827 | - | 2,827 | 2,100 |
| Professional Fees | - | - | - | - |
| Bank Charges | 84 | - | 84 | 80 |
| | 128,245 | 62,877 | 191,122 | 168,578 |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2022

| | | |
|--|-------------|-------------|
| 5 Debtors | 2022 | 2021 |
| | £ | £ |
| Debtors | 11,137 | 2,328 |
| Other Debtors | - | - |
| Prepayments | 748 | 732 |
| | <hr/> | <hr/> |
| | 11,885 | 3,060 |
| | <hr/> | <hr/> |
| 6 Creditors: Amounts falling due within one year | 2022 | 2021 |
| | £ | £ |
| Other Creditors | 2,940 | 5,349 |
| Taxation and Social Security | 861 | - |
| Accruals and Deferred Income | 72,216 | 20,839 |
| | <hr/> | <hr/> |
| | 76,017 | 26,188 |
| | <hr/> | <hr/> |
| 7 Net Movement of Fund for the year is stated after charging: | 2022 | 2021 |
| | £ | £ |
| Accountancy | 2,010 | 1,950 |
| Operating Lease Rentals | 9,900 | 9,900 |
| | <hr/> | <hr/> |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2022

8. **Staff Costs**

No remuneration was paid to trustees in the year, nor were any trustees expenses reimbursed:

The total remuneration paid to key management personnel was £30,448 (2021 £27,774).

| The staff costs were: | 2022 | 2021 |
|---------------------------------|---------------|---------------|
| | £ | £ |
| Salaries | 79,179 | 87,967 |
| Employers National Insurance | 317 | 429 |
| Employers Pension Contributions | 2,131 | 2,190 |
| | <u>81,627</u> | <u>90,586</u> |

The average weekly number of staff employed during the year was as follows: -
total staff was 7 in the year how should it be split

| | | |
|------------------------|------------|------------|
| Direct Charitable Work | 1.9 | 3.0 |
| Administrative | 2.1 | 2.0 |
| | <u>4.0</u> | <u>5.0</u> |

No employee received remuneration of more than £60,000.

9. **Analysis of Net Assets between Funds**

| | Unrestricted Funds | Designated Funds | Restricted Funds | Total 2022 |
|------------------------------------|-----------------------|---------------------|---------------------|----------------|
| | £ | £ | £ | |
| Current Assets | 78,163 | 130,606 | 69,090 | 277,859 |
| Current Liabilities | (9,446) | - | (66,571) | (76,017) |
| Net Assets at 31 March 2022 | <u>68,717</u> | <u>130,606</u> | <u>2,519</u> | <u>201,842</u> |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2022

10. Movement in Funds

| | At 31 March 2021 | Incoming Resources | Resources Expended | Transfers between funds | At 31 March 2022 |
|--|------------------------|-----------------------|-----------------------|-------------------------------|------------------------|
| | £ | £ | £ | £ | £ |
| <i>Unrestricted funds:</i> | | | | | |
| General funds | 73,827 | 156,487 | (128,245) | (33,352) | 68,717 |
| Designated funds | 97,606 | - | - | 33,000 | 130,606 |
| <i>Total unrestricted funds</i> | 171,433 | 156,487 | (128,245) | (352) | 199,323 |
| <i>Restricted funds</i> | | | | | |
| BBC Children In Need | 978 | 19,846 | (21,100) | 276 | - |
| Police & Crime Commission | - | 10,000 | (10,039) | 39 | - |
| Coventry & Warwickshire Partnership Trust | (45) | 5,833 | (5,825) | 37 | - |
| HTC Pot of Gold | - | 1,930 | (1,930) | - | - |
| Coventry & Warwickshire County Council | - | 23,983 | (23,983) | - | - |
| Stockingford Pavilion Ladies | - | 2,519 | - | - | 2,519 |
| <i>Total restricted funds</i> | 933 | 64,111 | (62,877) | 352 | 2,519 |
| Total funds | 172,366 | 220,598 | (191,122) | - | 201,842 |

Purpose of designated funds:

Reserves over and above the charity's' six months' running costs have been designated to a property fund, with a view to the charity acquiring its own property in the future.

Purpose of restricted funds:

BBC Children In Need awarded a continuation grant in the year to fund counsellors to work for 30 hours a week to assess children referred to the Centre directly as well as holding a caseload.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2022

Purpose of restricted funds (continued):

The Police & Crime Commission continuation funding was awarded to us to offer anger awareness courses and limited individual counselling for residents of Rugby, Nuneaton, Bedworth and North Warwickshire.

The Coventry & Warwickshire Partnership Trust funded longer term support for a small number of clients with suicidal tendencies.

The HTC Pot of Gold Community Grant was received to offer Hill Top and Caldwell residents crisis support counselling funded through the Residents Wellbeing Fund awarded from the HTC Pot of Gold (Big Lottery funding administered through WCAVA).

The grant from Coventry and Warwickshire County Councils Wellbeing Fund has been received to fund support for Adults, Children and young people who have been affected by the pandemic through bereavement, anxiety/depression and job loss.

The Stockingford Pavilion Ladies fund has been given to provide counselling services to individuals connected with sport.

11. Pension Commitments

Defined Contribution Scheme

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost and charge represents contributions payable by the company to the fund and amounted to £2,131 (2021 £2,190). At 31 March 2022 contributions amounting to £nil (2021 £nil) were payable to the fund and were included in Other Creditors.

WARWICKSHIRE COUNSELLING CENTRE

England & Wales - Charity number 1137623

Accounts

**WARWICKSHIRE COUNSELLING
CENTRE**

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

Charity No. 1137623

Company No. 07223795

Armstrongs Bishop Simmons Limited
Mitre House
School Road
Bulkington
BEDWORTH
Warwickshire
CV12 9JB

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Year ended 31 March 2021

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WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2021

Reference and Administrative Information

Charity Name: Warwickshire Counselling Centre trading as Sycamore
Counselling Service

Charity Registration Number: 1137623

Company Registration Number: 07223795

**Registered Office and
Operational Address:** 12 Riversley Road
Nuneaton
Warwickshire
CV11 5QT

Trustees: Rev Carol Newborn
John McKenzie
Keith Drinkwater
Emma Williams
Goriola Sonota

Chairperson Keith Drinkwater

Secretary John McKenzie

Treasurer Rev Carol Newborn

Manager Carol French

Accountants Armstrongs Bishop Simmons Limited
Chartered Accountants
Mitre House
School Road
Bulkington
Bedworth
Warwickshire
CV12 9JB

Bankers Lloyds TSB Bank plc
17-23 Coventry Street
Nuneaton
CV11 5TD

Co-op Bank Online

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2021

The Trustees of the Warwickshire Counselling Centre have the pleasure of submitting their annual Report and financial statements for the year ended 31 March 2021.

INTRODUCTION

The Warwickshire Counselling Centre is a charitable company limited by guarantee, incorporated on 14th April 2010 and governed by its Articles of Association. The Company is also a Charity registered on 26th August 2010.

This year the Warwickshire Counselling Centre celebrated another year as an incorporated Charity but has actually been operating since 1992. Over the years, the counselling service has expanded to provide counselling for an ever-growing number of local people.

The year 2020-2021 has, as expected with the disruption of lockdowns, seen a reduction in referrals although this has increased considerably towards the end of the financial year. The service has offered crisis intervention throughout the pandemic but unfortunately, as with many businesses, charities and other organisations, the Covid-19 pandemic and subsequent "lock-downs" have affected the Centre, its workforce and its work.

STRUCTURE GOVERNANCE AND MANAGEMENT

We currently have 5 Trustees who met 3 (cancelled 2) times in the year as a full trustee group over zoom in addition to holding an annual general meeting and additional meetings of Chairperson, Treasurer and Manager. All gave their time voluntarily. Between them, the trustees have contributed approximately 100 hours of support without remuneration.

During the year relating to this Report the Trustees who are termed Directors for the purpose of Company law and Trustees for the purpose of Charity law was:

Keith Drinkwater

John McKenzie

Rev Carol Newborn

Emma Williams

Goriola Sonota

The Trust has established procedures for recruiting prospective Trustees who can only be appointed subject to the approval of the existing trustees. The liability of each trustee in the event of the company being dissolved is limited to such sum (not exceeding £10). The policy and general management are directed by the trustees. The day-to-day management is carried out by the manager Carol French. The Trust has looked at and identified potential managerial risks and has policies and procedures in place with regard to:

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2021

- Employees
- Volunteers
- Health and safety
- Financial
- Data protection/GDPR
- Contractual
- Safeguarding

The Trust has in place the following documents for the appointment of Trustees:

- Application form
- Position description
- Code of conduct
- Conflict of interest policy
- Constitution
- Memorandum and Articles
- Personal Commitment Statement
- Becoming a Director/Trustee information document
- Fit and Proper Persons statement
- Ethos Statement
- Charity Commission Declaration
- Enhanced DBS application
- Agreement
- Induction list

Once again during the year, we have reviewed our policies and have created new policies where a need has been highlighted.

OBJECTIVES

1. To relieve mental, emotional and physical sickness of persons' resident in Warwickshire by the provision of counselling and support for such persons.
2. To advance the education of the public in general on the subject of how better to meet the needs of people with mental, emotional and physical sickness, in such ways as the trustees see fit.

The main purpose of the Warwickshire Counselling Centre is to benefit the community of Nuneaton, Bedworth and the surrounding area by delivering professional therapy services and to preserve professionalism by offering training opportunities and clinical supervision. There is a high prevalence of people with mental health and emotional issues in the area. In order to meet its main objectives, the centre is committed to enabling as many people as possible to access high quality affordable therapy. The charity therefore, endeavours to safeguard the quality of its work by ensuring that it recruits qualified and motivated staff.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2021

We are committed to providing a professional standard of therapy for those with insufficient means to afford it. In view of this, we offer general counselling/therapy to the community regardless of age, gender, ethnicity, sexual orientation or disability on a voluntary donation basis. In furtherance of our charitable objectives, we have endeavoured to maintain the service throughout the pandemic with all counsellors working from home whilst the Adult Counselling Co-ordinator offered crisis response counselling remotely during the lockdown and the counsellors offered remote counselling where possible. The manager worked for two weeks from home and has since co-ordinated the service from the centre with the help of administrative staff once a Government grant had been secured which enabled us to support individuals who come to us for therapy during the pandemic.

Providing affordable counselling relies on the commitment and good will of our therapists who either volunteer their services or work for remuneration below that paid by other providers whether private or public sector.

In a recognised area of deprivation such as Nuneaton and Bedworth, which has some of the most deprived political wards in the county, the trustees are very aware that both old and young are vulnerable to the stresses of everyday life.

During the year, 325 adults and 337 children and young people have referred to the service and a further 98 clients continued in counselling from the previous year. This is a decrease by comparison to the previous year and is to be expected given the situation with the pandemic. For the clients we have been able to engage with we feel we have made a difference in their lives by helping them to cope in very difficult times. The mainstay of our service is our volunteers without whom we would not have been able to get our service back seeing clients face to face and support the people that we have. This includes a strong team of senior volunteer counsellors some of whom have volunteered for us for a number of years. All of our volunteers are a most valued part of our service without whom therapeutic support could not take place.

ACTIVITIES

The activities this year have focused entirely on responding to the therapeutic needs of our community during the pandemic and future plans have been on hold. It has been a time of crisis and survival.

In addition to the clients offered one to one counselling we offered counselling with therapeutic play, Art Therapy, Movement Psychotherapy, couples counselling in whatever format we could offer be that remotely or face to face when government regulations have allowed us to. Externally six local primary schools commissioned us to offer counselling where possible either through zoom or face to face for their pupils when restrictions allowed and a variety of models of therapy were provided to numerous other schools through our involvement in the Early Help provision commissioned through Coventry and Warwickshire Partnership Trust and increasingly through individual schools and organisations funding individuals to access therapy. We employ: An Adult Counselling Co-ordinator who has

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present their report and financial statements for the year ended 31 March 2021

continued to co-ordinate the assessments and allocation of adult clients and is employed for 12 hours a week; children's counsellors to work for 30 hours a week funded through a Children in Need grant which continued throughout the year mostly through zoom as well as clinical supervisors who work for us on a sessional basis.

We employ a growing team of children and young people's therapists on a sessional basis to complete our work through the Early Help provision and a team of adult counsellors to fulfil the needs of projects such as our Anger Awareness project funded through the Police and Crime Commissioner, Philip Seccombe; Crisis Support through the Heart of England Community Foundations Coronavirus Resilience Fund; Crisis support for residents of Hill Top and Caldwell through the Residents Wellbeing Fund awarded from the HTC Pot of Gold (Big Lottery funding administered through WCAVA); 6 month grant to offer counselling for local residents funded by HM Government (The Office of Civil Society) in partnership with the Big Lottery; Suicide Prevention Project funded through the Coventry and Warwickshire Sustainability and Transformation Partnership.

Altogether, we have had 7 placement counsellors in training who have mostly counselled clients remotely, 8 clinical supervisors and have the services of 7 associate counsellors and 5 reception volunteers. We have offered variable hours of counselling throughout the year dependant on circumstances.

We have continued where possible to offer a programme of in-house training through zoom to further develop our team. We continue to provide annual briefings in Safeguarding, Health and Safety and Data Protection/GDPR.

Much time and thought has been given to achieving a reasonably sound financial foundation for the service. Our principal funding sources are currently by way of grants, a contract with Coventry and Warwickshire Partnership Trust, and service level agreements with schools, individually invoiced work and donations. Unfortunately, our fund raising activities have ceased this year due to the pandemic.

Several grant applications have been made a number of which have been successful.

We received continuation funding from the Police and Crime Commissioner, Philip Seccombe, to offer a series of Anger Awareness courses followed by limited individual counselling for the local community of Nuneaton, Bedworth, North Warwickshire and Rugby.

We have continued to receive a grant from BBC Children in Need to fund counsellors to work for 30 hours a week to assess children referred to the centre as well as holding a caseload. BBC Children In Need also awarded us a crisis grant during the early stages of the Pandemic as we had to put our administrative staff on furlough but our children's counsellors continued to support children and young people remotely through the grant which was facilitated through the Manager being based in the centre and fielding calls, sourcing training and online materials for counsellors to facilitate the online intervention with clients, taking messages, addressing safeguarding issues and taking referrals. Funding from this grant will cease on 30 November 2021.

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We received a HTC Pot of Gold Community Grant to offer Hill Top and Caldwell residents crisis support counselling funded through the Residents Wellbeing Fund awarded from the HTC Pot of Gold (Big Lottery funding administered through WCAVA)

We were fortunate at the start of the pandemic to secure a Warwickshire County Council Councillors Grant to help pay for our premises for 6 months. Without this we would have found it very difficult to pay the rent as we had lost most of our funding streams.

We were able to offer a crisis response facilitating a one off counselling session for residents in crisis during the early stages of the pandemic funded through the Heart of England Community Foundations Coronavirus Resilience Fund

We received a 6 month grant to offer counselling for local residents and core costs support from HM Government (The Office of Civil Society) in partnership with the Big Lottery. This was essential to our recovery from the pandemic as we tried to get many of our projects back up and running. Without this funding we would not have been able to offer ongoing counselling for people coming out of isolation and the repeated lockdowns and the impact of that on their lives.

We were able to support a small number of clients who were feeling suicidal offering them longer term support to try to help them address issues within their lives and develop coping strategies for the future. This was funded through the Coventry and Warwickshire Sustainability and Transformation Partnership.

We are grateful for the continued support of a small number of local organisations/churches and individuals who have continued to support us this year.

The charity has continued to be involved with local groups often through zoom. Thanks are extended to WCAVA who have helped to keep us informed about local initiatives, funding and training.

Our building issues are an ongoing concern. The Trustees are constantly keeping the position under review and although we have explored many possible alternative premises no suitable alternatives have emerged which have been affordable for the required size of premises. This is of particular concern as we try to emerge from the current pandemic as the lack of windows and ventilation in the rooms is restricting what we can offer.

We have continued to offer Early Help Provision throughout the year where appropriate offering therapeutic support over zoom initially and moving to face to face when restrictions have allowed. We have received 91 referrals during this year and continued to support 26 from the previous year.

The activities this year have focused on survival as a charity whilst trying to continue to provide an essential helpline for local people. Unfortunately, the Covid-19 epidemic has created great uncertainty about the future and continues to do so.

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At the beginning of March, schools began to stop visitors which inevitably affected our work in schools. Some of our staff/volunteers were in extremely vulnerable groups and required to "shield" so were either unavailable to provide services or had to work remotely.

At the beginning of the year our Manager and Administrator had taken copies of all systems so that they could work on these from home and the building was closed. The Manager returned two weeks later to co-ordinate the service from the centre. Planning and training started immediately for counselling to be provided remotely and this continued on and off throughout the year as each lockdown was put into place although management and administration remained based in the centre but socially distanced along with additional measures introduced to keep the service Covid safe. Applications for funding have been focused on meeting the needs of the immediate crisis of local people and the Charity. We have endeavoured to support our staff and volunteers not only to continue to offer a service but also to face the challenges they have all been faced with in their own lives as a result of the pandemic. This has meant that we have had to frequently adjust the service as circumstances have required. We liaised with our students with regard to their training bodies guidelines and we furloughed some of our staff as it became necessary returning when we secured funding to do so. Other staff were impacted by the fact that they worked across a number of projects some of which continued to be funded whilst others stopped.

In spite of great uncertainty about what the future holds because of the pandemic, Warwickshire Counselling Centre remains determined to somehow continue to provide essential counselling and support to very (and increasingly) needy children and adults particularly in Nuneaton, Bedworth and North Warwickshire. We are also faced with trying to remain financially viable over the next 12 months. We are restricted by our building as we have no windows that can be opened in all but one of our rooms and have extractor fans in a further 3 rooms therefore we can only use 4 of our 6 rooms which is restricting our activities. We have tried to secure alternative accommodation but this has been difficult for a number of reasons including: the pandemic restrictions, the cost of rent locally and the availability of accommodation that is Covid safe and suitable for counselling. The building will continue to be a very significant factor in how the service continues to be provided over the next 12 months.

Once again, we owe our achievements in this very difficult and challenging year to a great deal of hard work, skill, professionalism, perseverance, commitment and ingenuity from a whole team of people, both paid and voluntary. Our particular heart-felt thanks must go again to Carol French the manager of the agency who has continued to demonstrate enormous commitment to the service and has put her considerable abilities, knowledge, experience and professionalism to its benefit. She has also given a great deal of her own time in the process. Thanks are also due to everyone involved with the agency, in whatever capacity, who has striven to do the best that they can for adults, children and young people alike and to make a difference for the local community in their time of need. Even in these very challenging times, it is most satisfying to know that we were able to continue to offer a viable and respected, independent counselling service.

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The Trustees present its report and financial statements for the year ended 31 March 2021

Over the year the Trustees are satisfied that the charity has continued to achieve its principle purpose in carrying out activities which benefit a specific section of the community namely providing a counselling service for some of the neediest people in the community. The Trustees are further satisfied that risks arising from its activities have been identified and appropriately managed and that suitable accounting policies have been established and applied consistently over the 12 months ending 31st March 2021.

Financial Review

Overall the Income for the year was £181,899 with Expenditure of £168,578 giving an overall surplus of £13,321.

Fundraising:

During the year we received grants from:

| | |
|---|---------|
| BBC Children in Need | 32,213 |
| Police Crime Commission | 9,909 |
| Orbit | 542 |
| Coventry & Warwickshire Partnership Trust | 4,167 |
| Covid Response Fund funded by HM Government | 34,333 |
| In partnership with The National Lottery Community Fund | |
| WCC Councillors' Grant Fund | 2,400 |
| Heart of England | 2,800 |
| Ford Trust | 240 |
| | <hr/> |
| Total | £86,604 |
| | <hr/> |
| Donations | £8,415 |
| | <hr/> |

Principal Funding Sources

Our Total Income for the Year was £181,899 of this £86,604 was restricted. The breakdown is as follows:-

| | <u>Amounts</u> | <u>%</u> |
|---------------------------------------|----------------|----------|
| Service Agreements | 73,191 | 40.2 |
| Donations & Gifts (incl. tax reclaim) | 8,415 | 4.6 |
| Grants | 86,604 | 47.6 |
| Other Income | 13,689 | 7.6 |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

The Trustees present its report and financial statements for the year ended 31 March 2021

Reserves Policy

The Trustees have drawn up a "reserves policy" which outlines how the charity manages and monitors reserves. This policy was reviewed and it is currently set at 6 months. In any year where a surplus would result in reserves exceeding 6 months, the Trustees are transferring any excess into a designated property fund, with a view to acquiring their own property in the future.

Investment Policies

Warwickshire Counselling Centre doesn't keep very large sums for investment. As a charity providing services most of the monies received are used within a year of receipt. Occasionally restricted grants are received for funding over a number of years. This finance is usually kept within the Lloyds account with the money kept restricted as designated. The trustees will be exploring whether in the coming financial year alternative accounts for restricted and reserve funds should be set up.

Approved by the Trustees and

Signed on their behalf Keith J. Drinkwater Date: 15 November 2021
Keith J. Drinkwater
Chair

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Year ended 31 March 2021

Independent Examiner's Report to the Trustees of Warwickshire Counselling Centre

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021, which are set out on pages 11 - 20.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

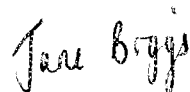
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

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 charities 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.



Mrs J A Biggs, FCCA, CTA,
Armstrongs Bishop Simmons Limited
Chartered Accountants
Mitre House School Road
Bulkington Bedworth
Warwickshire
CV12 9JB

Date: 15 November 2021

WARWICKSHIRE COUNSELLING CENTRE
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Statement of Financial Activities for the year ended 31 March 2021

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 2021 Total £ | 2020 Total £ |
|--------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| Income | | | | | |
| Donations and Gifts | 2 | 8,415 | - | 8,415 | 26,928 |
| Other Income | | 13,689 | - | 13,689 | 11,599 |
| Income from Charitable Activities: | | | | | |
| Grants and Contracts | 3 | - | 86,604 | 86,604 | 70,072 |
| Invoiced Work | | 73,191 | - | 73,191 | 104,702 |
| Total Income | | 95,295 | 86,604 | 181,899 | 213,301 |
| Expenditure | | | | | |
| Expenditure on Charitable Activities | 4 | 78,461 | 90,117 | 168,578 | 195,772 |
| Total Expenditure | | 78,461 | 90,117 | 168,578 | 195,772 |
| Net Income/(Expenditure) | | 16,834 | (3,513) | 13,321 | 17,529 |
| Transfers between funds | | (5,130) | 5,130 | - | - |
| Net movement in funds | | 11,704 | 1,617 | 13,321 | 17,529 |
| Reconciliation of Funds | | | | | |
| Total funds brought forward | | 159,729 | (684) | 159,045 | 141,516 |
| Total Funds carried forward | | 171,433 | 933 | 172,366 | 159,045 |

There were no recognised gains or losses in 2021 or 2020 other than those included in the Statement of Financial Activities.

The notes on pages 13 to 20 form part of the Accounts

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Balance Sheet as at 31 March 2021

| | Notes | 2021 | 2020 |
|-------------------------------------|-------|----------------|----------------|
| | | £ | £ |
| Current Assets | | | |
| Debtors | 5 | 3,060 | 4,967 |
| Cash at Bank and in Hand | | 195,494 | 163,749 |
| | | <u>198,554</u> | <u>168,716</u> |
| Creditors | | | |
| Amounts falling due within one year | 6 | 26,188 | 9,671 |
| | | <u>172,366</u> | <u>159,045</u> |
| Net Current Assets | | | |
| | | <u>172,366</u> | <u>159,045</u> |
| NET ASSETS | | | |
| Funds | | | |
| Unrestricted Funds | | | |
| General Funds | 10 | 73,827 | 62,123 |
| Designated Funds | 10 | 97,606 | 97,606 |
| | | <u>171,433</u> | <u>159,729</u> |
| Restricted Funds | 10 | 933 | (684) |
| | | <u>172,366</u> | <u>159,045</u> |

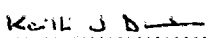
For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

* The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP and were approved by the Board on 15 November 2021 and signed on its behalf.

.....

 TRUSTEE - Keith Drinkwater
 Company registration no: 07223795

The notes on pages 13 to 20 form part of the accounts.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2021

1. Summary of significant accounting policies

General information and basis of preparation

Warwickshire Counselling Centre is a company limited by guarantee and registered charity in England. In the event of the charity being 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 charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are to benefit the community of Nuneaton and Bedworth and the surrounding area by delivering professional counselling services and to preserve professionalism by offering training opportunities and clinical supervision.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. The value of services provided by volunteers has not been included.

WARWICKSHIRE COUNSELLING CENTRE
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Notes to the Accounts for the year ended 31 March 2021

Investment income is included when receivable.

Grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Where income is received in advance of performance its recognition is deferred and included in creditors.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criteria is charged to the fund.

Unrestricted Funds

These funds are incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds.

Designated Funds

Designated funds are unrestricted funds earmarked by management for a particular purpose.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, including Value Added Tax.

Charitable expenditure comprises those costs incurred by the charity in deliverance of its activities and services for its beneficiaries.

Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of those resources.

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Leases

Rentals applicable to operating leases where substantially all of the benefits and risks of the ownership remain with the lessor are charged to the Statement of Financial Activities as incurred.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2021

Pension costs

The charity provides a defined contribution pension scheme, the assets of which are held separately from those of the company in an independently administered fund. Contributions to the scheme are charged to the Statement of Financial Activities as and when incurred.

Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

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.

| 2 Donations and grants | Unrestricted Funds £ | Restricted Funds £ | 2021 Total £ | 2020 Total £ |
|--|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Sundry Donations | 8,415 | - | 8,415 | 26,928 |
| | 8,415 | - | 8,415 | 26,928 |
| 3 Grants and Contracts | Unrestricted Funds £ | Restricted Funds £ | 2021 Total £ | 2020 Total £ |
| BBC Children In Need | - | 32,213 | 32,213 | 27,219 |
| Police & Crime Commission | - | 9,909 | 9,909 | 9,909 |
| Orbit | - | 542 | 542 | 30,651 |
| Talent Match | - | - | - | 800 |
| Pot Of Gold | - | - | - | 1,493 |
| Coventry & Warwickshire Partnership Trust Covid Response Fund funded by HM Government in partnership with The National Lottery Community Fund | - | 4,167 | 4,167 | - |
| WCC Councillors' Grant | - | 2,400 | 2,400 | - |
| Heart Of England | - | 2,800 | 2,800 | - |
| Ford Trust | - | 240 | 240 | - |
| | - | 86,604 | 86,604 | 70,072 |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2021

4. Charitable Activities

| | Unrestricted Funds £ | Restricted Funds £ | 2021 Total £ | 2020 Total £ |
|--------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Salaries and National Insurance | 42,815 | 45,581 | 88,396 | 127,354 |
| Employers Pension Contributions | 1,757 | 433 | 2,190 | 2,737 |
| Counselling Fees | 17,327 | 25,520 | 42,847 | 23,578 |
| Administrator Costs | - | 3,633 | 3,633 | 7,068 |
| Accommodation Costs | 1,427 | 8,473 | 9,900 | 9,900 |
| Room Hire | - | - | - | 1,369 |
| Heat and Light | 1,440 | - | 1,440 | 1,440 |
| Postage | 26 | - | 26 | 280 |
| Printing & Stationery | 742 | - | 742 | 1,546 |
| Repairs & Maintenance | 4,787 | 694 | 5,481 | 1,161 |
| Telephone | 1,549 | 177 | 1,726 | 1,012 |
| Travel and Subsistence | 561 | 775 | 1,336 | 5,383 |
| Insurance | 1,902 | 300 | 2,202 | 2,108 |
| Computer Consumables | 8 | - | 8 | 57 |
| Computer Equipment | 517 | 356 | 873 | 867 |
| Counselling Supervision | 1,357 | 1,921 | 3,278 | 3,368 |
| Staff Training, Conferences, Courses | - | - | - | 3,138 |
| Sundry Expenses | 66 | 2,254 | 2,320 | 1,262 |
| Accountancy Charges | 2,100 | - | 2,100 | 1,950 |
| Professional Fees | - | - | - | 116 |
| Bank Charges | 80 | - | 80 | 78 |
| | 78,461 | 90,117 | 168,578 | 195,772 |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2021

| | | |
|--|-------------|-------------|
| 5 Debtors | 2021 | 2020 |
| | £ | £ |
| Debtors | 2,328 | 4,293 |
| Other Debtors | - | - |
| Prepayments | 732 | 674 |
| | <hr/> | <hr/> |
| | 3,060 | 4,967 |
| | <hr/> | <hr/> |
| 6 Creditors: Amounts falling due within one year | 2021 | 2020 |
| | £ | £ |
| Other Creditors | 5,349 | 605 |
| Taxation and Social Security | - | - |
| Accruals and Deferred Income | 20,839 | 9,066 |
| | <hr/> | <hr/> |
| | 26,188 | 9,671 |
| | <hr/> | <hr/> |
| 7 Net Movement of Fund for the year is stated after charging: | 2021 | 2020 |
| | £ | £ |
| Accountancy | 2,010 | 1,950 |
| Operating Lease Rentals | 9,900 | 9,900 |
| | <hr/> | <hr/> |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2021

8. Staff Costs

No remuneration was paid to trustees in the year, nor were any trustees expenses reimbursed:

The total remuneration paid to key management personnel was £27,774 (2020 £27,738).

| The staff costs were: | 2021 | 2020 |
|---------------------------------|---------------|----------------|
| | £ | £ |
| Salaries | 87,967 | 124,155 |
| Employers National Insurance | 429 | 3,199 |
| Employers Pension Contributions | 2,190 | 2,737 |
| | <u>90,586</u> | <u>130,091</u> |

The average weekly number of staff employed during the year was as follows:

| | | |
|------------------------|------------|------------|
| Direct Charitable Work | 3.0 | 4.0 |
| Administrative | 2.0 | 2.0 |
| | <u>5.0</u> | <u>6.0</u> |

No employee received remuneration of more than £60,000.

9. Analysis of Net Assets between Funds

| | Unrestricted Funds | Designated Funds | Restricted Funds | Total 2021 |
|------------------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------|
| | £ | £ | £ | |
| Current Assets | 87,290 | 97,606 | 13,658 | 198,554 |
| Current Liabilities | (13,463) | - | (12,725) | (26,188) |
| Net Assets at 31 March 2021 | <u>73,827</u> | <u>97,606</u> | <u>933</u> | <u>172,366</u> |

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2021

10. Movement in Funds

| | At 31 March 2020 | Incoming Resources | Resources Expended | Transfers between funds | At 31 March 2021 |
|---|------------------------|-----------------------|-----------------------|-------------------------------|------------------------|
| | £ | £ | £ | £ | £ |
| <i>Unrestricted funds:</i> | | | | | |
| General funds | 62,123 | 95,295 | (78,461) | (5,130) | 73,827 |
| Designated funds | 97,606 | - | - | - | 97,606 |
| <i>Total unrestricted funds</i> | <u>159,729</u> | <u>95,295</u> | <u>(78,461)</u> | <u>(5,130)</u> | <u>171,433</u> |
| <i>Restricted funds</i> | | | | | |
| BBC Children In Need | (730) | 32,213 | (35,393) | 4,888 | 978 |
| Police & Crime Commission | - | 9,909 | (9,955) | 46 | - |
| Orbit | 46 | 542 | (588) | - | - |
| Coventry & Warwickshire Partnership Trust | - | 4,167 | (4,212) | - | (45) |
| Covid Response Fund funded by HM Government in partnership with The National Lottery Community Fund | - | 34,333 | (34,434) | 101 | - |
| WCC Councillors' Grant Fund | - | 2,400 | (2,400) | - | - |
| Heart of England | - | 2,800 | (2,895) | 95 | - |
| Ford Trust | - | 240 | (240) | - | - |
| <i>Total restricted funds</i> | <u>(684)</u> | <u>86,604</u> | <u>(90,117)</u> | <u>5,130</u> | <u>933</u> |
| Total funds | <u>159,045</u> | <u>181,899</u> | <u>(168,578)</u> | <u>-</u> | <u>172,366</u> |

Purpose of designated funds:

Reserves over and above the charity's six months' running costs have been designated to a property fund, with a view to the charity acquiring its own property in the future.

Purpose of restricted funds:

BBC Children In Need awarded a continuation grant in the year to fund counsellors to work for 30 hours a week to assess children referred to the Centre directly as well as holding a caseload. BBC Children In Need have also awarded a crisis grant in the year to contribute towards the additional costs incurred to provide the service during the early stages of the Pandemic.

WARWICKSHIRE COUNSELLING CENTRE
(Company Limited by Guarantee)

Notes to the Accounts for the year ended 31 March 2021

Purpose of restricted funds (continued):

The Police & Crime Commission continuation funding was awarded to us to offer anger awareness courses and limited individual counselling for residents of Rugby, Nuneaton, Bedworth and North Warwickshire.

The Orbit funds enabled us to complete counselling for Orbit residents carried over from the previous year.

The Coventry & Warwickshire Partnership Trust funded longer term support for a small number of clients with suicidal tendencies.

The Covid Response Fund funded by HM Government in partnership with The National Lottery Community Fund was a six month grant to support core costs to enable us to offer counselling for local residents.

The WCC Councillors' Grant was awarded to help pay the premises rent for 6 months.

The Heart of England Community Foundations Coronavirus Resilience Fund funded one off counselling sessions for residents in crisis during the early stages of the pandemic.

The Ford Trust provided funds towards some new furniture.

11. Pension Commitments

Defined Contribution Scheme

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost and charge represents contributions payable by the company to the fund and amounted to £2,190 (2020 £2,737). At 31 March 2021 contributions amounting to £nil (2020 £nil) were payable to the fund and were included in Other Creditors.