

**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
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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
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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:

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- 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.

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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;

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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).

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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 an 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.

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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.

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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.

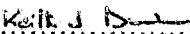
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Investment Policies

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  Date: 5 September 2022
Keith J. Drinkwater
Chair

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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').

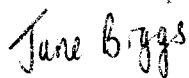
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

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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

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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></u> | <u></u> | |
| Net Current Assets | | | 201,842 | | 172,366 |
| | | | <u></u> | <u></u> | |
| NET ASSETS | | | 201,842 | | 172,366 |
| | | | <u></u> | <u></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></u> | <u></u> | <u></u> | |
| | | | 201,842 | | 172,366 |
| | | | <u></u> | <u></u> | |

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

Directors' responsibilities:

- * The members have not required the company to obtain an audit 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.

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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.

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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 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 |

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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 |
| | <u>11,885</u> | <u>3,060</u> |
| 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 |
| | <u>76,017</u> | <u>26,188</u> |
| 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 |
| | <u></u> | <u></u> |

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 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| <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 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| <i>Total restricted funds</i> | 933 | 64,111 | (62,877) | 352 | 2,519 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Total funds | 172,366 | 220,598 | (191,122) | - | 201,842 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |

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
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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.