

REGISTERED COMPANY NUMBER: 07355454 (England and Wales)  
REGISTERED CHARITY NUMBER: 1140475

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**  
**FOR**  
**THE OLIVE BRANCH COUNSELLING**  
**SERVICE LIMITED**

Martin and Company  
25 St Thomas Street  
Winchester  
Hampshire  
SO23 9HJ

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

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FOR THE YEAR ENDED 31 DECEMBER 2020**

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**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of 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) (effective 1 January 2019).

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The Charity's purpose is to offer professional and affordable counselling and psychotherapy to those seeking emotional and psychological wellbeing. Following the development of a 5 year strategy plan during 2019, in January 2020 it was launched to the charity's committee and was well received. It was subsequently shared with the whole organisation including volunteers and staff. It has provided the basis for organisational focus and fundraising throughout the year and been shared to the charity's donors and supporters.

We review our aims, objectives and activities each year, taking into account available resources. Our main objective for the year continued to be to maximise access to counselling and psychotherapy services for any adults who are experiencing mental health issues or diagnosed with mental health disorders. We continue to offer long term psychotherapy to those who require a substantial level of support, as well as short-term counselling to those who welcome the opportunity to discuss in confidence, their personal issues. We aim to provide our service to all people regardless of age, ethnicity, faith or financial situation.

Our aims remain the same, to relieve the emotional or mental distress to as many people as possible in Winchester and wider communities in one or more of the following ways:

- i) by the provision of counselling and psychotherapy to over 18s and to couples
- ii) by providing support and supervision for those involved in counselling on behalf of the Charity
- iii) by providing continuing professional development opportunities for those involved in counselling on behalf of the Charity.

We publicise the services we offer by maintaining an open communication with mental health teams, GP surgeries and other agencies in and around Winchester. Our website provides information for potential clients or organisations who wish to contact us. We use social media like Facebook (both public and closed groups), Instagram and Twitter to improve access to our service. Potential clients who contact us by email or phone, are offered an initial assessment with one of our trained intake counsellors (experienced, qualified volunteer counsellors) to assess the clients' level of need, risk, and capturing the client's personal and medical history and key presenting issues. This allows us to ensure our service is entirely suitable to their needs and within our policies such as safeguarding, risk and vulnerable clients.

In March 2020 the whole country was impacted by the global Covid-19 pandemic. When the first lockdown closed businesses and agencies in UK, the directors, trustees and staff were required to make some vital changes to the way the charity operated, this ensured we continued to support our beneficiaries. We made the decision to move all of our services online, all volunteers and staff agreed to work remotely.

Maintaining our aims and keeping our strategy plan at the forefront of our decision making throughout 2020 has meant we have been highly successful in ensuring our service has continued without pause and our clients have had uninterrupted access to our counselling and psychotherapy. This was in the midst of multiple closures and lockdowns in the country.

During 2020 our clinical team of 3 paid part time staff, was added to with the role of a triage counsellor to immediately pickup client enquiries and the business manager role adapted to an office manager in the autumn which took on more administrative duties as well as facilities and operations.

The 3 part-time paid clinical staff: Clinical Director; Head of Counselling; and Assistant Head of Counselling all worked additional hours to ensure clients continued to be properly assessed and allocated to a volunteer counsellor with the appropriate level of experience and training. All our counsellors were required to train immediately in online counselling to maintain a high level of service and best practice to our beneficiaries.

The team were supported by an external IT consultant to implement a new IT system so that we could adequately support the counsellors and the clients with a remote service. Many of our processes during this year required updating to ensure we operated Covid safely. We recognised the need to change our assessment process completely and scheduled to retrain all our intakers by March 2021. The impact of Covid raised awareness that the clinical team job descriptions required revision. Funding was sort to cover the increased costs during this year and replace the charity reserves.

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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During 2020 the clinical team handled 244 new client enquiries, with 157 new clients starting counselling, this was remotely during lockdowns and face2face where possible. This meant our service evolved into a hybrid of both remote and face to face counselling. Some of our qualified, experienced counsellors are suitably trained to work with clients with complex mental health issues such as trauma/PTSD, domestic violence, sexual abuse, the service reviewed and adapted working with these clients. We may refer clients to other agencies whose specialist training meet an individual client's needs such as Adult Mental Health services or partner with them to ensure the clients is supported appropriately such as RASAC or Trinity.

After the lockdowns we engaged a small team of volunteers made up of a director, supervisor and clinical team member to risk assess the building and our return to face to face counselling. This was to ensure the charity operated and maintained Covid safe.

Our 44 counsellors (46 max and 42 min within the year) are all volunteers. Just over half have completed formal counselling training to Level 5 or above, the remainder are trainees. We also maintain contact with a number of training colleges, both locally and in London, to provide clinical placements to trainees on counselling and psychotherapy courses. After application, we interview all candidates to ensure they have sufficient pre-qualifying experience.

All counsellors receive 1.5 hours fortnightly group supervision from The Olive Branch's 8 to 10 volunteer qualified supervisors (we offer a nominal fee towards travel costs). This is to ensure our volunteer counsellors are supervised within BACP guidelines and clinical responsibility maintained by the charity. We actively encourage existing experienced counsellors to train as supervisors to support a high level of supervisor to volunteer counsellor ratio, to retain our service level in line with our strategy plan. During this year due to the impact of working remotely we were successful in applications to fund training of 2 new supervisors so our service could be made available to more clients in the community seeking support due to the impacts of Covid-19.

As part of the trainee counsellor's induction we encourage them to carry out administrative tasks in the office for a minimum of 3 months. This provides them with an increased understanding of the objectives and aims of the charity and needs of our service users. We also have 2 administration volunteers, to assist administration or secretarial affairs of the company. We have 1 paid part-time bookkeeper who works alongside the Treasurer.

Our income comes principally from contributions made by our clients. We receive support through community funding streams generated by raising awareness in our community through presentations and talks about the value of our service to parish councils, local churches and organisations, or community events.

Through 2020 we engaged our fundraising team to write applications for grants specifically to raise vital funds for the charity to continue the service during the Covid lockdowns. This was with the assistance of an external consultant. We actively sort applications which would support the impact of Covid on the charity such as increased costs associated with additional staff hours, training and IT consultation. Successful applications to NET/HIWCf and National Lottery as well as 2 successful Crowdfunding campaigns.

2020 has reidentified the importance of seeking funds from trusts and foundations who can support our core costs as well as increase opportunities for the charity to improve processes and expand the service to more people as laid out in our five year strategy plan.

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**OBJECTIVES AND ACTIVITIES**

**Significant activities**

Our priority in 2020 has been managing the impact of Covid-19 to ensure the continued provision of a professional and affordable counselling to our service users and to ensure we have sufficient trainee and qualified counsellors and experienced supervisors to provide those services safely. We continue to review the way in which we fund these charitable activities. Our services transferred successfully to entirely remotely either by telephone or online without any clients losing benefit of support.

We continued to ask for a one-off donation of £10 to cover the cost of the initial intakes. Intakes were briefly halted while processes for transferring to online intakes was assessed to ensure appropriate risk systems applied. We remain committed to a policy that contributions from clients for counselling services remain voluntary and flexible in line with our aim to provide affordable counselling. It is regularly reviewed based on the clients' affordable income. All clients' donations moved to an online system called SumUp.

With the ever-changing climate of mental health and increase in mental health and trauma related issues, especially due to the pandemic, it is important that counsellors receive specialised training in areas where we have the greatest need i.e. severe and diagnosed mental illness, domestic violence, sexual abuse and trauma. Although training was halted briefly due to the pandemic we restarted training online by summer 2020. We are continuing our policy of asking counsellors for a contribution towards the cost of professional CPD and external trainers. We have successfully expanded training to external counsellors and organisations to raise awareness of our service, encourage partnerships with other agencies as well as another income stream.

There were no Gift Aid claims for 2020, due to the departure of our bookkeeper, and due to failing to adopt to the system of online forms quickly enough. We have plans to back claim as much of this as we can during 2021, and going forward will be using the Small Donations Scheme where possible to streamline this. The income for this will be shown in 2021 and subsequent years.

We maintain our links and promote our services with the local companies, organisations, churches and agencies. We have welcomed some very generous donations from private individuals whose family or friends and service users who have felt they benefitted from our service.

The impact of Covid on our community and Mental Health meant The Olive Branch team of volunteer fundraisers worked tirelessly to seek out new fundraising opportunities. We have a team of 3 members on the Fundraising Committee. 2020 increased the realisation and need to strengthen our fundraising initiatives by employing an organisation to assist with regular applications to small, mid and large trusts and foundations. Working with a fundraising organisation will improve our long term strategy objectives, improve our processes and policies and ensure we meet the criteria of all successful applications.

Due to the Covid pandemic all community fundraising activities were halted, severely affecting our ability to raise funds. We continued to contact donors and beneficiaries through social media such as Instagram and Facebook, resulting in a couple of donations.

The charity was supported by our landlord, Winchester City Council, by a reduction of rent during 2020 to ensure we could maintain our service to our clients even though we were not in the building.

We closed our premises due to Covid from 19 March 2020 therefore all room rentals ceased.

Our services are well respected which is evidenced by the increasing level of demand for counselling. We have seen this by the continued increase in number of GPs or other mental health agency referrals. In 2020, 56% of our clients were referred to us by the medical services, 15% by Mental Health services such as iTalk, 5% University students. Last year 40% self-referred, 11% friends or relatives and 10% returning clients. Often clients come for counselling on the recommendation of friends who are aware of, or who have used our services themselves.

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**OBJECTIVES AND ACTIVITIES**

The implementation of a triage service become a vital first point of contact for the benefit of clients, due to stresses of Covid required a greater level of emotional support. Our evaluation forms show we received calls from more clients who were in crisis because the impact of Covid had worsened their mental health.

We are aware of our ethical responsibility not to take clients for whom we do not have sufficiently experienced counsellors.

The number of clients in 2020 who were zero or low income was 49%. Presenting issues remain predominantly stress and anxiety. However 2020 and the impact of Covid has showed an increased co-morbidity with other events particularly domestic violence, abuse, trauma, PTSD or C-PTSD and a range of relationship issues which may include loneliness, loss/bereavement, isolation. We experienced an increase in clients at risk of harm or suicide.

We use an evaluation form to monitor the outcomes of counselling. 99% said their lives improved after counselling or are better able to manage their day-to-day lives, for example by returning to work or relationships at home with family members were better. For some of our clients counselling can literally be life-saving.

**Public benefit**

The trustees have paid due regard to the Charity Commission's guidance on public benefit. The activities of the Charity provide open-ended, short or long term counselling to those experiencing emotional and mental health distress, regardless of income, ethnicity, or faith which is especially important, as other provision for mental health issues are often limited in scope and time.

The value of our services is also recognised in the small grants and gifts received from local communities, organisations, individuals, churches and Councils and the commitment of the Charity's volunteers.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

We adapted and improved IT processes to continue to provide the high level of service to beneficiaries remotely. We adapted our service to a hybrid counselling service to continue to support clients during the Covid lockdowns.

**FINANCIAL REVIEW**

**Financial position**

The charity relies entirely on donations, grants and other voluntary contributions. In common with other charities of a similar size given the current economic environment The Olive Branch has experienced a reduction in available funding.

In 2020 total income was £96,867 compared to £70,943 in 2019, donations and grants received both increased in the year.

The trustees continue actively to pursue potential fundraising activities to augment existing reserves.

**Principal funding sources**

In 2020 43% (2019: 63%) of our funding came from our charitable activities in the form of client donations. We ask our clients to commit where possible to a weekly donation to facilitate our budgeting and forecasting processes, but this remains both voluntary and flexible to allow for changes in our clients' financial status. This year due to Covid-19 we received increased donations from crowdfunding and were awarded various grants.

Our main expenses are the cost of renting our building and salary costs for our three part-time staff and bookkeeper. These two together accounted for 54% (2019: 60%) of our total expenditure.

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**FINANCIAL REVIEW**

**Financial management policies**

Our policy in 2020 has again been to prioritise the provision of counselling services over the provision of training and continuing professional development (CPD) opportunities to our counsellors. We have regular CPD sessions. Counsellors are asked to contribute £10 towards external training opportunities. We do not ask our counsellors to pay any amount towards the cost of supervision, bearing in mind that all our counsellors are providing their services for no remuneration.

We do not pay expenses to our volunteers. We ask for contributions from our counsellors where appropriate towards DBS checks. Repairs and maintenance to the building and upgrading our fixtures and fittings have been kept to a minimum commensurate with fire, health and safety requirements in line with our lease requirements. The building is maintained at an appropriate standard for the beneficiaries. We are very fortunate that many of our volunteers provide regular services to the Charity, from administrative work to redecorating and refitting the building, for little or no recompense.

**Reserves policy**

Our policy is to maintain reserves to at least six months' worth of operating expenses. The Charity's total funds stand as at 31st December 2020 at £30,302, of which £726 was restricted in nature (2019: £15,607).

**Going concern**

The activities of the Charity have been restricted due to the coronavirus pandemic and the resulting lockdown. The building has been closed at times and lower levels of counselling appointments have been able to go ahead remotely. This has resulted in lower income, primarily due to lower contributions from clients due to fewer sessions going ahead.

Several factors have mitigated the resulting damage to our finances. Winchester City Council have agreed to abate our rent again in the first months of 2021, and our reserves were at a high level following successful fundraising in 2020 and a surplus for that year.

Due to the above the Directors consider that the Charity has sufficient resources to continue in existence for the foreseeable future and that the going concern basis is appropriate in preparing these financial statements.

**FUTURE PLANS**

Our future plans include a continuing focus on the five year strategy plan and the 3 areas of commitment as follows :

1. Offering more counselling to more people in Winchester 2. Keeping The Olive Branch at the heart of Winchester's wellbeing 3. Retaining and building upon The Olive Branch's reputation.

Although this plan has been delayed due to Covid, the directors and trustees recognise it remains relevant to supporting our beneficiaries into the future. These commitments are necessary to enable the Charity to pursue its aims and to provide counselling and psychotherapy services to as many individuals as possible.

We will continue to seek out a broader range of fundraising opportunities, however focusing in 2021 especially on applications to trusts and foundations (funding for our core expenditure) and support our strategy plan as well as funding for implementing new process to continue to provide a better service for the charity's beneficiaries. The charity will seek professional advice and guidance in 2021 on how to achieve this.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity was first constituted as a trust under a Trust Deed dated 30 May 1996 and was incorporated on 24 August 2010. The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.



**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Recruitment and appointment of new trustees**

The trustees of the charitable company are also directors for the purposes of charity law. New trustees are typically recruited from existing supervisors or counsellors. As permitted by Article 34(1) of the Articles of Association the existing trustees appoint a person who is willing to act as trustee. Article 34(2) provides that such a trustee must retire at the next annual general meeting and must not be taken into account in determining the trustees (one third of the total) who are to retire by rotation.

**Organisational structure**

Trustees meet up to 6 times per year and are supported in their responsibilities by the five other members of the Executive Committee, including the Clinical Director, which meets approximately 4 times a year. These individuals collectively have particular responsibilities for maintaining accounting records, training, facilities management, fundraising and corporate governance. In addition, the Clinical Director has ultimate responsibility to ensure the effective provision of a professional counselling service and safeguard the clinical wellbeing of clients.

The Head of Counselling and Assistant Head of Counselling are not members of the Executive Committee. They act as the key interface between clients and counsellors, ensuring that new clients are allocated to the appropriate counsellors as quickly as possible and providing practical support to counsellors where necessary. Our supervisors provide support to counsellors on clinical matters.

**Induction and training of new trustees**

New trustees are already familiar with the practical work of the Charity, having already served as counsellors and/or supervisors. Trustees have generally served on the Executive Committee prior to being appointed. Trustees have a written statement of the responsibility of trustees and general training is given via attendance at Executive Committee meetings at which the financial position, performance and future plans of the Charity are regularly discussed.

**Risk management**

The Executive Committee regularly reviews the major risks to which the Charity is exposed. During 2018 the trustees reviewed the charitable company's strategic objectives, identifying a series of tasks and initiatives to ensure we can continue in operation and keep alive the mission of our founders. In setting objectives and policies we have due regard to the ethical guidance issued by the British Association of Counselling and Psychotherapy, of which The Olive Branch is a member. We pay particular attention to potential conflicts of interest where individuals carry dual roles.

We are very aware of our responsibility to ensure we have sufficiently experienced counsellors to meet the needs of each of our clients and do not accept clients who require a high level of support beyond our resources because of severe mental health problems. Instead we refer such clients to other support services. We also maintain a policy of accepting adult clients only.

The risk that we are unable to fund a professional counselling service adequately remains a particular consideration. We continue to maintain a close focus on our finances and on fundraising opportunities to ensure our valuable work can continue. We set targets for 2018 around such critical measures as waiting times, number of counsellors and number of supervisors to ensure we maintain a responsive service commensurate with our financial resources, where we also have performance targets.

A small charity like The Olive Branch is also highly dependent on a few highly dedicated staff and on the willingness of its Executive Committee to invest considerable amounts of personal time unpaid. We recognise a clear risk to the Charity should we lose key individuals we cannot easily replace. In addition we rely on our volunteer counsellors to choose to support the Charity by giving up their free time to provide counselling and psychotherapy. We have been reviewing the quality of the working experience for all our staff and supporters and are fostering opportunities to feel a part of The Olive Branch Community, for example with more regular newsletters, seminars and occasions to meet socially.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
07355454 (England and Wales)

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**Registered Charity number**  
1140475

**Registered office**  
14 St Clement Street  
Winchester  
Hampshire  
SO23 9HH

**Trustees**  
H McMahon MBE  
A J Burrough  
A Jenvey  
J Shea (resigned 14.1.20)  
L Platts (appointed 11.5.20)

**Independent Examiner**  
D J C Barr FCA  
Martin and Company  
25 St Thomas Street  
Winchester  
Hampshire  
SO23 9HJ

Approved by order of the board of trustees on 21 October 2021 and signed on its behalf by:

  
Mr A J Burrough (Trust 27, 2021.11.05 GMT+0)  
A J Burrough - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

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**Independent examiner's report to the trustees of The Olive Branch Counselling Service Limited ('the Company')**  
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

**Responsibilities and basis of report**

As the charity's 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 charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to 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.



D J C Barr FCA  
Martin and Company  
25 St Thomas Street  
Winchester  
Hampshire  
SO23 9HJ

Date: 28<sup>th</sup> October 2021

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	Unrestricted fund £	Restricted funds £	31.12.20 Total funds £	31.12.19 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	40,401	14,490	54,891	26,182
<b>Charitable activities</b>					
Counselling services		41,965	-	41,965	44,718
Other trading activities	3	11	-	11	-
Investment income	4	-	-	-	43
<b>Total</b>		<b>82,377</b>	<b>14,490</b>	<b>96,867</b>	<b>70,943</b>
<b>EXPENDITURE ON</b>					
Raising funds		2,376	-	2,376	311
<b>Charitable activities</b>					
Counselling services	5	64,722	15,074	79,796	81,637
<b>Total</b>		<b>67,098</b>	<b>15,074</b>	<b>82,172</b>	<b>81,948</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>15,279</b>	<b>(584)</b>	<b>14,695</b>	<b>(11,005)</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>14,297</b>	<b>1,310</b>	<b>15,607</b>	<b>26,612</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>29,576</b>	<b>726</b>	<b>30,302</b>	<b>15,607</b>

The notes form part of these financial statements

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**BALANCE SHEET  
31 DECEMBER 2020**

	Notes	Unrestricted fund £	Restricted funds £	31.12.20 Total funds £	31.12.19 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	11	3,025	-	3,025	3,669
<b>CURRENT ASSETS</b>					
Debtors	12	3,459	-	3,459	1,607
Cash at bank and in hand		26,998	726	27,724	16,020
		<u>30,457</u>	<u>726</u>	<u>31,183</u>	<u>17,627</u>
<b>CREDITORS</b>					
Amounts falling due within one year	13	(3,906)	-	(3,906)	(5,689)
<b>NET CURRENT ASSETS</b>		<u>26,551</u>	<u>726</u>	<u>27,277</u>	<u>11,938</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>29,576</u>	<u>726</u>	<u>30,302</u>	<u>15,607</u>
<b>NET ASSETS</b>		<u>29,576</u>	<u>726</u>	<u>30,302</u>	<u>15,607</u>
<b>FUNDS</b>	14				
Unrestricted funds				29,576	14,297
Restricted funds				726	1,310
<b>TOTAL FUNDS</b>				<u>30,302</u>	<u>15,607</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**BALANCE SHEET - continued**  
**31 DECEMBER 2020**

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These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 21 October 2021 and were signed on its behalf by:

Andrew Jenvey  
Andrew Jenvey (01148, 20210025 GR1+1)  
.....  
A Jenvey - Trustee

The notes form part of these financial statements

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties about the Society's ability to continue as a going concern.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

The value of services provided by volunteers has not been included.

Grants are recognised in the Statement of Financial Activities over the period for which they are receivable.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- in accordance with the property
Fixtures and fittings	- 25% on cost

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

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

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**2. DONATIONS AND LEGACIES**

	<b>31.12.20</b>	<b>31.12.19</b>
	<b>£</b>	<b>£</b>
Donations	<b>32,901</b>	18,657
Grants	<b>21,990</b>	7,525
	<b><u>54,891</u></b>	<b><u>26,182</u></b>

Grants received, included in the above, are as follows:

	<b>31.12.20</b>	<b>31.12.19</b>
	<b>£</b>	<b>£</b>
Lottery grant for IT	-	7,525
Covid 19 Lottery grant	<b>9,990</b>	-
Hampshire and Isle of Wight Community Fund	<b>4,500</b>	-
Covid 19 grants	<b>7,500</b>	-
	<b><u>21,990</u></b>	<b><u>7,525</u></b>

**3. OTHER TRADING ACTIVITIES**

	<b>31.12.20</b>	<b>31.12.19</b>
	<b>£</b>	<b>£</b>
Other	<b>11</b>	-
	<b><u>11</u></b>	<b><u>-</u></b>

**4. INVESTMENT INCOME**

	<b>31.12.20</b>	<b>31.12.19</b>
	<b>£</b>	<b>£</b>
Deposit account interest	-	43
	<b><u>-</u></b>	<b><u>43</u></b>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 6)	Support costs (see note 7)	Totals
	<b>£</b>	<b>£</b>	<b>£</b>
Counselling services	<b>77,652</b>	<b>2,144</b>	<b>79,796</b>
	<b><u>77,652</u></b>	<b><u>2,144</u></b>	<b><u>79,796</u></b>



**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**6. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	31.12.20	31.12.19
	£	£
Staff costs	32,861	29,246
Rent	11,563	18,500
Rates and water	1,496	1,506
Insurance	918	872
Light and heat	929	2,834
Telephone	1,626	1,922
Postage and stationery	-	74
Advertising	272	81
Sundries	2,369	1,028
Accountancy & bookkeeping	4,830	4,188
Subscriptions	344	875
Firecare	278	1,225
Supervision costs	4,264	5,187
Training	3,677	1,524
Repairs and maintenance	548	194
Cleaning	1,113	1,827
Office expenses	672	1,474
Triage costs	379	-
IT expenditure	3,513	6,996
Office manager	6,000	-
	<u>77,652</u>	<u>79,553</u>

**7. SUPPORT COSTS**

	Management	Governance	Totals
	£	costs £	£
Counselling services	<u>644</u>	<u>1,500</u>	<u>2,144</u>

Support costs, included in the above, are as follows:

**Management**

	31.12.20	31.12.19
	Counselling services £	Total activities £
Depreciation of tangible and heritage assets	<u>644</u>	<u>644</u>

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**7. SUPPORT COSTS - continued**  
**Governance costs**

	<b>31.12.20</b>	<b>31.12.19</b>
	<b>Counselling</b>	<b>Total</b>
	<b>services</b>	<b>activities</b>
	<b>£</b>	<b>£</b>
Independent examiner's fees	<b>1,500</b>	<b>1,440</b>

**8. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	<b>31.12.20</b>	<b>31.12.19</b>
	<b>£</b>	<b>£</b>
Depreciation - owned assets	<b>644</b>	<b>644</b>
Other operating leases	<b>11,563</b>	<b>18,500</b>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2020 nor for the year ended 31 December 2019.

**10. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	<b>31.12.20</b>	<b>31.12.19</b>
Administration	<b>4</b>	<b>4</b>

No employees received emoluments in excess of £60,000.

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**11. TANGIBLE FIXED ASSETS**

	Improvements to property £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 January 2020 and 31 December 2020	<u>8,566</u>	<u>2,835</u>	<u>11,401</u>
<b>DEPRECIATION</b>			
At 1 January 2020	5,493	2,239	7,732
Charge for year	<u>444</u>	<u>200</u>	<u>644</u>
At 31 December 2020	<u>5,937</u>	<u>2,439</u>	<u>8,376</u>
<b>NET BOOK VALUE</b>			
At 31 December 2020	<u>2,629</u>	<u>396</u>	<u>3,025</u>
At 31 December 2019	<u>3,073</u>	<u>596</u>	<u>3,669</u>

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.20 £	31.12.19 £
Other debtors	3,000	854
Prepayments and accrued income	<u>459</u>	<u>753</u>
	<u>3,459</u>	<u>1,607</u>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.20 £	31.12.19 £
Social security	107	210
Other creditors	1,550	3,000
Accrued expenses	<u>2,249</u>	<u>2,479</u>
	<u>3,906</u>	<u>5,689</u>

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**14. MOVEMENT IN FUNDS**

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
<b>Unrestricted funds</b>			
General fund	14,297	15,279	29,576
<b>Restricted funds</b>			
Winchester City Council have your say	50	(50)	-
Lottery grant for furniture	726	-	726
Winchester City Council Small Grant	5	(5)	-
Lottery grant for IT	529	(529)	-
	<u>1,310</u>	<u>(584)</u>	<u>726</u>
<b>TOTAL FUNDS</b>	<u>15,607</u>	<u>14,695</u>	<u>30,302</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	82,377	(67,098)	15,279
<b>Restricted funds</b>			
Winchester City Council have your say	-	(50)	(50)
Winchester City Council Small Grant	-	(5)	(5)
Lottery grant for IT	-	(529)	(529)
Lottery grant for Covid 19	9,990	(9,990)	-
Hampshire & Isle of Wight Community Fund grant	4,500	(4,500)	-
	<u>14,490</u>	<u>(15,074)</u>	<u>(584)</u>
<b>TOTAL FUNDS</b>	<u>96,867</u>	<u>(82,172)</u>	<u>14,695</u>

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**14. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
<b>Unrestricted funds</b>			
General fund	25,831	(11,534)	14,297
<b>Restricted funds</b>			
Winchester City Council have your say	50	-	50
Lottery grant for furniture	726	-	726
Winchester City Council Small Grant	5	-	5
Lottery grant for IT	-	529	529
	<u>781</u>	<u>529</u>	<u>1,310</u>
<b>TOTAL FUNDS</b>	<u>26,612</u>	<u>(11,005)</u>	<u>15,607</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	63,418	(74,952)	(11,534)
<b>Restricted funds</b>			
Lottery grant for IT	7,525	(6,996)	529
	<u>70,943</u>	<u>(81,948)</u>	<u>(11,005)</u>
<b>TOTAL FUNDS</b>	<u>70,943</u>	<u>(81,948)</u>	<u>(11,005)</u>

The Lottery grant of £5,044 was awarded in 2015 for new furniture. £1,263 was spent in 2015 and £3,055 in 2016.

The Winchester City Council awarded a small grant of £335 for the purchase of a new computer.

Winchester Round Table donated £1,000 in the year to be used in the redecoration of the counselling rooms.

A Lottery grant of £7,525 was awarded in July 2019 for new IT systems. £6,996 was spent in the year.

A Lottery grant of £9,990 grant was awarded in July 2020 as part of the Covid 19 response. £3,000 was used to help pay for the office manager, £1,998 for supervisor training, £1,490 for general training, £400 on new software, £802 on IT expenses and the remaining £2,300 on counselling sessions.

Hampshire & Isle of Wight Community Fund awarded a grant of £4,500, £3,000 of which was used to pay for the office manager and £1,500 for counselling sessions.

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

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**15. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2020.

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

	31.12.20 £	31.12.19 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	32,901	18,657
Grants	21,990	7,525
	<u>54,891</u>	<u>26,182</u>
<b>Other trading activities</b>		
Other	11	-
<b>Investment income</b>		
Deposit account interest	-	43
<b>Charitable activities</b>		
Counselling	41,965	44,718
	<u>96,867</u>	<u>70,943</u>
<b>Total incoming resources</b>		
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Fundraising costs	2,160	95
Just giving subscription	216	216
	<u>2,376</u>	<u>311</u>
<b>Charitable activities</b>		
Wages	32,861	29,246
Rent	11,563	18,500
Rates and water	1,496	1,506
Insurance	918	872
Light and heat	929	2,834
Telephone	1,626	1,922
Postage and stationery	-	74
Advertising	272	81
Sundries	2,369	1,028
Accountancy & bookkeeping	4,830	4,188
Subscriptions	344	875
Firecare	278	1,225
Supervision costs	4,264	5,187
Training	3,677	1,524
Repairs and maintenance	548	194
Cleaning	1,113	1,827
Carried forward	67,088	71,083

This page does not form part of the statutory financial statements

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

	31.12.20 £	31.12.19 £
<b>Charitable activities</b>		
Brought forward	67,088	71,083
Office expenses	672	1,474
Triage costs	379	-
IT expenditure	3,513	6,996
Office manager	6,000	-
	<u>77,652</u>	<u>79,553</u>
<b>Support costs</b>		
<b>Management</b>		
Depreciation of tangible and heritage assets	644	644
<b>Governance costs</b>		
Independent examiner's fees	1,500	1,440
	<u>82,172</u>	<u>81,948</u>
Total resources expended		
	<u>82,172</u>	<u>81,948</u>
Net income/(expenditure)	<u>14,695</u>	<u>(11,005)</u>

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