

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 2021  
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 2021**

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**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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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 2021. 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).

**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 launch in January 2020 of the 5 year Strategy Plan 2020-5, it has remained the basis for organisational focus and fundraising throughout the year, providing understanding to the charity's donors and supporters. Its enabled the charity to consider changes necessary to improve governance throughout the organisation.

We review our aims, objectives and activities each year, taking into account available resources. Our main objective for 2021 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, especially beneficiaries on low to zero income. 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, more focused 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 January 2021 the whole country emerged into what was to be the last of the lockdowns in due to Covid-19 pandemic. This lockdown impacted our beneficiaries and volunteers less as we were in the rhythm of supporting beneficiaries and staff, and maintaining our services to our beneficiaries. We are proud that our organisation was flexible enough to transition into a hybrid service in 2021, keeping face to face sessions when possible and returning to online when needed. Trustees and staff continued to adapt to ensure we could support our volunteers to support our beneficiaries.

Maintaining our aims and keeping our strategy plan at the forefront of our decision making throughout 2021 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. Covid 19 continued in 2021 to impact the lives of people in multiple ways and the rise in Mental Health issues as a consequence.

During 2021 our clinical team of 3 paid part time staff, made major changes in our assessment process of new client enquiries which has led to a robust client led service alongside the return to the building meant Triage role became obsolete. The Office Manager role was recruited as a consultant in the autumn to review the role, responsibility and focus on IT, CRM and data control.

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**OBJECTIVES AND ACTIVITIES**

The 3 part-time paid clinical staff: Clinical Lead; Head of Counselling; and Assistant Head of Counselling all worked flexibly both in the office where possible and when required due to lockdowns, returning to remote working. The aim by September 2021 was to encourage volunteer counsellors to work from the building. Covid risk assessment was regularly checked to ensure everyone safety in line with Covid-19 policies.

The team and IT consultant continued to support the counsellors and the clients with a hybrid service, face to face and online. We continued to update our processes during this year to ensure we operated Covid safely. We recognised the need to change our assessment process completely and all our intakers/assessors were trained in June 2021. Safeguarding: A consultant was identified to review and update our safeguarding policy and procedure, as well as provide training (to be completed in 2022). This was, in part, to ensure the charity is responding adequately to clients presenting with increased complexity and level of risk.

The clinical teams' roles and responsibilities have been reviewed and salaries appraised in 1st April 2021 and agreed with all clinical staff. The charity agreed salary increases as it was falling short of government approved NIVCA pay scales. The knock on effect of this meant the directors and trustees were required to focus on finding ways of raising more funds.

Recognising the increase costs could only be funded from concerted fundraising other than our local community donations. An outside partnership was recommended after seeking advice from specialist organisation called Cranfield Trust. A contract with Money Tree was signed in autumn 2021 with the aim of making applications to trusts and foundations who supported Mental Health improvement in communities. During 2021 no fundraising was possible due to Covid impact on our staffing and we have focused our time on recruiting a new Clinical Lead and Office Manager. Fundraising volunteers left the charity and weren't replace.

During 2021 the clinical team handled 207 new client enquiries, with 196 new clients accessing counselling, a hybrid service evolved, working remotely during lockdowns and face2face where possible. 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. Our new assessment process, where necessary supported client referral to other agencies whose specialist training was more suitable to an individual client's needs such as Adult Mental Health services or partner with agencies to ensure the clients is supported.

Our 40 counsellors (50 max and 39 min within the year) are all volunteers. Just over half have completed formal counselling training to Level 5 or above, the remainder are trainees on placement with the charity. We also maintain contact with a number of training colleges, both locally and as far as London, to provide clinical placements to trainees on counselling and psychotherapy courses. We open our application process to new volunteer counsellors, 3 to 4 times a year, we interview all candidates to ensure they have sufficient pre-qualifying experience. Due to our reputation applicants may live as far as 2 hours away to work with us.

All counsellors receive 1.5 hours fortnightly group supervision from The Olive Branch's 9 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 increase retention and support a high level of supervisor to volunteer counsellor ratio, to retain our service level in line with our strategy plan.

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 year however we have stopped this due to Covid, but intend to reimplement as it provides them with an increased understanding of the objectives and aims of the charity and needs of our service users. We have no administration volunteers, again due to covid and aim to recruit so they can assist administration or secretarial affairs of the company. We have 1 paid part-time bookkeeper who works alongside the Treasurer. We have been fortunate this year to have the service of a volunteer legal student who has revised all our contracts.

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**OBJECTIVES AND ACTIVITIES**

Our income comes principally from contributions made by our clients. Covid impacted how much income we received through community funding streams. As parish councils, local churches and organisations, or community were struggling with the impact of Covid. The directors and trustees made a decision to seek professional support from Money Tree to focus on applications to trust and foundations. This was recognised in 2018 and was part of our 5 year strategy plan as trusts and foundations can support our core costs as well as increase opportunities for the charity to improve processes and expand the service to more people.

Through 2021 due to Covid there has been limited activity from our fundraising team. Volunteers left and due to the directors focusing on recruiting part time staff, we have been unable to maintain the activity of the community fundraising team. However focus was on researching and interviewing an organisation who would be able to support us in larger fundraising activities from Trusts and Foundations. We have been generously supported by an anonymous donor and by our landlords to keep rising costs as low as possible.

**Significant activities**

Our priority in 2021 has been continuing to manage 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. We have 18 volunteer assessors who are trained to handle new enquiries and are recruited within the charity from volunteer counsellors who have completed their training. 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. Our training was restarted in summer 2021. 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.

Gift Aid claims started again in Autumn 2021 once our new book keeper had found her feet. We made back dated claims and are 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.

Fundraising, 2021 has been spent need strengthening our fundraising initiatives by seeking the right organisation to assist with ongoing regular applications to small, mid and large trusts and foundations. Working with Money Tree will improve our long term strategy objectives, improve our processes and policies and ensure we meet the criteria of all successful applications.

All community fundraising activities remained halted, severely affecting funds raised in this way. 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 continued reduction of rent during part of 2021 to ensure we could maintain our service to our clients with reduced income from fundraising.

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**OBJECTIVES AND ACTIVITIES**

All room rentals remained ceased, when Covid lockdowns have settled, our aim is to return to renting rooms as a secondary income. The charity recognises that this is a secondary income stream and when we are opening our doors to more beneficiaries this will be reviewed.

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 enquiries. In 2021, 44% of our clients were referred to us by the medical services, 10% by Mental Health services such as iTalk, 3% University students. Last year 16% self-referred, 30% recommended by friends or relatives or word of mouth and 11% returning clients. Often clients come for counselling on the recommendation of friends who are aware of, or who have used our services themselves.

2021 saw the main objectives as returning to the building as there were less lockdowns and Covid was being contained, implementing the new assessment process to ensure the clients at greater risk were engaged with differently and or referred to agencies, increase our engagement with other agencies, safeguarding implementation and seeking a relationship with an organisation to increase trust and foundations fundraising.

The number of clients in 2021 who were zero or low income was 43 %. Presenting issues remain predominantly stress and anxiety with an increase in trauma and PTSD. WE operate as a trauma informed charity. The impact of Covid continues to show 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 continue to experience an increase in clients at risk of harm or suicide. This is due to the increase in cost of living and clients on low to zero income who are struggling.

We use an evaluation form to monitor the outcomes of counselling. 92% said their problem was fully addressed or some progress was made or their problem was almost addressed or some progress was made. Additional examples of outcomes were improvements in problem solving, communications, employment, social networking, and life enriching activities.

**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 continued in 2021 to adapt and improve our service to a hybrid counselling service to continue to support clients during the Covid lockdowns. We implemented a new assessment process and trained up 18 volunteer assessors. We improved our policies and are holding improving governance central. We have responded to potential safeguarding risks and in 2022 all staff and volunteers will be trained, with safeguarding being part of new volunteers induction.

**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 2021 total income was £82,848 compared to £96,867 in 2020, donations received increased in the year, but no grants were received in 2021.

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



**THE OLIVE BRANCH COUNSELLING  
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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**FINANCIAL REVIEW**

**Principal funding sources**

In 2021 52% (2020: 43%) 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.

Our main expenses are the cost of renting our building, salary costs for our three part-time staff, the office manager and consultancy fees. These account for 62% (2020: 61%) of our total expenditure.

**Financial management policies**

Our policy in 2021 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 of between three and six months' worth of operating expenses. The Charity's total funds stand as at 31st December 2021 at £4,951 all of which was unrestricted in nature (2020: £30,302 of which £726 was restricted), which is below this target.

Our reserves were depleted during 2021 due to a combination of lower fundraising and unavoidable additional costs. In the latter part of the year and ongoing we have engaged fundraising consultants and this is beginning to bear fruit and our intention is to rebuild reserves over the next year or two.

**Going concern**

In early 2022 the Charity has received significant funds from donations, grants and from Gift Aid claims that had been in arrears. As mentioned above we have engaged fundraising consultants and have a significant number of applications being considered. We also have a number of wealthy individuals who have pledged additional support if needed. Finally, we have increased the client donations from those receiving counselling to better underpin our spending.

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: a continued 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.

The directors and trustees recognise our Strategy Plan remains central to our focus and still 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 and increase access for those on low and zero income especially as cost of living increases.

We 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 cost/service) 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 sort professional advice and guidance in 2021 on how to achieve this and have contracted the services of Money Tree.

**THE OLIVE BRANCH COUNSELLING  
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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**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.

**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 increase the number of times they meet, 8 to 10 times per year and are supported in their responsibilities the Clinical Lead, and other members of staff. In addition, the Clinical Lead has ultimate responsibility to ensure the effective provision of a professional counselling service and safeguard the clinical wellbeing of clients. The aim in 2022 is to broaden the trustees to expand knowledge in areas like HR, governance and clinical strategy etc.

The Head of Counselling, Assistant Head of Counselling and Office Manager 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. Our assessors offer sessions to new enquiries, to assess suitability of our service to their needs.

**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 a written statement of the responsibility of trustees. The trustee meetings provide trustees with the financial position, performance and future plans of the Charity. All matters are openly discussed. We are seeking the support of a governance consultant to maintain a risk register and improve all our policies, contracts and paperwork, so that we are in line with organisational guidelines/requirements.

**Risk management**

The Trustees and Clinical Lead regularly reviews the major risks to which the Charity is exposed along with a Governance consultant. 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 regards 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 regularly review and set targets for improving 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.



**THE OLIVE BRANCH COUNSELLING  
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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

A small charity like The Olive Branch is also highly dependent on a few highly dedicated staff. 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 regularly review 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)


**Registered Charity number**  
1140475

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

**Trustees**  
H McMahon MBE  
A J Burrough  
A Jenvey  
L Platts

**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 20 June 2022 and signed on its behalf by:

  
.....  
Mrs A J Burrough (Jun 22, 2022 10:02 GMT+1)  
.....  
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 2021.

**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: .....

21<sup>st</sup> June 2022

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Notes	Unrestricted fund £	Restricted funds £	31.12.21 Total funds £	31.12.20 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	40,125	-	40,125	54,891
<b>Charitable activities</b>					
Counselling services		42,722	-	42,722	41,965
Other trading activities	3	-	-	-	11
Investment income	4	1	-	1	-
<b>Total</b>		<b>82,848</b>	<b>-</b>	<b>82,848</b>	<b>96,867</b>
<b>EXPENDITURE ON</b>					
Raising funds		5,763	-	5,763	2,376
<b>Charitable activities</b>					
Counselling services	5	102,436	-	102,436	79,796
<b>Total</b>		<b>108,199</b>	<b>-</b>	<b>108,199</b>	<b>82,172</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(25,351)</b>	<b>-</b>	<b>(25,351)</b>	<b>14,695</b>
Transfers between funds	14	726	(726)	-	-
Net movement in funds		(24,625)	(726)	(25,351)	14,695
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		29,576	726	30,302	15,607
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>4,951</b>	<b>-</b>	<b>4,951</b>	<b>30,302</b>

The notes form part of these financial statements

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**BALANCE SHEET  
31 DECEMBER 2021**

	Notes	Unrestricted fund £	Restricted funds £	31.12.21 Total funds £	31.12.20 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	11	698	-	698	3,025
<b>CURRENT ASSETS</b>					
Debtors	12	16,221	-	16,221	3,459
Cash at bank		<u>3,719</u>	<u>-</u>	<u>3,719</u>	<u>27,724</u>
		19,940	-	19,940	31,183
<b>CREDITORS</b>					
Amounts falling due within one year	13	(15,687)	-	(15,687)	(3,906)
<b>NET CURRENT ASSETS</b>		<u>4,253</u>	<u>-</u>	<u>4,253</u>	<u>27,277</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		4,951	-	4,951	30,302
<b>NET ASSETS</b>		<u>4,951</u>	<u>-</u>	<u>4,951</u>	<u>30,302</u>
<b>FUNDS</b>	14				
Unrestricted funds				4,951	29,576
Restricted funds				<u>-</u>	<u>726</u>
<b>TOTAL FUNDS</b>				<u>4,951</u>	<u>30,302</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 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 2021**

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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 20 June 2022 and were signed on its behalf by:

  
.....

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 2021**

**2. DONATIONS AND LEGACIES**

	<b>31.12.21</b>	<b>31.12.20</b>
	<b>£</b>	<b>£</b>
Donations	<b>40,125</b>	32,901
Grants	<u>-</u>	<u>21,990</u>
	<b><u>40,125</u></b>	<b><u>54,891</u></b>

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

	<b>31.12.21</b>	<b>31.12.20</b>
	<b>£</b>	<b>£</b>
Covid 19 Lottery grant	-	9,990
Hampshire and Isle of Wight Community Fund	-	4,500
Covid 19 grants	<u>-</u>	<u>7,500</u>
	<u>-</u>	<u>21,990</u>

**3. OTHER TRADING ACTIVITIES**

	<b>31.12.21</b>	<b>31.12.20</b>
	<b>£</b>	<b>£</b>
Other	<u>-</u>	<u>11</u>

**4. INVESTMENT INCOME**

	<b>31.12.21</b>	<b>31.12.20</b>
	<b>£</b>	<b>£</b>
Deposit account interest	<u>1</u>	<u>-</u>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 6)	Support costs (see note 7)	Totals
	<b>£</b>	<b>£</b>	<b>£</b>
Counselling services	<u>97,909</u>	<u>4,527</u>	<u>102,436</u>

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**6. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	31.12.21	31.12.20
	£	£
Staff costs	36,076	32,861
Rent	11,658	11,563
Rates and water	1,184	1,496
Insurance	877	918
Light and heat	671	929
Telephone	1,415	1,626
Advertising	1,921	272
Sundries	1,991	2,369
Accountancy & bookkeeping	5,793	4,830
Subscriptions	1,225	344
Firecare	957	278
Supervision costs	4,186	4,264
Training	2,328	3,677
Repairs and maintenance	1,341	548
Cleaning	2,179	1,113
Office expenses	1,481	672
Triage costs	1,665	379
IT expenditure	1,400	3,513
Office manager	10,198	6,000
Consultancy	9,363	-
	<u>97,909</u>	<u>77,652</u>

**7. SUPPORT COSTS**

	Management	Governance costs	Totals
	£	£	£
Counselling services	<u>3,027</u>	<u>1,500</u>	<u>4,527</u>

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

**Management**

	31.12.21	31.12.20
	Counselling services	Total activities
	£	£
Depreciation of tangible and heritage assets	<u>3,027</u>	<u>644</u>

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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

	<b>31.12.21</b> Counselling services £	31.12.20 Total activities £
Independent examiner's fees	<b><u>1,500</u></b>	<b><u>1,500</u></b>

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

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

	<b>31.12.21</b> £	31.12.20 £
Depreciation - owned assets	<b>3,027</b>	644
Other operating leases	<b><u>11,658</u></b>	<b><u>11,563</u></b>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2021 nor for the year ended 31 December 2020.

**10. STAFF COSTS**

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

	<b>31.12.21</b> <u>4</u>	31.12.20 <u>4</u>
Administration		

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 2021**

**11. TANGIBLE FIXED ASSETS**

	Improvements to property £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 January 2021	8,566	2,835	11,401
Additions	-	700	700
At 31 December 2021	8,566	3,535	12,101
<b>DEPRECIATION</b>			
At 1 January 2021	5,937	2,439	8,376
Charge for year	2,629	398	3,027
At 31 December 2021	8,566	2,837	11,403
<b>NET BOOK VALUE</b>			
At 31 December 2021	-	698	698
At 31 December 2020	2,629	396	3,025

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

	31.12.21 £	31.12.20 £
Other debtors	16,079	3,000
Prepayments and accrued income	142	459
	<u>16,221</u>	<u>3,459</u>

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

	31.12.21 £	31.12.20 £
Social security	468	107
Other creditors	13,719	1,550
Accrued expenses	<u>1,500</u>	<u>2,249</u>
	<u>15,687</u>	<u>3,906</u>

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**14. MOVEMENT IN FUNDS**

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
<b>Unrestricted funds</b>				
General fund	29,576	(25,351)	726	4,951
<b>Restricted funds</b>				
Lottery grant for furniture	726	-	(726)	-
<b>TOTAL FUNDS</b>	<u>30,302</u>	<u>(25,351)</u>	<u>-</u>	<u>4,951</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	82,848	(108,199)	(25,351)
<b>TOTAL FUNDS</b>	<u>82,848</u>	<u>(108,199)</u>	<u>(25,351)</u>

**Comparatives for 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>

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**14. MOVEMENT IN FUNDS - continued**

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	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	<u>4,500</u>	<u>(4,500)</u>	<u>-</u>
	<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 Lottery grant of £5,044 was awarded in 2015 for new furniture. £1,263 was spent in 2015 and £3,055 in 2016. In 2021 the remaining £726 was transferred to the general fund.

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.

**15. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2021.



**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

	31.12.21 £	31.12.20 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	40,125	32,901
Grants	-	21,990
	<b>40,125</b>	<b>54,891</b>
<b>Other trading activities</b>		
Other	-	11
<b>Investment income</b>		
Deposit account interest	1	-
<b>Charitable activities</b>		
Counselling	42,722	41,965
<b>Total incoming resources</b>	<b>82,848</b>	<b>96,867</b>
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Fundraising costs	5,547	2,160
Just giving subscription	216	216
	<b>5,763</b>	<b>2,376</b>
<b>Charitable activities</b>		
Wages	36,076	32,861
Rent	11,658	11,563
Rates and water	1,184	1,496
Insurance	877	918
Light and heat	671	929
Telephone	1,415	1,626
Advertising	1,921	272
Sundries	1,991	2,369
Accountancy & bookkeeping	5,793	4,830
Subscriptions	1,225	344
Firecare	957	278
Supervision costs	4,186	4,264
Training	2,328	3,677
Repairs and maintenance	1,341	548
Cleaning	2,179	1,113
Office expenses	1,481	672
Carried forward	<b>75,283</b>	<b>67,760</b>

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 2021**

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	31.12.21 £	31.12.20 £
<b>Charitable activities</b>		
Brought forward	75,283	67,760
Triage costs	1,665	379
IT expenditure	1,400	3,513
Office manager	10,198	6,000
Consultancy	<u>9,363</u>	<u>-</u>
	97,909	77,652
<b>Support costs</b>		
<b>Management</b>		
Depreciation of tangible and heritage assets	3,027	644
<b>Governance costs</b>		
Independent examiner's fees	<u>1,500</u>	<u>1,500</u>
Total resources expended	<u>108,199</u>	<u>82,172</u>
Net (expenditure)/income	<u>(25,351)</u>	<u>14,695</u>

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