

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 2022**  
**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 2022**

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**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2022**

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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 2022. 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).

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2022**

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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 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. It has enabled the charity to consider changes necessary to improve beneficiary focus, governance, staffing and funding throughout the organisation.

We review our aims, objectives and activities each year, taking into account available resources. Our main objective for 2022 continued to be to maximise access to affordable 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 and partnering with mental health teams, GP surgeries and other agencies in and around Winchester. Our website provides information for potential clients, supporters or organisations who wish to contact us. We use social media like Instagram and Twitter to promote and 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.

The impact of Covid-19 pandemic and the lockdowns continued to impact our beneficiaries and volunteers especially difficult is the increase in cost of living. Trustees and staff continued to adapt our service to ensure we could support our volunteers and in turn to support our beneficiaries changing needs.

Maintaining our aims and keeping our strategy plan at the forefront of our decision making throughout 2022 has meant we have been highly successful in ensuring our service has continued and our clients have had uninterrupted access to our counselling and psychotherapy. Covid 19 continued in 2022 to impact the lives of people in multiple ways and we have seen the rise in Mental Health issues as a consequence, especially high risk clients.

During 2022, we have made significant developments to our Clinical Team of 3 paid part-time staff. We recruited a new Clinical Lead, who shows her own vision for the charity, as well as aligning with charity's strategy plan. She has excellent management skills and clinical experience, and joined the charity with an initial focus on operational changes, streamlining the processes and policies, to ensure we could aim in 2023 to develop a more strategic stance. The benefits of this has made the service more efficient; updating the fundamentals of the service has allowed us to take on more client enquiries, improved our assessment training, policies and procedures, enhanced the quality of volunteer placements offered, increased service standards, all contributing to a robust, high-quality, and ethical client-led service. Alongside the clinical elements of the service, our IT consultant reviewed and implemented a variety of updates to our processes relating to computer systems, data management, and GDPR compliance.

The 3 part-time paid clinical staff: Clinical Lead; Head of Counselling; and Assistant Head of Counselling, all worked flexibly both in the office and remotely and are supported by the Office administrator. The staff continued to support the volunteers counsellors, supervisors and the clients with the return to face-to-face work.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2022**

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In response to the increase in demand on our service, along with an increased level of complexity and risk being seen in clients' presenting issues, in 2021 we changed our assessment process completely. The new assessment is based on a trauma-informed way of working, allowing our Assessors to gain the most pertinent information from the client whilst ensuring the client feels safe and supported throughout the process. We developed and delivered in-depth training to all Assessors.

With the increasing complexity and level of risk presented by clients, we also identified a need to update our Safeguarding policy. A consultant was appointed to review and revise the policy and procedure, as well as provide training to all staff and volunteers within the charity.

The staff roles and responsibilities have been reviewed and salaries appraised annually on 1st April 2022. In 2022 we were aware of the cost-of-living increase throughout the country post covid and reviewed all salaries to ensure our staff were supported.

We continue to focus on keeping core costs as low as possible. We fundraise from trusts and foundations well as within the community. The Trustees agreed to renew the contract with Money Tree in autumn 2022 continuing the aim of making applications to trusts and foundations who supported Mental Health improvement in communities. During 2022 Moneytree assisted us in 10 successful applications with funds of £35,000 in 6 months.

Our fundraising target 2023 is £90,000 made up of £60,000 from trusts and foundations and £30,000 from community fundraising and individual donors. There was very little community fundraising due to availability of volunteers who could give time to this.

During 2022, the service saw 252 new clients access counselling. The hybrid service that evolved during lockdowns was gradually phased out as clients and counsellors returned to the building, resuming face-to-face work with all clients except those who were unable to attend the premises due to long-term physical health conditions or disabilities.

Some of our qualified, experienced counsellors are suitably trained to work with clients with complex mental health issues such as trauma/PTSD, domestic violence, and sexual abuse, and the service has reviewed and adapted to working with these clients where appropriate. 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 client is supported. The Clinical Team works closely with local partners, such as GPs, Community Mental Health Teams, University Support Services, and other charities, services and initiatives with a specialist focus (such as Rape Crisis Centres, addiction support, street homelessness, and others). The processes in place and the partnerships with other agencies means we are able to support our clients in a way that is most appropriate, safe, and ethical for their needs.

All of our counsellors are volunteers. In 2022 we had over 30 counsellors in the service, with just over half having completed formal counselling training to Level 5 or above, the remainder are trainees on placement with the charity for the minimum of 1 year. We maintain contact with a number of training colleges, both locally and as far as London, as part of our provision of clinical placements to trainees on counselling and psychotherapy courses. We open our application process to new volunteer counsellors, 3 to 4 times a year, requiring an application form to be completed detailing training and relevant experience, we then interview all candidates who meet the minimum threshold to ensure they have sufficient pre-qualifying experience. Due to our reputation, applicants may travel as far as 2 hours to work with us. We are well known for the quality of our placement, due to our professionalism, governance, Supervision, client base and agency partnerships, as well as the support provided by the Clinical Team from induction and throughout the placement as needed.

All counsellors receive 1.5 hours fortnightly group supervision from The Olive Branch's 9 volunteer qualified supervisors. This is to ensure our volunteer counsellors are supervised within BACP guidelines, working ethically and appropriately, have the support they need for themselves and their client work, and to ensure clinical responsibility is 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, allowing us to retain our service level in line with our strategy plan.

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

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Note : In autumn 2022 the trustees decided to pay small fee to supervisors in the charity. This was due to an unsuccessful recruitment attempt earlier in the year, where we planned to take on 4 more supervisors, bringing our number of available placements to a level that would meet current client demand. We recognised this was difficult as we were looking for volunteers to cover an experienced and skilled role in the charity. We have since been successful in filling these roles. Although this will be an increase core costs going forward it will reduce waiting times, increase the enquiries we can handle and provide more placements, therefore more counsellors and more sessions available to those experiencing mental health issues.

As part of the trainee counsellor's induction, we ask that they cover the Enquiry Line on a rota basis for 6 months. We believe this provides new counsellors into the service with an increased understanding of the objectives and aims of the charity, as well as the needs of our service users. We currently do not have any administration volunteers, however with the recruitment of a new part-time Office Administrator in November 22, we aim to recruit volunteers so they can assist administration or fundraising, social media, and the website. We have 1 paid part-time bookkeeper who works alongside the Treasurer. We aim to continue to keep all out governance up to date.

Our income comes principally from contributions made by our clients. Covid impacted many of our clients mental health and cost of living increase has impacted their income and therefore level of contributions. This means more than ever the charity needs to focus on fundraising to raise the difference between client contributions and core service costs. In 2022, the directors and trustees decision to seek professional support from Money Tree to focus on applications to trust and foundations has proved successful.. We have continued to utilise their service for one day a month for the next 12 months.

We aim in 2023 to improve the of these applications as well as focus on the community fundraising and awareness of our service in the community.

## **OBJECTIVES AND ACTIVITIES**

### **Significant activities**

Our priority in 2022 has been continuing to ensure the ongoing provision of professional and affordable counselling to our service users, and to ensure we have sufficient trainee and qualified counsellors, along with experienced supervisors, to provide those services safely and to a high standard. We continue to review the way in which we fund these charitable activities.

We continued to ask for a one-off payment of £10 to cover the cost of the initial assessment. In 2022 we had a team of up to 9 Assessors, trained inhouse by members of the Olive Branch Clinical Team. 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. Client contributions are determined based on the clients' income and what they believe they can afford.

With the ever-changing climate of mental health and increase in mental health and trauma related issues, especially following 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 CPD continues to be offered to our volunteers to improve their understanding of the complex issues our clients may present with. We are continuing our policy of asking counsellors for a contribution at a reduced rate 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 developing another income stream.

Gift Aid claims continue and are using the Small Donations Scheme where possible to streamline this.

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 in 2022 has been spent seeking and working with MoneyTree strengthening our long term strategy objectives, improving applications to trusts and foundations who support charities in Hampshire who support those beneficiaries experiencing Mental Health issue

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.

Room rentals have been opened up, allowing qualified local counsellors and psychotherapists to hire a room on an hourly basis - interest in this offer is gradually increasing. We are aware that this is a secondary income to our service as we prioritise our beneficiaries needs, the service aims, and our strategy roadmap. This was introduced in 2019 to ensure best use of rooms which were not being used by our service for our own counsellors and generate another income stream.

Our services are well respected which is evidenced by the increasing level of demand for counselling, as well as through feedback from clients, counsellors, Supervisors and counselling training institutions. We have also seen this by the continued increase in number of enquiries. In 2022, 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.

2022 saw the main objectives as returning to face-to-face work, with an element of hybrid working where this meets the needs of clients. We also focused on improving the operational side of the charity, including policies and streamlining processes, employing the right staff, and implementing these processes. Improving enquiry management, assessments, referrals, and the management of the waiting lists. We have begun review of GDPR and safeguarding processes.

## **OBJECTIVES AND ACTIVITIES**

The proportion of clients in 2022 who were zero or low income was 68%. Presenting issues remain predominantly stress and anxiety with an increase in trauma and PTSD. We operate as a trauma-informed charity, an ethos that underpins all our work. 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 in part 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. 99% of clients who completed the survey reported they were better able to manage their main presenting issue(s) following the counselling support they received. 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 2022 to adapt and improve our service to continue to support clients. The new assessment process continues to be successful part of our process and in 2022 we trained 12 new volunteer assessors. We continue to review our policies and are holding meeting our beneficiaries needs 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 fundraising from donations, trusts, foundations 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 2022 total income was £118,247 compared to £82,848 in 2021, donations received increased in the year, £18,170 grants were received in 2022.

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

### **Principal funding sources**

In 2022 32% (2021: 52%) 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 68% (2021: 62%) of our total expenditure.



## **FINANCIAL REVIEW**

### **Financial management policies**

Our policy in 2022 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 2022 at £2,968 of which £420 was restricted in nature (2021: £4,951 of which all was unrestricted), which is below this target.

Our reserves were depleted during 2022 due to a combination of lower fundraising and necessary additional costs to improve the service to our beneficiaries. During the year we made an ongoing commitment to fundraising both associates and in the community. This is beginning to bear fruit and our intention is to rebuild reserves over the next two years.

### **Going concern**

In early 2023 the Charity has received significant funds from donations, grants and from Gift Aid claims. As mentioned above we have engaged fundraising consultants and maintain a significant number of applications being considered. We also have a number of individuals who have pledged additional support if needed, and have made substantial increases to our community fundraising programme. Finally, we have reviewed the client donations policy. During assessment we encourage those that can afford to, to support our service with a higher contribution where possible. This is regularly reviewed with clients during the counselling process.

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 aim to review the Strategy plan in 2024 as they recognise the success of keeping our focus. Strategy Plan remains central 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, continuing focusing in 2023 on applications to trusts and foundations (funding for our core cost/service) as well as reestablishing community, individual donors and local funding. This supports our strategy plan as well as funding for improvement in IT and CRM to continue to provide a quality service for the charity's beneficiaries.

## **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.

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.

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2022**

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**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 (resigned 31.12.22)

N Siouty (appointed 1.1.23)

**Independent Examiner**

D J C Barr FCA

Martin and Company

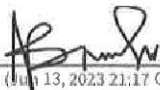
25 St Thomas Street

Winchester

Hampshire

SO23 9HJ

Approved by order of the board of trustees on 12 June 2023 and signed on its behalf by:



A Burrough (11 Jun 2023 21:17 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 2022.

**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:

14 June 2023

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 DECEMBER 2022**

	Notes	Unrestricted fund £	Restricted funds £	31.12.22 Total funds £	31.12.21 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	76,638	3,420	80,058	40,125
<b>Charitable activities</b>					
Counselling services		38,185	-	38,185	42,722
Investment income	3	4	-	4	1
<b>Total</b>		<b>114,827</b>	<b>3,420</b>	<b>118,247</b>	<b>82,848</b>
<b>EXPENDITURE ON</b>					
Raising funds		9,054	-	9,054	5,763
<b>Charitable activities</b>					
Counselling services	4	108,176	3,000	111,176	102,436
<b>Total</b>		<b>117,230</b>	<b>3,000</b>	<b>120,230</b>	<b>108,199</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(2,403)</b>	<b>420</b>	<b>(1,983)</b>	<b>(25,351)</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		4,951	-	4,951	30,302
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>2,548</b>	<b>420</b>	<b>2,968</b>	<b>4,951</b>

The notes form part of these financial statements

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**BALANCE SHEET  
31 DECEMBER 2022**

	Notes	Unrestricted fund £	Restricted funds £	31.12.22 Total funds £	31.12.21 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	10	349	-	349	698
<b>CURRENT ASSETS</b>					
Debtors	11	5,412	-	5,412	16,221
Cash at bank		13,724	420	14,144	3,719
		19,136	420	19,556	19,940
<b>CREDITORS</b>					
Amounts falling due within one year	12	(16,937)	-	(16,937)	(15,687)
<b>NET CURRENT ASSETS</b>		2,199	420	2,619	4,253
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		2,548	420	2,968	4,951
<b>NET ASSETS/(LIABILITIES)</b>		2,548	420	2,968	4,951
<b>FUNDS</b>	13				
Unrestricted funds				2,548	4,951
Restricted funds				420	-
<b>TOTAL FUNDS</b>				2,968	4,951

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 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 2022**

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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 12 June 2023 and were signed on its behalf by:

*Andrew Jenvey*  
Andrew Jenvey (Jun 13, 2023 16:19 GMT+1)

A Jenvey - Trustee

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2022**

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**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  
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**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**2. DONATIONS AND LEGACIES**

	31.12.22	31.12.21
	£	£
Donations	61,888	40,125
Grants	18,170	-
	<u>80,058</u>	<u>40,125</u>

**3. INVESTMENT INCOME**

	31.12.22	31.12.21
	£	£
Deposit account interest	4	1
	<u>4</u>	<u>1</u>

**4. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 5)	Support costs (see note 6)	Totals
	£	£	£
Counselling services	<u>109,027</u>	<u>2,149</u>	<u>111,176</u>

**5. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	31.12.22	31.12.21
	£	£
Staff costs	43,044	36,076
Rent	19,292	11,658
Rates and water	1,105	1,184
Insurance	942	877
Light and heat	1,916	671
Telephone	1,480	1,415
Advertising	445	1,921
Sundries	2,271	1,991
Accountancy & bookkeeping	5,064	5,793
Subscriptions	553	1,225
Firecare	796	957
Supervision costs	4,085	4,186
Training	2,999	2,328
Repairs and maintenance	1,738	1,341
Cleaning	1,949	2,179
Office expenses	1,625	1,481
Triage costs	-	1,665
IT expenditure	863	1,400
Office manager	14,755	10,198
Consultancy	4,105	9,363
	<u>109,027</u>	<u>97,909</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**6. SUPPORT COSTS**

	Management £	Governance costs £	Totals £
Counselling services	<u>349</u>	<u>1,800</u>	<u>2,149</u>

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

**Management**

	31.12.22 Counselling services £	31.12.21 Total activities £
Depreciation of tangible and heritage assets	<u>349</u>	<u>3,027</u>

**Governance costs**

	31.12.22 Counselling services £	31.12.21 Total activities £
Independent examiner's fees	<u>1,800</u>	<u>1,500</u>

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

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

	31.12.22 £	31.12.21 £
Depreciation - owned assets	349	3,027
Other operating leases	<u>19,292</u>	<u>11,658</u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2022 nor for the year ended 31 December 2021.

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**9. STAFF COSTS**

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

	<b>31.12.22</b>	31.12.21
Administration	<b>3</b>	4

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

**10. TANGIBLE FIXED ASSETS**

	Improvements to property £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 January 2022 and 31 December 2022	<b>8,566</b>	<b>3,535</b>	<b>12,101</b>
<b>DEPRECIATION</b>			
At 1 January 2022	<b>8,566</b>	<b>2,837</b>	<b>11,403</b>
Charge for year	-	<b>349</b>	<b>349</b>
At 31 December 2022	<b>8,566</b>	<b>3,186</b>	<b>11,752</b>
<b>NET BOOK VALUE</b>			
At 31 December 2022	-	<b>349</b>	<b>349</b>
At 31 December 2021	-	698	698

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

	<b>31.12.22</b>	31.12.21
	<b>£</b>	<b>£</b>
Other debtors	<b>5,270</b>	16,079
Prepayments and accrued income	<b>142</b>	142
	<b>5,412</b>	16,221

**THE OLIVE BRANCH COUNSELLING  
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**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2022**

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

	31.12.22	31.12.21
	£	£
Social security	3,001	468
Other creditors	10,535	13,719
Accrued expenses	3,401	1,500
	<u>16,937</u>	<u>15,687</u>

**13. MOVEMENT IN FUNDS**

	At 1.1.22	Net movement in funds	At 31.12.22
	£	£	£
<b>Unrestricted funds</b>			
General fund	4,951	(2,403)	2,548
<b>Restricted funds</b>			
GDPR training	-	420	420
	<u>4,951</u>	<u>(1,983)</u>	<u>2,968</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	114,827	(117,230)	(2,403)
<b>Restricted funds</b>			
GDPR training	420	-	420
Supervision costs	3,000	(3,000)	-
	<u>3,420</u>	<u>(3,000)</u>	<u>420</u>
<b>TOTAL FUNDS</b>	<u>118,247</u>	<u>(120,230)</u>	<u>(1,983)</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**13. MOVEMENT IN FUNDS - continued**

**Comparatives for 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>

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	82,848	(108,199)	(25,351)
<b>TOTAL FUNDS</b>	<u>82,848</u>	<u>(108,199)</u>	<u>(25,351)</u>

Winchester City Council awarded a grant of £420 for training in GDPR.

Charlotte Bonham Carter awarded a grant of £3,000 for supervision costs. This was spent in the year.

**14. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2022.

**THE OLIVE BRANCH COUNSELLING  
SERVICE LIMITED**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2022**

	31.12.22 £	31.12.21 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	61,888	40,125
Grants	18,170	-
	<u>80,058</u>	<u>40,125</u>
<b>Investment income</b>		
Deposit account interest	4	1
<b>Charitable activities</b>		
Counselling	38,185	42,722
<b>Total incoming resources</b>	<u>118,247</u>	<u>82,848</u>
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Fundraising costs	8,838	5,547
Just giving subscription	216	216
	<u>9,054</u>	<u>5,763</u>
<b>Charitable activities</b>		
Wages	43,044	36,076
Rent	19,292	11,658
Rates and water	1,105	1,184
Insurance	942	877
Light and heat	1,916	671
Telephone	1,480	1,415
Advertising	445	1,921
Sundries	2,271	1,991
Accountancy & bookkeeping	5,064	5,793
Subscriptions	553	1,225
Firecare	796	957
Supervision costs	4,085	4,186
Training	2,999	2,328
Repairs and maintenance	1,738	1,341
Cleaning	1,949	2,179
Office expenses	1,625	1,481
Triage costs	-	1,665
IT expenditure	863	1,400
Office manager	14,755	10,198
Carried forward	<u>104,922</u>	<u>88,546</u>

This page does not form part of the statutory financial statements

**THE OLIVE BRANCH COUNSELLING  
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**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2022**

	31.12.22 £	31.12.21 £
<b>Charitable activities</b>		
Brought forward	104,922	88,546
Consultancy	4,105	9,363
	<u>109,027</u>	<u>97,909</u>
<b>Support costs</b>		
<b>Management</b>		
Depreciation of tangible and heritage assets	349	3,027
<b>Governance costs</b>		
Independent examiner's fees	1,800	1,500
Total resources expended	<u>120,230</u>	<u>108,199</u>
<b>Net expenditure</b>	<u>(1,983)</u>	<u>(25,351)</u>

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