

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

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2024
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 31ST DECEMBER 2024**

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**THE OLIVE BRANCH COUNSELLING
SERVICE LIMITED**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2024**

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 31st December 2024. 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 provides professional and affordable counselling to individuals seeking emotional and psychological wellbeing. Our 5-year Strategy was launched in January 2020 which has guided our organisational focus and fundraising efforts, helping us to improve beneficiary focus, governance, staffing, and funding.

Our main objective for 2024 was to maximise access to affordable long-term counselling for adults experiencing mental health or wellbeing issues, particularly those with low incomes. We strive to serve all individuals regardless of age, ethnicity, faith, or financial situation.

We publicise our services through partnerships with mental health teams, GP surgeries, and other agencies across Hampshire. Our website offers information about how to access our services and we provide a telephone enquiry line for new clients.

Public benefit

The Trustees confirm they have had due regard to the Charity Commission's guidance on public benefit.

The Olive Branch provides open-ended counselling to individuals experiencing mental health challenges, regardless of financial means, ethnicity, or faith. At a time when statutory services are under considerable strain, our work represents a vital, sustained, and accessible contribution to public wellbeing.

The value of our work is reflected not only in successful grant funding but also in the ongoing generosity of individuals, churches, community groups, and-most importantly-the dedication of our volunteers.

**THE OLIVE BRANCH COUNSELLING
SERVICE LIMITED**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2024**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

In 2024 we continued to build on the reviews of processes, policies, and procedures completed in 2023. Our focus remained on sustainable growth, with investment in counsellors and supervisors to expand capacity.

Key areas of development in 2024 included:

- **Risk management** - enhanced systems to identify and address client risks more effectively.
- **Outcome measurement** - new tools introduced to monitor and evaluate service impact.
- **Assessment processes** - streamlined for more comprehensive and timely evaluations.
- **Administrative capacity** - strengthened to meet rising demand.
- **Enquiry line** - improved to provide quicker and more effective client support.

Annual salary appraisals were undertaken on 1 April 2024, with pay adjusted in recognition of both performance and cost-of-living pressures.

During the year we welcomed 258 new clients. Most counselling was provided face-to-face, with remote options available for those unable to attend in person, largely due to disability or long-term health conditions.

Our service is supported by more than **40 volunteer counsellors**. Over half are fully qualified to Level 5 or above, with the remainder undertaking supervised training placements. We maintain strong partnerships with regional training colleges, ensuring placements are recognised for their professionalism, governance, and high-quality supervision.

All counsellors participate in **fortnightly group supervision**, facilitated by **8 experienced volunteer supervisors**, in line with BACP requirements. To strengthen future capacity, two counsellors began training as supervisors in 2024.

Client Profile 2024

- 60% from Winchester City and District; remainder from Southampton, Romsey, and Eastleigh.
- 62% female, 37% male, 1% non-binary.
- 71% from households with low or no income.
- Common presenting issues: anxiety, depression, relationship difficulties, bereavement and loss, and low self-esteem.

Income and Fundraising

Client contributions remain an important income stream; however, the gap between contributions and the true cost of delivery has widened due to ongoing economic pressures. To address this, we have continued to pursue grants, trusts, and community fundraising, supported by Moneytree Fundraising.

Significant Achievements in 2024

- **National Lottery Community Fund** - 2024 marked the second year of our three-year grant, with objectives being met as planned.
- **Funding applications** - 24 applications submitted (valued at £77,368), compared with 12 applications in 2023 (valued at £346,000). Four were successful, raising £6,000. A fifth award (£3,000) was confirmed in early 2025 and is counted in the next financial year.
- **Successful grants in 2024 included:**
 - £1,000 - Broyst Foundation
 - £2,000 - Alice Ellen Cooper Dean Charitable Trust
 - £2,000 - Syder Foundation (towards new chairs)
 - £1,000 - Winchester District Council
- **Additional income** - generated by hiring out counselling rooms to qualified practitioners.

**THE OLIVE BRANCH COUNSELLING
SERVICE LIMITED**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2024**

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 2024 total income was £185,328 compared to £136,788 in 2023.

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

The Trustees remain confident that, through strong governance, careful oversight, and a commitment to continuous improvement, The Olive Branch is well placed to sustain and grow its impact in the years ahead.

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 2024 at £66,336 of which £38,087 was restricted in nature (2023: £15,660 of which £36,263 was restricted), which is below this target. In 2024 we have increased our unrestricted funds by £48,852 to £28,249 which means we are much closer to our target of 3 month's expenditure of around £34,000.

FUTURE PLANS

Looking ahead, the Trustees will begin developing a new strategic framework comprising:

- A three-year strategy, and
- A one-year business plan,

to be launched by the end of 2025, with delivery beginning in 2026.

This framework will ensure the Charity remains responsive to community needs and the challenges of rising living costs. It will also strengthen our ability to extend access to counselling and psychotherapy services for those on low or zero income.

We continue to pursue a wide range of fundraising opportunities, including applications to trusts and foundations for core costs, alongside rebuilding support from community fundraising, local donors, and individual giving. This dual approach underpins both service delivery and quality improvements.

Our fundraising target for 2025 is £10,500, comprising:

- £5,250 from trusts and foundations
- £5,250 from community fundraising and individual donors

Meeting this target is essential to cover rising costs and to meet the conditions of the National Lottery grant.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Olive Branch was constituted as a trust under a Deed dated 30 May 1996 and incorporated on 24 August 2010. It operates as a company limited by guarantee under the Companies Act 2006 and is governed by its Articles of Association.

Recruitment and appointment of new trustees

Trustees, who also serve as company directors, are typically drawn from experienced supervisors, counsellors, or members of the local community. Under Article 34(1) of the Articles of Association, trustees may appoint new members, subject to re-election at the AGM.

**THE OLIVE BRANCH COUNSELLING
SERVICE LIMITED**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

- Trustees provide overall governance and strategic oversight.
- The Clinical Lead manages counselling services, supported by the Head of Counselling, Assistant Head of Counselling, and Senior Office Administrator.
- Volunteer counsellors are supported by Clinical Supervisors.
- Assessors manage client consultations and determine suitability for our services.

Induction and training of new trustees

- Role descriptions clarify responsibilities.
- Induction includes meetings with the clinical team and an introduction to key policies and systems.
- Trustees receive regular reports on finances, service delivery, and strategic developments.

Risk management

The Trustees and Clinical Lead review major risks regularly, including:

- Client safety - maintained through robust risk assessments and referral pathways.
- Financial sustainability - addressed by diversifying income sources.
- Staff and volunteer dependency - mitigated by prioritising supervision, wellbeing, and structured support.

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 (resigned 17.6.2024)
A Jenvey
N Siouty
N Cadavieco (appointed 17.6.2024)
G Mortimer (appointed 1.4.2025)

Independent Examiner

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

**THE OLIVE BRANCH COUNSELLING
SERVICE LIMITED**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2024**

Approved by order of the board of trustees on 07 Oct 2025 and signed on its behalf by:

Gavin Mortimer

.....
G Mortimer - Trustee

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

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 31st December 2024.

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: 

**THE OLIVE BRANCH COUNSELLING
SERVICE LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST DECEMBER 2024**

	Notes	Unrestricted fund £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	23,923	88,234	112,157	90,505
Charitable activities					
Counselling services		72,435	-	72,435	46,267
Investment income	3	736	-	736	16
Total		97,094	88,234	185,328	136,788
EXPENDITURE ON					
Raising funds		5,659	-	5,659	5,886
Charitable activities					
Counselling services	4	42,583	86,410	128,993	118,210
Total		48,242	86,410	134,652	124,096
NET INCOME		48,852	1,824	50,676	12,692
RECONCILIATION OF FUNDS					
Total funds brought forward		(20,603)	36,263	15,660	2,968
TOTAL FUNDS CARRIED FORWARD		28,249	38,087	66,336	15,660

The notes form part of these financial statements

**THE OLIVE BRANCH COUNSELLING
SERVICE LIMITED**

BALANCE SHEET
31ST DECEMBER 2024

	Notes	Unrestricted fund £	Restricted funds £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	9	1,729	-	1,729	496
CURRENT ASSETS					
Debtors	10	153	-	153	8,738
Cash at bank and in hand		39,086	38,087	77,173	29,325
		39,239	38,087	77,326	38,063
CREDITORS					
Amounts falling due within one year	11	(12,719)	-	(12,719)	(22,899)
NET CURRENT ASSETS		26,520	38,087	64,607	15,164
TOTAL ASSETS LESS CURRENT LIABILITIES		28,249	38,087	66,336	15,660
NET ASSETS		28,249	38,087	66,336	15,660
FUNDS	12				
Unrestricted funds				28,249	(20,603)
Restricted funds				38,087	36,263
TOTAL FUNDS				66,336	15,660

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2024 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
31ST DECEMBER 2024

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 30 Sep 2025..... and were signed on its behalf by:

Andrew Jenvey

.....
A Jenvey - Trustee

The notes form part of these financial statements

**THE OLIVE BRANCH COUNSELLING
SERVICE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2024**

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 31ST DECEMBER 2024**

2. DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations	18,623	39,894
Grants	93,534	50,611
	<u>112,157</u>	<u>90,505</u>

3. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	<u>736</u>	<u>16</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 5) £	Support costs (see note 6) £	Totals £
Counselling services	<u>126,256</u>	<u>2,737</u>	<u>128,993</u>

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2024	2023
	£	£
Staff costs	61,948	56,078
Rent	19,000	19,000
Rates and water	1,521	1,615
Insurance	766	978
Light and heat	2,048	2,605
Telephone	1,728	1,771
Advertising	140	171
Sundries	2,499	2,308
Accountancy & bookkeeping	5,516	5,425
Subscriptions	308	240
Firecare	355	1,084
Supervision costs	22,275	11,490
Training	399	5,128
Repairs and maintenance	2,025	773
Cleaning	2,233	2,163
Office expenses	2,414	2,370
IT expenditure	1,081	1,315
Office manager	-	1,584
	<u>126,256</u>	<u>116,098</u>

**THE OLIVE BRANCH COUNSELLING
SERVICE LIMITED**

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2024

6. SUPPORT COSTS

	Management	Governance	Totals
	£	costs	£
	£	£	£
Counselling services	<u>787</u>	<u>1,950</u>	<u>2,737</u>

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

Management

	2024	2023
	Counselling	Total
	services	activities
	£	£
Depreciation of tangible and heritage assets	<u>787</u>	<u>282</u>

Governance costs

	2024	2023
	Counselling	Total
	services	activities
	£	£
Independent examiner's fees	<u>1,950</u>	<u>1,830</u>

7. NET INCOME/(EXPENDITURE)

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

	2024	2023
	£	£
Depreciation - owned assets	787	282
Other operating leases	<u>19,000</u>	<u>19,000</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2024 nor for the year ended 31st December 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2024 nor for the year ended 31st December 2023.

**THE OLIVE BRANCH COUNSELLING
SERVICE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2024**

9. TANGIBLE FIXED ASSETS

	Improvements to property £	Fixtures and fittings £	Totals £
COST			
At 1st January 2024	8,566	3,964	12,530
Additions	-	2,020	2,020
At 31st December 2024	8,566	5,984	14,550
DEPRECIATION			
At 1st January 2024	8,566	3,468	12,034
Charge for year	-	787	787
At 31st December 2024	8,566	4,255	12,821
NET BOOK VALUE			
At 31st December 2024	-	1,729	1,729
At 31st December 2023	-	496	496

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Other debtors	-	8,585
Prepayments and accrued income	153	153
	153	8,738

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Social security	-	8,579
Other creditors	10,829	12,057
Accrued expenses	1,890	2,263
	12,719	22,899

**THE OLIVE BRANCH COUNSELLING
SERVICE LIMITED**

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2024

12. MOVEMENT IN FUNDS

	At 1.1.24 £	Net movement in funds £	At 31.12.24 £
Unrestricted funds			
General fund	(20,603)	48,852	28,249
Restricted funds			
National Lottery grant	36,263	1,824	38,087
TOTAL FUNDS	<u>15,660</u>	<u>50,676</u>	<u>66,336</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	97,094	(48,242)	48,852
Restricted funds			
National Lottery grant	88,234	(86,410)	1,824
TOTAL FUNDS	<u>185,328</u>	<u>(134,652)</u>	<u>50,676</u>

Comparatives for movement in funds

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
Unrestricted funds			
General fund	2,548	(23,151)	(20,603)
Restricted funds			
GDPR training	420	(420)	-
National Lottery grant	-	36,263	36,263
	<u>420</u>	<u>35,843</u>	<u>36,263</u>
TOTAL FUNDS	<u>2,968</u>	<u>12,692</u>	<u>15,660</u>

**THE OLIVE BRANCH COUNSELLING
SERVICE LIMITED**

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2024

12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	90,077	(113,228)	(23,151)
Restricted funds			
GDPR training	-	(420)	(420)
National Lottery grant	43,072	(6,809)	36,263
Winchester City Council	3,639	(3,639)	-
	<u>46,711</u>	<u>(10,868)</u>	<u>35,843</u>
TOTAL FUNDS	<u>136,788</u>	<u>(124,096)</u>	<u>12,692</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.

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2024.

**THE OLIVE BRANCH COUNSELLING
SERVICE LIMITED**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2024**

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	18,623	39,894
Grants	93,534	50,611
	112,157	90,505
Investment income		
Deposit account interest	736	16
Charitable activities		
Counselling	72,435	46,267
Total incoming resources	185,328	136,788
EXPENDITURE		
Raising donations and legacies		
Fundraising costs	5,443	5,670
Just giving subscription	216	216
	5,659	5,886
Charitable activities		
Wages	61,948	56,078
Rent	19,000	19,000
Rates and water	1,521	1,615
Insurance	766	978
Light and heat	2,048	2,605
Telephone	1,728	1,771
Advertising	140	171
Sundries	2,499	2,308
Accountancy & bookkeeping	5,516	5,425
Subscriptions	308	240
Firecare	355	1,084
Supervision costs	22,275	11,490
Training	399	5,128
Repairs and maintenance	2,025	773
Cleaning	2,233	2,163
Office expenses	2,414	2,370
IT expenditure	1,081	1,315
Office manager	-	1,584
	126,256	116,098

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 31ST DECEMBER 2024**

	2024 £	2023 £
Support costs		
Management		
Depreciation of tangible and heritage assets	787	282
Governance costs		
Independent examiner's fees	1,950	1,830
Total resources expended	134,652	124,096
Net income	50,676	12,692

This page does not form part of the statutory financial statements

