

SORTED COUNSELLING SERVICES
(A company limited by guarantee)
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

Charity No: 1141928
Company No: 07437471

**SORTED COUNSELLING SERVICES
FOR THE YEAR ENDED 31 MARCH 2023**

Report of the Trustees

The trustees present their report and financial statements for the year ended 31 March 2023

Legal status, governance and management

Charity Name: Sorted Counselling Services

Charity Registration number: 1141928

Company registration number: 07437471

Registered Office: Chiltern House
81 High Street North
Dunstable
Beds LU6 1JJ

Trustees:

Will Randell Appointed as Chair 22nd November 2022

Tracy Palmer Resigned as Chair appointed as Trustee 22nd November 2022

Joy Simpson

Caron Kendall

New Trustees are either recommended by existing Trustees or personally apply and undergo an interview process. Induction training is provided for all new trustees, where appropriate, and all trustees are encouraged to attend courses and conferences that would benefit them as trustees.

Staff:

Andy Perry	Director of Services
Ann Day	Clinical Manager
Patrick Carroll	Database & Administration Officer
Janet Berry	Finance Officer
Annabel Agyare	Caseload Officer (Resigned 12 th January 2023)

Bankers: Barclays Bank, High Street, Dunstable

The governing document is the Memorandum & Articles dated 14 March 2011. Management is through an executive committee up to a maximum of 12, nominated from members and elected at the AGM. Trustee meetings are held on a bi-monthly basis.

Objects of the charity

Our charitable objectives are to promote the relief of poverty, sickness and distress amongst young persons between the ages of 5- to 25-year-olds. The charity meets its objects through the provision of one-to-one counselling, group work, workshops and school drop-ins.

To carry out these activities in the year to 31 March 2023 the organisation employed those persons listed above.

Public Benefit

The Trustees consider the charities activities, as set out in this report, are in compliance with their duty to ensure the public benefit. The positive impact of the Charity's activities on the lives of young people by improving their mental health enables young people to make informed decisions, and through developing life skills, not only benefits them but also benefits the wider community.

**SORTED COUNSELLING SERVICES
FOR THE YEAR ENDED 31 MARCH 2023**

As the newly appointed Chair of Sorted Counselling, firstly I express my thanks to Tracy Palmer, who stood down as chair during the last financial year and for the support of my fellow Trustee's in nominating and supporting me in my first year as Chair of Sorted Trustee.

Tracy has brought a breadth and depth of knowledge and I am very pleased that she has remained as a Trustee.

As I look back on last year's accounts, I have reflected that the issues and challenges that young people face and in turn the demands that this makes on our services.

Demand on our services remains a constant and our pool of counsellors available to support Children and Young People (CYP) ebbs and flows.

However, with a great team effort from our support staff, cohort of counsellors, volunteers and student trainees they have risen to these challenges to meet the needs of the CYP who require our support in what can be difficult circumstances for them.

The Trustee's thank each and every one for the time and effort that they make to make Sorted the success that it is.

Andy Perry continues to manage Sorted and he has continued to support our staff whilst being sensitive to the needs of the CYP and their families who require our services.

I am proud that we have provided 1823 hrs of counselling to 195 clients in the past year, with Ann Day and Stephanie Davies, our Clinical Assessor, supporting the service.

Other than the change of Chair there have been no changes in the Trustees. As Chair I wish to thank my fellow Trustees for their ongoing support and commitment towards Sorted.

The well documented pressures on CYP Mental Health services have brought both challenges and opportunities, we continue to work with local agencies, both statutory and Third sector to ensure we are offering the most appropriate services to our CYP.

The Trustees continue with their regular cycle of meetings to ensure that we meet our obligations as set by the Charity Commission.

My final thanks go every counsellor, volunteer, student, staff member and of course to my fellow Trustees, Tracy, Joy (whom we welcome back), and Caron.

We hope to increase the counselling team and support more young people in the future.

Will Randell

Chair

Sorted Counselling Services.

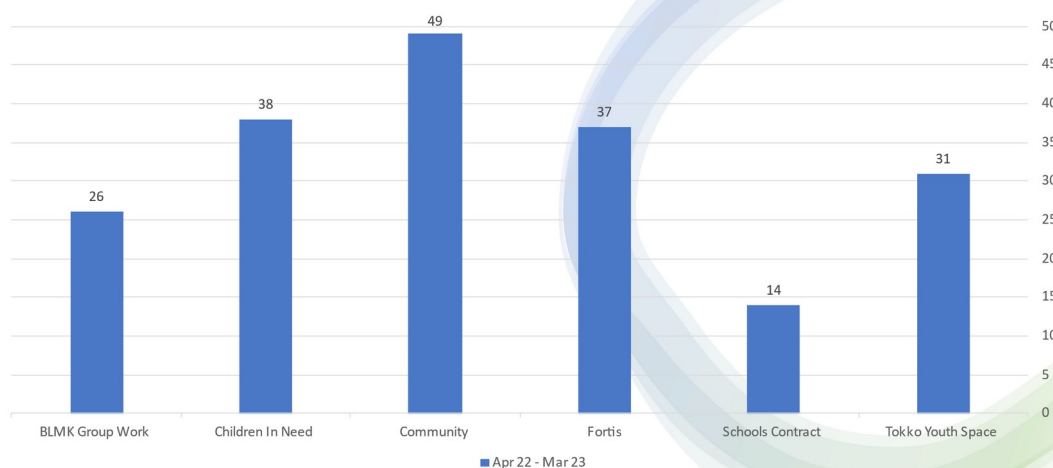
Report of the Trustees

SORTED COUNSELLING SERVICES FOR THE YEAR ENDED 31 MARCH 2023

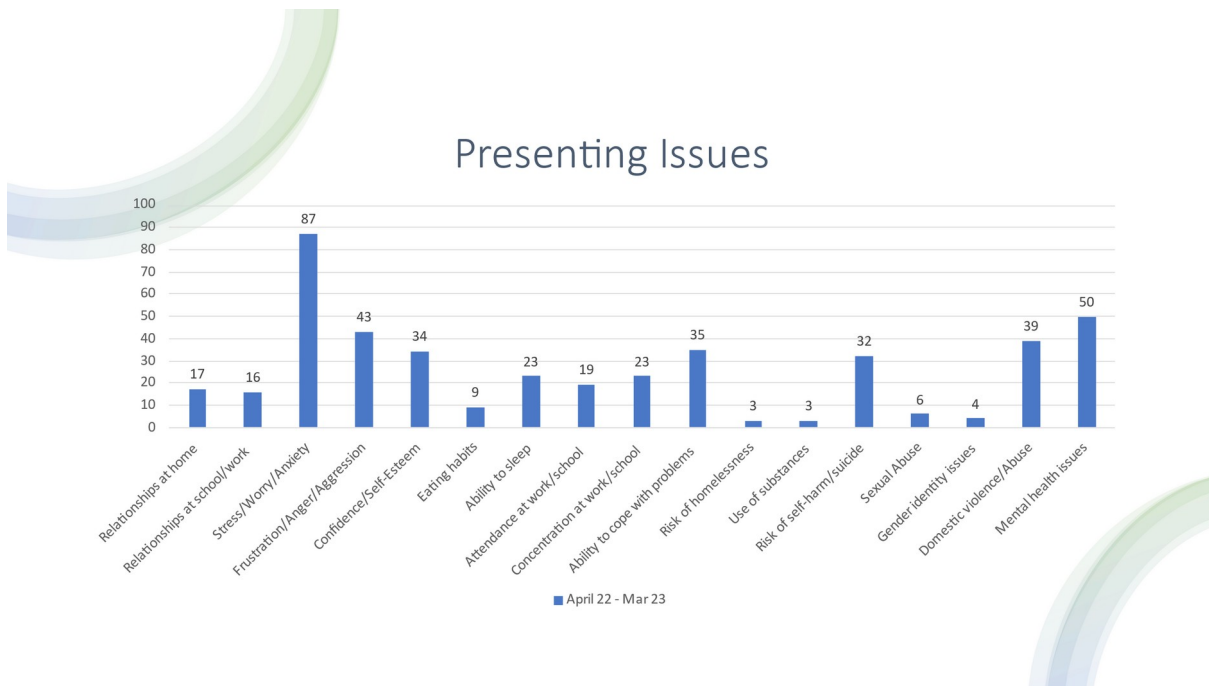
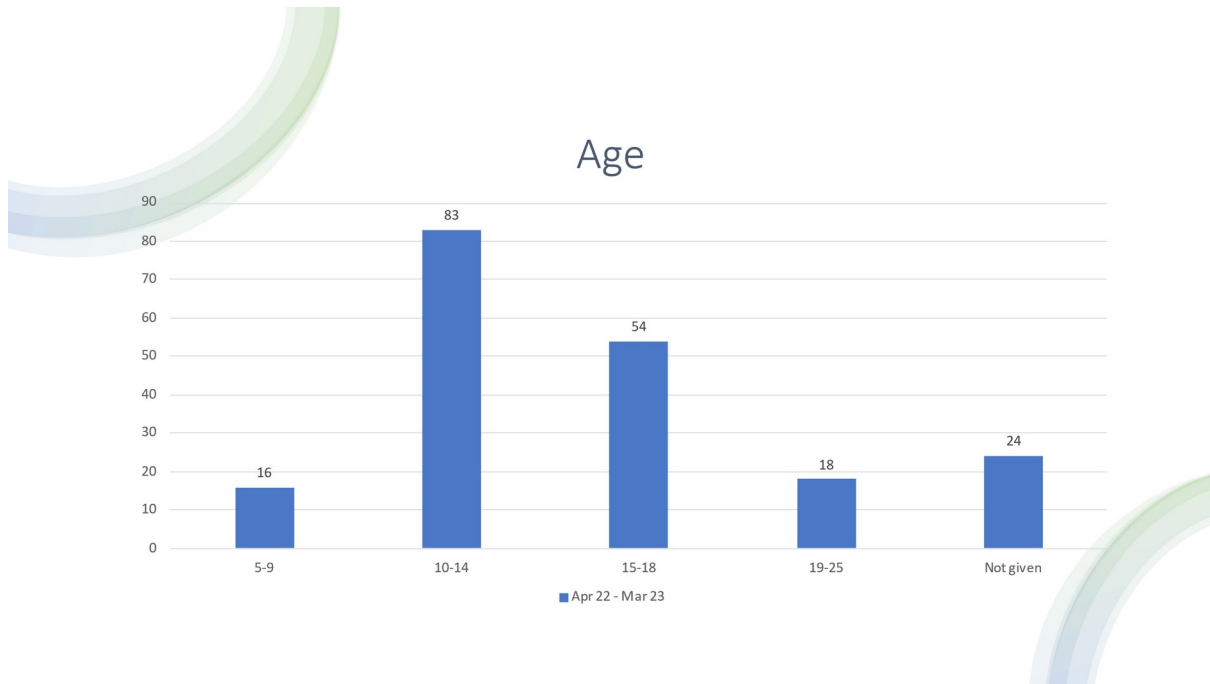
Overview of Client Numbers and Hours

	Q1 Apr – Jun 22	Q2 Jul – Sept 22	Q3 Oct – Dec 22	Q4 Jan – Mar 23	Total This Year
Total no of new clients seen	43	42	45	65	195
Total number of counselling hours offered	449	412	454	508	1,823
Total number of hours DNA/Cancelled	109	134	101	124	468

Projects



SORTED COUNSELLING SERVICES FOR THE YEAR ENDED 31 MARCH 2023



SORTED COUNSELLING SERVICES FOR THE YEAR ENDED 31 MARCH 2023



Financial Review and Reserves Policy

The charity ended the year with a surplus of £218,504 (2022: £182,851). At 31 March 2023 we held cash at bank of £224,378 (2022: £186,793). The charity had £35,467 of restricted funds (2022: £6,607) and unrestricted funds of £184,378 (2022: £136,244) of which £40,000 are designated. The financial position continues to be carefully monitored and the cash position considered.

The level of reserves relates to the organisation's level of both current and projected activity.

Accordingly, the charity's Trustees are seeking to maintain sufficient reserves to continue operations in spite of challenges that may occur from any change in circumstances and to allow for an orderly reduction in activities or cessation of operations should this prove necessary.

The Trustees have determined a minimum of reserves as three months operating costs plus any long-term contractual liabilities that may be outstanding. The Trustees review this policy regularly and the policy itself annually. This year's unrestricted funds at 31 March 2023 total £184,378 and amounts to approximately 18 months budgeted expenditure.

The accounts have been prepared on a going concern basis which the Trustees believe is appropriate.

Risk Management

The Trustees keep the charity's activities under review, particularly with regard to any major risks that may arise from time to time. The major risks that are identified by this process have been mitigated to an acceptable level by internal control systems and other factors as appropriate.

Approved by the Trustees and signed on their behalf on / / by:

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Will Randell – Chair

Director report April 2022- March 2023

The positive mental health and wellbeing of our children and young people continues to hold prominence in society and our service remains totally relevant in today's world.

Anecdotally, we are becoming increasingly aware of more financial support being offered to schools to deal with the difficulties being faced by their children and as such recruitment and retention of our counsellors has been a concern as more counselling opportunities have arisen within the education sector.

We set ourselves an objective in early 2022 to always have 20 counsellors available to our service, however, this has been difficult to fulfil for the reason mentioned above and at the time of this report we have a mix of 15 paid and volunteer counsellors.

To deal with our long waiting list, we have in conjunction with financial support BLMK started to undertake group therapy for the CYP waiting to be seen. We've received positive feedback from both the clients and their parents on the success of the group therapy and in most cases the client has wanted to continue to full counselling which we've considered to be a positive result of their experience with the group therapy as the CYP have felt comfortable with the group work environment such that they want to move forward to the 1 to 1 counselling.

Our Trustee board has remained unchanged in terms of names and numbers; however, William Randell has taken up Chairpersonship from Tracy Palmer. I would like to thank all our trustees for their continued support and counsel, they provide valuable input whenever we meet.

The service will start to see change during 2023 as our Clinical Manager and Finance Manager move towards permanent retirement in 2024. We have already commenced the process of seeking replacements.

During the year to 31st March 2023 the service offered 1823 hours of counselling to our children and young persons. 195 clients were seen during that period. Our Fortis project that deals with children and young persons witnessing or suffering domestic abuse offered 449 hours and saw 37 clients. These figures are included within the service's overall figures.

We remain committed to providing relevant training for our counsellors and in the year to March 2023 we ran three training sessions that covered a taster session in Play therapy, Gender identity training and safeguarding training.

Andy Perry – Director

Independent Examiners Report to the Trustees of Sorted Counselling Services

I report on the accounts of the company which are set out on pages following this report.

Respective responsibilities of trustee and examiner

The trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission
(under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and section 386 of the Companies Act 2006

- to prepare accounts which accord with the accounting records and comply with the accounting

requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A S Jenkinson FCCA (Fellow of the Association of Chartered and Certified Accountants)

The Old Vicarage Carrhill Road Mossley OL5 0BL

Dated 24 May 2023

Sorted Counselling Services				
Annual accounts for the period				
Period start date	01-Apr-22	To	Period end date	31-Mar-23

Statement of financial activities

	Notes	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year funds
<u>Incoming resources</u>	2	£	£	£	£	£
<i>Donations Grants</i>						
<i>Fees and other income</i>		£5,227			£5,227	£5,662
<i>Rental income and bank interest</i>		£2,000	£133,757		£135,757	£68,479
		£6,261			£6,261	£26,893
<i>Total</i>		£3,130			£3,130	£2,938
<u>Resources expended</u>	3	£16,618	£133,757	£0	£150,375	£103,972
<i>Charitable activities</i>						
			£112,790		£112,790	£104,838
<u>Total</u>		£0	£112,790	£0	£112,790	£104,838
<u>Net income/(expenditure) before other items</u>		£16,618	£20,967	£0	£37,585	-£866
<i>Adjustments to prior year balances</i>		-£1			-£1	-£531
<u>Net income/(expenditure) after adjustment</u>					£0	-£294
		£16,617	£20,967	£0	£37,584	-£1,691
<i>Transfer from and closure of restricted fund</i>						
<i>Gains or losses on disposal of assets</i>						
<u>Net movement in funds Reconciliation</u>		£16,617	£20,967	£0	£37,584	-£1,691
<u>of funds:</u>						
<i>Total cash and bank funds brought forward</i>		£186,793			£186,793	£186,793
<i>Total cash and bank funds carried forward</i>		£203,411	£20,967	£0	£224,378	£185,103

Balance sheet

	Notes	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
<u>Fixed assets</u>						
Intangible assets						
Tangible assets						
Heritage assets						
Investments						
<i>Total fixed assets</i>						
<u>Current assets</u>						
Stocks						

			£0	£0					
			£0	£0					
			£0	£0					
			£0	£0					
£0	£0	£0	£0	£0				£0	£0
Debtors	4		£210					£210	£742
Investments								£0	£0
Cash at bank and in hand	5		£224,378					£224,378	£186,793
Total current assets			£224,588	£0	£0			£224,588	£187,535

Creditors: amounts falling due within one year

6								£0	£4,684
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Net current assets/(liabilities) Assets

			£224,588	£0	£0			£224,588	£182,851
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less current liabilities

			£224,588	£0	£0			£224,588	£182,851
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Creditors: amounts falling due after one year

Provisions for liabilities

								£6,084	
			£6,084					£6,084	
			£0	£0	£0			£0	£0

Total net assets or liabilities

			£218,504	£0	£0			£218,504	£182,851
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Funds of the Charity

Designated funds

7			£40,000					£40,000	£40,000
								£0	£6,607
			£184,378					£184,378	£136,244
			-£5,874					-£5,874	
9			£218,504	£0	£0			£218,504	£182,851

Net adjustment to incorporate creditors and debtors

Total funds

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

• and with*



the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014

• and with*



the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)

• and with the Charities Act 2011.

*The charity constitutes a public benefit entity as defined by FRS 102.**



1.2 Income recognition

All incoming resources are included in the statement of financial activities when the charity becomes entitled to the income.

1.3 Resources expended

Expenditure is recognised on an accruals basis when the liability falls due.

1.4 Cash flow statement

The charity has taken advantage of the exemption in FRS1 from preparing a Cash Flow statement on the grounds that it is a small entity.

1.5 Going concern

There are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern.

Section C	Notes to the accounts	(cont)
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Note 2
income

Analysis of

	Analysis	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year
					£	£
Donations & Grants	Donations				-	-
	Other donations	5,227			5,227	5,662
	Total Donations	5,227			5,227	5,662
	Total					
Other trading activities:	Grants					
	Children in Need		61,833		61,833	48,956
	Big Lottery		16,883		16,883	18,978
	Schools & PP contracts	5,235	35,225		35,235	18,847
	Houghton Regis town council	2,000			2,000	2,000
	NHS East London					
	Central Beds				-	7,577
	Sundry income adjustment					
	Beds & Luton Council Fund		6,600		6,600	4,000
	Dunstable Town Council		2,000		2,000	
	Total from Counselling Services	5,235	16,883	-	22,118	26,893
	Bed's Luton Milton Keynes Clinical Group		11,116		11,116	
	Total					-
	Total Grants	2,000	116,874	-	118,874	68,479
	Interest income	1,026			1,026	70
	room rental	3,130			3,130	2,868
	to balance		-	-		1
	Total Other	4,156			4,156	2,939
	Total					
TOTAL INCOME						

16,618	133,757	-	150,375	103,972
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Section C	Notes to the accounts	(cont)
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Note 3 Analysis of expenditure

Note 3.1

Expenditure on charitable activities

Analysis	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year
				£	£
Staff costs		56,542	-	56,542	54,995
Sessional staff		23,750	-	23,750	20,266
Volunteer costs & training		8,335	-	8,335	7,655
	-	-	-	-	-
Total expenditure on charitable activities	-	88,627	-	88,627	82,916

Expenditure on premises and support costs

Premises		17,032	-	17,032	13,502
Insurance		1,193	-	1,193	1,214
Office supplies and consumable equipment		1,475	-	1,475	3,296
Publicity		134	-	134	411
Database		2,160	-	2,160	1,584
Subscriptions	-	240	-	240	240
to balance	-	-	-	-	-
Total expenditure on charitable activities	-	22,234	-	22,234	20,247

Expenditure on governance

Accountancy fees paid in the year		980	-	980	840
Payroll management		540	-	540	540
Other related (Zoom)	-	311	-	311	173
Bank charges		98	-	98	108
Sundry			-	-	13
Total other expenditure	-	1,929	-	1,929	1,673

Total expenditure all categories

-	112,790	-	112,790	104,837
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Notes to the accounts

Note 3.2 **Paid employees**

Salaries and wages

Income tax & social security costs

Pension costs (defined contribution scheme) Other employee benefits

Total staff costs

<u>Current</u>	<u>Prior</u>
£	£
50,344	48,288
4,080	3,908
1,316	1,544
802	1,256
56,542	54,996

Note 3.3 **Average head count in the year**

Full time Equivalents

The parts of the charity in which the employees work

	<u>Current</u>	<u>Prior</u>
	Number	Number
Fundraising	0.23	0.29
Charitable Activities	1.37	0.86
Governance (finance)	0.37	0.37
Other (data admin)	0.63	0.60
Total	2.60	2.12

Note 3.4 **Corporation tax**

The charity is exempt from tax on income and gains falling within S505 of ICTA 1998 or section 256 of the taxation of chargeable gains act 1992 to the extent that these are applied to its charitable objects

Note 3.5 **Trustees expenses and remuneration**

	<u>Current</u>	<u>Prior</u>
Trustee with the highest re-imbursed expense claims	None claimed	None claimed
All other Trustee re-imbursed expense claims	None claimed	None claimed
Total	£0	£0

No Trustee had any material interest in any transaction relating to the associations affairs, either directly or via a third party

Note 4 Debtors and prepayments

Amounts falling due within one year		Amounts falling due after more than one year	
<u>Current</u>	<u>Prior</u>	<u>Current</u>	<u>Prior</u>
£210	£742		
Total	£210	N/A	N/A

Note 5 Cash at bank and in hand

Short term deposits

Cash at bank and on hand

Total

<u>Current</u>	<u>Prior</u>
nil	nil
£224,378	£186,793
£224,378	£186,793

Note 6 Creditors and accruals

Trade creditors

Accounting accruals

Deposits held on behalf of third parties

Amounts falling due within one year		Amounts falling due after more than one year	
<u>Current</u>	<u>Prior</u>	<u>Current</u>	<u>Prior</u>
£5,104	£3,804		
£980	£880		
Total	£6,084	N/A	N/A

Note 7 Movement in Cash**funds General fund**

Designated fund

Restricted fund

Total

Operating cash surplus in the year

1 April	Transfers In	Transfers Out	Adjustment	31 March
£140,186	£8,725			£148,911
£40,000				£40,000
£6,607	£28,860			£35,467
£186,793				£224,378
	£37,585			

Note 8 Rental commitments

The charities premises are rented under a 3 month rolling licence

Notice period for the termination of the contract is 3 months.

Note 9 accounting adjustment

For control purposes the accounts are drawn up on a cash basis. Year end adjustment in the balance sheet reflect debtors and creditors

Restricted and Unrestricted Income and Spend 2022/23

2022-23	Income Unrestricted	Income Restricted	Spent Unrestricted	Spent Restricted	C/F Unrestricted	C/F Restricted
School contracts	5235		4796.77		438.23	
CIN		61932.5		38426.75		23505.75
Tokko		16883.25		12662.25		4221
BLMK		11116		5896		5220
Big Lottery		35225		34805		420
BLCF		6600		5100		1500
DTC		2000		1400		600
HRTC	2000		2000			
Other Income	9383.24		7703.24		1680	
	16618.24	133756.75	14500.01	98290	2118.23	35466.75
Totals		150374.99		112790.01		37584.98

Part of the amount received for Children in Need was for the period 01/11/22 to 31/10/23 so £23505.75 is the amount allocated to be spent in 2023/24.