

SORTED COUNSELLING SERVICES
(A company limited by guarantee)
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

Charity No: 1141928
Company No: 07437471

**SORTED COUNSELLING SERVICES
FOR THE YEAR ENDED 31 MARCH 2024**

Report of the Trustees

The trustees present their report and financial statements for the year ended 31 March 2024

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
Joy Simpson
Caron Kendall
Joel Grufferty

Appointed as trustee on 26th March 2024

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 Resigned 30 th November 2023
Emma Spacek	Clinical Manager Appointed 18 th December 2023
Patrick Carroll	Database & Finance Manager Job Role Change 15 th January 2024
Janet Berry	Finance Officer Resigned 09 th January 2024
Diane Jackson	Administrative Assistant Appointed 18 th December 2023
Zahara Kayani	Clinical Assessor Appointed 18 th December 2023 Resigned 06 th March 2024.

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 2024 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 2024**

The Trustees for Sorted are very aware of the need for and the increased demand for the services that Sorted offer to Children and Young People.

To deliver these services there is a need to have the councillors to provide the support to our users and to make all of these sessions happen our small but dedicated administrative and support team along with our director.

The Trustees are extremely grateful for all the team members who make Sorted happen and enable the service to be delivered.

For this, we thank you all.

We have had changes in staff, with Emma and Diane joining us.

However, the most significant staffing change, is that Andy has decided to step down as the Director of Sorted.

Andy has helped Sorted navigate a challenging few years, he has been successful in getting money for Sorted, this is within the climate in the charity sector of more organisations chasing funds as demand increases.

Andy has handled some challenging situations and the solutions that he has led on have put Sorted's clinical and organisational governance in a strong position.

The Trustees are extremely grateful for all the time and effort Andy has given Sorted and we wish him the best for the future.

As the directors, report has stated, the funding environment for all charities remains challenging. By using reserves, we have been able to continue to provide services, but this is not without risk and the Trustees will continue to closely monitor this situation along with supporting those who seek additional funding streams.

Once again, our heartfelt thanks to all of you who help contribute towards Sorted's continued support to our users.

Will Randell

Chair

Sorted Counselling Services.

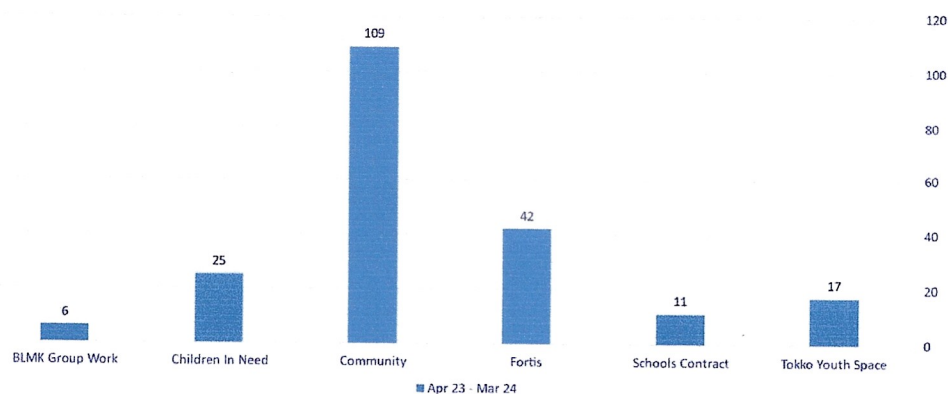
Report of the Trustees

SORTED COUNSELLING SERVICES FOR THE YEAR ENDED 31 MARCH 2024

Overview of Client Numbers and Hours

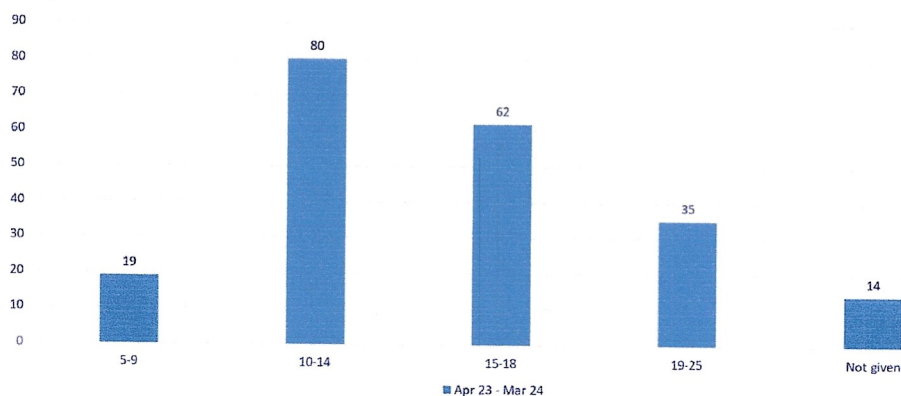
	Q1 Apr – Jun 23	Q2 Jul – Sept 23	Q3 Oct – Dec 23	Q4 Jan – Mar 24	Total This Year
Total no of new clients seen	46	69	36	59	210
Total number of hours available	510	574	605	602	2291
Total number of counselling hours offered	441	531	454	537	1963
Total number of hours attended	331	370	345	433	1479
Total number of hours DNA/Cancelled	110	161	109	104	484

Projects



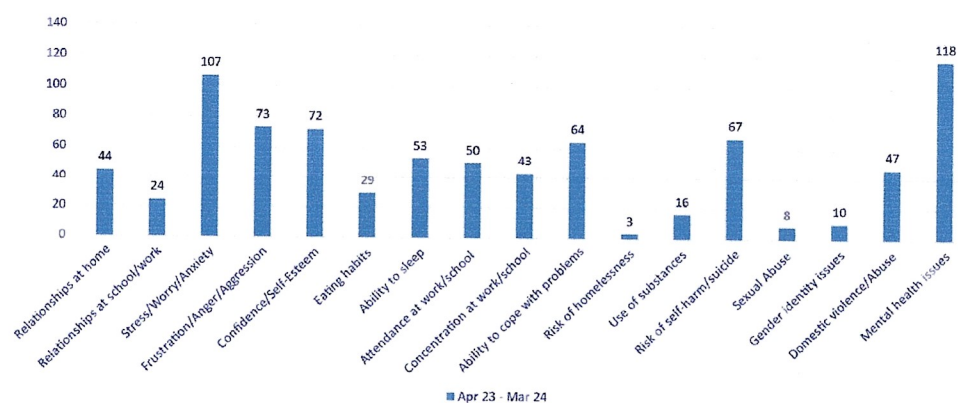
SORTED COUNSELLING SERVICES FOR THE YEAR ENDED 31 MARCH 2024

Age



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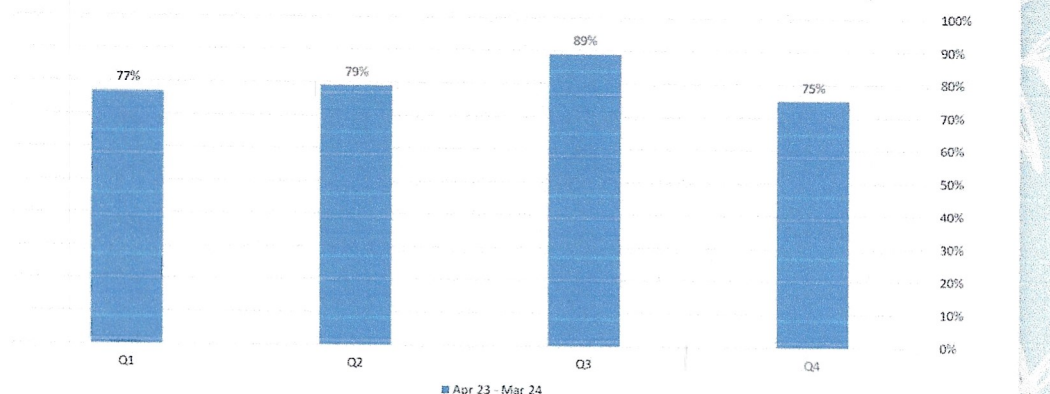
Presenting Issues



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SORTED COUNSELLING SERVICES FOR THE YEAR ENDED 31 MARCH 2024

SDQ Improvements



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Financial Review and Reserves Policy

The charity ended the year with a surplus of £151,387 (2023: £224,378). At 31 March 2024 we held cash at bank of £179,658 (2023: £224,378). The charity had £27,471 of restricted funds (2023: £35,467) and unrestricted funds of £112,187 (2023: £148,911) 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 2024 total £112,187 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 16/12/24 by:

Will Randell – Chair

Director's report on the Annual Accounts for the year ended 31st March 2024

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.

The service has continued to operate in a positive fashion and during the year we saw 204 clients for counselling.

During the year to 31st March 2024 and since then it has become increasingly clear that there is real financial pressure in the charitable sector and Sorted has not been immune from this situation.

For the last 2 years we've been unsuccessful in gaining further funding from Children in Need, one of our main financial supporters, for a number of years. This has in turn led to our reserves (built up through the pandemic and before) being significantly reduced to a point where I'm starting to have concerns about the charity's ongoing viability should we not achieve additional financial support in the next couple of years.

We've attempted unsuccessfully to gain commissions from statutory bodies, such as the NHS (ELFT and the ICB) and Central Beds Council. Our more local partners, such as Dunstable Town Council and Houghton Regis Town Council, are supportive, but there is a limitation on the level of financial support that they are able to offer.

We remain hugely grateful for the support of the National Lottery who have provided us with 5-year funding. As of April 2024, we moved into the third year of five. The National Lottery representative that deals with us has given us a firm indication that they would expect their funding to be replaced by other financial support at the end of their 5-year commitment which finishes in 2027.

During the financial year we've seen the retirements of Ann Day, our Clinical Manager and Janet Berry, our Finance Manager. I would like to offer my sincere thanks for their service for Sorted over the years and wish them happy and healthy retirements.

Following these retirements, we've taken the opportunity to review how we operate at Sorted and following the appointment of Emma Spacek as Clinical Manager we've merged the Data Administration and Finance roles and increased the hours of Patrick Carroll to fulfil both roles. In addition, we've appointed a new administration Assistant Diane Jackson to support the Clinical Manager.

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 Financial Consultants Limited

The Old Vicarage Carrhill Road Mossley Manchester OL5 0BL

Dated 16 July 2024

Sorted Counselling Services			
Annual accounts for the period			
Period start date	01-Apr-23	To	Period end date 31-Mar-24


Statement of financial activities

	Notes	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year funds
		£	£	£	£	£
<u>Incoming resources</u>	2					
Donations		£6,772			£6,772	£5,227
Grants		£2,000	£52,468		£54,468	£135,757
Fees and other income		£5,230			£5,230	£6,261
Rental income and bank interest		£8,095			£8,095	£3,130
Total		£22,097	£52,468	£0	£74,565	£150,375
<u>Resources expended</u>	3					
Charitable activities		£43,010	£76,275		£119,285	£112,790
Total		£43,010	£76,275	£0	£119,285	£112,790
<u>Net income/(expenditure) before other items</u>		-£20,913	-£23,807	£0	-£44,720	£37,585
Adjustments to prior year balances					£0	-£1
<u>Net income/(expenditure) after adjustment</u>		-£20,913	-£23,807	£0	-£44,720	£37,584
Transfer from and closure of restricted fund						
Gains or losses on disposal of assets						
<u>Net movement in funds</u>		-£20,913	-£23,807	£0	-£44,720	£37,584
Reconciliation of funds:						
Total cash and bank funds brought forward		£224,378			£224,378	£186,793
Total cash and bank funds carried forward		£203,465	-£23,807	£0	£179,658	£244,378

Balance sheet

	Notes	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
Fixed assets						
Intangible assets					£0	£0
Tangible assets					£0	£0
Heritage assets					£0	£0
Investments					£0	£0
Total fixed assets		£0	£0	£0	£0	£0
Current assets						
Stocks					£0	£0
Debtors	4				£0	
Investments					£0	£0
Cash at bank and in hand	5	£179,658			£179,658	£224,378
Total current assets		£179,658	£0	£0	£179,658	£224,378
Creditors: amounts falling due within one year	6	£800			£800	£0
Net current assets/(liabilities)		£178,858	£0	£0	£178,858	£224,378
Assets less current liabilities		£178,858	£0	£0	£178,858	£224,378
Creditors: amounts falling due after one year					£0	
Provisions for liabilities		£0	£0	£0	£0	£0
Total net assets or liabilities		£178,858	£0	£0	£178,858	£224,378
Funds of the Charity						
Designated funds	7	£40,000			£40,000	£40,000
Restricted income funds			£27,471		£27,471	£35,467
Unrestricted funds		£112,187			£112,187	£148,911
Net adjustment to incorporate creditors and debtors	9	-£800			-£800	
Total funds		£151,387	£27,471	£0	£178,858	£224,378

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

Signature	Print Name	Date of approval
	W. RANDALL	16/12/24

CHAIR OF TRUSTEES

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 October 2019

• 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.

Analysis	Unrestricted	Restricted	Endowment	Total funds	Prior year
	funds	income funds	funds	£	£
Donations				-	-
Other donations	6,772			6,772	5,227
Total Donations	6,772			6,772	5,227
Total					
Grants					
Children in Need		-		-	61,933
Big Lottery		38,048		38,048	35,225
Houghton Regis town council	2,000			2,000	2,000
Central Beds				-	-
Beds & Luton Council Fund		5,600		5,600	6,600
Dunstable Town Council				-	2,000
Bed's Luton Milton Keynes Clinical Group				-	11,116
Total Grants	2,000	43,648	-	45,648	118,874

Total

Other trading activities:					
Tokko		8,820		8,820	16,883
Schools & PP contracts	5,230			5,230	5,235
Sundry income adjustment				-	-
				-	-
Total from Counselling Services	5,230	8,820	-	14,050	22,118

Total

Interest income	5,367			5,367	1,026
room rental	2,728			2,728	3,130
to balance		-	-		
Total Other	8,095			8,095	4,156

Total

TOTAL INCOME

22,097	52,468	-	74,565	150,375
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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	43,011	15,937	-	58,948	56,542
Sessional staff		27,028	-	27,028	23,750
Volunteer costs & training		8,543	-	8,543	8,335
	-	-	-	-	-
Total expenditure on charitable activities	43,011	51,508	-	94,519	88,627

Expenditure on premises and support costs

Premises		17,483	-	17,483	17,032
Insurance		1,233	-	1,223	1,193
Office supplies and consumable equipment		1,465	-	1,465	1,475
Publicity		66	-	66	134
Database		1,438	-	1,438	2,160
Professional fees		2,006		2,006	851
Subscriptions	-	35	-	35	240
Bank charges		102		102	98
Governance (acc fees in year)	-	938	-	938	980
Total expenditure on charitable activities	-	24,766	-	24,766	24,163

Total expenditure all categories

43,011	76,274	-	119,285	112,790
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Notes to the accounts

Note 3.2 **Paid employees**

	<u>Current</u> £	<u>Prior</u> £
Salaries and wages	52,088	50,344
Income tax & social security costs	3,138	4,080
Pension costs (defined contribution scheme)	2,290	1,316
Other employee benefits	1,432	802
Total staff costs	58,948	56,542

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> Number	<u>Prior</u> Number
Fundraising	0.24	0.23
Charitable Activities	1.34	1.37
Governance (finance)	0.29	0.37
Other (data admin)	0.63	0.63
Total	2.50	2.60

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>
£0	£210		
Total	£0	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
£179,658	£224,378
£179,658	£224,378

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		
£800	£980		
Total	£800	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
£148,911		-£36,724		£112,187
£40,000				£40,000
£35,467		-£7,996		£27,471
£224,378				£179,658
	£0	-£44,720	£0	

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 £nil debtors, £800 creditor

Restricted and Unrestricted Income and Spend 2023-24

2023-24	Income	Income	Spent	Spent	C/F	C/F
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
School contracts	5230		5015		215	0
CIN				23506	0	-23506
Tokko		8820		8820	0	0
BLMK					0	0
Big Lottery		38048		38420	0	-372
BLCF		5600		5529	0	71
Deposit account			21841		-21841	0
HRTC	2000		2000		0	0
Other Income	14867		14155		712	0
	22097	52468	43011	76275	-20914	-23807
Totals		74565		119286		-44720