

SANDHURST COUNSELLING SERVICE

England & Wales · Charity number 1143572

Details

Status Registered

Legal form Other

Registered 2011-08-30

Register [View on the Charity Commission register](#)

Contact

Address The Pastoral Centre
Lower Church Road
Sandhurst
Berkshire
GU47 8HN

Phone 07423 111947

Email scs@sandhurstcounselling.org.uk

Website www.sandhurstcounselling.org.uk

Activities

Objects: THE RELIEF OF PERSONS RESIDENT IN SANDHURST AND THE SURROUNDING AREA WHO ARE SUFFERING FROM MENTAL OR EMOTIONAL STRESS IN ONE OR MORE OF THE FOLLOWING WAYS: 3.1 BY THE PROVISION OF A COUNSELLING SERVICE WITH A CHRISTIAN ETHOS; 3.2 BY PROVIDING SUPPORT AND SUPERVISION FOR THOSE INVOLVED IN COUNSELLING ON BEHALF OF THE CHARITY; AND 3.3 BY PROVIDING EDUCATIONAL TRAINING AND STUDY FACILITIES FOR THOSE INVOLVED IN COUNSELLING ON BEHALF OF THE CHARITY AND THE GENERAL COMMUNITY.

Activities: Provision of Counselling Service in the area of Sandhurst Berks

Classification

- **How:** Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** The General Public/mankind

Geography

- Bracknell Forest

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£32,737	£38,252	-	-
2024-12-31	£76,430	£70,483	-	-
2023-12-31	£62,169	£64,340	-	-
2022-12-31	£58,034	£56,256	-	-
2021-12-31	£58,412	£53,678	-	-
2020-12-31	£48,597	£48,074	-	-

Trustees

Name	Role	Appointed
DAVID ROBIN PERCIVAL		2011-08-19
Eric George Wilkinson		2025-07-25
Gill Birch		2025-10-22
Ian Chambers		2025-10-22
Martin Thomas		2025-06-04
Nicola Jane Thomas		2022-03-08
SARAH ASHTON		2018-07-18

Accounts

Trustees' Report for the period							
From	Period start date			To	Period end date		
	Day 1st	Month January	Year 2025		Day 31st	Month July	Year 2025

Section A Reference and administration details

Charity name	Sandhurst Counselling Service		
Other names charity is known by			
Registered charity number (if any)	1143572		
Charity's principal address	The Pastoral Centre		
	Lower Church Road		
	Sandhurst, Berkshire		
Postcode	GU47 8HN		

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole period	Name of person (or body) entitled to appoint trustee (if any)
1	David Percival	Chair		Trustees of SCS
2	Sarah Ashton	Secretary	Retired 31.12.25	Trustees of SCS
3	Nicky Thomas			Trustees of SCS
4	Martin Thomas		Appointed 04.06.25	Trustees of SCS
5	Eric George Wilkinson		Appointed 25.07.25	Trustees of SCS
6	Peter Hulbert	Treasurer	Died in office 28.05.25	Trustees of SCS
7	Ian Chambers	Treasurer	Appointed 22.10.25	Trustees of SCS
8	Gill Birch		Appointed 22.10.25	Trustees of SCS
9				
10				
11				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Declaration of Trust dated 17/08/2011 Amendment to Trust Deed 05/12/24
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Three Trustees are nominated by the Parochial Church Council of St Michael and All Angels Church, Sandhurst (PCC of St Michaels's Church). Four Trustees are nominated by the trustees of the Sandhurst Counselling Service (the Service) from the wider community of Sandhurst and shall where practical include a local health professional.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

New Trustees are provided with a copy of the Declaration of Trust and the latest Report and Statement of Accounts and are briefed on their duties and responsibilities as laid down by the Charities Commission.

Disclosure & Barring Service (DBS) checks are made to ensure that new trustees are not barred for any reason.

Trustees are required to declare any interest in any proposed transaction or arrangement with, or entered into by, the Service.

Trustees are required to absent themselves from any discussions of the trustees in which such a conflict of interest might arise and not to vote in any decision arising from that discussion.

No trustee may benefit financially from their trusteeship.

Summary of the objects of the charity set out in its governing document

The relief of persons resident in Sandhurst and the surrounding area who are suffering from mental or emotional stress by the provision of a counselling service with a Christian ethos, by providing support and supervision for those involved in counselling on behalf of the Service, and by providing educational training and study facilities for those involved in counselling on behalf of the Service and the general community.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Service is designed to help those seeking to cope with stress, depression, bereavement, redundancy relationship breakdown, and other major life changes and personal crises, to enable them to lead richer, more fulfilling and resourceful lives. One to one counselling is provided on a regularly recurring basis in a safe confidential space and without restriction of the number of sessions held. These sessions are intended to facilitate in the client a deeper understanding of his/her feelings, encouraging self help and increased emotional well-being. The service adheres to the ethical framework for good practice of the British Association for Counselling and Psychotherapy (BACP).

The Trustees ensure that the Service operates on a sound financial footing and conducts its affairs to achieve its primary objectives and activities. At the start of this period the Trustees evaluated the impact of the loss of funding from Bracknell Forest Council and concluded the charity had insufficient reserves to safely continue operations past end July. A careful programme of completing client therapy, and where possible enabling practitioners to complete their qualification, was successfully completed at end July.

In parallel work was undertaken to redesign the financial model and operations to enable a successful restart from start of September

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charities Commission on their website:

https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/5021563?uk_gov_ccew_onereg_charitydetails_web_portlet_CharityDetailsPortlet_organisationNumber=5021563

The Trustees confirm that their procedures have followed appropriately the Declaration of Trust dated 17/08/2011 and Amendment dated 05/12/24 increasing the number of trustees from 5 to 7.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All practitioners are volunteers, and none are paid for their services. In return the Service provides them with counselling experience and pays for their supervision and training. All this effectively adds to the pool of skilled counselling resources for their ongoing work in the wider community.

Donations by clients receiving counselling is on a completely voluntary basis, but client awareness of the costs of providing this service have been heightened. Client donations during the period covered about 30% (22%) of the cost of a session.

Summary of the main achievements of the charity during the period

The service is generally operated with face to face sessions. High professional standards are maintained all times.

Figures on the number of sessions for this 7-month period stand at 848 (1,515) sessions being delivered to 70 (115) clients. Of these 70 (74) finished their counselling during the period though 9 elected to restart from September. The cancellation rate stands at 14.2% (13.5%).

Clinical Management was undertaken by Helen Wells throughout the period. In Feb 25 Lucia Pool was appointed as assistant Clinical Manager to support Helen through to the conclusion of the period.

The number of counsellors at the time the suspension of the service was announced was 16 with all terminated at the close of the reporting period. 7 counsellors elected to restart with the service in September.

Strategically we continue to seek to meet the increasingly complex needs of clients and to remain financially sustainable whilst holding to our culture of compassion and care which has guided the service since its foundation.

Testimonials from clients include:

- “My practitioner assisted me through a journey- always respectful, empathetic & professional. The practitioner’s prompts & insights have assisted me to self-realise that I am drained by the opinions of others. I now have a voice and am equipped to deal with conflict, separating emotional reaction from human reaction. I feel liberated & able to problem solve without feeling useless and doom filled. I found, not answers but a much clearer understanding of my life & why I dealt with things the way I do”
- “I feel I am walking out today a different person to when I first started. I didn’t know about myself”

Reaction from the local community on hearing the initial news included:

- “Sad to hear this... SCS offers a really valuable service to the local community. I hope you manage to find a way forward”.
- “This is so very sad, I was helped so much by this service many years ago when they first started”.
- “Very sad to read this. It will be a huge loss to the community”.

Note – the numbers on brackets provide comparatives from the 12 months to December 2024.

Section E Financial review

Brief statement of the charity's policy on reserves

The Service maintains reserves to at all times cover "closure costs". This means there is always available sufficient funding to settle outstanding commitments. This does not however cover longer term obligations in respect of ongoing counselling support.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In February 2025 Bracknell Forest Council confirmed that they were unable to fund the service beyond the 31st of March 2025. The Trustees took the prudent decision to bring all counselling to a close by the 31st of July, whilst simultaneously evaluating options to restart the work supported by a new business model.

The decision was taken on the 4th of June 2025 and work progressed to restart counselling from 1st September with the majority of the funding coming from client contributions.

Full support has been offered by key stakeholders, notably St Michael's Church and Unite whose contributions will in future be used support the most financially challenged clients.

To reflect these changes and their timing the period end date has been changed to the 31st of July. The deficit in the 7 months to July 2025 amounted to £5,515.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Dave Percival

Ian Chambers

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

24th March 2026

SANDHURST COUNSELLING SERVICE

Registered Charity Number: 1143572

FINANCIAL STATEMENTS

7 Months to the 31st July 2025

<i>Contents</i>	<i>Pages</i>
Independent Examiner's Report	2
Financial Statements	3
Notes to Financial Statements	4
Notes to Financial Statements (continued)	5

Independent Examiner's Report to the Trustees of Sandhurst Counselling Service

I report to the charity trustees on my examination of the accounts of Sandhurst Counselling Service for the period ended 31 July 2025.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the **Charities Act 2011**.

I report in respect of my examination of the charity's accounts carried out under **section 145 of the Charities Act 2011** and in accordance with the **General Directions given by the Charity Commission under section 145(5)(b)** of that Act.

An independent 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 the Charities Act 2011 and the General Directions given by the Charity Commission, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Acthave 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.



Jason Rawlings
Independent Examiner
2 Holly Cottages
Hatchet Lane
Winkfield
Windsor
SL4 2EL

Date: 24 March 2026

SANDHURST COUNSELLING SERVICE
Financial Statements for 7 months to 31st July 2025

7 mths to 31.07. 2025

12 mths to
31.12.2024

	Notes	General Funds £	Restricted Funds £	Total £	Total £
INCOME & EXPENDITURE ACCOUNT	1				
<u>Income</u>					
Donations received	2	31,640		31,640	73,806
Interest received		35		35	61
Tax on gift aided donations	3	1,062		1,062	2,563
Total Income		<u>32,737</u>	<u>0</u>	<u>32,737</u>	<u>76,430</u>
<u>Less Expenditure</u>					
Counselling costs	4	28,859	1,100	29,959	52,118
Administration costs	5	8,293	0	8,293	18,365
Total Expenditure		<u>37,152</u>	<u>1,100</u>	<u>38,252</u>	<u>70,483</u>
Net income(expenditure)		(4,415)	(1,100)	(5,515)	5,947
Total funds at beginning of period		23,206	5,665	28,871	22,924
Release of restricted funds to general reserves	6	4,565	-4,565	0	
Total funds at end of period		<u>23,356</u>	<u>0</u>	<u>23,356</u>	<u>28,871</u>

BALANCE SHEET AS AT 31st July 2025

Debtors and prepayments	7	1,251		1,251	2,819
Cash at bank		25,945		25,945	29,621
Total current assets		27,196	0	27,196	32,440
Less:creditors and accruals	8	(3,840)		(3,840)	(3,569)
Net Assets		<u>23,356</u>	<u>0</u>	<u>23,356</u>	<u>28,871</u>
General reserves	9	21,856	0	21,856	23,206
Designated reserves	10	1,500	0	1,500	0
Restricted reserves	11	0	0	0	5,665
Total reserves		<u>23,356</u>	<u>0</u>	<u>23,356</u>	<u>28,871</u>

The attached notes form part of these financial statements

Approved by the Trustees and signed on their behalf by:



Mr D Percival
Chairman



Mr I Chambers
Treasurer

Date: 24 March 2026

SANDHURST COUNSELLING SERVICE
Financial Statements for 7 months to 31st July 2025

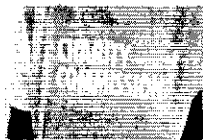
	7 mths to 31.07.2025			12 mths to 31.12.2024
	General Funds £	Restricted Funds £	Total £	Total £
NOTES				
<u>1. Basis and Timing</u>				
- These Financial Statements have been prepared on an Income and Expenditure (accruals) basis. - These accounts cover a seven-month period to end July 2025. At the start of 2025 the Trustees were aware that the loss of funding from Bracknell Forest Council threatened the financial stability of the charity and took action to protect operations by bringing operations to a stand-still by the end of this period. - During the period a revised financial model was developed allowing the decision to re-start counselling from 1st September. - In future the financial reporting period will be August to July each year.				
<u>2. Donations received</u>				
Grant from Bracknell Forest Council	1,324		1,324	5,077
Public Health Grants	6,031		6,031	23,188
St Michaels Church charitable giving	610		610	1,371
Free use of Church rooms	7,672		7,672	11,941
Client donations	11,548		11,548	15,663
Other donations received	4,455		4,455	16,566
Total	31,640	0	31,640	73,806
<u>3. Tax on gift aided donations</u>				
This represents Gift Aid income recognised in respect of qualifying donations received during the period.				
	1,062		1,062	2,563
Total	1,062	0	1,062	2,563
<u>4. Counselling costs</u>				
Counselling supervision	10,743		10,743	20,552
Counselling administration	8,960		8,960	13,990
Practitioner fees	320		320	4,350
Workshops/training courses	789		789	860
Incentive Scheme	375	1,100	1,475	225
Use of church rooms for counselling	7,672		7,672	12,141
Total	28,859	1,100	29,959	52,118
<u>5. Administration costs</u>				
Professional fees and costs	624		624	2,272
Use of Church office staff	6,691		6,691	12,545
Printing & photocopying	490		490	580
Remote working costs	0		0	0
Recruitment			0	2,082
Miscellaneous	488		488	886
Total	8,293	0	8,293	18,365
<u>6. Release of previously restricted funds</u>				
Following the temporary closure of the charity at the end of July 2025 confirmation was received from the contributors of all previously restricted funds that those funds could be released to general reserves.				

SANDHURST COUNSELLING SERVICE
Financial Statements for 7 months to 31st July 2025

	<i>7 mths to 31.07.2025</i>			<i>12 mths to 31.12.2024</i>
<u>NOTES (continued)</u>	General Funds £	Restricted Funds £	Total £	Total £
7. Debtors and prepayments				
Grant from Local Authority	0		0	0
Tax debtor	1,251		1,251	2,819
Other debtors and prepayments	0		0	0
Total	1,251	0	1,251	2,819
8. Creditors and accruals				
Counselling costs	188		188	105
Administration costs	3,653		3,653	3,464
Total	3,840	0	3,840	3,569
9. Movement in general reserves				
B/f from prior year	23,206		23,206	17,724
Current year net income/(expenditure)	(4,415)		(4,415)	5,482
Release of restricted funds to general reserves	4,565		4,565	0
Release to designated reserves	(1,500)		(1,500)	0
Total	21,856	0	21,856	23,206
10. Movement in designated reserves				
B/f from prior year	0	0	0	0
SCS Support Fund Designation (Unite)	1,500	0	1,500	0
Total	1,500	0	1,500	0
<i>These funds have been designated by the Trustees for the SCS Support Fund to assist clients unable to meet the standard counselling contribution.</i>				
11. Movement in restricted reserves				
B/f from prior year		5,665	5,665	5,200
Current year net income/(expenditure)		(1,100)	(1,100)	465
Release of restricted funds to general reserves		(4,565)	(4,565)	0
Total	0	0	0	5,665
12. Remuneration and expenses				

No trustees received any remuneration and no expenses were reimbursed to trustees during the period.

Accounts



Trustees' Annual Report for the period

Period start date
1st January 2023
Period end date
31st December 24
From To

Section A Reference and administration details

Charity name Sandhurst Counselling Service

Other names charity is known by

Registered charity number (if any) 1143572

Charity's principal address The Pastoral Centre

Lower Church Road

Sandhurst, Berkshire

Postcode

GU47 8HN

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole period	Name of person (or body) entitled to appoint trustee (if any)
1	David Percival	Chair		Trustees of SCS
2	Sarah Ashton	Secretary		Trustees of SCS
3	Peter Hulbert	Treasurer	Died 28/05/2025	Trustees of SCS
4	Nicky Thomas			Trustees of SCS
5	Martin Thomas		Appointed 04/06/2025	Trustees of SCS
6	Eric Wilkinson		Appointed 25/07/2025	Trustees of SCS
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17				
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19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

Declaration of Trust dated 17/08/2011

How the charity is constituted

Trust

Trustee selection methods

Three trustees are nominated by the Parochial Church Council of St Michael and All Angels Church, Sandhurst (*PCC of St Michael's Church*). The number of Trustees was increased in November 2024 so that up to four trustees are nominated by the trustees of Sandhurst Counselling Service (*the Service*) from the wider community of Sandhurst and shall where practical include a local health professional

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

New trustees are provided with a copy of the Declaration of Trust and the latest Report and Statement of Accounts, and are briefed on their duties and responsibilities as laid down by the Charities Commission

Disclosure & Barring Service (DBS) checks are made to ensure that new trustees are not barred for any reason

Trustees are required to declare any interest in any proposed transaction or arrangement with, or entered into by, the Service

Trustees are required to absent themselves from any discussions of the trustees in which such a conflict of interest might arise and not to vote in any decision arising from that discussion

No trustee may benefit financially from their trusteeship

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The relief of persons resident in Sandhurst and the surrounding area who are suffering from mental or emotional stress by the provision of a counselling service with a Christian ethos, by providing support and supervision for those involved in counselling on behalf of the Service, and by providing educational training and study facilities for those involved in counselling on behalf of the Service and the general community.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Service is designed to help those seeking to cope with stress, depression, bereavement, redundancy, relationship breakdown, and other major life changes and personal crises, to enable them to lead richer, more fulfilling and resourceful lives. It is offered to clients irrespective of their financial status and free at the point of need. One to one counselling is provided on a regularly recurring basis in a safe confidential space and without restriction of the number of sessions held. These sessions are intended to facilitate in the client a deeper understanding of his/her feelings, encouraging self help and increased emotional well-being. The service adheres to the ethical framework for good practice of the British Association for Counselling and Psychotherapy (BACP)

The Trustees ensure that the Service operates on a sound financial footing, and conducts its affairs to achieve its primary objectives and activities

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charities Commission on their website:

http://www.charitycommission.gov.uk/Charity_requirements_guidance/Charity_essentials/default.aspx

The Trustees confirm that their procedures have followed appropriately the Declaration of Trust dated 17/08/2011

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All practitioners are volunteers, and none are paid for their services. In return the Service provides them with counselling experience and pays for their supervision and training. All this effectively adds to the pool of skilled counselling resources for their ongoing work in the wider community.

Donations by clients receiving counselling is on a completely voluntary basis, but client awareness of the costs of providing this service have been heightened. Donations currently cover about 29% of the cost of a session.

Summary of the main achievements of the charity during the year

The service is operating with face to face sessions for the majority of sessions. At all times the service maintained its high professional standards. Some supervision sessions are still on zoom.

Figures on the number of sessions for this year stand at 1515 sessions being delivered to 115 clients and of these 74 finished their counselling during the year. The cancellation rate stands at 13.5%.

We advertised widely to recruit a new Clinical Manager as the current holder of the position gave notice of her intention to retire. However, no suitable candidates presented and after much deliberation it was decided to mentor one of the existing qualified team into the role in the new year.

The number of counsellors has fluctuated between 15 and 19 with an average of 16 working with the service over the year. There was a fall in recruitment towards the end of the year as we learnt that our public funding might be withdrawn at the end of March 2025

It was decided to close the waiting list in December 2024 while we waited for a decision on our main public funding in January 2025. At this point we had 38 clients assessed and awaiting counselling.

Strategically we continue to seek to meet the increasingly complex needs of clients, and to remain financially sustainable.

Testimonies from clients include:

I found the therapy very helpful and my general mood and anxiety levels got better significantly

The care, compassion and empathy shown has got the results I didn't know I needed in a very, very good way. The tools and reflexion skills I have learnt and put into practice would not have been possible without this help.

Counselling has enabled me to self-analyse better and more freely seek support at home and work. I found links between experiences that I hadn't seen before and they helped me understand my feelings much better to make change.

Section E Financial review

Brief statement of the charity's policy on reserves

The Service maintains reserves to at all times cover "closure costs." This means there is always available sufficient funding to settle outstanding commitments. This does not however cover longer term obligations in respect of ongoing counselling support.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In February 2025 Bracknell Forest Council confirmed that they were unable to fund the service beyond 31st March 2025. The Trustees took the prudent decision to bring all counselling to a close by 31st July, whilst simultaneously evaluating options to re-start the work from 1st September 2025.

The decision to do so was taken 4th June 2025 and work is progressing to restart counselling with the majority of funding coming from client contributions.

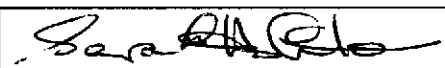
Full support has been offered by key stakeholders, notably St Michael's church, and Unite, whose contributions in future will be used to support the most financially challenged clients.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Dave Percival	Sarah Ashton
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	13-8-2025	13-8-2025

SANDHURST COUNSELLING SERVICE

Registered Charity Number: 1143572

FINANCIAL STATEMENTS

12 MONTHS to 31st DECEMBER 2024

<i>Contents</i>	<i>Pages</i>
Independent Examiner's Report	2
Financial Statements	3
Notes to Financial Statements	4
Notes to Financial Statements (continued)	5

Independent Examiner's Report to the Trustees of Sandhurst Counselling Service

I report on the Financial Statements for 12 months to 31st December 2024

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the Financial Statements. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3) of the Act);
- follow up the procedures laid down in the General Directions given by the Charity Commission (under section 43(7b) of the Act); and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the 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 a consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 financial statements represent 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 41 of the Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.

Mr J Rogers
17 Chiltern Road
Sandhurst
Berkshire
GU47 8NB



13/August/2025

SANDHURST COUNSELLING SERVICE
Financial Statements for 12 months to 31st December 2024

		12 mths to 31 Dec 2024			2023
	Notes	SCS £	Res. Funds £	Total £	Total £
<u>INCOME & EXPENDITURE ACCOUNT</u>	1,2				
<u>Income</u>					
Donations received	3	62,756	11,050	73,806	59,843
Interest received		61		61	37
Tax on gift aided donations	7	2,563		2,563	2,289
Total Income		65,380	11,050	76,430	62,169
<u>Less Expenditure</u>					
Counselling costs	4	41,533	10,585	52,118	49,991
Administration costs	5	18,365	0	18,365	14,349
Total Expenditure		59,898	10,585	70,483	64,340
Net income(expenditure)		5,482	465	5,947	-2,171
Total funds at beginning of period		17,724	5,200	22,924	25,095
Total funds at end of period		23,206	5,665	28,871	22,924

BALANCE SHEET AS AT 31st DECEMBER

Debtors and prepayments	6	0		0	7,142
Tax recoverable	7	2,819		2,819	2,550
Petty Cash		0		0	0
Cash at bank		23,956	5,665	29,621	19,438
Total current assets		26,775	5,665	32,440	29,130
Less:creditors and accruals	8	3,569		3,569	6,206
Net reserves		23,206	5,665	28,871	22,924

The attached notes form part of these financial statements

Approved by the Trustees and signed on their behalf by:



Mr D Percival
Chairman

13.8.2025



Mrs S Ashton
Secretary

13.8.2025

SANDHURST COUNSELLING SERVICE
Financial Statements for 12 months to 31st December 2024

<u>NOTES</u>	12 mths to 31 Dec 2024			2023
	SCS £	Res. Funds £	Total £	Total £
1. These <u>Financial Statements</u> have been prepared on an Income and Expenditure basis				
<u>2. Restricted Funds</u>				
During 2024 donations were received to cover counselling supervision, training and an incentive scheme.				
At the year end £5,665 was available to cover future costs.				
<u>3. Donations received</u>				
Grant from Bracknell Forest Council	5,095	0	5,095	4,420
Public Health Grants	23,170		23,170	20,380
St Michaels Church charitable giving	1,371		1,371	1,248
Free use of Church rooms	11,941		11,941	12,366
Client donations	15,663		15,663	14,299
Other donations received	5,516	11,050	16,566	7,130
Total	<u>62,756</u>	<u>11,050</u>	<u>73,806</u>	<u>59,843</u>
<u>4. Counselling costs</u>				
Counselling supervision	11,252	9,300	20,552	18,655
Counselling administration	13,990		13,990	13,440
Practitioner fees	4,350		4,350	3,400
Workshops/training courses	0	860	860	1,660
Incentive Scheme		225	225	0
Use of church rooms for counselling	11,941	200	12,141	12,836
Total	<u>41,533</u>	<u>10,585</u>	<u>52,118</u>	<u>49,991</u>
<u>5. Administration costs</u>				
Professional fees and costs	2,272		2,272	1,785
Use of Church office staff	12,545		12,545	10,915
Printing & photocopying	580		580	852
Remote working costs	0		0	144
Recruitment	2,082		2,082	
Miscellaneous	886		886	653
Total	<u>18,365</u>	<u>0</u>	<u>18,365</u>	<u>14,349</u>

SANDHURST COUNSELLING SERVICE
Financial Statements for 12 months to 31st December 2024

<u>NOTES (continued)</u>	12 mths to 31 Dec 2024			2023
	SCS £	Res. Funds £	Total £	Total £
<u>6. Debtors and prepayments</u>				
Grant from Local Authority	0		0	6,200
Other debtors and prepayments	0		0	942
Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,142</u>
7. <u>Tax recoverable</u> represents 25% of gift aided and GASDS donations to be claimed from HMRC after the year end				
<u>8. Creditors and accruals</u>				
Counselling costs	105		105	3,200
Administration costs	3,464		3,464	3,006
Total	<u>3,569</u>	<u>0</u>	<u>3,569</u>	<u>6,206</u>

9. Remuneration and expenses

No trustees received any remuneration and no expenses were paid to trustees or counsellors

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 st	January	2023		31 st	December	23

Section A Reference and administration details

Charity name

Sandhurst Counselling Service

Other names charity is known by

Registered charity number (if any)

1143572

Charity's principal address

The Pastoral Centre

Lower Church Road

Sandhurst, Berkshire

Postcode

GU47 8HN

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole period	Name of person (or body) entitled to appoint trustee (if any)
1	David Percival	Chair		Trustees of SCS
2	Sarah Ashton	Secretary		Trustees of SCS
3	Peter Hulbert	Treasurer		Trustees of SCS
4	Nicky Thomas			Trustees of SCS
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Declaration of Trust dated 17/08/2011
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Three trustees are nominated by the Parochial Church Council of St Michael and All Angels Church, Sandhurst (<i>PCC of St Michael's Church</i>) Two trustees are nominated by the trustees of the Sandhurst Counselling Service (<i>the Service</i>) from the wider community of Sandhurst and shall where practical include a local health professional

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about: • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them.	New trustees are provided with a copy of the Declaration of Trust and the latest Report and Statement of Accounts, and are briefed on their duties and responsibilities as laid down by the Charities Commission Disclosure & Barring Service (DBS) checks are made to ensure that new trustees are not barred for any reason Trustees are required to declare any interest in any proposed transaction or arrangement with, or entered into by, the Service Trustees are required to absent themselves from any discussions of the trustees in which such a conflict of interest might arise and not to vote in any decision arising from that discussion No trustee may benefit financially from their trusteeship
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Summary of the objects of the charity set out in its governing document

The relief of persons resident in Sandhurst and the surrounding area who are suffering from mental or emotional stress by the provision of a counselling service with a Christian ethos, by providing support and supervision for those involved in counselling on behalf of the Service, and by providing educational training and study facilities for those involved in counselling on behalf of the Service and the general community.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Service is designed to help those seeking to cope with stress, depression, bereavement, redundancy, relationship breakdown, and other major life changes and personal crises, to enable them to lead richer, more fulfilling and resourceful lives. It is offered to clients irrespective of their financial status and free at the point of need.

One to one counselling is provided on a regularly recurring basis in a safe confidential space and without restriction of the number of sessions held. These sessions are intended to facilitate in the client a deeper understanding of his/her feelings, encouraging self help and increased emotional well-being. The service adheres to the ethical framework for good practice of the British Association for Counselling and Psychotherapy (BACP)

The Trustees ensure that the Service operates on a sound financial footing, and conducts its affairs to achieve the its primary objectives and activities

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charities Commission on their website:

http://www.charitycommission.gov.uk/Charity_requirements_guidance/Charity_essentials/default.aspx

The Trustees confirm that their procedures have followed appropriately the Declaration of Trust dated 17/08/2011

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All practitioners are volunteers, and none are paid for their services. In return the Service provides them with counselling experience and pays for their supervision and training. All this effectively adds to the pool of skilled counselling resources for their ongoing work in the wider community

Donations by clients receiving counselling is on a completely voluntary basis, but client awareness of the costs of providing this service have been heightened. Donations currently cover about 29% of the cost of a session.

Summary of the main achievements of the charity during the year

A day of practitioner training was held in May on the subject of Psychological Defences and how they impact on relationships with ourselves and others. A second training day was held in November with the title 'Cut it Out' covering self-harm which is particularly topical.

Figures on the number of sessions for 2023 are the highest ever, with 1665 sessions delivered to over 100 clients. Of these 43 finished their counselling during the year. The cancellation rate remains around 15%.

The number of practitioners has fluctuated between 16 and 23, with an average of 17 working with the service over the year. Replacements are constantly being recruited to begin their training, as qualified practitioners move on to paid work.

By the end of the year, the waiting list was 13 clients awaiting assessment and 40 clients awaiting counselling, a large increase because of the ever increasing demand on our services.

Only one of the quarterly Trustee meetings was held on Zoom, the rest were in person.

Strategically we continue to seek to develop the service to meet the increasingly complex needs of clients, and to remain financially sustainable.

Testimonies from clients include

'I was surprised how counselling made me feel much better after the session and I was able to reflect on the session all week'.

'I ended up having a mini episode/breakdown... I was surprised at how my practitioner was able to see things in my distant past have shaped me for all these years. Having counselling has made me a much stronger and more normal person.'

'I am surprised how positive a change counselling has made to me'

Section E

Financial review

Brief statement of the charity's policy on reserves

The Service maintains reserves to at all times cover "closure costs." This means there is always available sufficient funding to settle outstanding commitments. This does not however cover longer term obligations in respect of ongoing counselling support.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We continue to be most grateful for the ongoing support from the Bracknell Forest local authority for their grant, significantly enhanced by a grant from the MOU Public Health ring fenced grant investment fund. St Michael and All Angels Church, Sandhurst also provides significant support to the Service by making financial donations and providing meeting rooms in its Pastoral Centre for counselling activities. Fund raising remains a constant pre-occupation, and we are also grateful to the Sovereign Hospitaller Order of St John of Jerusalem Knights of Malta, Sandhurst Town Council, Sandhurst Voluntary Care, and the Berkshire Community Foundation for their most invaluable donations. The grant from the Berkshire Community Foundation has enabled us to launch an Incentive Scheme, designed to retain the services of some of our more experienced practitioners for a longer period than might otherwise be the case. Finally, thanks are due to the Rotary Club of Easthampstead for their support for a raffle that also yielded welcome funds.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Dave Percival	Sarah Ashton
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	01/05/2024	01/05/2024

SANDHURST COUNSELLING SERVICE

Registered Charity Number: 1143572

FINANCIAL STATEMENTS

12 MONTHS to 31st DECEMBER 2023

<i>Contents</i>	<i>Pages</i>
Independent Examiner's Report	2
Financial Statements	3
Notes to Financial Statements	4
Notes to Financial Statements (continued)	5

Independent Examiner's Report to the Trustees of Sandhurst Counselling Service

I report on the Financial Statements for 12 months to 31st December 2023

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the Financial Statements. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3) of the Act);
- follow up the procedures laid down in the General Directions given by the Charity Commission (under section 43(7b) of the Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the 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 a consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 financial statements represent 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 41 of the Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.

Mr J Rogers
17 Chiltern Road
Sandhurst
Berkshire
GU47 8NB


21/June/2024

SANDHURST COUNSELLING SERVICE
Financial Statements for 12 months to 31st December 2023

		12 mths to 31 Dec 2023			2022
	Notes	SCS £	Res. Funds £	Total £	Total £
<u>INCOME & EXPENDITURE ACCOUNT</u>	1,2				
<u>Income</u>					
Donations received	3	54,043	5,800	59,843	55,594
Interest received		37		37	18
Tax on gift aided donations	7	2,289		2,289	2,422
Total Income		56,369	5,800	62,169	58,034
<u>Less Expenditure</u>					
Counselling costs	4	48,041	1,950	49,991	42,005
Administration costs	5	14,349	0	14,349	14,251
Total Expenditure		62,390	1,950	64,340	56,256
Net income(expenditure)		(6,021)	3,850	(2,171)	1,778
Total funds at beginning of period		23,745	1,350	25,095	23,317
Total funds at end of period		17,724	5,200	22,924	25,095

BALANCE SHEET AS AT 31st DECEMBER

Debtors and prepayments	6	7,142		7,142	800
Tax recoverable	7	2,550		2,550	2,605
Petty Cash		0		0	5
Cash at bank		14,238	5,200	19,438	27,019
Total current assets		23,930	5,200	29,130	30,429
Less:creditors and accruals	8	6,206		6,206	5,334
Net reserves		17,724	5,200	22,924	25,095

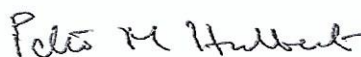
The attached notes form part of these financial statements

Approved by the Trustees and signed on their behalf by:



21/06/24

Mr D Percival
Chairman



21/06/24

Mr P M Hulbert
Treasurer

SANDHURST COUNSELLING SERVICE
Financial Statements for 12 months to 31st December 2023

<u>NOTES</u>	12 mths to 31 Dec 2023			2022
	SCS £	Res. Funds £	Total £	Total £
1. These <u>Financial Statements</u> have been prepared on an Income and Expenditure basis				
<u>2. Restricted Funds</u>				
During 2023 grants totalling £5,800 were awarded and £1,350 brought forward to cover specific expenditure. Of this amount, £1,950 was spent during the year and £5,200 carried forward to 2024				
<u>3. Donations received</u>				
Grant from Bracknell Forest Council	4,420		4,420	4,420
Public Health Grants	20,380		20,380	20,380
St Michaels Church charitable giving	1,248		1,248	1,185
Free use of Church rooms	12,366		12,366	10,045
Client donations	14,299		14,299	13,357
Other donations received	1,330	5,800	7,130	6,207
Total	54,043	5,800	59,843	55,594
<u>4. Counselling costs</u>				
Counselling supervision	18,155	500	18,655	15,590
Counselling administration	13,440		13,440	12,600
Practitioner fees	2,420	980	3,400	2,400
Workshops/training courses	1,660		1,660	1,240
Use of church rooms for counselling	12,366	470	12,836	10,175
Total	48,041	1,950	49,991	42,005
<u>5. Administration costs</u>				
Professional fees and costs	1,785		1,785	1,786
Use of Church office staff	10,915		10,915	11,121
Printing & photocopying	852		852	524
Remote working costs	144		144	144
Miscellaneous	653		653	676
Total	14,349	0	14,349	14,251

SANDHURST COUNSELLING SERVICE
Financial Statements for 12 months to 31st December 2023

<u>NOTES (continued)</u>	12 mths to 31 Dec 2023			2022
	SCS £	Res. Funds £	Total £	Total £
<u>6. Debtors and prepayments</u>				
Grant from Local Authority	6,200		6,200	0
Other debtors and prepayments	942		942	800
Total	<u>7,142</u>	<u>0</u>	<u>7,142</u>	<u>800</u>
7. <u>Tax recoverable</u> represents 25% of gift aided and GASDS donations to be claimed from HMRC after the year end				
<u>8. Creditors and accruals</u>				
Counselling costs	3,200		3,200	1,710
Administration costs	3,006		3,006	3,624
Total	<u>6,206</u>	<u>0</u>	<u>6,206</u>	<u>5,334</u>

9. Remuneration and expenses

No trustees received any remuneration and no expenses were paid to trustees or counsellors

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 st	January	2022		31 st	December	22

Section A

Reference and administration details

Charity name Sandhurst Counselling Service

Other names charity is known by

Registered charity number (if any) 1143572

Charity's principal address The Pastoral Centre

Lower Church Road

Sandhurst, Berkshire

Postcode

GU47 8HN

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole period	Name of person (or body) entitled to appoint trustee (if any)
1	David Percival	Chair		Trustees of SCS
2	Sarah Ashton	Secretary		Trustees of SCS
3	Peter Hulbert	Treasurer		Trustees of SCS
4	Fay Kidd		retired 23.02.22	Trustees of SCS
5	Nicky Thomas		from 23.02.22	Trustees of SCS
6				
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17				
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19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Declaration of Trust dated 17/08/2011
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Three trustees are nominated by the Parochial Church Council of St Michael and All Angels Church, Sandhurst (<i>PCC of St Michael's Church</i>) Two trustees are nominated by the trustees of the Sandhurst Counselling Service (<i>the Service</i>) from the wider community of Sandhurst and shall where practical include a local health professional

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

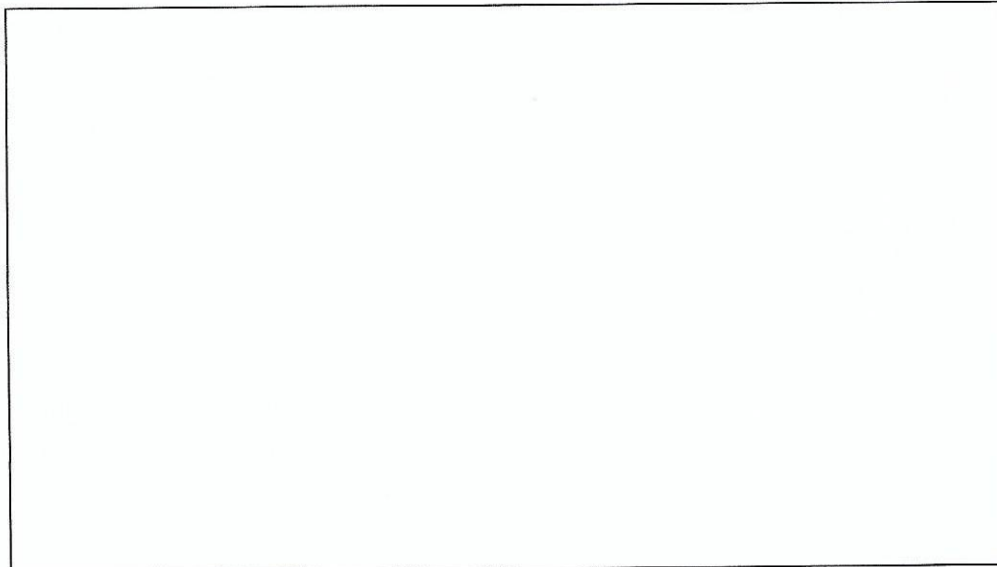
New trustees are provided with a copy of the Declaration of Trust and the latest Report and Statement of Accounts, and are briefed on their duties and responsibilities as laid down by the Charities Commission

Disclosure & Barring Service (DBS) checks are made to ensure that no trustee nor practitioner should be disbarred for any reason disclosed in such reports.

Trustees are required to declare any interest in any proposed transaction or arrangement with the Service.

Trustees are required to absent themselves from any discussion of the trustees in which such a conflict of interest might arise and not to vote in any decision arising from that discussion.

No trustee may benefit financially from their trusteeship.



Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The relief of persons resident in Sandhurst and the surrounding area who are suffering from mental or emotional stress by the provision of a counselling service with a Christian ethos, by providing support and supervision for those involved in counselling on behalf of the Service, and by providing educational training and study facilities for those involved in counselling on behalf of the Service and the general community.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Service is designed to help those seeking to cope with stress, depression, bereavement, redundancy, relationship breakdown, and other major life changes and personal crises, to enable them to lead richer, more fulfilling and resourceful lives. It is offered to clients irrespective of their financial status and free at the point of need. One to one counselling is provided on a regularly recurring basis in a safe confidential space and without restriction of the number of sessions held. These sessions are intended to facilitate in the client a deeper understanding of his/her feelings, encouraging self help and increased emotional well-being. The service adheres to the ethical framework for good practice of the British Association for Counselling and Psychotherapy (BACP)

The Trustees ensure that the Service operates on a sound financial footing and conducts its affairs to achieve its primary objectives and activities.

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charities Commission on their website:

http://www.charitycommission.gov.uk/Charity_requirements_guidance/Charity_essentials/default.aspx

The Trustees confirm that their procedures have followed appropriately the Declaration of Trust dated 17/08/2011.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All counsellors are volunteers, and none are paid for their services. In return the Service provides them with counselling experience and pays for their supervision and training. All this effectively adds to the pool of skilled counselling resources for their ongoing work in the wider community.

Donations by clients receiving counselling is on a completely voluntary basis, but client awareness of the costs of providing this service have been heightened, and donations have increased slightly with the return to in person sessions. Client donations currently cover about 25% of the cost of a session.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The service returned to face-to-face sessions for most clients. It remained essential that both client and practitioner felt safe with the delivery method, either on-line or in person, always ensuring that the service maintained its high professional standards. Some supervision sessions are still conducted remotely.

Two training courses for counsellors were arranged during the year as part of their continuing professional development. The first was entitled 'Working with the Inner Child' and the second 'Exploring the Shoreline', also covering practitioner self-care and resilience.

The number of sessions for 2022 were very similar to the previous year. 1,453 sessions were delivered to 101 clients and of these 54 finished their counselling during the year. (In 2021 1428 sessions were delivered to 88 clients). Tellingly, the cancellation rate has returned to pre-pandemic levels and stands at 15%.

The number of counsellors has fluctuated between 15 and 20 with an average of 17 working with the service over the year. There is a notably higher turnover of counsellors, with replacements constantly being recruited to begin their training to replace practitioners moving on to paid employment.

By the end of the year, the waiting list was reduced to 3 clients awaiting assessment and 24 clients awaiting counselling.

Only 1 of the quarterly Trustee meetings was conducted remotely, the rest were in person.

Strategically we continue to seek to develop the service to meet the increasingly complex needs of clients, and to remain financially sustainable.

Towards the end of the year, we bade farewell to Di Taylor, a founder member of the Service harking back to the early nineties, and for many years leading it as our Clinical Manager.

Testimonies from clients include:

'I have been given the space and time to explore my feelings, to hear it & experience it as I told my story. I have felt safe, heard & valued'.

'My counsellor has given me grounding techniques to help me when I get anxious, helped me take back control of my mental health by putting boundaries in place with certain relationships.'

"The counsellor has been very supportive and has given me positive ideas".

"The service has been a very good lifeline and I don't know where I would be now without being able to talk to someone. I will never forget it and once again thank you for bringing back my life to me".

Section E

Financial review

Brief statement of the charity's policy on reserves

The Service maintains reserves to cover "closure costs." This means there is available sufficient funding to settle outstanding commitments. This does not however cover longer term obligations in respect of ongoing counselling support.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Rampant inflation has impacted our running costs significantly, as for many other charities, and the maintenance of our various funding streams was crucial.

Ongoing local authority grants together with grants from the MOU Public Health ring fenced grant investment fund provide major financial support to the Service's activities.

St Michael and All Angels Church, Sandhurst also supports the Service by making financial donations and providing meeting rooms in its Pastoral Centre for counselling activities.

A payment card has been introduced to counter the impact of reduced cash donations and the costs of this have been covered by a grant from the Englefield Estate.

Significant grants were received from the Berkshire Community Foundation to help cover assessment costs and energy costs. Sandhurst Town Council also helped cover our assessment costs.

To these and other organisations who have supported us during the last year we wish to extend our very grateful thanks.

Local fund-raising ventures included a cookery demonstration organised by one of our counsellors and a raffle sponsored by the Easthampstead Rotary Club. Thanks are due to those people organising these and other activities which also helped raise the profile of the Service locally.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

David Percival

Sarah Ashton

Position (eg Secretary, Chair, etc)

Chair

Secretary

Date

07/06/23

07/06/23

SANDHURST COUNSELLING SERVICE

Registered Charity Number: 1143572

FINANCIAL STATEMENTS

12 MONTHS to 31st DECEMBER 2022

<i>Contents</i>	<i>Pages</i>
Independent Examiner's Report	2
Financial Statements	3
Notes to Financial Statements	4
Notes to Financial Statements (continued)	5

Independent Examiner's Report to the Trustees of Sandhurst Counselling Service

I report on the Financial Statements for 12 months to 31st December 2022

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the Financial Statements. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3) of the Act);
- follow up the procedures laid down in the General Directions given by the Charity Commission (under section 43(7b) of the Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the 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 a consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 financial statements represent 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 41 of the Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.

Mr J Rogers
17 Chiltern Road
Sandhurst
Berkshire
GU47 8NB



19/July/2023

SANDHURST COUNSELLING SERVICE
Financial Statements for 12 months to 31st December 2022

		12 mths to 31 Dec 2022			2021
	Notes	SCS £	Res. Funds £	Total £	Total £
<u>INCOME & EXPENDITURE ACCOUNT</u>					
<u>Income</u>	1,2				
Donations received	3	51,094	4,500	55,594	56,063
Interest received		18		18	
Tax on gift aided donations	7	2,422		2,422	2,349
Total Income		<u>53,534</u>	<u>4,500</u>	<u>58,034</u>	<u>58,412</u>
<u>Less Expenditure</u>					
Counselling costs	4	38,235	3,770	42,005	40,951
Administration costs	5	14,051	200	14,251	12,727
Total Expenditure		<u>52,286</u>	<u>3,970</u>	<u>56,256</u>	<u>53,678</u>
Net income(expenditure)		1,248	530	1,778	4,734
Total funds at beginning of period		22,497	820	23,317	18,583
Total funds at end of period		<u>23,745</u>	<u>1,350</u>	<u>25,095</u>	<u>23,317</u>

BALANCE SHEET AS AT 31st DECEMBER

Debtors and prepayments	6	800		800	2,100
Tax recoverable	7	2,605		2,605	2,492
Petty Cash		5		5	70
Cash at bank		<u>25,669</u>	<u>1,350</u>	<u>27,019</u>	<u>21,232</u>
Total current assets		29,079	1,350	30,429	25,894
Less:creditors and accruals	8	5,334		5,334	2,577
Net reserves		<u>23,745</u>	<u>1,350</u>	<u>25,095</u>	<u>23,317</u>

The attached notes form part of these financial statements

Approved by the Trustees and signed on their behalf by:



Mr D Percival
Chairman

19/07/23



Mr P M Hulbert
Treasurer

19/07/23

SANDHURST COUNSELLING SERVICE
Financial Statements for 12 months to 31st December 2022

12 mths to 31 Dec 2022			2021
SCS	Res. Funds	Total	Total
£	£	£	£

NOTES

1. These Financial Statements have been prepared on an Income and Expenditure basis

2. Restricted Funds

During 2022 grants totalling £4,500 were awarded and £820 brought forward to cover specific expenditure. Of this amount, £3,970 was spent during the year and £1,350 carried forward to 2023

3. Donations received

Grant from Bracknell Forest Council	4,420		4,420	4,690
Public Health Grants	20,380		20,380	15,285
St Michaels Church charitable giving	1,185		1,185	1,200
Free use of Church rooms	10,045		10,045	5,846
Client donations	13,357		13,357	13,129
Other donations received	1,707	4,500	6,207	15,913
Total	51,094	4,500	55,594	56,063

4. Counselling costs

Counselling supervision	15,590		15,590	18,480
Counselling administration	12,600		12,600	12,000
Practitioner fees		2,400	2,400	3,245
Workshops/training courses		1,240	1,240	1,380
Use of church rooms for counselling	10,045	130	10,175	5,846
Total	38,235	3,770	42,005	40,951

5. Administration costs

Professional fees and costs	1,786		1,786	1,517
Use of Church office staff	11,121		11,121	9,375
Printing & photocopying	524		524	444
Remote working costs	144		144	400
Recruitment			0	750
Miscellaneous	476	200	676	241
Total	14,051	200	14,251	12,727

SANDHURST COUNSELLING SERVICE
Financial Statements for 12 months to 31st December 2022

<u>NOTES (continued)</u>	12 mths to 31 Dec 2022			2021
	SCS £	Res. Funds £	Total £	Total £
<u>6. Debtors and prepayments</u>				
Grant from Local Authority			0	0
Other debtors and prepayments	800		800	2,100
Total	<u>800</u>	<u>0</u>	<u>800</u>	<u>2,100</u>
 <u>7. Tax recoverable represents 25% of gift aided and GASDS donations to be claimed from HMRC after the year end</u>				
 <u>8. Creditors and accruals</u>				
Counselling costs	1,710		1,710	2,445
Administration costs	3,624		3,624	132
Total	<u>5,334</u>	<u>0</u>	<u>5,334</u>	<u>2,577</u>

9. Remuneration and expenses

No trustees received any remuneration and no expenses were paid to trustees or counsellors

Independent Examiner's Report to the Trustees of Sandhurst Counselling Service

I report on the Financial Statements for 12 months to 31st December 2022

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the Financial Statements. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

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Mr J Rogers
17 Chiltern Road
Sandhurst
Berkshire
GU47 8NB



19/July/2023

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 st	January	2021		31st	December	21

Section A Reference and administration details

Charity name Sandhurst Counselling Service

Other names charity is known by

Registered charity number (if any) 1143572

Charity's principal address The Pastoral Centre

Lower Church Road

Sandhurst, Berkshire

Postcode

GU47 8HN

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole period	Name of person (or body) entitled to appoint trustee (if any)
1	David Percival	Chair		Trustees of SCS
2	Sarah Ashton	Secretary		Trustees of SCS
3	Peter Hulbert	Treasurer		Trustees of SCS
4	Fay Kidd			Trustees of SCS
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Declaration of Trust dated 17/08/2011
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Three trustees are nominated by the Parochial Church Council of St Michael and All Angels Church, Sandhurst (<i>PCC of St Michael's Church</i>) Two trustees are nominated by the trustees of the Sandhurst Counselling Service (<i>the Service</i>) from the wider community of Sandhurst and shall where practical include a local health professional

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about: • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them.	New trustees are provided with a copy of the Declaration of Trust and the latest Report and Statement of Accounts, and are briefed on their duties and responsibilities as laid down by the Charities Commission Disclosure & Barring Service (DBS) checks are made to ensure that new trustees are not barred for any reason Trustees are required to declare any interest in any proposed transaction or arrangement with, or entered into by, the Service Trustees are required to absent themselves from any discussions of the trustees in which such a conflict of interest might arise and not to vote in any decision arising from that discussion No trustee may benefit financially from their trusteeship
--	---

Summary of the objects of the charity set out in its governing document

The relief of persons resident in Sandhurst and the surrounding area who are suffering from mental or emotional stress by the provision of a counselling service with a Christian ethos, by providing support and supervision for those involved in counselling on behalf of the Service, and by providing educational training and study facilities for those involved in counselling on behalf of the Service and the general community.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Service is designed to help those seeking to cope with stress, depression, bereavement, redundancy, relationship breakdown, and other major life changes and personal crises, to enable them to lead richer, more fulfilling and resourceful lives. It is offered to clients irrespective of their financial status and free at the point of need.

One to one counselling is provided on a regularly recurring basis in a safe confidential space and without restriction of the number of sessions held. These sessions are intended to facilitate in the client a deeper understanding of his/her feelings, encouraging self help and increased emotional well-being. The service adheres to the ethical framework for good practice of the British Association for Counselling and Psychotherapy (BACP)

The Trustees ensure that the Service operates on a sound financial footing, and conducts its affairs to achieve the its primary objectives and activities

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charities Commission on their website:

http://www.charitycommission.gov.uk/Charity_requirements_guidance/Charity_essentials/default.aspx

The Trustees confirm that their procedures have followed appropriately the Declaration of Trust dated 17/08/2011

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All counsellors are volunteers, and none are paid for their services. In return the Service provides them with counselling experience and pays for their supervision and training. All this effectively adds to the pool of skilled counselling resources for their ongoing work in the wider community

Donations by clients receiving counselling is on a completely voluntary basis, but client awareness of the costs of providing this service have been heightened, and donations have increased slightly with the return to in person sessions.

Summary of the main achievements of the charity during the year

Throughout the year the service has had to remain flexible in its delivery of sessions as Covid lockdowns were imposed and lifted. It was essential that both client and practitioner felt safe with the delivery method, either on line or in person. The service remained flexible where it needed to, complied with the training bodies' requirements and Government guidance and maintained its high professional standards. The decision was taken in September to resume work from in the counselling centre, and we have persisted with this approach in spite of the high levels of Omicron in the area during the current period

Counsellor training was delivered through two organised zoom sessions entitled 'The Web of Shame in the Therapy Room', and 'Creative Ways of Working'.

A larger than usual number of practitioners completed their training and moved on whilst others left the area. Replacements have been successfully recruited but this, together with slightly higher cancellation rates following the return to face to face counselling, resulted in an overall drop in the number of sessions held, particularly in the second half of the year. Over the year 1428 sessions were delivered to 88 clients. Amongst these was someone being counselled in their native language and not English; a definite "first" for the Service!

By the end of the year, the waiting list was reduced to 5 clients awaiting assessment and 23 clients waiting counselling. 49 were actively receiving counselling and 41 had completed their counselling.

All the quarterly Trustee meetings were held on Zoom

Strategically we continue to seek to develop the service to meet the increasingly complex needs of clients, and to remain financially sustainable.

Testimonies from clients include

"I have been at a crossroad in my life since I hit 40 years old....My counsellor listened with empathy, quietly and calmly and made me feel relaxed and comfortable in sharing information and displaying emotion. Counselling definitely helped me gain confidence. I quickly was able to make changes in my life and let go of negative feelings. It's fantastic that it's made affordable to individuals."

"It's hard to quantify what aspect of counselling worked other than I feel better now than when I started."

'Counselling made me able to reassess my situation and have the courage to act on my decisions. I was surprised that I actually needed counselling and how beneficial it was.'

'I didn't know what to expect but it was made easy by my counsellor. Counselling made me realise that what I was feeling was valid'

'Counselling helped me explore ways of dealing with issues'

Section E

Financial review

Brief statement of the charity's policy on reserves

The Service maintains reserves to at all times cover "closure costs." This means there is always available sufficient funding to settle outstanding commitments. This does not however cover longer term obligations in respect of ongoing counselling support.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

An ongoing local authority grant has been significantly supplemented by a grant from the MOU Public Health ring fenced grant investment fund, greatly relieving the Service's financial pressures.

St Michael and All Angels Church, Sandhurst also supports the Service by making financial donations and providing meeting rooms in its Pastoral Centre for counselling activities.

Because counselling has been conducted remotely during the pandemic client cash donations have reduced considerably. Active consideration is being given to introducing a payment card to help counter this trend.

Significant grants were received from the Berkshire Community Coronavirus Fund, The Albert Hunt Trust, the Berkshire Masonic Charity, and the Tesco Bags of Help and the Co-op Community Award Schemes. Many of these grants were linked to specific areas of expenditure and accordingly given Restricted Funds status to ensure this was achieved.

To these and other organisations who have supported us during these most challenging times, we wish to extend our very grateful thanks.

Local fund raising ventures included a cookery demonstration, a raffle and a dinner. Thanks are due to those people organising these successful events which also helped raise the profile of the Service locally.

Section F

Other optional information

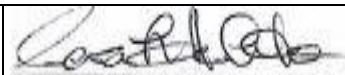
Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Dave Percival

Sarah Ashton

Position (eg Secretary, Chair, etc)

Chair

Secretary

Date

18/05/22

18/05/22

SANDHURST COUNSELLING SERVICE

Registered Charity Number: 1143572

FINANCIAL STATEMENTS

12 MONTHS to 31st DECEMBER 2021

<i>Contents</i>	<i>Pages</i>
Independent Examiner's Report	2
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Independent Examiner's Report to the Trustees of Sandhurst Counselling Service

! report on the Financial Statements for 12 months to 31st December 2021

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Mr J Rogers
17 Chiltern Road
Sandhurst
Berkshire
GU47 8NB



12/5/22

SANDHURST COUNSELLING SERVICE
Financial Statements for 12 months to 31st December 2021

		12 mths to 31 Dec 2021			2020
	Notes	SCS £	Res. Funds £	Total £	Total £
<u>INCOME & EXPENDITURE ACCOUNT</u>					
<u>Income</u>					
Donations received	3	44,863	11,200	56,063	46,373
Tax on gift aided donations	7	2,349		2,349	2,224
Total Income		<u>47,212</u>	<u>11,200</u>	<u>58,412</u>	<u>48,597</u>
<u>Less Expenditure</u>					
Counselling costs	4	28,071	12,880	40,951	35,166
Administration costs	5	11,727	1,000	12,727	12,908
Total Expenditure		<u>39,798</u>	<u>13,880</u>	<u>53,678</u>	<u>48,074</u>
Net income(expenditure)		7,414	(2,680)	4,734	523
Total funds at beginning of period		15,083	3,500	18,583	18,060
Total funds at end of period		<u>22,497</u>	<u>820</u>	<u>23,317</u>	<u>18,583</u>

BALANCE SHEET AS AT 31st DECEMBER

Debtors and prepayments	6	2,100		2,100	1,023
Tax recoverable	7	2,492		2,492	1,913
Petty Cash		70		70	
Cash at bank		<u>20,412</u>	<u>820</u>	<u>21,232</u>	<u>21,059</u>
Total current assets		25,074	820	25,894	23,995
Less:creditors and accruals	8	2,577		2,577	5,412
Net reserves		<u>22,497</u>	<u>820</u>	<u>23,317</u>	<u>18,583</u>

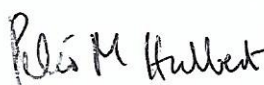
The attached notes form part of these financial statements

Approved by the Trustees and signed on their behalf by:



Mr D Percival
Chairman

12/05/22



Mr P M Hulbert
Treasurer

12/05/22

SANDHURST COUNSELLING SERVICE
Financial Statements for 12 months to 31st December 2021

<u>NOTES</u>	12 mths to 31 Dec 2021			2020
	SCS £	Res. Funds £	Total £	Total £
1. These <u>Financial Statements</u> have been prepared on an Income and Expenditure basis				
<u>2. Restricted Funds</u>				
During 2021 grants totalling £11,200 were awarded and £3,500 brought forward to cover specific expenditure. Of this amount, £13,880 was spent during the year and £820 carried forward to 2022				
<u>3. Donations received</u>				
Grant from Bracknell Forest Council	4,420	270	4,690	5,879
Public Health Grants	15,285		15,285	
St Michaels Church charitable giving	1,200		1,200	1,638
Free use of Church rooms	5,846		5,846	4,803
Client donations	13,129		13,129	13,116
Other donations received	4,983	10,930	15,913	20,937
Total	44,863	11,200	56,063	46,373
<u>4. Counselling costs</u>				
Counselling supervision	6,980	11,500	18,480	17,072
Counselling administration	12,000		12,000	10,800
Practitioner fees	3,245		3,245	2,450
Workshops/training courses		1,380	1,380	0
Use of church rooms for counselling	5,846		5,846	4,844
Total	28,071	12,880	40,951	35,166
<u>5. Administration costs</u>				
Professional fees and costs	1,517		1,517	1,498
Use of Church office staff	9,375		9,375	8,171
Printing & photocopying	444		444	707
Remote working costs	25	375	400	1,600
Recruitment	125	625	750	275
Miscellaneous	241		241	657
Total	11,727	1,000	12,727	12,908

SANDHURST COUNSELLING SERVICE
Financial Statements for 12 months to 31st December 2021

NOTES (continued)	12 mths to 31 Dec 2021			2020
	SCS £	Res. Funds £	Total £	Total £
<u>6. Debtors and prepayments</u>				
Grant from Local Authority			0	0
Other debtors and prepayments	2,100		2,100	1,023
Total	<u>2,100</u>	<u>0</u>	<u>2,100</u>	<u>1,023</u>
 <u>7. Tax recoverable</u> represents 25% of gift aided and GASDS donations to be claimed from HMRC after the year end				
 <u>8. Creditors and accruals</u>				
Counselling costs	2,445		2,445	2,610
Administration costs	132		132	2,802
Total	<u>2,577</u>	<u>0</u>	<u>2,577</u>	<u>5,412</u>

9. Remuneration and expenses

No trustees received any remuneration and no expenses were paid to trustees or counsellors

Independent Examiner's Report to the Trustees of Sandhurst Counselling Service

! report on the Financial Statements for 12 months to 31st December 2021

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the Financial Statements. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

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Mr J Rogers
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Berkshire
GU47 8NB



12/5/22