



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
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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)

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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
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)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>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</p> <p>Disclosure & Barring Service (DBS) checks are made to ensure that new trustees are not barred for any reason</p> <p>Trustees are required to declare any interest in any proposed transaction or arrangement with, or entered into by, the Service</p> <p>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</p> <p>No trustee may benefit financially from their trusteeship</p>
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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 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.

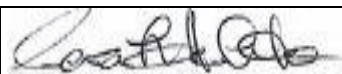
Section F Other optional information

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

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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

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



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

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12/5/22