



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				
7				
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11				
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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)

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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)

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.

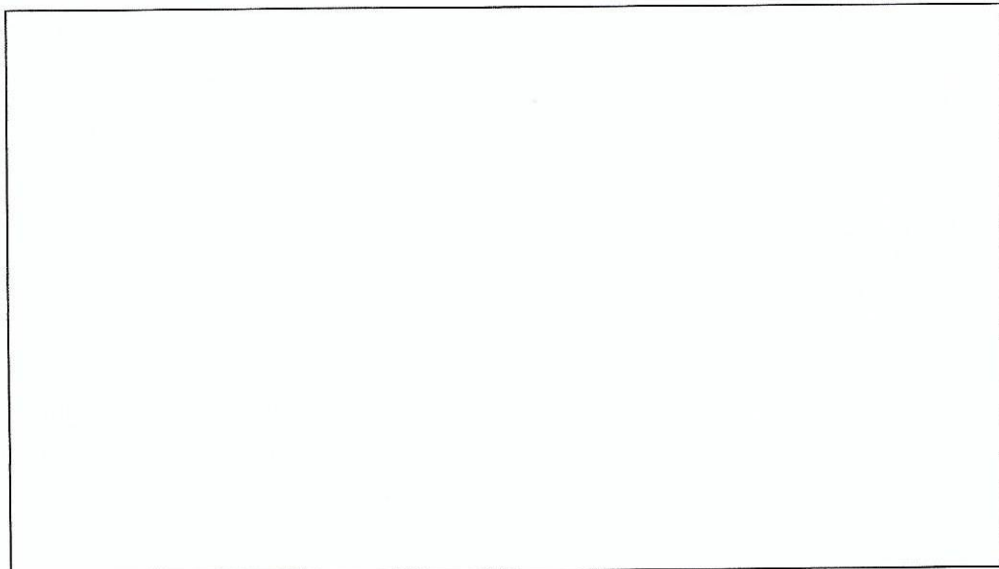
New trustees are provided with a copy of the Declaration of Trust and the latest Report and Statement of Accounts, and are briefed on their duties and responsibilities as laid down by the Charities Commission

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

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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 £
INCOME & EXPENDITURE ACCOUNT					
<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	800	0	800	2,100
<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	5,334	0	5,334	2,577

9. Remuneration and expenses

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

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