



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)

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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 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

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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 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>					
<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

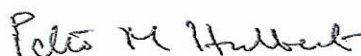
The attached notes form part of these financial statements

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>
<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	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