

# Trustees' Annual Report for the period

Period start date  
1<sup>st</sup> January 2023  
Period end date  
31<sup>st</sup> 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   |
| 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

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](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 31<sup>st</sup> March 2025. The Trustees took the prudent decision to bring all counselling to a close by 31<sup>st</sup> July, whilst simultaneously evaluating options to re-start the work from 1<sup>st</sup> September 2025.

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


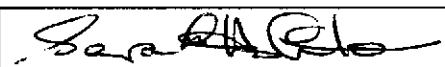
Full support has been offered by key stakeholders, notably St Michael's church, and Unite, whose contributions in future will be used to support the most financially challenged clients.

## 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

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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 31<sup>st</sup> 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<br>£               | Res. Funds<br>£ | Total<br>£    | Total<br>£    |
| <b><u>INCOME &amp; EXPENDITURE ACCOUNT</u></b> | 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         |
| <b>Total Income</b>                            |       | <b>65,380</b>          | <b>11,050</b>   | <b>76,430</b> | <b>62,169</b> |
| <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        |
| <b>Total Expenditure</b>                       |       | <b>59,898</b>          | <b>10,585</b>   | <b>70,483</b> | <b>64,340</b> |
| <b>Net income(expenditure)</b>                 |       | <b>5,482</b>           | <b>465</b>      | <b>5,947</b>  | <b>-2,171</b> |
| <b>Total funds at beginning of period</b>      |       | <b>17,724</b>          | <b>5,200</b>    | <b>22,924</b> | <b>25,095</b> |
| <b>Total funds at end of period</b>            |       | <b>23,206</b>          | <b>5,665</b>    | <b>28,871</b> | <b>22,924</b> |

**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        |
| <b>Total current assets</b>        |   | <b>26,775</b> | <b>5,665</b> | <b>32,440</b> | <b>29,130</b> |
| <b>Less:creditors and accruals</b> | 8 | <b>3,569</b>  |              | <b>3,569</b>  | <b>6,206</b>  |
| <b>Net reserves</b>                |   | <b>23,206</b> | <b>5,665</b> | <b>28,871</b> | <b>22,924</b> |

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<br>£               | Res. Funds<br>£ | Total<br>£    | Total<br>£    |
| 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.<br>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<br>£               | Res. Funds<br>£ | Total<br>£   | Total<br>£   |
| <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> |
| <br>  |                        |                 |              |              |
| 7. <u>Tax recoverable</u> represents 25% of gift aided and GASDS donations to be claimed from HMRC after the year end |                        |                 |              |              |
| <br>  |                        |                 |              |              |
| <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