

Charity registration number 1145377

Company registration number 07804583 (England and Wales)

**Women's Counselling And Therapy Service Limited**  
**Annual Report And Unaudited Financial Statements**  
**For The Year Ended 31 March 2022**

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Carol Burns	(Resigned 5 November 2021)
	Andrea Bucknor Sarah Dempsey Georgina Houston Liane Langdon Barbara Lawton Celly Rowe Christine Simms Shahina Swain Ann Walker	(Resigned 17 May 2022)
<b>Secretary</b>	Tessa Denham	
<b>Principal staff</b>	Tessa Denham	Chief Executive
	Nicola Vantoch-Wood (to July 2021) Andrea Campbell (from 1 July 2021) Angela Higgins (to March 2022) Emma Marsh Helen Wilson (to February 2022) Kathy Engler (to December 2021) Mags Shevlin Anwaar Mahmood (from February 2022) Freya Hirst (from February 2022) Donna Cremin (from February 2022)	Clinical Lead/Services Manager Clinical Lead Operations Manager Services Manager Services Manager Services Manager Services Manager Finance Manager Services Manager Operations office manager
Charity number	1145377	
Company number	07804583	
Registered office	Portland House 5 Portland Street Leeds LS1 3DR	
Independent Examiner	Laura Masheder FCA DChA Azets Audit Services Limited Triune Court York YO32 9GZ	
Bankers	National Westminster Bank plc Westgate Branch 31 Westgate Leeds LS1 2RF	

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# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

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# **WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022**

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The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's memorandum and articles of association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective from 1 January 2019).

The Legal and Administrative Information page forms part of this report.

WCTS has operated continuously since 1982, initially as an Industrial and Provident Society with charitable objectives, and then as a charitable company limited by guarantee from 2011. WCTS is governed by articles of association.

The Board usually comprises between eight and twelve trustees, recruiting by open advertising, personal recommendation and direct approach, depending on the required expertise or skills. One third of trustees retires each Annual General Meeting, and are welcome to stand for re-election. Officers in post during the year were the Chair and deputy, Treasurer and deputy. The CEO acts as the Company Secretary.

Potential trustees attend an initial introductory meeting with the Chair and three Board meetings as a guest. New trustees receive a comprehensive induction pack, which includes Charity Commission guidance 'The Essential Trustee', and are invited to attend an induction session with the Chair and Chief Executive. This session covers areas like legal responsibility; the Articles; services; and finances. Board responsibilities are reviewed annually. An experienced Board member mentors and works with each new Board member for up to a year, while a system of formal annual Board appraisals is undertaken biannually.

The Board meets eleven times a year and receives regular reports from the Chief Executive, covering financial performance and other key performance indicators such as clinical service / therapy outcomes, complaints, and staff wellbeing.

A scheme of delegation (reviewed annually) is also in place, and day-to-day responsibility for the provision of services rests with the Chief Executive, supported by the Clinical Lead. The Chief Executive is responsible for ensuring WCTS delivers the services specified, and that key performance indicators are met. The Clinical Lead has responsibility for the framework of clinical services. The management team meets weekly, and comprises the Chief Executive, Clinical Lead, Services Managers and the Services Support Manager.

We regularly review our employee remuneration and reward packages to make sure we always attract and retain the best possible staff for our work.

WCTS is guided by local, regional and national policy and strategy, and informed by input and feedback from service users.

For example Leeds Mental Health Strategy 2020-2025, the Mental Health Foundation's 2021 report Loneliness and Mental Health report which explores what it's like to be lonely: its causes, consequences, the strong links between loneliness and mental health and the Closing-the-Revolving-Door the final report from the seven year Lottery funded WiFi project focusing on young people experiencing multiple disadvantage. WiFi findings show that women with multiple needs need a range of support services with a focus on safety (eg suitable and secure housing) and positive outcome. They found that emotional wellbeing and mental health services are essential in women engaging in services.

2021 research by Agenda reveals a "future crisis in women's mental health". Pandemic research by Women's Lives Leeds, of which we're a part, provides insights into the disproportionate impact of the pandemic on women, including those in keyworker roles with inadequate protection, school closures affecting job security, severe financial instability, the emotional burden of "holding it all together" and the increased risk of domestic violence. Clients tell us lockdown brought severe financial pressures, increased child/elder care and existing abuse/violence was exacerbated.

# **WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022**

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Leeds Joint Strategic Needs Assessment 2021 shows the city's population has continued to become more diverse, in terms of age, countries of origin and ethnicity. Noting there is more work to do in understanding and responding to the relationship between ethnicity, deprivation, social mobility and health and wellbeing. The city's population is ageing, with the 80+ age group growing fastest. The older population is also becoming more diverse, as the wider demographic trends are increasingly reflected in our older generation.

### **Risk Management**

The trustees have reviewed the major risks to the charity and the risk register is updated annually. Appropriate risk mitigation strategies are in place, and areas such as health & safety, safeguarding and finance are standing items on Board agendas. Included in its current policies, WCTS has a serious incident policy, a beneficiary confidentiality policy, and child and adult safeguarding policies. During the year the Covid Risk Assessment was updated periodically along with an Issues Log and presented to the Board.

The trustees consider the Chief Executive, the Clinical Lead, the Services Managers and the Services Support and Finance Managers as key management personnel, in charge of directing and controlling the charity, and running and operating the charity on a day-to-day basis.

The pay of the charity's key management staff is reviewed annually, and may be increased in accordance with national indicators like inflation or average earnings where financially possible and prudent. Remuneration is also benchmarked with charities of a similar size and activity to ensure that it's fair and in line with that generally paid for similar roles.

### **Objectives and activities**

Our objectives are to:

1. Provide advice and guidance, counselling and psychotherapeutic services including self-help support for women and girls of all ages (and their families where necessary), living in Yorkshire and Humberside, who are suffering from psychological/mental health problems.
2. Advance the education of the public and of psychotherapists and mental health workers in particular, in the causes, effects, treatment and reduction of psychological/mental health problems in women and girls.

We operate mainly in the Leeds area, and particularly in areas suffering from economic deprivation, working with women and girls experiencing multiple disadvantage.

Ultimately, our aims are to support marginalised and vulnerable women recover from the impacts of negative life experiences and improve their life chances by: reducing their levels of psychological distress/mental health problems; improving their levels of self-esteem and confidence; increasing their resilience; empowering them with skills for dealing with problems or tackling difficult situations, relationships and, for some, mothering.

Helping women achieve these goals takes time, and we do it by providing access to trauma specialised long-term, i.e. up to two years, psychotherapeutic services that are woman centred and increasingly intersectional specific: that is, services that take account of both gender and wider power structures in society, and the potential impact of severe and/or long-term adversity on development, capacity to form and sustain healthy relationships and resilience. Crucially, we provide a service that tolerates disrupted engagement, which is essential where issues of trust are critical, and where women are carers for children and or elders. We adapt to the needs of individuals too, by using texts and phone calls to secure therapeutic work when necessary, by delivering therapy at the beneficiaries' preferred pace, and by providing practitioners from the same or different cultural identity, and with the same mother tongue.

# **WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022**

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Where appropriate specialised services for our beneficiary target group aren't generally available, we aim to develop and pilot them. These include outreach services to reach particularly marginalised and isolated women, and extending our age range to include 16 and 17 year olds (supported by funding from BBC Children in Need and the Pilgrim Trust). Supported by Comic Relief we continued to reach women aged 50+ at risk of violence and a core grant from the Ministry of Justice helped us increase capacity to work with survivors/victims of sexual harassment, abuse and violence as adults and or in childhood.

We continue to see how important the Service is. With the stark disproportionate impact of the pandemic on women and girls (including increases in gender based violence) and particularly on those from diverse communities, services which recognise these intersectional impacts and offer specialised holistic support are essential. This second year of the pandemic exacerbated already serious health inequalities.

Not surprisingly, in the face of growing demand and rising operational costs, and despite the commitment and generosity of partners, our funding limits those we can help. For example, our general counselling and therapy service can only work with around 85 women at any time. Demand for our services continues to rise, as rapidly as the previous year and the waiting list for our open access service was closed for more than three quarters of the year. A Leeds statutory service offering support to those with Moderate needs is currently holding a waiting list of over 4000 people. The harsh reality is that within our current budgets we can only help a few of the many women who need and seek support.

As part of our efforts to deliver the best possible service, we review our objectives and activities annually with ex-service users, staff and at Board level. These reviews look at the benefits we provide to women, and also where we might achieve more. We refer to, and comply with, guidance from the Charity Commission on public benefit in these reviews, and whenever we plan future work. Specifically, the trustees consider how our work contributes to the strategic goals and objectives they've set, and published, in the strategic plan 'Looking backwards, facing forward'.

This year we continued to host the Visible project ([www.visibleproject.org.uk](http://www.visibleproject.org.uk)) funded by Leeds NHS CCG. Visible accelerates citywide system changes in organisational services' responses to those with histories of sexual abuse / violence in childhood.

### **Achievements and Performance**

- Summary
- Women who use the Service – profile and demographics
- Women's Outcomes – CORE Outcome Measures, qualitative evaluation, beneficiary feedback
- What the Service offers

### **Summary**

This has been an extremely difficult year for the charity (as for many others); however, one we have weathered well. As we noted last year without doubt the impact of Covid on women and girls lives is profound. We continued to adapt services and learn; working hard to maintain the compassionate support - with the support of all our partners - in the face of ongoing 'threat' and resultant trauma responses.

The Service proved resilient, over the second year of the pandemic, building on the hard work and unswerving focus of previous years. Staff adapted to changes in social distancing restrictions, new lockdowns, home schooling, IT issues, physical health needs etc to deliver a high quality remote and face to face service. They increased their flexibility to meet needs of service users facing similar issue to ensure access and sustainable engagement. Staff provided a steady presence for women and girls as services were inaccessible and fractured – continuing to support women to build or re build healthy attachment and relationship.

The number of women accessing our Service during the year returned to pre-pandemic levels however the length of support shortened, yet very good mental health outcomes were maintained. Given the range of drivers on these areas it is not possible to identify more detailed 'causes' than – the pandemic. We instead worked to maintain our excellence across the Service, and to address the wide ranging impacts on the organisation.

# **WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022**

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The numbers of women we worked with increased to 457 (319 (2020-21), 458 (2019-20) and 388 (2018-19)). Of these, 90% presented with clinical mental health problems: three quarters in the Moderate, Moderately Severe and Severe groupings. Over 80% women and girls present with histories of trauma and abuse (more disclose during counselling). 86% of mental health problems / concerns have lasted over 12 months, recurring or continuous. These levels of psychological distress are profoundly debilitating affecting all areas of life. We aim to work with each woman's unique experience and need.

Conversely to last year, this year women engaged in counselling for fewer sessions. However, we've continued to have excellent success in terms of outcomes, two thirds (64%) showing clinical and/or reliable improvement i.e. recovery. Improvements across Psychological Domains average two (of four) clinical bands which is excellent particularly for this beneficiary group. Feedback from women on the impacts of counselling is also excellent.

We offered services remotely and face to face during this period: the open access service; specialised services for pregnant women and new mothers; 16-17 year olds; older women at risk of violence; and survivors/victims of sexual and violence. Unfortunately, lockdowns and social distancing restrictions severely limited our face to face highly specialised psychotherapy provision that reaches the most isolated women, working closely with *Hamara, Bangladeshi Centre* and *Asha*. However, during the year we continued with our return to offering therapy from key venues in 'deprived' Leeds, alongside our city centre premises.

We continued to work with what it means to be an anti-racist / anti-discriminatory inclusive organisation. During the year we held a number of internal workshops and externally facilitated grounding sessions for the work. A Race Support Peer Group was established and an action plan for improvement work. We were successful in securing further Lloyds Bank Foundation funding which comes with *Enhance* support – which will aid us in taking this work further.

The unique Visible initiative continues to work citywide, accelerating improvements to health and wellbeing outcomes for adult survivors of child sexual abuse.

We continued to work as a founding partner to the National Lottery funded *Women's Lives Leeds* project supporting women and girls with complex needs, providing invaluable opportunities for their voices to influence and inform the city's priorities, strategies and policies. During the year the initiative received a further four-year grant.

### **The women we help: profile and demographics**

Before therapy, the average clinical score of the women we help is stable at 20 (2021: 19, 2020: 21; 2019: 22), equating to Moderately Severe mental health problems. Over 50% of women have needs normally only addressed in secondary services, but the women who use our Service can find it hard to access or engage with more mainstream services because of their complex needs, and / or are excluded from them by limited accessibility.

The levels of psychological distress severity is Severe at 20%, then Moderately Severe at 23% and Moderate at 30%, followed by Mild 16%, with non-clinical Low at 8% and Healthy 2%.

The women we help have an increasing average of seven problems/concerns at assessment, increased from five to six in previous years. Most commonly: anxiety / stress (100%), depression (95%), self-esteem (77%), interpersonal problems (77%), trauma/abuse (80%) and addictions (17%). Of these problems over 94% of each is in the Moderately Severe band. With 86% lasting for at least 12 months, and recurring or continuous.

Worryingly, all these problems appear to be far more prevalent than in the 2011 Primary Care national database, and levels of trauma/abuse at assessment remain over three times higher than the national average.

27% of beneficiaries are at risk of suicide and 33% are at risk of self-harm; 7% are at risk of harming others.

# **WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022**

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Monitoring of beneficiaries accessing the service show excellent reach into target beneficiary populations:

- 100% of WCTS beneficiaries are on low incomes (i.e. below the DWP Median Net Family and Household income figure adjusted for household composition) or live in poverty.
- 21% of beneficiaries are from postcode areas LS7, LS9, LS10, LS14 and LS15 ranked in the lowest 3% of wards in England in the multiple deprivation index (26% 2019-20; 28% 2018-19); a further 33% (33% 2019-20; 26% 2018-19) come from LS8, LS11 and LS12, ranked within the lowest 10% of wards and also having the highest rates of suicide within the city. Overall, more than half of beneficiaries live in Leeds' most deprived areas.

87% of women and girls living in the most affluent areas of Leeds are White; compared to 64% in the most deprived.

- 31% of beneficiaries are from BME communities (32% 2020-21; 35% 2019-20; 29% 2018-19) (Leeds BME population 18.9% Census 2011).

Approximately 27% of women living in the most (20%) deprived areas of Leeds are of Asian heritage compared with 13% in Leeds overall; 23% are Black compared with 7% overall.

- 23% of beneficiaries who define their status consider themselves to have a disability (27% 2020-21; 31% 2019-20; 25% 2018-19).
- 16% of those who disclose their sexuality define as lesbian, gay, bisexual or transgender.
- The age range of women accessing the service is relatively stable after a significant change in 2017, with 20% aged between 16-25 (27% 2020-21, 25% 2019-20; 23% 2018-19) and 24% over 45 years old (28% 2020-21, 31% 2019-20; 28% 2018-19). The number of older women accessing the service continues to slightly increase.

We are (proportionally) reaching more Leeds young women living in the most deprived areas than older women. This reflects the national and local 'left shift' strategy of recent years to engage with mental health problems at an earlier point.

- As in previous years around two thirds of beneficiaries are mothers; over half of whom have responsibility for children under 16. One in ten have experienced having a child(ren) removed into care.
- Of those who name a religious affiliation 40% are Muslim.

### **Women's Outcomes**

We use two main tools to monitor beneficiary outcomes. The first is a clinical measure called Clinical Outcomes in Routine Evaluation (CORE): a rigorous system used throughout the NHS. The second is an equally useful feedback form completed at the end of therapy. Our CORE data is independently evaluated by CORE IMS at least bi-annually, while the client feedback is analysed annually.

While the average CORE score on entering our service was 20 (Moderately Severe), the average CORE score of women ending counselling during the year was 13 (Mild). This is an average improvement across two severity levels, clearly showing the full extent of our work's positive impact.

Evaluation shows 63% of women and girls demonstrate clinical and/or reliable improvement i.e. recovery. This compares to 55% for similar services nationally, which means that we're typically achieving measurably excellent results for the women we work with. This improvement is comparable to last year however; this does represent a reduction in 'recovery' outcomes (from 75+% in previous years when we used the CORE34 measure – we started using a shorter CORE10 measure to reduce the admin burden on beneficiaries however the measure is less sensitive).



# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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Changes in psychological Domains are:

- Functioning: 19 (Moderate) /40 reducing to 14 (Mild)
- Problems: 25 (Severe) reducing to 17 (Moderate)
- Wellbeing issues: 26 (Severe) reducing to 18 (Moderate)
- Risk: 5 (clinical population) reducing to 3 (borderline non-clinical population)

Crucially, and equally positively, this recovery is also sustained. In 2012, we won an award from the British Association for Counselling and Psychotherapy for conducting research which revealed that 60% of participating beneficiaries were still experiencing reliable and significant change four years after their therapy. The longevity of these recoveries isn't just excellent for the individual service user herself: it also reduces their need for future interventions, which in turn frees up our services for other women.

Women attended for an average of 15 sessions over six months; contact with the service is just over ten months. This is a reduction from previous year average of 20 sessions and is likely due to impacts of the pandemic. We are working to ensure support for women to attend counselling is available.

Analysis of Beneficiary feedback forms in March 2022 shows that 100% agreed or strongly agreed with the statements 'I felt able to work with my counsellor' and 'I felt understood by my counsellor'. Within 'Helpfulness of counselling' 98% of beneficiaries agreed or strongly agreed with the statement 'I feel I understand myself better' and 'I look after myself better'. Within the context of a global pandemic 93% said that they tackle difficult situations better; 96% said that they had made changes in how they dealt with their problems, and 93% said their relationships have improved, for some including becoming more effective parents 96%.

Feedback around convenience and accessibility remained strong: 100% of beneficiaries found the venue convenient and 98% felt that the counselling was accessible; 98% felt that they were offered an appointment within a reasonable length of time; 91% felt that they were offered appointments at convenient times; and 91% found the written information helpful.

**Some of the feedback** from beneficiaries in 2021 - 2022:

*Great service and helped me lots, amazing.*

*I am extremely grateful for WCTS, I am certain I would be in a much worse place in my life if it weren't for your service.*

*Best thing I've ever done to help myself.*

*My Counsellor (sic) was so lovely and helpful, she always had the time and patience to help me.*

For women who are / have been recently pregnant and new mums...

*I am so grateful for the help and support that has been offered, I spoke to the Counsellor for an assessment the day before I lost my baby where I had to terminate for medical reasons, the day after I got back from Hospital, I had my first appointment after losing my baby, the support during this time and whilst being in lockdown was invaluable and a lifeline, It was so reassuring that someone was there to hold space for me during this time, and help me make sense of things, thank you.*

And for group work...

*(Counsellor) was really good at remembering individual issues we were facing and highlighting methods of handling these as we came across them for each individual. Despite it being a group therapy I was made to feel heard and acknowledged as an individual. I have come away feeling positive about the work I have done and how to continue this.*

*I found my counsellor really understood my situation and took time to listen to the full story. I felt really understood and heard ...*

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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*... I would do the course again and recommend it to others (in lieu of a longer offer) and it was expertly facilitated. (Counsellor) was warm, caring, compassionate and astute throughout.*

And finally ...

*(Counsellor) was really helpful, sincere and talented. I felt supported, believed, liked, understood and she helped me understand myself somewhat and some of my history.*

*I want to say a big thank you for giving me this opportunity to work on myself. I can honestly say you saved my life. Keep helping people. I will remember this experience forever and help other women whenever I can. Thank you so much.*

We were unable to hold the annual ex-beneficiary event due to Covid restrictions and risk. Previous year's events continued to emphasise the value of the service to women and the importance of women-only space. A face to face feedback event took place in June 2022.

Two ex-service users serve on the Board of Trustees offering a unique perspective from their experiences.

### What the Service offers

WCTS offers a safe, confidential and culturally sensitive space where women can speak openly and deeply about their experiences, feelings and thoughts. Crucially, we're providing something women and girls usually can't access in any other area of their lives. In a society where we are understanding more about the prevalence, insidiousness and impacts of misogyny and racism this is vital to mental health.

*Everyone was lovely and listened to me, respected me, I felt safe.*

*(Counsellor) was really helpful, sincere and talented. I felt supported, believed, liked, understood and she helped me understand myself somewhat and some of my history.*

This year we continued to focus on phone and digital inclusion sourcing phones and tablets to enable women to access support remotely, whilst also equipping the offices to be Covid Secure and returning to face to face counselling.

Our support enables women to express and resolve painful experiences, and to begin to review and change their attitude towards themselves and others. This vital opportunity reduces psychological distress and mental health problems, and it also increases women's resilience to everyday ups and downs as well as more challenging life events.

Our services are 'trauma specialised', which means they take account of the potential impact of severe and/or long-term adversity on development, resilience, and the capacity to form relationships. They also address the frequent mislabelling of people with histories of trauma as 'uncooperative, hard to engage, non-compliant or treatment resistant, needy or aggressive'.

Essential casework support around wider health and social needs enables access to and engagement with counselling enabling women to use the specialised therapy we offer to maximum benefit – it means they get 'added value' from their contact with us. Working holistically with women facing on average seven identified long term problems means working with significant complexity. Whilst counselling works primarily with ways of thinking, feeling and behaving as 'processes' there is always 'content' to the work i.e. the social, health and interpersonal needs women are living with resulting from their experiences and histories. Working at one level on the 'what gets in the way (internally or externally)' in relation to this issue that is causing you difficulty in your life' counselling is always focused on supporting women live more of the lives they want / desire and so is intrinsically practical. Aiming to support women towards the 'new skills, confidence, independence, security and/or agency'. Identifying goals at the beginning of work together and checking in with these regularly 'Are we talking about the things that matter most to you?' focuses the work on the change that is most important to each individual woman.

# **WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022**

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Our approach is all about responsiveness to individual need and flexibility in understanding individual circumstances. Within a clear psychotherapeutic framework, guided by the BACP's Ethical Framework for Counselling Professions, our focus is on the relationship between beneficiary and therapist, or on relationships with other group members. It's in the context of these safe, understanding and thoughtfully challenging relationships that real and lasting change takes place.

WCTS employs a wide range of highly skilled counsellors/psychotherapists, offering counselling in five community languages and from different therapeutic modalities, including psychodynamic, humanistic, analytic, gestalt, person centred, and the creative arts therapies. Every modality acknowledges just how important a sense of safety and trust is before the relationship between client and therapist can foster exploration, learning and change. Caseworkers sit alongside Counsellors to ensure the Service is as accessible as possible.

Understandably, women continue to highlight the importance of confidentiality in their feedback: their need to trust someone enough to speak openly, and the profound impact of feeling supported and understood. They talk about feeling welcomed and accepted at WCTS: about their relief at having someone they can regularly express their often troubled or troubling thoughts and feelings with.

Importantly, providing a longer-term therapeutic relationship helps therapy progress at a pace that traumatised women can easily manage. It's significant that many women only gradually feel stable and trusting enough to begin talking in intimate detail about formative life events, and that's one of the key benefits of long-term therapy like ours. They identify and explore the ongoing impact of these experiences and, over time, this enables them to make both small and huge changes in their understandings of themselves and their behaviours. In turn, this helps them begin to make choices that contribute to improving their lives and those of their children, families and communities.

Our service is unique in Leeds for its special mix of accessibility and long-term support. It's free, delivered in venues women can reach easily and feel safe in, and personalised to their unique needs, even with some interpreter and child care support where necessary. It's also long term, with counselling or psychotherapy lasting up to two years and delivered by fully qualified, accredited and experienced female staff. Both individual and group psychotherapy is offered, and some women complete a period of focused individual work before moving into group work to deepen their explorations of relationship with others. We offer 8-week psychoeducational courses too, designed to help women reflect upon their current difficulties, develop skills and strategies for managing their emotional wellbeing, and build their resilience to life's ups and downs.

We offer an open access service for women in the beneficiary group, both from our city centre premises and venues across Leeds. During the year this was also offered remotely. It's funded by Leeds City Council Adult and Health department, the Bromley Trust, and Garfield Weston Foundation. The core grant from Ministry of Justice supports the charity and enables us to continue a sexual violence socialism offering much needed support to women dealing with the impacts of harassment, abuse and violence in childhood and or as adults. Comic Relief funded work with women over 50 at risk of violence.

All women accessing this service are unable to access other services to meet their needs. They're not able to pay for counselling, they need a female therapist, and they're only able to feel safe enough to speak of their experiences – often years or decades of neglect, sexual or domestic abuse and/or violence – in a women's service. WCTS is a service that recognises their strengths, is compassionate about their challenges, and that supports them in their desire and efforts to make changes: together we celebrate them and their achievements, large and small.

We've successfully helped women deal with the consequences of fractured families, domestic abuse, children with challenging behaviours, traumatic labours and births, bereavement, and overcoming the negative impacts of aspects of their own childhoods, including multigenerational poverty.

Our perinatal work continues to see very positive results, and we received a Maternal Mental Health Alliance award for Diversity and Inclusion in August 2018. This was the first full year of working within the Leeds Mental Wellbeing Service partnership. We also continued working with 16 and 17-year olds for the first time, funded by BBC Children in Need within the 16–25-year-old specialism provided by the Service, The Pilgrim Trust funded part of this work. We offered these young women shorter contracts of six to twelve sessions.

# **WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022**

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Evaluation Reports of our work can be found at [www.womenstherapyleeds.org.uk](http://www.womenstherapyleeds.org.uk) The most recent, March 2022, covers the Comic Relief funded work with women 50+ at risk of violence.

### **Wider work**

We are delighted to continue hosting the Visible project: this follows on from the October 2015 city-wide conference *Childhood Sexual Abuse – the challenge to mental health services*. Leeds North CCG committed to further funding for 2021 - 23. Visible is a pioneering city-wide initiative to improve services with, and for, adult survivors of child sexual abuse. Visible carries out this work in close partnership with Leeds Involving People, and there's more information at [visibleproject.org.uk](http://visibleproject.org.uk)

We play a big part in the strengthened and co-ordinated approach to mental health service provision for the women of Leeds through our involvement in key city-wide forums like Volition (the Leeds voluntary sector mental health forum), the NHS Perinatal Mental Health Group and the Leeds Strategic Mental Health Partnership. Our CEO acts as Third Sector Advocate on sexual violence services to the West Yorkshire PCC Domestic Abuse and Sexual Violence Advisory Board.

### **Financial review**

WTCS has responded to this extremely challenging operating environment by maintaining and further diversifying its funding base, operating with a diverse range of funding streams. In Spring 2022 we were awarded a new five-year contract for £129,000 annually from Leeds City Council Adults & Health. Careful financial management means we're increasingly able to respond flexibly in relation to emerging needs and opportunities – vital in such a complex and volatile operating environment. The Statement of Financial Activities shows net income for the year of £28,607 with reserves totalling £232,055 at 31 March 2022 (2021: £203,448).

### **Principal funding sources**

Income for the year from April 2021 to 31 March 2022 were £850,629 (2021: £799,347). The largest single funding stream is a contract with Leeds Community Healthcare of £143,359 (2021: £143,235). Other contributions are from NHS CCGs which total £313,546 (2021: £210,382) and from charitable trusts and foundations; £366,878 (2021: £415,434). Donations amounted to £691 (2021: £275) and fees of £6,929 (2021: £18,278).

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### Reserves policy

The trustees continued to monitor progress against the reserves policy (i.e. that free reserves held by the charity should equate to 25-50% of agreed budgeted expenditure for the subsequent financial year).

Reserves have been steadily built towards meeting this policy over recent years. Budgeted expenditure for 2022/23 is £904,370 (2021/22: £817,582). The reserves target is £226,092 – 452,185 (2021: £210,000). The reserves are needed to meet the working needs of the charity in the event of a significant drop in funding, to maintain provision for redundancy and legal costs or other untoward events. At present the free reserves and designated funds amount to £221,341 (2021: £194,126) just short of the lower limit of target. The Board is continuing to look at ways to build the reserves and has also considered contingency plans in the event of a significant reduction in finances in the short term.

### **Plans for Future Periods**

As we finalise these accounts we are focusing on both offering a safe secure Service in relation to the Covid-19 pandemic, for example continuing to increase face-to-face support, and on the 'What have we learnt? What are women and girls telling us? How have needs changed? What does it mean that remote services are helpful in the face of limited or non-existent childcare services?'.

Lloyds Bank Foundation speaks of how charities are 'Reacting, Recovering and Renewing' from the crisis of the pandemic. This helpful reflects WCTS' approach. In the long term we'll keep remote services as part of our offer, recognising the increased accessibility that it brings for some. However, evidence is extremely limited particularly with our beneficiary population and we need to better understand the interdependencies between needs, risk, face-to-face or remote and outcomes.

We will continue to work on anti-racist / discriminatory practice with the aim that **all** women in Leeds feel WCTS is for them as much as anyone. And has equal access to the same high quality service specifically appropriate to them and their needs. We will continue to deepen our understanding of our reach using Leeds Public Health data and work to address mental health inequalities. We will work to reach more Black women.

In 2021, we will publish a 10-year plan as part of celebrating 40 years of service. We'll continue to consolidate our growth and aim to maximise any opportunities to meet the anticipated increase in demand. In this we will re-examine user involvement and coproduction in the context of a service intention of psychological change and the optimum conditions for this.

We'll carry on focussing on developing support for those who are excluded from services too, and continue to work in the Women's Lives Leeds Alliance, focussing on maximising the impact of city-wide priorities, strategies and policies, as well as responding to new opportunities.

### **Fundraising**

We strive to achieve the highest fundraising standards and we value our supportive funders.

We are staying up to date with developments in charity regulation, data protection and the Fundraising Preference Service (FPS) to make sure we are legally compliant and adhering to all guidelines. Our fundraisers follow the Institute of Fundraising's Code of Practice.

### **Small Company Rules**

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved and signed on behalf of the board by:

*C. E. Rowe*

**Chair of Trustees**

**Dated: 18 July 2022**

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

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I report to the trustees on my examination of the financial statements of Women's Counselling and Therapy Service Limited (the charity) for the year ended 31 March 2022.

### Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

*Laura Masheder*

**Laura Masheder FCA DChA**  
Azets Audit Services Limited  
Triune Court  
York  
YO32 9GZ

Dated: 09/08/2022

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
<b><u>Income from:</u></b>					
Grants and donations	3	13,579	366,878	380,457	422,731
Charitable activities	4	436,940	32,464	469,404	376,120
Other trading activities	5	-	-	-	380
Investments	6	768	-	768	116
<b>Total income</b>		<b>451,287</b>	<b>399,342</b>	<b>850,629</b>	<b>799,347</b>
<b><u>Expenditure on:</u></b>					
Charitable activities	7	424,072	397,950	822,022	804,364
<b>Net income/(expenditure) and net movement in funds</b>		<b>27,215</b>	<b>1,392</b>	<b>28,607</b>	<b>(5,017)</b>
Fund balances at 1 April 2021		194,126	9,322	203,448	208,465
<b>Fund balances at 31 March 2022</b>		<b>221,341</b>	<b>10,714</b>	<b>232,055</b>	<b>203,448</b>

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 15 - 29 form part of these financial statements.

A fully detailed Statement of Financial Activities for the year ended 31 March 2021 is shown at note 22.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Current assets</b>					
Debtors	13	19,707		12,472	
Cash at bank and in hand		365,292		517,590	
		<u>384,999</u>		<u>530,062</u>	
<b>Creditors: amounts falling due within one year</b>	14	(152,944)		(326,614)	
Net current assets			232,055		203,448
<b>Funds of the Charity</b>					
Restricted funds	17		10,714		9,322
<u>Unrestricted funds</u>					
Designated funds	18	174,093		161,973	
General unrestricted funds		<u>47,248</u>		<u>32,153</u>	
			221,341		194,126
			<u>232,055</u>		<u>203,448</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The members have not required the charitable company to obtain an audit of its financial statements for the year in question in accordance with section 476 of the Companies Act 2006.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees on 18 July 2022

C. E. Rowe

Celly Rowe

Chair of Trustees

Company Registration No. 07804583



# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Cash flows from operating activities</b>					
Cash (absorbed by)/generated from operations	21		(153,066)		167,097
<b>Investing activities</b>					
Interest received		768		116	
<b>Net cash generated from investing activities</b>			768		116
<b>Net (decrease)/increase in cash and cash equivalents</b>			(152,298)		167,213
Cash and cash equivalents at beginning of year			517,590		350,377
<b>Cash and cash equivalents at end of year</b>			365,292		517,590

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### Charity information

Women's Counselling and Therapy Service Limited is a Company Limited by Guarantee and is also a registered charity. The registered office is Portland House, 5 Portland Street, Leeds, LS1 3DR.

Each member of the company has undertaken to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

### 1.1 Accounting convention

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

The financial statements have been prepared under the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

Women's Counselling and Therapy Service Limited meets the definition of a public benefit entity under FRS102.

Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

### 1.2 Going concern

The trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. They have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the next 12 to 18 months, and have adequate contingency plans in the event that income streams are reduced. Whilst the global economy has been significantly impacted by the COVID-19 virus, the charity still has reserves sufficient to meet its immediate requirements. Consequently the accounts have therefore been prepared on the basis that the charity is a going concern.

### 1.3 Charitable funds

Unrestricted funds represent funds which are expendable at the discretion of the Trustees in the furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment and include designated funds.

Restricted funds represent grants, donations and legacies received which are allocated by the donor for particular project or activity.

### 1.4 Income

Income represents all resources which become available to the charity but excludes gains on investments. Grants and donations are recognisable when the charity becomes entitled to receive the funds, when it is probable that the funds will be received and that they can be measured with sufficient accuracy.

Investment income is recognised on an accruals basis and comprises of interest receivable during the accounting period.

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised in the period in which it is incurred and includes attributable VAT which cannot be recovered.

Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.

Support costs include those costs incurred in supporting the work of the charity.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	15% straight line
Computers	33% straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Individual fixed assets costing £1,000 or more are capitalised.

#### 1.7 Cash and cash equivalents

Cash at bank and cash in hand includes cash and short term highly liquid investments with a maturity within the 12 months after the balance sheet date.

#### 1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS102 to all of its financial instruments.

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid.

##### **Other financial assets**

Financial assets, other than those held at fair value through profit and loss, are assessed for indicators of impairment at each reporting end date.

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 1 Accounting policies

(Continued)

#### **Impairment of financial assets**

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. Any impairment loss is recognised in the income and expenditure account.

#### **Derecognition of financial assets**

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

#### **Basic financial liabilities**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfers of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement value after allowing for any discounts which may be due.

#### **Other financial liabilities**

Amounts recognised as provisions are best estimates of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

#### **Derecognition of financial liabilities**

Financial Liabilities are only derecognised when, and only when, the charity's obligations are discharged, cancelled or they expire.

### 1.9 Taxation

Women's Counselling and Therapy Services is a registered charity and as such is a charity within the meaning of schedule 6 of the Finance Act 2010. Accordingly, the Charity is potentially entitled to tax exemption under part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 in respect of income and gains arising.

### 1.10 Employee benefits

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

### 1.11 Retirement benefits

The charity has made arrangements for a defined contribution scheme for the members of staff. The assets of the scheme are held separately from those of the charity. Pension costs charged in the Statement of Financial Activities represent contributions payable by the charity in the year.

## 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 2 Critical accounting estimates and judgements

(Continued)

The Trustees are of the opinion that there are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities.

### 3 Grants and donations

	Unrestricted funds	Restricted funds	Total	Total
	2022	2022	2022	2021
	£	£	£	£
Donations and gifts	691	-	691	275
Grants	12,888	366,878	379,766	422,456
	<u>13,579</u>	<u>366,878</u>	<u>380,457</u>	<u>422,731</u>

In the current year restricted grants were £366,878 (2021: £415,434), unrestricted grant totalled £12,888 (2021: £7,297). All donations and gifts are unrestricted in both the current and previous financial year.

	2022	2021
	£	£
<b>Grants receivable for core activities</b>		
Bromley Trust	15,000	15,000
Charles Hayward Foundation	-	3,000
Comic Relief	45,072	24,955
Comic Relief COVID 19 Funding	-	40,000
Henry Smith Charity	54,600	56,300
Ministry of Justice	189,244	138,600
Big Lottery - Community Fund	16,320	70,720
Ministry of Justice Covid Funding	-	37,341
BBC Children in Need	8,585	29,518
The Pilgrim Trust	7,539	-
Leeds Women's Aid	10,518	-
Garfield Weston	20,000	-
	<u>366,878</u>	<u>415,434</u>

The Charity benefits greatly from the involvement and enthusiastic support of a number of volunteers, details of which are given in our annual report. In accordance with FRS102 the economic contribution of volunteers is not recognised in the financial statements.

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 4 Charitable activities

	2022 £	2021 £
Grants	462,475	357,842
Other income	6,929	18,278
	<u>469,404</u>	<u>376,120</u>
Leeds City Council Adults and Health	143,359	143,235
NHS Leeds CCG	281,082	202,308
Visible	32,464	8,074
Women's Lives Leeds	-	4,225
	<u>462,475</u>	<u>357,842</u>

In the current year restricted grants were £32,646 (2021: £12,299), unrestricted grant totalled £430,011 (2021: £345,543). All other income are unrestricted in both the current and previous financial year.

### 5 Other trading activities

	2022 £	2021 £
Fundraising events	-	380

### 6 Investments

	2022 £	2021 £
Interest receivable	768	116

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 7 Charitable activities

	2022 £	2021 £
Staff costs	600,622	553,073
Recruitment, DBS checks	6,536	2,424
Therapy, supervision, freelance workers	16,081	19,818
Partner costs	6,646	10,116
Staff and volunteer training	9,515	6,383
Premises costs	34,369	29,571
Direct client costs	12,851	4,441
Postage and stationery	1,146	1,362
Consultancy fees	17,186	52,730
Service user involvement	30	300
Volunteer expenses	-	196
	<u>704,982</u>	<u>680,414</u>
Share of support costs (see note 9)	117,040	123,950
	<u>822,022</u>	<u>804,364</u>
<b>Analysis by fund</b>		
Unrestricted funds	424,072	330,491
Restricted funds	397,950	473,873
	<u>822,022</u>	<u>804,364</u>

### 8 Net movement in funds

	2022 £	2021 £
Net movement in funds is stated after charging		
Fees paid to independent examiner		
- Independent examination	1,600	1,200
- Other accountancy, VAT and consultancy services	1,900	1,650
Operating lease charges	<u>31,819</u>	<u>31,819</u>

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 9 Support costs

	2022	2021
	£	£
Staff costs	42,742	36,071
Premises costs	11,457	9,857
Insurance	3,148	3,987
Administrative costs	31,883	24,325
Travel and subsistence	915	801
Books and subscriptions	1,370	2,607
Accountancy fees	4,200	3,420
Other professional fees	16,816	19,348
Office equipment	4,509	23,534
	<u>117,040</u>	<u>123,950</u>

Accountancy fees include fees paid to the independent examiner of £1,900 (2021: £1,420), accountancy fees of £1,600 (2021: £1,155) and tax fees of £nil (2021: £275).

### 10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

No trustees claimed expenses during the year (2021: No trustees).



# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 11 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Charity Manager	1	1
Therapy Managers and staff	22	20
Charity and Therapy administration	3	4
	<u>26</u>	<u>25</u>

#### Employment costs

	2022 £	2021 £
Wages and salaries	579,789	528,256
Social security costs	48,680	38,601
Other pension costs	14,895	22,287
	<u>643,364</u>	<u>589,144</u>

The charity participates in a defined contribution pension arrangement for the benefit of its employees. Unpaid contributions totalled £2,765 at 31 March 2022 (2021: £3,090).

The key management personnel of Women's Counselling and Therapy Service Limited are the trustees, Tessa Denham; Chief Executive, Nicola Vantoch-Wood (until July 2021); Clinical Lead/Services Manager, Andrea Campbell (from 1 July 2021); Clinical Lead, Angela Higgins (until March 2022); Operations Manager, Helen Wilson (until Feb 2022); Services Manager, Kathy Engler (until Dec 2021); Services Manager, Mags Shevlin; Services Manager, Anwaar Mahmood (from Feb 2022); Finance Manager, Freya Hirst (from Feb 2022); Services Manager, Donna Cremin (from Feb 2022); Operations Office Manager.

The total employee benefits of the key management personnel of the charity were £208,095 (2021: £206,334).

There were no employees whose annual remuneration was £60,000 or more (2021: No employees).

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 12 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>			
At 1 April 2021	11,381	7,972	19,353
At 31 March 2022	11,381	7,972	19,353
<b>Depreciation</b>			
At 1 April 2021	11,381	7,972	19,353
At 31 March 2022	11,381	7,972	19,353
<b>Net book value</b>			
At 31 March 2022	-	-	-
At 31 March 2021	-	-	-

### 13 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Other debtors	18,105	10,872
Prepayments and accrued income	1,602	1,600
	<u>19,707</u>	<u>12,472</u>

### 14 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Other taxation and social security		16,226	11,782
Deferred income	15	93,317	226,420
Accruals and deferred income		43,401	88,412
		<u>152,944</u>	<u>326,614</u>

### 15 Deferred income

	2022 £	2021 £
Balance brought forward	226,420	108,918
Released to income	(226,420)	(108,918)
Deferred at year end	<u>93,317</u>	<u>226,420</u>

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 16 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	1,364	22,600
Between two and five years	-	1,364
	<u>1,364</u>	<u>23,964</u>

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2020 £	Movement in funds		Transfers £	Balance at 1 April 2021 £	Movement in funds		Balance at 31 March 2022 £
		Income £	Expenditure £			Income £	Expenditure £	
BBC Children In Need	4,824	29,518	(34,342)	-	-	8,585	(8,585)	-
Big Lottery Fund - Community Fund	11,114	70,720	(81,834)	-	-	16,320	(16,320)	-
Bromley Trust	15,000	15,000	(30,000)	-	-	15,000	(15,000)	-
Charles Hayward Foundation	12,000	3,000	(15,000)	-	-	45,072	(45,072)	-
Comic Relief	10,869	24,955	(35,824)	-	-	-	-	-
Comic Relief Covid-19 Funding	-	40,000	(40,000)	-	-	-	-	-
Henry Smith Charity	-	56,300	(46,978)	-	9,322	54,600	(53,208)	10,714
Ministry of Justice	-	138,600	(138,600)	-	-	189,244	(189,244)	-
Ministry of Justice - Covid Funding	-	37,341	(37,341)	-	-	-	-	-
NHS Leeds CCG	26,638	-	-	(26,638)	-	-	-	-
The Pilgrim Trust	1,655	-	(1,655)	-	-	7,539	(7,539)	-
Visible	-	8,074	(8,074)	-	-	32,464	(32,464)	-
Leeds Women's Aid	-	4,225	(4,225)	-	-	10,518	(10,518)	-
	82,100	427,733	(473,873)	(26,638)	9,322	379,342	(377,950)	10,714

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 17 Restricted funds

(Continued)

#### Purposes of restricted funds:

BBC Children in Need - to support a project working with 16 and 17 year olds.

Big Lottery Fund Community Fund - to provide outreach support to isolated and vulnerable women of Leeds living in areas of deprivation including a focus on provision for south Asian women.

Bromley Trust - funding towards core costs.

Charles Hayward Foundation - funding towards the general therapy services.

Comic Relief - to fund psychological therapies and associated case work for wider health and social needs for women aged 50+ at risk of violence.

Comic Relief Covid-19 Funding - Towards organisational stability and survival during the initial stages of the pandemic including training and equipment to enable staff to work and offer services safely and securely remotely; upgrading systems; equipment for service users to access services remotely; additional management costs; PPE, screens and partitions; staff wellbeing and support; etc.

Garfield Weston - core funding towards the running costs of providing therapy for the beneficiaries.

Henry Smith Charity - funding towards the running costs of providing therapy for the beneficiaries.

Ministry of Justice - a core cost grant providing funding for services to victims/survivors of sexual violence.

Ministry Of Justice Covid-19 Funding - Towards organisational stability and survival during the initial stages of the pandemic including training and equipment to enable staff to work and offer services safely and securely remotely; upgrading systems; equipment for service users to access services remotely; additional management costs; PPE screens and partitions; staff wellbeing and support; etc.

NHS Leeds CCG – This relates to a service contract which was included in restricted funds in 2020 in error and has since been transferred to unrestricted funds in 2021.

Pilgrim Trust - to fund psychological therapies for 16-25 year olds.

**WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**17 Restricted funds**

**(Continued)**

Visible - to fund a project supporting improvements in Leeds health and wellbeing services with adult survivors of child sexual abuse

Women's Lives Leeds - funding as part of the Big Lottery Fund across Leeds, and initiative to support the most vulnerable women and girls with a focus on complex needs to ensure that many more women and girls in Leeds are empowered to live healthier and safer lives.

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2020	Transfers	Balance at 1 April 2021	Transfers	Balance at 31 March 2022
	£	£	£	£	£
Maternity Leave Fund	17,000	-	17,000	4,242	21,242
Future Service Development Fund	10,000	15,000	25,000	4,242	29,242
Contingency Fund	55,299	1,000	56,299	-	56,299
40th Anniversary Research Fund	20,000	20,000	20,000	3,636	23,636
Building Fund	15,000	15,000	43,674	-	43,674
	<u>117,299</u>	<u>44,674</u>	<u>161,973</u>	<u>12,120</u>	<u>174,093</u>

#### Purposes of designated funds:

Maternity Leave Fund - Provision for supporting maternity leave.

Future Service Development Fund - Provision for developing services for marginalised groups who are not served by mental health services with a view to evidencing outcomes.

Contingency Fund - Provision to respond in short term to unforeseen circumstance.

40th Anniversary Research Fund - Provision for additional research.

Building Fund - Provision to secure stable sustainable premises for the Service.

### 19 Analysis of net assets between funds

	Net current assets 2022 £	Total 2022 £	Net current assets 2021 £	Total 2021 £
Restricted Funds	10,714	10,714	9,322	9,322
Unrestricted Funds	41,678	41,678	32,153	32,153
Designated Funds	174,093	174,093	161,973	161,973
	<u>232,055</u>	<u>232,055</u>	<u>203,448</u>	<u>203,448</u>

### 20 Related party transactions

There were no related party transactions during the year (2021 - no transactions).

# WOMEN'S COUNSELLING AND THERAPY SERVICE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

<b>21 Cash generated from operations</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Surplus/(deficit) for the year	28,607	(5,017)
<b>Adjustments for:</b>		
Investment income recognised in statement of financial activities	(768)	(116)
<b>Movements in working capital:</b>		
(Increase) in debtors	(7,235)	(11,144)
(Decrease)/increase in creditors	(173,670)	183,374
<b>Cash (absorbed by)/generated from operations</b>	<b>(153,066)</b>	<b>167,097</b>

The charity had no debt during this or the previous year.

## 22 Comparative Statement of Financial Activities

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2021 £</b>
<b><u>Income from:</u></b>			
Grants, donations and legacies	7,297	415,434	422,731
Charitable activities	363,821	12,299	376,120
Other trading activities	380	-	380
Investments	116	-	116
<b>Total income</b>	<b>371,614</b>	<b>427,733</b>	<b>799,347</b>
<b><u>Expenditure on:</u></b>			
Charitable activities	330,491	473,873	804,364
<b>Net income/(expenditure) before transfers</b>	<b>41,123</b>	<b>(46,140)</b>	<b>(5,017)</b>
Gross transfers between funds	26,638	(26,638)	-
<b>Net movement in funds</b>	<b>67,761</b>	<b>(72,778)</b>	<b>(5,017)</b>
Fund balances at 1 April 2020	126,365	82,100	208,465
<b>Fund balances at 31 March 2021</b>	<b>194,126</b>	<b>9,322</b>	<b>203,448</b>