

# **Phoenix Health and Wellbeing**

Charity number 1154273

## **Annual Report and Financial Statements** **for the year ended 31 March 2021**



West Yorkshire Community Accounting Service

# **Phoenix Health and Wellbeing**

## **Annual Report and Financial Statements for the year ended 31 March 2021**

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**Prepared by West Yorkshire Community Accounting Service**

# Phoenix Health and Wellbeing

## Trustees' report for the year ended 31 March 2021

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
David Aspland	Chair	
Richard Lewis		Resigned 31 October 2020
Helen Kemp	Treasurer	
Jon Woolmore	Secretary	Resigned 8 July 2021
Lindsay Texel		Resigned 15 April 2021
Andy Hewitt		Appointed 9 July 2020

### Charity number

The charity was registered with the Charity Commission for England and Wales, number 1154273, on 18 Oct 2013.

### Principal address

Lower Ground Floor  
30 Park Place  
Leeds  
LS1 2SP

### Bankers

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill,  
West Malling,  
Kent ME19 4JQ

PayPal (Europe)  
22-24 Boulevard Royal  
L-2449 Luxembourg

### Independent examiner

Claire Welling

### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 18 Oct 2013.

### Method of recruitment and appointment of trustees

Every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity's trustees.

# **Phoenix Health and Wellbeing**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Objectives and activities**

#### **The charity's objects**

The object of the CIO is to support the needs of those persons affected by mental, emotional or physical health issues in the interest of promoting their good health and wellbeing. This support will be in the form of talking and complementary therapies and by providing information and support. Phoenix Health and Wellbeing will also provide information and training to members of such professions and organisations as are also concerned with the support of persons with mental, emotional or physical health issues.

#### **The charity's main activities**

Phoenix Health and Wellbeing provide support, in the form of counselling and complementary therapies to people who have chronic health issues and low incomes. The people who receive this support are referred to the organisation by medical and health care practitioners. The organisation is independent and funded by social enterprise, grant funding and fund raising.

#### **Public benefit statement**

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular to support the needs of those persons affected by mental, emotional or physical health issues in the interest of promoting their good health and wellbeing.

#### **Achievements and performance**

In the year from 01/04/2020 to 31/03/2021 the charity delivered 3,833 sessions of support to 379 people who were referred for support due to their chronic health issues and low incomes. The support sessions were as follows: 3,407 counselling sessions, delivered either in person or by telephone or Zoom, 426 massage or acupuncture sessions.

For the first quarter we could not deliver therapy sessions from our premises due to COVID 19 and the restrictions of Lockdown 1. Prior to the pandemic all of our sessions were delivered face to face at our city centre premises. In the first month of Lockdown 1 we launched an online and telephone counselling service to continue to support our vulnerable clients. We also initiated befriending calls for those needing non-counselling support.

Our efforts during the pandemic were acknowledged by the Lord Lieutenant of West Yorkshire. Given the restrictions that we faced and the inability to generate the levels of income from our social enterprise that we were used to, we are extremely satisfied with our organisation's performance.

#### **Financial review**

The net receipts for the year were £31,093 all relating to unrestricted funds.

COVID 19 and the associated lockdown resulted in the cessation of usual activities at Phoenix Health and Wellbeing. In order to continue to support our vulnerable clients we implemented an online Counselling and Befriending Service that has recently received Lottery Funding to expand.

In addition, we received financial support from: Leeds Community Foundation, Leeds City Council, Sovereign Health Care, Safer Leeds, Yorkshire Building Society, The Movement for Good, Social Enterprise Support Fund and Leeds Economic Partnership.

Although we have undoubtedly been impacted by the COVID 19 pandemic we are not at any financial risk; we have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

# **Phoenix Health and Wellbeing**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £110,430.

As a registered charity Phoenix Health and Wellbeing maintains a reserve policy in order to ensure that cash flow requirements can be met while ensuring that the charity does not hold reserves that are too high or too low for its needs.

The monthly running cost of Phoenix Health and Wellbeing can be split into fixed costs and variable costs.

The average monthly running cost of the charity is £21,545 made up of £11,000 fixed costs and £10,545 variable costs.

It is extremely unlikely that all costs, whether fixed or variable would have to be met as we derive our income from different income streams. Assuming that we will never see all of our revenues fall to zero simultaneously it seems reasonable to assume that a reserve of 60% of 6 months fixed costs would be sufficient for our purposes. On this basis a reserve of £39,600 is required.

At present the organisation is holding cash funds in excess of the amount required by the Reserves Policy. This is to ensure our organisation's continued existence in the uncertainty of the COVID 19 pandemic and in anticipation of additional property costs when our current lease expires.

Signed on behalf of the board of trustees on 10/1/2022

Helen Kemp (Trustee)

# **Phoenix Health and Wellbeing**

## **Independent examiner's report to the trustees of Phoenix Health and Wellbeing**

I report to the charity trustees on my examination of the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 6 to 9.

### **Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts as carried out under section 145 of 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 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material 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 130 of the Act; or
- 2 the accounts do not accord with those records.

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 accounts to be reached.

Claire Welling

11/1/2022

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Phoenix Health and Wellbeing**  
**Receipts and payments account**  
**for the year ended 31 March 2021**

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Receipts</b>					
Grants	(2)	41,211	45,389	86,600	10,000
Fund raising / donations		3,552	-	3,552	6,724
Therapies		77,777	-	77,777	156,655
Room rental		13,720	-	13,720	37,932
Other income		600	-	600	1,105
<b>Total receipts</b>		<b>136,860</b>	<b>45,389</b>	<b>182,249</b>	<b>212,416</b>
<b>Payments</b>					
Staffing costs	(3)	52,714	6,728	59,442	62,525
Therapies		25,181	25,525	50,706	73,126
Fund raising costs / donations		-	-	-	1,170
Rent and rates		10,800	-	10,800	23,062
Telephone and internet		581	812	1,393	668
Printing		-	359	359	1,715
Insurance		1,692	-	1,692	706
Utilities		2,128	-	2,128	2,722
Equipment		446	3,830	4,276	2,344
Accountancy		725	-	725	720
Marketing		3,621	6,854	10,475	6,318
Other operating costs		2,403	335	2,738	4,999
Subscriptions		2,444	946	3,390	3,291
Premises costs		3,032	-	3,032	5,518
<b>Total payments</b>		<b>105,767</b>	<b>45,389</b>	<b>151,156</b>	<b>188,884</b>
<b>Net movement in funds after transfers</b>		<b>31,093</b>	<b>-</b>	<b>31,093</b>	<b>23,532</b>
<b>Fund balances brought forward</b>		<b>79,337</b>	<b>6,075</b>	<b>85,412</b>	<b>61,880</b>
<b>Fund balances carried forward</b>	(4)	<b>110,430</b>	<b>6,075</b>	<b>116,505</b>	<b>85,412</b>

**Phoenix Health and Wellbeing**  
**Statement of assets and liabilities**  
**as at 31 March 2021**

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	110,430	6,075	116,505	85,412
<b>Total cash funds</b>	<u>110,430</u>	<u>6,075</u>	<u>116,505</u>	<u>85,412</u>
<b>Other monetary assets</b>			£	
Business disruption insurance			33,000	
Money owed			140	
			<u>33,140</u>	
<b>Liabilities</b>			£	
Independent examination			720	
			<u>720</u>	

**Approval of the accounts**

The financial statements were approved by the board of trustees on 10/1/2022

Helen Kemp (Trustee)



# Phoenix Health and Wellbeing

## Notes to the accounts continued

### for the year ended 31 March 2021

#### 1 Accounting

##### Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

#### 2 Grants

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
National Lottery (NL) Community Fund	-	29,797	29,797	10,000
Leeds Community Foundation	10,000	-	10,000	-
Yorkshire Building Society	1,900	-	1,900	-
The Movement for Good	1,000	-	1,000	-
Sovereign Health Care	1,000	-	1,000	-
West Yorkshire Police and Crime Commissioner	3,985	-	3,985	-
Leeds Metropolitan District Council	23,326	1,500	24,826	-
Social Enterprise Support Fund	-	10,216	10,216	-
Leeds Economic Partnership	-	3,000	3,000	-
HM Revenue and Customs	-	876	876	-
	<u>41,211</u>	<u>45,389</u>	<u>86,600</u>	<u>10,000</u>

#### 3 Staff costs and numbers

	2021 £	2020 £
Gross salaries	57,246	59,419
Social security costs	4,036	4,017
Employment allowance	(4,000)	(3,000)
Pensions	1,645	1,483
Payroll charges	515	606
	<u>59,442</u>	<u>62,525</u>

# Phoenix Health and Wellbeing

## Notes to the accounts continued

### for the year ended 31 March 2021

<b>4 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
NL Community Fund	6,075	-	-	-	6,075
NL Covid 19 Response Fund	-	29,797	29,797	-	-
Social Enterprise Support Fund	-	10,216	10,216	-	-
West Yorkshire Combined Authority (WYCA) Fund	-	3,000	3,000	-	-
HMRC Job Retention Scheme	-	876	876	-	-
Kickstart scheme	-	1,500	1,500	-	-
	<u>6,075</u>	<u>45,389</u>	<u>45,389</u>	<u>-</u>	<u>6,075</u>

<b>Fund name</b>	<b>Purpose of restriction</b>
NL Community Fund	To run prostate cancer support clinics
NL Covid 19 Response Fund	To support sessions for clients
Social Enterprise Support Fund	Towards advertising, marketing and mobile sinks
WYCA Fund	Towards advertising
HMRC Job Retention Scheme	For staff who have been furloughed due to Covid-19
Kickstart scheme	Towards salary and training costs to get young unemployed people into work

## 5 Related party transactions

### Trustee expenses

No trustee received any expenses during this year or the previous year.

### Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

### Other related party transactions

£4,045 of receipts were received from Leeds Mind charity. Helen Kemp is the Chief Executive of Leeds Mind and also a trustee of Phoenix Health and Wellbeing.