

COMPANY REGISTRATION NUMBER 6695828

OPEN MINDS COUNSELLING SERVICE LTD
FINANCIAL STATEMENTS

30 SEPTEMBER 2020

CHARITY NUMBER 1155119



Community Benefit Additions Limited
Workhere, 3 Cavendish Court,
South Parade
Doncaster
DN1 2DJ

Open Minds Counselling Service Ltd
(Registered charity, number 1155119)
(Registered company, number 06695828)
Financial statements
for the year ended 30 September 2020

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**Open Minds Counselling Service Ltd
Trustees' annual report
for the year ended 30 September 2020**

The trustees (who are also the directors of the company for the purposes of company law) submit their annual report and the financial statements for the year ended 30 September 2020.

Full name Open Minds Counselling Service Limited

Date of incorporation 11/09/08

Registered company number 06695828

Charity Registration number 1155119

Registered address

39 Park Road, Askern, Doncaster DN6 0BB

Contact address

28 Christ Church Road, Doncaster DN1 2QL

Trustees (Directors)

Jennie Harris, Chairperson

Craig Sobiecki, Company Secretary

Natalie Green, Treasurer

Alan Morgan (until 06/08/2020)

Lee Danysz, (until 13/05/2020)

Senior Staff Member

Helen Mason, Managing Director

Governing document

The company is operated under the rules of its memorandum and articles of association adopted 11/09/08. It is a company limited by guarantee and therefore has no share capital. The liability of each member in the event of winding-up is limited to £1.

Overall management of the company is the responsibility of the trustee board who are elected and co-opted under the terms of the memorandum and articles of association. Day to day project activity is managed and carried out by volunteers and/or paid staff. All members of the Trustee Board give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity would be set out in Notes to the Accounts – there have been none.

Bankers

Barclays Bank plc, Ten Pound Walk, Doncaster, South Yorkshire, DN4 5HJ

Independent examiner

Meshach Adelowokan FFA, FAIA, FCIE, Director of Community Benefit Additions Limited for CASDon, Workhere, 3 Cavendish Court, South Parade, Doncaster, DN1 2DJ.

The trustees of the charity have complied with section 4 of the Charities Act 2006 in fulfilling their duty to have due regard to public benefit guidance published by the Charity Commission.

Open Minds Counselling Service Ltd

Trustees' annual report

for the year ended 30 September 2020

Aims and objectives

The principal objects of the charitable company are:

To provide a counselling organisation available to all clients, offering services including counselling, personal development training to children aged 8 and above and adults who are underprivileged on any issue.

This benefits the public because it is a subsidised or free service which is otherwise not available within the Doncaster area. People accessing our service would otherwise have no access to psychological support of this nature.

Review of the activities of the Company

The main activities undertaken are providing a counselling service for adults and young people from the age of 8 years, couples and relationship counselling and family therapies. Also hypnotherapy, personal development training for the public and delivery of courses for professionals.

Expanded services included providing training to adults and children on emotional awareness raising, including self-esteem building.

This benefits the public because it is a subsidised service which is otherwise not available within the doncaster area. People accessing our service would otherwise have no access to psychological support of this nature.

Summary of the main achievements during the period

Floods, Gas Leaks, Pandemics, Oh My!

To say this year has been a rollercoaster is probably an understatement! Prior to October 2019 we struggled with a key staff member being out of work for a substantial portion of the year, meaning that a key role within the organisation had to be absorbed by others, reducing our capacity to support children and young people. Due to surging numbers of children and young people on the waiting list we consulted families on what they would benefit from, and planned a new project under the lottery which would allow young people to drop in on a Saturday and have a calming, fun space, run by two of our CYP counsellors. We began a garden design and restoration project which culminated in July 2019 at our Open Day, creating an outdoor creative space for children and especially serving as a sensory space for neuro-atypical clients. The children's support group was called Saturday Space. We designed the room in consultation with young people already attending therapy, and were donated monies to make it a suitable space. This even included a PS3 and games! Unfortunately despite being designed by and with children and young people and with them in mind the Saturday Space service had no attendees at any point! We were very sorry to have no children and young people to work with, but our evaluation could not really explain why. Families and the young people themselves frequently expressed interest and professionals often contacted Open Minds about the Saturday Space, but this did not translate into attendance. We therefore redeployed the Saturday Space children's counsellors back to one to one work.

Open Minds Counselling Service Ltd Trustees' annual report for the year ended 30 September 2020

Summary of the main achievements during the period continued

Floods!

In November 2019 we had a different type of adversity, when the rains came! Not only did large parts of Doncaster flood, but our building itself suffered minor damage due to the rains, as one of our ceilings was leaking! For client and staff safety we were closed sporadically when people could not reach us safely. We phoned all of our clients however on every occasion to check in with them and make sure if they needed support it was available to them. This lead on to the landlord scheduling a boiler replacement, and ceiling repair – causing more disruption! During this period we again couldn't see clients, for health and safety, and spent most of our time moving furniture back and forth out of the way of the workmen. One positive however was that we paid extra for the workmen to install radiators on our floor, as we have not had central heating in the building until now. When we were finally back on track, after losing nearly all of November to floods and subsequent boiler refitting we then had a ...

Gas Leak!

Actually we didn't, but after the boiler people left and we re-opened, we thought we had a gas leak, and had to close for one day as an emergency while the gas board came to check! By this point we thought we were jinxed, but thankfully our clients were incredibly understanding. We phoned, texted and wrote letters of apology to all of the clients affected, they themselves were understanding of the disruption being out of our control. Cumulatively we had been closed to the public unexpectedly and sporadically for nearly 7 weeks in November and December combined.

Once 2020 arrived, we were back on track, successfully managing the waiting list, working well with children, young people and adults, and looking at new ways of improving our services. When all of a sudden...

Pandemic!

Teaching us that you should never count your chickens, the universe brought us the collective trauma that has been COVID19 and lockdown. On 17th March 2020 we took the decision to begin remote working. We spent the day phoning every client and counsellor of Open Minds and giving them the opportunity to wait until face to face counselling could resume, or to begin working by telephone or video calling. Thankfully after the initial shock to the system of getting the systems and resources in place to let us operate effectively, we began to pick up steam. Internet problems, difficulties getting in touch with our insurers and so forth delayed us initially but after a week we were again operational. We had been frightened at first that our capacity would drop too much to allow us to be effective but we found we went from 114+ face to face clients a week, to initially 30 clients remotely, to around 70 clients aged 13 and over remotely, with referrals continuing to increase. This was achieved even in spite of a reduction in the availability of our counsellors, as many had small children or other caring responsibilities at home which prevented them being able to offer counselling, alongside others who experienced their own losses during this period, and were no longer emotionally able to provide counselling while they themselves grieved. We also lost several staff, not to death but due to choosing to leave due to personal circumstances which made their continued employment or volunteering impossible.

Open Minds Counselling Service Ltd

Trustees' annual report

for the year ended 30 September 2020

Summary of the main achievements during the period continued

IMP;ACT!

At the same time as lockdown began we started to deliver an entirely new service, known as IMP;ACT. Drawing on our extensive experience working with children and adults with life distress, suicidality and complex needs, Open Minds developed the IMP;ACT service to provide a combination of practical and psychological support to individuals who had intended to die within 12 months of referral.

Providing long-term, professional led support to wrap around the individual, IMP;ACT delivers highly specialist and comprehensive care to individuals who would otherwise drop out of the system until future completion of suicide. IMP;ACT is a thorough process of unpicking all the damaging elements of an individual's life and approach to living, and rebuilding these into healthy, functional patterns of behaving and being. As such, IMP;ACT works in-depth with a tightly-controlled caseload of service users in order to maintain effective working. During the first 16 month of the service IMP;ACT received 44 referrals and worked with 20 individuals to move them into long term coping and healthy behaviours. IMP;ACT's SROI (Social Return On Investment) is £269 per £1 invested, with 10 individuals directly stating they would have completed suicide without the intervention of IMP;ACT. The 2021 IMP;ACT report is available at: Reports | IMP;ACT Team (making-an-impact.com) The budget for IMP;ACT is £52,204 per annum, for 2 years

Risks

The directors regularly review the risks that the company faces and seek to manage them accordingly.

Financial risks faced include loss of grant funding. In order to manage this risk we are continually looking for further restricted funds to continue our work and also encourage donations to build up reserves. Another risk is student counsellors leaving Open Minds. This risk is managed by working with Colleges and advertising placement opportunities for their students.

The company's policy on reserves

We have implemented a suggested minimum donation of £3 per session for both counselling and training in order to build up unrestricted reserves. With this, Open Minds will be able to continue paying its overheads when funding has expired.

Responsibilities of the trustees

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the directors are required to: select suitable accounting policies, as described on page 8, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The members of the Committee must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

Open Minds Counselling Service Ltd
Trustees' annual report
for the year ended 30 September 2020

Responsibilities of the trustees continued

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company, and enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Small company provisions:

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The directors declare that they have approved the directors' report above.

Signed on behalf of the company's directors:

Signed 
Jennie Harris, Chairperson

Independent examiner's report to the trustees of Open Minds Counselling Service Ltd for the year ended 30 September 2020

I report on the accounts of the company, which are set out on pages 8 to 16.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

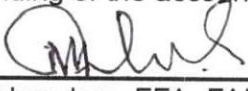
Basis of independent examiner's report

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 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 accounts present 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 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

Signed 
Meshach Adelowokan, FFA, FAIA, FCIE
Manager of CASDon

Date 30/07/2021

Open Minds Counselling Service Ltd
Statement of financial activities
(incorporating an income and expenditure account)
for the year ended 30 September 2020

	Note	Unrestricted Funds £	Restricted Funds £	Restricted dowment Funds £	Total 2020 £	Total 2019 £
Income (and endowments) from:						
Donations and legacies	2	820	-	-	820	35471
Charitable activities	3	11778	185600	-	197378	155182
Other trading activities	4	937	-	-	937	3088
Investments	5	-	-	-	-	9
Other	6	2857	6	-	2863	1454
Total		16392	185606	-	201998	195204
Expenditure on:						
Staff costs	12	8028	129967	-	137995	112333
Volunteer expenses		387	-	-	387	833
Travel and training		1690	569	-	2259	2295
Premises costs		697	17047	-	17744	17490
Equipment, Repairs and maintenance		693	2195	-	2888	5278
Printing and stationery		506	121	-	627	357
Postage and telephone		403	1286	-	1689	960
Grants & Donations paid		5500	-	-	5500	-
Bank charges		-	83	-	83	98
Hospitality /Refreshment		118	-	-	118	128
Fundraising & Publicity		783	93	-	876	675
Insurance		181	1358	-	1539	1386
Legal & professional		3286	2611	-	5897	2853
Depreciation		1014	-	-	1014	1014
Activities & Trips		675	12	-	687	851
Independent examination	15	-	620	-	620	620
Sundries		356	-	-	356	2463
Counselling & CRB Disclosures		449	-	-	449	575
Total		24766	155962	-	180728	150209
Net income/(expenditure)		(8374)	29644	-	21270	44995
Transfers between funds		-	-	-	-	-
Net movement in funds		(8374)	29644	-	21270	44995
Reconciliation of funds:						
Total funds brought forward		34791	20770	-	55561	10566
Total funds carried forward		26417	50414	-	76831	55561

All the activities of the charitable company are classed as continuing. The company had no recognised gains or losses other than the net outgoing resources for the year.

Open Minds Counselling Service Ltd
Balance sheet
As at 30 September 2020

	Note	£	2020 £	2019 £
Fixed assets:				
Tangible assets	7	1488		2502
<i>Total fixed assets</i>			1488	2502
Current assets:				
Debtors		-		-
Cash at bank and in hand		81987		53679
<i>Total current assets</i>		81987		53679
Liabilities:				
Creditors:				
Amounts falling due within one year	9	(6644)		(620)
<i>Net current assets or liabilities</i>			75343	53059
<i>Total assets less current liabilities</i>			76831	55561
Creditors:				
Amounts falling due after more than one year			-	-
Provisions for liabilities			-	-
Net asset or liabilities excluding pension asset or liability			76831	55561
Defined benefit pension scheme asset or liability			-	-
Total net assets or liabilities			76831	55561
The funds of the charity				
Endowment funds			-	-
Restricted income funds	10,11		50414	20770
Unrestricted funds			26417	34791
<i>Total unrestricted funds</i>			26417	34791
Total charity funds			76831	55561

Exemption from audit

For the year ending 30 September 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements on pages 6 to 14 were approved by the Board on 29 June 2021 and signed on its behalf by:

Signed 
 Craig Sobiecki, Director/Company Secretary

The notes on pages 10 to 16 form part of these financial statements

Open Minds Counselling Service Ltd
Notes to the accounts
for the year ended 30 September 2020

1. Accounting policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2005), UK accounting standards applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015), and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are as follows:

Depreciation

Depreciation is provided on all tangible assets at the following annual rates calculated in order to write off the cost less estimated residual value over their useful economic lives.

General equipment	20% on cost
Computer equipment (IT)	33.3% on cost
Furniture, Fixtures and fittings	20% on cost

Incoming Resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

Grants

Grants receivable funding the general activities of the company are included in the year in which they are receivable, except where the funders specify that they must be used in future accounting periods or funders conditions have not been fulfilled; then the income is deferred.

Resources Expended

Charitable expenditure is recognised in the financial statements on an accruals basis and inclusive of irrecoverable VAT.

Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of these resources. In the opinion of the trustees, the proportion of indirect costs relating to management and administration of the charity is not material and has therefore not been disclosed separately.

Pension Costs

The charity participates in a group personal pension arrangement. The pension charge represents the amounts payable by the charity to the fund in respect of the year.

Leasing Commitments

Rentals paid under operating leases are charged in the SoFA as incurred.

Open Minds Counselling Service Ltd
Notes to the accounts
for the year ended 30 September 2020

1. Accounting policies - continued

Donated Assets

Donated assets are treated as incoming resources and capitalised as fixed assets at a value estimated by the trustees.

Restricted and Unrestricted Funds

Restricted funds are funds received from donors which are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions. These include funds freely available to the charity for expenditure or appropriation to reserves for internally designated purposes.

Designated Funds

The charity's designated funds are established as a result of regular review of its ongoing needs by the Board of Trustees, and are intended to fully cover significant identifiable financial commitments.

Taxation

As a registered charity, the company is exempt from income and capital taxes on its charitable activities.

2. Donations and legacies

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	2019 £
Grants & donations	820	-	-	820	35471
Legacies	-	-	-	-	-
Memberships	-	-	-	-	-
	820	-	-	820	35471

3. Income from charitable activities

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	2019 £
Grants and contracts	-	185600	-	185600	139053
Primary purpose trading	11778	-	-	11778	16129
	11778	185600	-	197378	155182

Open Minds Counselling Service Ltd
Notes to the accounts
for the year ended 30 September 2020

4. Income from other trading activities

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	2019 £
Shop sales	-	-	-	-	-
Room hire	505	-	-	505	2132
Fundraising events	432	-	-	432	956
	937	-	-	937	3088

5. Investment income

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	2019 £
Interest	-	-	-	-	9
Dividend	-	-	-	-	-
Rental income (<i>inv properties</i>)	-	-	-	-	-
	-	-	-	-	9

6. Other income

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	2019 £
Furlough scheme	249	-	-	249	-
Other	2608	6	-	2614	1454
	2857	6	-	2863	1454

Open Minds Counselling Service Ltd
Notes to the accounts
for the year ended 30 September 2020

7. Tangible assets (analysis of opening & closing carrying amounts)

Cost or valuation	Furniture	General equipment	IT equipment	Total
	£	£	£	£
At beginning of the year	2893	1235	4242	8370
Additions	-	-	-	-
Disposals	-	-	-	-
Valuations	-	-	-	-
Transfer	-	-	-	-
	<u>2893</u>	<u>1235</u>	<u>4242</u>	<u>8370</u>
Depreciation and impairments				
At beginning of the year	1748	821	3299	5868
Disposals	-	-	-	-
Depreciation	335	207	472	1014
	<u>2083</u>	<u>1028</u>	<u>3771</u>	<u>6882</u>
Net book value				
At beginning of the year	1145	414	943	2502
At end of the year	- <u>810</u>	- <u>207</u>	- <u>471</u>	- <u>1488</u>

8. Debtors

	2020	2019
	£	£
Trade debtors	-	-
Prepayments	-	-
Other debtors	-	-
	<u>-</u>	<u>-</u>

9. Creditors - amounts falling due within one year

	2020	2019
	£	£
Accruals	1240	620
Deferred income (Big Lottery)	5400	-
Other	4	-
	<u>6644</u>	<u>620</u>

Open Minds Counselling Service Ltd
Notes to the accounts
for the year ended 30 September 2020

10. Movements in funds

	Balances brought forward £	Income £	Expenditure £	Transfers £	Gains Losses	Balances carried forward £
Unrestricted Funds						
General	34,791	16392	(24766)	-	-	26417
	<u>34791</u>	<u>16392</u>	<u>(24766)</u>	<u>-</u>	<u>-</u>	<u>26417</u>
Restricted Funds						
Big Lottery Fund	10534	126704	(126294)	-	-	10944
CIP	6189	6698	(1489)	-	-	11398
Impact	-	52204	(23729)	-	-	28475
Molly Hurst	4047	-	(4450)	-	-	(403)
Transform Art Groups	-	-	-	-	-	-
	<u>20770</u>	<u>185606</u>	<u>(155962)</u>	<u>-</u>	<u>-</u>	<u>50414</u>

The Big Lottery Fund grant was given to cover staff salaries and other running costs.

11. Staff costs and numbers

Staff costs were as follows:

	2020	2019
	£	£
Wages and salaries	132253	103947
Social security costs	3615	6588
Pension	2127	1798
	<u>137995</u>	<u>112333</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 9.0 (2019: 9.0)
At the year end, pension charges of £nil had not been remitted. (2019: £nil).
The company contributes to a defined contribution scheme for 2 employees.

Open Minds Counselling Service Ltd
Notes to the accounts
for the year ended 30 September 2020

12. Analysis of net assets by fund

	Unrestricted funds £	Restricted funds £	Total funds £
Fixed assets	1488	-	1488
Net current assets	24929	50414	75343
	26417	50414	76831

13. The Trustees' remuneration, benefits and expenses

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity.
 No trustee expenses have been incurred.

14. Related party transactions

There have been no related party transactions during the period.

15. Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2020 £	2019 £
Independent examination	620	620
Tax advisory services	-	-
Other financial services	-	-
	620	620

16. Benefits in kind

When funds are low, the Landlord – Doncaster Disabled People's Alliance, allows Open Minds Counselling Service Ltd. to pay significantly reduced rent for the office accommodation. Also the managing director takes a significant reduction in pay during these times

17. Pension commitments

The Charity operates a defined contribution pension scheme, during the year the Charity made contributions to the scheme of £1,798 (2019:£1,798). At 30 September 2020 there was no outstanding liability.

18. Comparative information

For comparison purpose, the Statement of financial activities for the year-ended 30/09/2019 is presented as below:

(see next page)

Open Minds Counselling Service Ltd
Notes to the accounts
for the year ended 30 September 2019

	Note	Unrestricted Funds £	Restricted Funds £	Restricted dowment Funds £	Total 2019 £
Income (and endowments) from:					
Donations and legacies	2	35471	-	-	35471
Charitable activities	3	16129	139053	-	155182
Other trading activities	4	3088	-	-	3088
Investments	5	-	9	-	9
Other	6	1382	72	-	1454
Total		56070	139134	-	195204
Expenditure on:					
Staff costs	12	10113	102220	-	112333
Volunteer expenses		279	554	-	833
Travel and training		1628	667	-	2295
Premises costs		1857	15633	-	17490
Equipment, Repairs and maintenance		3507	1771	-	5278
Printing and stationery		357	-	-	357
Postage and telephone		199	761	-	960
Grants & Donations paid		-	-	-	-
Bank charges		-	98	-	98
Hospitality /Refreshment		119	9	-	128
Fundraising & Publicity		675	-	-	675
Insurance		90	1296	-	1386
Legal & professional		2818	35	-	2853
Depreciation		1014	-	-	1014
Activities & Trips		23	828	-	851
Independent examination	15	-	620	-	620
Sundries		1480	983	-	2463
Counselling & CRB Disclosures		486	89	-	575
Total		24645	125564	-	150209
Net income/(expenditure)		31425	13570	-	44995
Transfers between funds		(1384)	1384	-	-
Net movement in funds		30041	14954	-	44995
Reconciliation of funds:					
Total funds brought forward		4750	5816	-	10566
Total funds carried forward		34791	20770	-	55561