

COMPANY REGISTRATION NUMBER 6695828

OPEN MINDS COUNSELLING SERVICE LTD

FINANCIAL STATEMENTS

30 SEPTEMBER 2022

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 2022

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Open Minds Counselling Service Ltd
Trustees' annual report
for the year ended 30 September 2022

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 2022.

Full name Open Minds Counselling Service Limited

Date of incorporation 11/09/08

Registered company number 06695828

Charity Registration number 1155119

Registered address

Haywake House, 28 Christchurch Road, Doncaster, South Yorkshire, DN1 2QL

Contact address

Haywake House, 28 Christchurch Road, South Yorkshire, Doncaster DN1 2QL

Trustees (Directors)

Jennie Harris, Chairperson

Alan Morgan, Vice-Chair (from 15/09/2022)

Craig Sobiecki, Company Secretary

Natalie Green, Treasurer

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, 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 2022

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

Open Minds have an incredibly positive track record of working with children and adults in both prevention and postvention work.

Using paid and unpaid professional support from qualified or trainee therapists Open Minds provides a variety of talking therapies on any issue to ensure children and adults can access timely, specialist therapies to resolve trauma, distress and dysfunction. Services are by appointment only.

Open Minds successfully deliver medium to long-term therapies to address past trauma and embedded patterns of thinking and reacting, in order to prevent further deterioration. Open Minds has empowered thousands of people, of all ages, to develop the confidence to survive, live and thrive.

Open Minds' core activities are:

1. Talking therapies for adults and children aged 8 and over
2. Supporting vulnerable adults and children through advocacy and mentoring to improve family dynamics, access appropriate diagnoses, medical, educational and other support, and to access appropriate benefits
3. Providing placements to trainee counsellors to enable them to qualify, and to continue in their career development
4. Providing training to improve the work of professionals such as counsellors on specialist issues like anger-management, bereavement and creative interventions
5. Providing suicide prevention interventions through the work of the IMP;ACT team, working with adults who have attempted suicide, to address triggers to suicidal behaviour and resolve psychological and life distress.

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

The reporting of our outputs and outcomes is done April to March, so the figures do not align perfectly with our accounts, which are reported October - September. However, during this period we worked with around 120 adult clients of counselling, 40 CYP clients of counselling, and 30 service users of IMP;ACT. We won the following awards: Most Compassionate Counselling Service - South Yorkshire, GHP Mental Health Awards 2022.

Open Minds Counselling Service Ltd
Trustees' annual report
for the year ended 30 September 2022

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 £2 per session for both counselling and training, where the individual is able to make a contribution, or the counselling is free where necessary, 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.

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  _____
Alan Morgan, Vice-Chairperson

**Independent examiner's report to the trustees of
Open Minds Counselling Service Ltd
for the year ended 30 September 2022**

I report on the accounts of the company, which are set out on pages 6 to 14.

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.

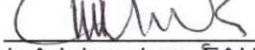
Basis of independent examiner's report

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, FAIA, FCIE
Manager of CASDon

Date 30/06/2023

Open Minds Counselling Service Ltd
Statement of financial activities
(incorporating an income and expenditure account)
for the year ended 30 September 2022

	Note	Unrestricted Funds £	Restricted Funds £	dowment Funds £	Total 2022 £	Total 2021 £
Income (and endowments) from:						
Donations and legacies	2	5893	-	-	5893	1860
Charitable activities	3	3707	277814	-	281521	190950
Other trading activities	4	22	-	-	22	86
Investments	5	1	-	-	1	-
Other	6	17046	4993	-	22039	2185
Total		26669	282807	-	309476	195081
Expenditure on:						
Staff costs	12	6415	173149	-	179564	153637
Volunteer expenses		129	-	-	129	1455
Travel and training		1071	5187	-	6258	1283
Premises costs		63	12389	-	12452	16870
Equipment, Repairs and maintenance		2007	1816	-	3823	210
Printing and stationery		75	129	-	204	258
Postage and telephone		124	1292	-	1416	1222
Management charge		45	14735	-	14780	-
Bank charges		-	110	-	110	80
Hospitality /Refreshment		124	-	-	124	80
Fundraising & Publicity		31	1145	-	1176	949
Insurance		-	1998	-	1998	1648
Legal & professional		171	2096	-	2267	4289
Depreciation		416	576	-	992	1671
Activities & Trips		356	135	-	491	108
Independent examination	15	-	620	-	620	620
Sundries		73	12	-	85	1323
Counselling & CRB Disclosures		66	61	-	127	451
Total		11166	215450	-	226616	186154
Net income/(expenditure)		15503	67357	-	82860	8927
Transfers between funds		-	-	-	-	-
Net movement in funds		15503	67357	-	82860	8927
Reconciliation of funds:						
Total funds brought forward(as Restated)		21191	56680	-	77871	68944
Total funds carried forward		36694	124037	-	160731	77871

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 2022

	Note	£	2022 £	2021 £
Fixed assets:				
Tangible assets	7	798		1790
<i>Total fixed assets</i>			798	1790
Current assets:				
Debtors		-		-
Cash at bank and in hand		160553		76701
<i>Total current assets</i>		160553		76701
Liabilities:				
Creditors:				
Amounts falling due within one year	9	(620)		(620)
<i>Net current assets or liabilities</i>			159933	76081
<i>Total assets less current liabilities</i>			160731	77871
Creditors:				
Amounts falling due after more than one year			-	-
Provisions for liabilities			-	-
Net asset or liabilities excluding pension asset or liability			160731	77871
Defined benefit pension scheme asset or liability			-	-
Total net assets or liabilities			160731	77871
The funds of the charity				
Endowment funds			-	-
Restricted income funds	10,11		124037	56274
Unrestricted funds			36694	21597
<i>Total unrestricted funds</i>			36694	21597
Total charity funds			160731	77871

Exemption from audit

For the year ending 30 September 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

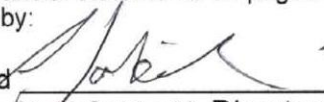
Directors' responsibilities:

- 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 30 June 2023 and signed on its behalf by:

Signed


 Craig Sobiecki, Director/Company Secretary

The notes on pages 8 to 14 form part of these financial statements

Open Minds Counselling Service Ltd
Notes to the accounts
for the year ended 30 September 2022

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 2022

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 £	2021 £
Grants & donations	5893	-	-	5893	1860
Legacies	-	-	-	-	-
Memberships	-	-	-	-	-
	5893	-	-	5893	1860

3. Income from charitable activities

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	2021 £
Grants and contracts	-	274515	-	274515	182072
Primary purpose trading	3707	3299	-	7006	8877
	3707	277814	-	281521	190949

Open Minds Counselling Service Ltd
Notes to the accounts
for the year ended 30 September 2022

4. Income from other trading activities

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	2021 £
Shop sales	-	-	-	-	-
Room hire	22	-	-	22	86
Fundraising events	-	-	-	-	-
	<u>22</u>	<u>-</u>	<u>-</u>	<u>22</u>	<u>86</u>

5. Investment income

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	2021 £
Interest	-	-	-	-	-
Bank Loyalty payment	1	-	-	1	-
Rental income (<i>inv properties</i>)	-	-	-	-	-
	<u>1</u>	<u>-</u>	<u>-</u>	<u>1</u>	<u>-</u>

6. Other income

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	2021 £
NI Allowance & o'payment	1732	4993	-	6725	-
Management charge	14736	-	-	14736	-
Other	578	-	-	578	2185
	<u>17046</u>	<u>4993</u>	<u>-</u>	<u>22039</u>	<u>2185</u>

Open Minds Counselling Service Ltd
Notes to the accounts
for the year ended 30 September 2022

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

	Furniture	General equipment	IT equipment	Total
Cost or valuation				
	£	£	£	£
At beginning of the year	2893	1235	6215	10343
Additions	-	-	-	-
Disposals	-	-	-	-
Valuations	-	-	-	-
Transfer	-	-	-	-
	<u>2893</u>	<u>1235</u>	<u>6215</u>	<u>10343</u>
Depreciation and impairments				
At beginning of the year	2418	1235	4900	8553
Disposals	-	-	-	-
Depreciation	335	-	657	992
	<u>2753</u>	<u>1235</u>	<u>5557</u>	<u>9545</u>
Net book value				
At beginning of the year	475	-	1315	1790
At end of the year	- <u>140</u>	-	<u>658</u>	<u>798</u>

8. Debtors

	2022	2021
	£	£
Trade debtors	-	-
Prepayments	-	-
Other debtors	-	-
	<u>-</u>	<u>-</u>

9. Creditors - amounts falling due within one year

	2022	2021
	£	£
Accruals	620	620
Deferred income (Big Lottery)	-	-
Other	-	-
	<u>620</u>	<u>620</u>

Open Minds Counselling Service Ltd
Notes to the accounts
for the year ended 30 September 2022

10. Movements in funds

	Balances brought forward £	Income £	Expenditure £	Transfers £	Gains Losses	Balances carried forward £
Unrestricted Funds						
General	21,191	26669	(11166)	-	-	36694
	21191	26669	(11166)	-	-	36694
Restricted Funds						
Big Lottery Fund	20681	63076	(82087)	-	-	1670
CIP	6669	-	-	-	-	6669
Impact	29984	54135	(63246)	-	-	20873
Seasonal Pressures (NHS Dor	-	155296	(67218)	-	-	88078
OPPAREA	(2290)	7000	(1410)	-	-	3300
NC CLIENTS	1636	3299	(1488)	-	-	3447
	56680	282806	(215449)	-	-	124037

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:

	2022	2021
	£	£
Wages and salaries	167670	146975
Social security costs	10092	4535
Pension	1802	2127
	179564	153637

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

The average weekly number of employees during the year was 19.0 (2021: 16.0)
At the year end, pension charges of £nil had not been remitted. (2021: £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 2022

12. Analysis of net assets by fund

	Unrestricted funds £	Restricted funds £	Total funds £
Fixed assets	222	576	798
Net current assets	36472	123461	159933
	<u>36694</u>	<u>124037</u>	<u>160731</u>

13. The Trustees' remuneration, benefits and expenses

Jennie Harris as Chairperson has been paid £450 per month since March 2021. We sought and received permission from the Charity Commission on the basis of: "compensate the chairperson for loss of income in her other role, and allow her to dedicate her time to Open Minds in this capacity".

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:

	2022 £	2021 £
Independent examination	620	620
Tax advisory services	-	-
Other financial services	-	-
	<u>620</u>	<u>620</u>

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 £1,802 (2021:£1,798). At 30 September 2022 there was no outstanding liability.

18. Comparative information

For comparison purpose, the Statement of financial activities for the year-ended 30/09/2021 is presented as below:

(see next page)

Open Minds Counselling Service Ltd
Notes to the accounts
for the year ended 30 September 2021

	Note	Unrestricted Funds £	Restricted Funds £	dowment Funds £	Total 2021 £
Income (and endowments) from:					
Donations and legacies	2	1860	-	-	1860
Charitable activities	3	5246	185704	-	190950
Other trading activities	4	86	-	-	86
Investments	5	-	-	-	-
Other	6	1520	665	-	2185
Total		8712	186369	-	195081
Expenditure on:					
Staff costs	12	4088	149549	-	153637
Volunteer expenses		658	797	-	1455
Travel and training		442	841	-	1283
Premises costs		44	16826	-	16870
Equipment, Repairs and maintenance		210	-	-	210
Printing and stationery		151	107	-	258
Postage and telephone		112	1110	-	1222
Grants & Donations paid		-	-	-	-
Bank charges		-	80	-	80
Hospitality /Refreshment		12	68	-	80
Fundraising & Publicity		595	354	-	949
Insurance		209	1439	-	1648
Legal & professional		3995	294	-	4289
Depreciation		1095	576	-	1671
Activities & Trips		-	108	-	108
Independent examination	15	-	620	-	620
Sundries		1323	-	-	1323
Counselling & CRB Disclosures		396	55	-	451
Total		13330	172824	-	186154
Net income/(expenditure)		(4618)	13545	-	8927
Transfers between funds		-	-	-	-
Net movement in funds		(4618)	13545	-	8927
Reconciliation of funds:					
Total funds brought forward(as Restated)		26215	42729	-	68944
Total funds carried forward		21597	56274	-	77871