

COGWHEEL COUNSELLING

Registered charity no.: 1157141
Incorporated on 21 May 2014

TRUSTEES' REPORT and ACCOUNTS FOR THE YEAR ENDED December 31, 2021

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COGWHEEL COUNSELLING LEGAL AND ADMINISTRATIVE DETAILS

CHARITABLE STATUS

Charity no.: 1157141 - registered on 21 May 2014

Cogwheel Counselling changed its name from The Cogwheel Trust CIO. This was approved by the Charity Commission in October 2020.

MISSION STATEMENT

Cogwheel Counselling is a charity, motivated by Christian ethos, working throughout Cambridgeshire to improve the emotional and psychological wellbeing of local people. Cogwheel carries out its mission by:

Providing a range of counselling and psychotherapy services, including a substantial proportion of subsidised places for those on low income

Improving access to counselling and psychotherapy services (our own and the services of other providers in the region)

Promoting emotional and psychological wellbeing

TRUSTEES

Elisabeth Silver - Chair

Emily Argent - appointed July 2021

Jeremy Barnett

David Farrer -Treasurer

Christopher Palmer

Nigel Walter

David Wilson

HEAD OF COUNSELLING

Esther McNeill

REGISTERED OFFICE

47-51 Norfolk Street, Cambridge CB1 2LD

BANKERS

CAF Bank Ltd

Lloyds Bank plc, Cambridge

INDEPENDENT EXAMINER

Geoff Mann, Geoff Mann Ltd
Cambridge

COGWHEEL COUNSELLING TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

The Trustees present their Report for the year ended 31 December 2021, which incorporates the list of Legal and Administrative Details on Page 2.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Cogwheel Counselling changed its name from The Cogwheel Trust CIO - this was approved by the Charity Commission in October 2020. The charity was registered with the Charity Commission on 21 May 2014. The previous charity The Cogwheel Trust (registered number 299228) ceased operations on 30 November 2014 and transferred the charity business including staff, assets and liabilities to The Cogwheel Trust CIO. Under the Charity terms and conditions, the power to appoint Trustees is vested in the Trustees for the time being.

The Charity has a Board of Trustees who meet quarterly and are responsible for its strategic direction and policy.

The Trustees are currently reviewing the procedures in place for Trustee induction and training by reference to guidance published by the Charity Commission.

OBJECTS, ORGANISATIONS AND ACTIVITIES

The Mission Statement of the Charity is stated on Page 2.

During 2021 the Charity provided in person counselling services at 47-51 Norfolk Street, Cambridge and also counselling services were conducted online using Zoom software due to the ongoing Covid pandemic.

FINANCES

During 2021 the following organisations generously supported the Bursary and Core Funds:

Alfred Haines Charitable Trust	Evelyn Trust
Barnabas Oley's Charity	Frank Litchfield Charitable Trust
Cambridge Community Foundation	John Huntingdon's Charity
Cole Charitable Trust	Leys School
East Anglia Timber Trade Association	Marsh Christian Trust
Elica Ltd	National Lottery
Ely City Council	Northwick Trust
Ely Diocese Board of Finance	Pye Foundation

The following Cambridge Colleges also generously supported the Bursary and Core Funds:

Jesus College	Trinity College
Magdalene College	

We are very grateful to the various organisations and individuals who supported Cogwheel when the Covid pandemic caused lockdown during part of 2021.

The attached financial statements (pages 5 – 10) reflect the Trust's activities for the period and show the state of the finances at 31 December 2021. We thank the individuals, churches, businesses, colleges and trusts who donated funds during 2021 which enabled 3,921 counselling appointments to be provided in the year.

**COGWHEEL COUNSELLING
TRUSTEES' REPORT continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

FINANCES continued

As reflected in the Reserves Policy statement in the following section, the minimum level of reserves needed to be in compliance with the standard prescribed by the British Association for Counselling and Psychotherapy is circa £47,400. At 31 December 2021 Cogwheel had an unrestricted surplus of £53,567. During 2022 we will continue to work towards maintaining our reserves to be compliant with the required standard.

RESERVES POLICY

The Trustees have conducted a risk assessment and considered the level of unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") that should be maintained by the charity to meet its liabilities and to sustain the organisation in the event of any unforeseen shortfalls in income. The Trustees have assessed the reliability of the charity's main sources of income and taken into account trends and pressures on grant aid. Past performance has made clear how precarious the charity's finances are without any free reserves to fall back on. The Code of Ethics and Practice of the British Association for Counselling and Psychotherapy, by which the charity abides, requires clients to be given three months' notice of termination of service and, accordingly, all staff contracts have a three-month notice period. Taking all of the above factors into account, the Trustees consider that free reserves as at 31 December 2021 should be £47,400 and this figure will be re-calculated annually. At 31 December 2021 the charity had a surplus of £53,567.

RISK REVIEW

The Trustees have conducted their own review of the major risks to which the charity is exposed and have agreed a risk management strategy which comprises :

- (i) an annual review of the risks which the charity may face;
- (ii) the establishment of systems and procedures to mitigate those risks identified in the plan; and
- (iii) the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

**On behalf of the Trustees
Elisabeth Silver**

5 May 2022

COGWHEEL COUNSELLING
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	Unrestricted Funds	Restricted Funds	TOTAL 2021	TOTAL 2020
INCOMING RESOURCES		£	£	£	£
Donations	8	35,195	72,443	107,638	105,866
Client Contributions	9	94,505	0	94,505	90,710
Contract and Other Income		0	0	0	0
Total Incoming Resources		129,700	72,443	202,143	196,576
RESOURCES EXPENDED					
Costs of Generating Funds					
Fundraising and Publicity	11	7,573	0	7,573	10,769
Charitable Expenditure			0		
Operating Costs	10	189,626	0	189,626	164,895
Governance Costs	12	3,085	0	3,085	2,440
Total Resources Expended		200,284	0	200,284	178,104
NET INCOMING/(OUTGOING) RESOURCES		(70,584)	72,443	1,859	18,472
Transfer Between Funds	6	55,793	(55,793)	0	0
NET MOVEMENT IN FUNDS		(14,791)	16,650	1,859	18,472
FUND BALANCES					
Brought forward 1 January 2021		68,358	26,780	95,138	76,666
Carried forward 31 December 2021	6	53,567	43,430	96,997	95,138

**COGWHEEL COUNSELLING
BALANCE SHEET
AS AT 31 DECEMBER 2021**

		2021		2020
	Note	£	£	£
FIXED ASSETS	2		3,925	4,393
CURRENT ASSETS				
Sundry Debtors	3	5,739		1,108
Prepayments		2,200		2,200
Bank Balances		112,170		100,647
Cash in Hand		411		411
		<u>120,520</u>		<u>104,366</u>
CURRENT LIABILITIES				
Creditors	4	27,448		13,621
		<u>27,448</u>		<u>13,621</u>
CURRENT ASSETS LESS CURRENT LIABILITIES			93,072	90,745
TOTAL NET ASSETS			<u>96,997</u>	<u>95,138</u>
FINANCED BY: ACCUMULATED SURPLUS				
Unrestricted Funds	5	53,567		68,358
Restricted Funds	6	43,430		26,780
		<u>96,997</u>		<u>95,138</u>

Approved by the Trustees on 5th May 2022

Jeremy Barnett)	
)	Trustees
David Farrer)	

**COGWHEEL COUNSELLING
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

1 ACCOUNTING POLICIES

a) BASIS OF PREPARATION OF ACCOUNTS

The accounts have been prepared under the historical cost convention and include the results of the charity's operations, which are described in the Report of the Trustees and all of which are continuing. They have been prepared in accordance with the Charities Act 2011 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 the Republic of Ireland (FRS 102) revised with effect from 1 January 2019.

Cogwheel Counselling meets the definition of a public benefit entity under FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

b) INCOMING RESOURCES

Incoming resources are recognised in the year in which the charity is entitled to the receipt, and the amount can be measured with reasonable certainty. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

c) RESOURCES EXPENDED

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

d) PENSIONS

The charity contributes to money purchase, defined contribution schemes, on behalf of its employees. No liability exists in respect of pensions other than monthly contributions due which is included within creditors.

e) FIXED ASSETS

Depreciation is provided at the following annual rates, calculated to write off fixed assets over their estimated useful lives:

Office furniture and fittings	10% straight line
Office and training equipment	20% straight line

**COGWHEEL COUNSELLING
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

1 ACCOUNTING POLICIES (continued)

f) DEBTORS

Trade debtors and other debtors are recognised at their settlement amount due after any discounts. Prepayments are valued at the amount prepaid net of any trade discount due.

g) CREDITORS AND PROVISIONS

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer 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 amount after allowing for any trade discounts due.

2 FIXED ASSETS

	Office Furniture and Fittings £	Office and Training Equipment £	Total £
Cost:			
As at 31.12.20	8,483	18,224	26,707
Addition in year		0	0
As at 31.12.21	8,483	18,224	26,707
Depreciation:			
As at 31.12.20	4,090	18,224	22,314
Provided for year	468	0	468
As at 31.12.21	4,558	18,224	22,782
Net Book Value:			
As at 31.12.21	£3,925	£0	£3,925
As at 31.12.20	£4,393	£0	£4,393

	2021 £	2020 £
3 DEBTORS		
Income Tax Claim (Gift Aid)	5,739	1,108
	5,739	1,108
4 CREDITORS		
Salaries, Expenses and Accruals	27,448	13,621
	27,448	13,621

5 ACCUMULATED SURPLUS

The balance carried forward in the Income and Expenditure Account unrestricted funds comprises:

	£	£
Balance brought forward	68,358	61,133
Surplus for 12 months	(14,791)	7,225
Balance carried forward	53,567	68,358

COGWHEEL COUNSELLING
NOTES TO THE ACCOUNTS continued
FOR THE YEAR ENDED 31 DECEMBER 2021

6 FUNDS

	Unrestricted		
	General Funds	Designated Bursary	Total
	£	£	£
Balance b/f	68,358	0	68,358
Incoming Resources	129,700	0	129,700
Resources Expended	(200,284)	0	(200,284)
Allocations	55,793	0	55,793
Designations		0	0
Balance c/f	53,567	0	53,567

	Restricted					
	Restricted Bursary	Sawston	Other	Soham	Restricted Total	Funds Total
	£	£	£	£	£	£
Balance b/f	4,500	8,000	14,280	0	26,780	95,138
Incoming Resources	53,898	1,500	17,045	0	72,443	202,143
Resources Expended						(200,284)
Allocations	(32,013)	(9,500)	(14,280)		(55,793)	
Funds usage					0	
Balance c/f	26,385	0	17,045	0	43,430	96,997

Allocations are made from the Bursary Fund, at the discretion of the management, to enable counselling services to be offered to clients in financial difficulty.

Income given specifically for bursaries is added to the Restricted Bursary Fund and allocated first.

Income is designated from General Funds to the Designated Bursary Fund to cover the cost of subsidised counselling services allocated over and above the amount of restricted bursary funds available.

7 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets	Current Assets	Current Liabilities	Total
	£	£	£	£
Unrestricted Funds	3,925	77,090	(27,448)	53,567
Restricted Funds	0	43,430	0	43,430
	<u>3,925</u>	<u>120,520</u>	<u>(27,448)</u>	<u>96,997</u>

8 DONATIONS RECEIVED

	Unrestricted funds	Restricted funds	2021	2020
	£	£	£	£
Individual Gifts	26,453	2,042	28,495	8,796
Income Tax Repayments	4,631		4,631	1,151
Local Churches	860	5,600	6,460	1,620
Grant Making Trusts		52,401	52,401	77,422
Colleges		2,900	2,900	1,587
Businesses	90	9,500	9,590	13,975
Fundraising	3,161		3,161	1,315
	<u>35,195</u>	<u>72,443</u>	<u>107,638</u>	<u>105,866</u>

COGWHEEL COUNSELLING
NOTES TO THE ACCOUNTS continued
FOR THE YEAR ENDED 31 DECEMBER 2021

	2021	2020
	£	£
9 CLIENT CONTRIBUTIONS		
Cambridge		21,362
Sawston		1,690
Ely		1,970
Online counselling	94,505	65,688
	<u>94,505</u>	<u>90,710</u>
10 OPERATING COSTS	£	£
Counselling Services		
Staff Costs (note 13)	126,965	101,945
Training and Recruitment	459	228
Supervision	20,291	21,762
Welfare and Office Expenses	5,360	3,381
Subscriptions	494	479
Travel	0	140
Website design	320	120
Insurance	3,133	2,512
	<u>157,022</u>	<u>130,567</u>
Provision of Counselling Centre		
Rent and Rates	28,647	26,715
Repairs and Renewals	1,016	4,464
Depreciation	468	375
Insurance	421	514
Telephones	2,052	2,260
	<u>32,604</u>	<u>34,328</u>
Total	<u>189,626</u>	<u>164,895</u>
11 FUNDRAISING AND PUBLICITY EXPENDITURE	£	£
Fundraising Costs	5,590	10,286
Publicity, Printing and Literature	1,983	483
	<u>7,573</u>	<u>10,769</u>
12 GOVERNANCE COSTS OF THE CHARITY	£	£
Stationery and Postage	975	1,210
Independent examination fee	510	460
Other Administration and Professional Fees	1,600	770
	<u>3,085</u>	<u>2,440</u>

COGWHEEL COUNSELLING
NOTES TO THE ACCOUNTS continued
FOR THE YEAR ENDED 31 DECEMBER 2021

13 STAFF COSTS

The staff costs were:	£	£
Wages and salaries	123,322	100,257
Social security costs	1,162	
Other pension costs	2,481	1,688
	<u>126,965</u>	<u>101,945</u>

The average weekly number of staff employed by the charity during the period was:

Head of Counselling	1	1
Part time administration	7	8
Part time counsellors	16	15
	<u>24</u>	<u>24</u>

14 PAYMENTS TO TRUSTEES

No payments were made to any of the trustees nor were any expenses reimbursed to them.

15 RELATED PARTY TRANSACTIONS

There were no related party transactions in the year that required disclosure.

**COGWHEEL COUNSELLING
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF COGWHEEL COUNSELLING**

I report to the trustees on my examination of the accounts of the charity for the year ended 31 December 2021 set out on pages 1 to 10.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

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

I report in respect of my examination of your charity's accounts carried out under section 145 of the Act, and in carrying out my examination I have followed 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:

the accounting records were not kept in respect of the charity as required by section 130 of the Act; or

the accounts do not accord with those records; or

the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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

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

Geoff Mann FCIE
Geoff Mann Ltd
Dee House
Highworth Avenue
Cambridge

5th May 2022