

# Trustees' Annual Report

1<sup>st</sup> October 2020 to 30<sup>th</sup> September 2021

## Section A: Reference and administration details

Charity name

FOUNTAINS COUNSELLING SERVICE

Registered charity number

1166723

Charity's principal address

c/o 3 The Mount, Mount Lane,  
Market Drayton,  
Shropshire  
TF9 1AG

## Names of the charity trustees

| Trustee name     | Office (if any) | Dates acted if not for whole year |
|------------------|-----------------|-----------------------------------|
| Lindsay Bashford | Chair           |                                   |
| Sue Frankfort    | Vice Chair      |                                   |
| Rob Belcher      | Treasurer       |                                   |
| Wendy Bishop     |                 |                                   |
| Sandra Davis     |                 |                                   |
| Caroline Smith   |                 |                                   |

## Section B: Structure, governance and management

### Description of the charity's trusts

Type of governing document

Constitution

How the charity is constituted

Charitable Incorporated Organisation

Trustee selection methods

New trustees are selected and appointed by the Charity's Trustees

Additional governance issues  
(optional information)

None

## Section C: Objectives and activities

### The object of the charity set out in the governing document

To preserve and protect good mental health in Staffordshire and the surrounding areas by the provision of a confidential counselling service.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Fountains Counselling Service is a voluntary organisation staffed by professionally qualified volunteer counsellors. It continues to offer counselling support to adults experiencing a variety of life challenges including anxiety, stress and depression, loss and bereavement, anger, abuse and relationship difficulties.

The Service is accessible to all and does not charge a fee for counselling sessions (although a donation is welcomed from those clients who are able to make a contribution towards sustaining the service).

We confirm that the trustees have had regard to the Charity Commission's guidance on public benefit.

### Additional details of objectives and activities (optional information)

None

## Section D: Achievements and performance

### Summary of the main achievements of the charity during the year

2020/21 was a quiet year for Fountains Counselling Service. We have been unable to re-open the service following the Covid-19 pandemic. We were, however, able to complete commitments given before the onset of the pandemic.

In 2020/21 Fountains completed counselling support through a total of 75 counselling sessions. Clients were seen in Stafford and Market Drayton.

The organisation continued to develop its vision for the future, and build a sustainable business model for its operations. We worked with Restore Counselling and the Lead Academy to explore options and develop our ideas. The outcome of our deliberations was a strategic plan to share with potential partners with whom we could deliver the aims of Fountains Counselling. One potential partner who showed an interest in working with us was Rising Brook Baptist Church in Stafford and work with them proceeds.

There is an ever-increasing need for the services that Fountains provides and with thanks to financial donations, it is in a strong position to adopt new ways of working.

We continue to seek to meet the challenges of providing Counselling in a world whose brokenness seems to be growing and whose need for the love and compassion of our Lord never fades.

## Section E: Financial review

### Brief statement of the charity's policy on reserves

At present Fountains Counselling Service does not have an explicit policy on financial reserves. However, this is on the agenda to address in 2021/22 as part of a review of its wider Finance Policy and Procedures.

### Details of any funds materially in deficit

None

### Further financial review details (optional information)

The headline points are:

- At 30 September 2021 (close of annual accounts) the Service had total funds of **£24,858.24**, a decrease of £1,393.81 (5.3%) on the previous year;

The Service's activities continue from the 2019/20 financial year in being significantly reduced, meaning that both expenditure and income have been much less than previous years.

#### Income

- Overall income has been significantly less in 2020/21 over the previous year, the difference largely being the 'one-off' grant of £1,500 from the Foundation Stone Trust received in 2019/20;
- Client donations continue to be at a low level in 2020/21 (£725, from £962.37 in the previous year), due to the restricted level of service. They made up 57% of income;
- Donations from churches were much reduced from the previous year (£300 – including Penkridge Methodist Church (£50); and St. Luke's Church, Cannock (£250);
- There were no fundraising activities during the year.

#### Expenditure

- The main area of annual expenditure was for administrative services costs (£1,080 – 40% of overall outgoings);
- The other significant items of expenditure were for counsellors' expenses and supervision costs (£560 – 21% of overall outgoings), and commissioning consultancy support to undertake a Service Review (£595 – 22% of overall outgoings).

#### Summary

2020/21 has been another year of low activity for the Service as it continues to assess its present and future operating arrangements. The accounts remain in a healthy state. However, even in a year of low activity its funds have reduced by 5%. Thinking ahead to 2021/22 year, trustees should be aware that a decision needs to be made on the Service's future and therefore how to best use the resources Fountains currently has.

## Section F: Other optional information

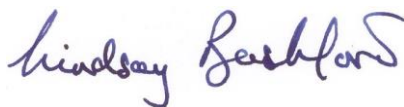
None

## Section G: Declaration

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

Signed on behalf of the charity's trustees.

Signature:



Full name:

Professor Charles Lindsay Bashford

Position:

Chair of Trustees

Date:

July 26<sup>th</sup> 2022

**FOUNTAINS COUNSELLING SERVICE**  
**ACCOUNTS FOR YEAR ENDED 30/09/2021**

|                                      |  | <b>2020</b>       | <b>2021</b>       |
|--------------------------------------|--|-------------------|-------------------|
|                                      |  | <b>£</b>          | <b>£</b>          |
| <b><u>(1) Unrestricted Funds</u></b> |  |                   |                   |
| <b><u>Receipts</u></b>               |  |                   |                   |
| <b>Donations etc</b>                 | Church donations                             | 809.00            | 300.00            |
|                                      | Client donations                             | 962.37            | 725.00            |
|                                      | Individual donations                         | 60.00             | 60.00             |
|                                      | Charitable donations and grants              | 1,500.00          | 0.00              |
| <b>Other</b>                         | Gift Aid rebate                              | 0.00              | 188.75            |
|                                      | Fundraising activities                       | 0.00              | 0.00              |
|                                      | Easyfundraising                              | 18.05             | 0.00              |
| <b>Total</b>                         |  | <b>3,349.42</b>   | <b>1,273.75</b>   |
| <b><u>Payments</u></b>               |  |                   |                   |
| <b>General</b>                       | Administration service costs                 | 2,160.00          | 1,080.00          |
|                                      | Counsellors' expenses and supervision        | 1,495.70          | 560.00            |
| <b>Administration</b>                | Administrator and other expenses             | 9.32              | 40.50             |
|                                      | Telephone costs                              | 135.48            | 137.70            |
| <b>Other</b>                         | Insurance                                    | 168.10            | 168.10            |
|                                      | Professional membership                      | 140.00            | 0.00              |
|                                      | Service Review - consultancy costs           | 0.00              | 595.00            |
|                                      | Room hire                                    | 60.00             | 0.00              |
|                                      | Website hosting                              | 86.26             | 86.26             |
|                                      | Purchase of new laptop computer and software | 0.00              | 0.00              |
|                                      | Miscellaneous                                | 0.00              | 0.00              |
| <b>Total</b>                         |  | <b>4,254.86</b>   | <b>2,667.56</b>   |
| <b>Net of receipts (payments)</b>    |  | <b>-905.44</b>    | <b>-1,393.81</b>  |
| <b>Cash fund last year end</b>       |  | <b>27,157.49</b>  | <b>26,252.05</b>  |
| <b>Cash fund this year end</b>       |  | <b>£26,252.05</b> | <b>£24,858.24</b> |

**(2) Statement of Assets and Liabilities at 30th September 2021**

**Monetary Assets**

|   |                   |                   |
|---|-------------------|-------------------|
| <b>Bank and Cash balances (no cash held or cash transactions)</b> | <b>year end</b>   | <b>year end</b>   |
|   | <b>30.09.20</b>   | <b>30.09.21</b>   |
| <b>Total held in bank account</b>                                 | <b>26,357.05</b>  | <b>24,858.24</b>  |
| minus value of unpresented cheques at year end                    | 105.00            | 0.00              |
| plus value of unbanked receipts                                   | 0.00              | 0.00              |
| <b>total</b>  | <b>£26,252.05</b> | <b>£24,858.24</b> |

**Other assets (non-endowed)**

The Service holds the following assets of value: 2no. laptop computers and a printer. One laptop and printer were purchased in 2011 at an approximate cost of £650. Their current resale value is considered to be nil. The other laptop was purchased in 2019 and has a notional value of £100.

**No other accounts held, no other funds held, no liabilities.**

**For and on behalf of Fountains Counselling Service Management Committee**

**Rob Belcher (Treasurer)**