

Counselling Plus Community

Registered charity number 1168634

Previously registered as charity number 1051003

Trustee Report and Financial statements for the year ended 31 December 2020

Page	Contents
2 - 6	Trustees' annual report
6	Independent examiner's report
7	Receipts & payments account
8	Statement of assets & liabilities
9	Notes to the accounts

Counselling Plus Community

Trustees' annual report for the year ended 31 December 2020

The trustees present their annual report and financial statements of the charity for the year ended 31st December 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's constitution, the Charities Act 2011 and the Statements of Recommended Practice published in 2008.

Full name: Counselling Plus Community

Legal status: Charitable Incorporated Organisation

Registered charity number: 1168634

Formerly: Counselling Plus Community registered charity number 1051003

Principal address: 48 Cambridge Gardens, Hastings, TN34 1EN

Trustees: Janet Beale – chair
Susan Herriott – vice chair
Jilly Hall
Shauna McCusker
Sue Manwaring
Clare Knight

Bankers: CAF Bank, West Mallong

Independent examiner

Pat Weaver, employee of Hastings Voluntary Action, Jackson Hall, Portland Place, Hastings, TN34 1QN

Governance and management

The charity is operated under the rules of its constitution adopted 1st September 2015 and registered with the Charity Commission on 5th August 2016 as a Charitable Incorporated Organisation (CIO), whose only voting members are its charity trustees. The trustees of the charity are appointed using the guidelines laid down in the constitution. Trustees are appointed on a rotational 3 years basis.

The Charity's principal activity during the year was to offer a range of counselling and training sessions to members of the public who do not have the financial means to access private counselling.

The old unincorporated charity (number 1051003) was dissolved on the 31st December 2016, with the assets being vested in the new charity – number 1168634 – on the same date.

Counselling Plus Community

Trustees' annual report for the year ended 31 December 2020 – cont'd

Public benefit statement

Counselling Plus Community follows Charity Commission Guidelines and must report annually to the Charity Commission to affirm its obligation to function for the public benefit. In planning activities, the trustees were mindful of the Charity Commissions guidance on public benefit.

Aims and objectives

(1) TO RELIEVE PERSONS WHO ARE MENTALLY AND EMOTIONALLY DISTURBED OR DISTRESSED BY THE PROVISION OF A COUNSELLING SERVICE FOR SUCH PERSONS

(2) TO EDUCATE AND TRAIN PERSONS IN COUNSELLING SO THAT THEY MAY ASSIST IN THE TREATMENT OF PERSONS SUFFERING FROM MENTAL OR EMOTIONAL DISORDERS OR PROBLEMS.

Background

Counselling Plus (formerly known as Hasting & Rother Counselling Service) was founded in 1992. The service is a registered charity offering counselling to local residents (predominantly) on benefits or with low incomes. We counsel on a wide range of issues including depression, anxiety, low self-esteem, suicidal ideation/attempts, sexual assault, childhood sexual abuse, domestic abuse, trauma and relationship issues. The counselling is delivered by a large team of qualified and committed volunteer counsellors and the service is supported by a small team of admin staff working alongside the Chief Executive Officer.

We are members of the British Association for Counselling and Psychotherapy and work within their guidelines.

Governance and management

The charity is operated under the rules of its constitution adopted 5th August 2016 and registered with the charity commission as a Charitable Incorporated Organisation. Trustees are elected for a term of three years on a rotational basis. Any trustee retiring after their three year term is eligible for re-election.

The day-to-day running of the organisation is delegated to a staff team, with the trustees being responsible for the strategic direction of the organisation.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2011 to have due regard to the charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

The trustees are confident that Charity Commission aims, objectives and activities accommodate a range of activities that are relevant, accessible and affordable and improve and enhance the lives of people, whilst encouraging and developing partnerships and networks, and are in accordance with the regulations on public benefit.

Counselling Plus Community
Trustees' annual report
for the year ended 31 December 2020 – cont'd

Summary of the main activities undertaken for the public benefit

Future plans

Progression

During a year of uncertainty due to the COVID-19 pandemic, the service was put under extreme pressure to respond to an ever growing need for mental health support. Counselling continued throughout this difficult time and moved, very quickly, to remote sessions.

However complicated this move to remote sessions was, we will now continue to offer remote counselling as part of our diverse offer.

Sustainability

We continue to have a high number of voluntary counsellors staying with the service for a number of years and this enables the service to meet the ever-increasing level of complexity within the cases of our clients.

Careful management of finances and the continued support of grant-funders has provided essential financial stability during this time and this has allowed management to concentrate on the changing needs of local residents and counsellors who have had to adapt to remote sessions.

Our financial reserves continue to be consistent with our reserves policy.

Risk management

The Charity trustees regularly review and assess the risks faced by the charity in all areas of its work and plan for the management of those risks. Risk is an everyday part of charitable activity and managing it effectively is essential if the trustees are to achieve their key objectives and safeguard the charity's funds and assets.

The Trustees have discussed and set a risk framework that allows them to:

- identify the major risks that apply to the charity
- make decisions about how to respond to the risks they face

In particular the trustees have considered

- Governance Risk, including strategy and direction
- Operational risk including staff and volunteer safety
- Financial Risk including cash flow, reserves and diversity of income
- Environmental risk including government policy and public perception

Counselling Plus Community

Trustees' annual report for the year ended 31 December 2020 – cont'd

Responsibilities of the Trustees

- Under the Charities Act 2011, the Trustees are required to prepare a statement of accounts for each financial year which gives a true and fair view of the state of affairs of the charity at the end of the year, and of its receipts and payments in the year. In preparing the statement, the Trustees are required to:
 - Select suitable accounting policies and then apply them consistently
 - Make judgements and estimates that are reasonable and prudent
 - State whether applicable Accounting Standards and Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the statement of accounts, and:
 - Prepare the financial statements of the ongoing concern basis unless it is inappropriate to presume that the charity will continue its operations.
- The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity at that time and to enable the Trustees to ensure that the financial statements comply with the requirements of the Charities Act 2011 of the Charities (Accounts and Reports) FRS 102.
- They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Financial review

Counselling Plus Community is funded by a variety of grants from a diverse range of funders. The core funding is from the CCG. In the year under examination the organisation received £243,479 (2019: £215,109) with expenditure amounting to £188,791 (2019: £214,043) resulting in a surplus of £54,689 (2019: £1,066).

The charity's policy on reserves

In accordance with the recommendation of the Charity Commission, the Trustees have considered and approved a Reserves Policy.

2. Factors taken into account include the following:
 - a) A substantial amount of our income comes from one funder. If that source withdrew funding; we would need several months' "breathing space" to source new sources of funding.
 - b) Most of our grant funding is for one year only and fluctuations in income need to be taken into account.

Counselling Plus Community
Trustees' annual report
for the year ended 31 December 2020 – cont'd

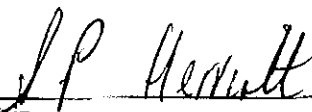
- c) In the event of sufficient funding not being available, the charity would either need to reduce its activities, or in the worst case close completely. Due to the complexity of needs of our client group, best practice shows a need for planned ending of counselling and therefore orderly reduction or closure would need to be planned and any outstanding liabilities would need to be met.
3. In consequence of the above, the Trustees have agreed the target of holding 22 weeks of the annual expenditure, plus potential redundancy costs in the event of closing fund, as a reserve. Any surplus above this would be budgeted to be spent as part of our ongoing activities.
The reserves will be built up from the unrestricted income.
4. In 2016, the reserves policy was reduced from 6 months to 16 weeks but due to increasing demands on the service and potential funding streams, the policy was changed in 2020 to hold 22 weeks of costs plus potential redundancy costs.
5. The Trustees have agreed to review this Reserves Policy every 12 months.

Date: October 2020

Signed on behalf of the charity's trustees:

Signed _____

Sue Herriott – Vice chair



Date 12.08.21

Independent examiner's report to the trustees of

Counselling Plus Community for the year ended 31 December 2020

I report on the accounts of Counselling Plus Community Service for the period ended 31st December 2020 which are set out on pages 2-9

Respective responsibilities of committee & examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiners 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 the 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 examiners statement

In connection with my examination, no matter has come to my attention

1. which gives reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have 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.



Pat Weaver
Community Accountancy worker
Hastings Voluntary Action
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated:

Counselling Plus Community Receipts & payments account for the year ended 31 December 2020

		01/01/20- 31/12/20			
		Restricted Income	Unrestricted Income	Total	2019
<u>Receipts</u>					
<u>Grants and donations</u>					
Grants for Counselling:	CCG	-	64,934	64,934	64,934
	Partner grants	-	151,389	151,389	105,984
Donations:	Client donations	-	19,415	19,415	25,219
	Misc. Donations	-	1,817	1,817	979
Grants	Refurbishment	-	2,980	2,980	4,000
Interest		-	49	49	87
Other income:	Misc.	-	2,595	2,595	92
	Fundraising	-	300	300	8,885
	Training workshops	-	-	-	4,929
		-	243,479	243,479	215,109
<u>Payments</u>					
Salaries and wages		-	96,512	96,512	90,162
Counsellors & supervision fees		-	57,901	57,901	76,874
DBS checks		-	-	-	1,200
Training workshop costs		-	-	-	2,510
Rent and premises costs		-	15,695	15,695	14,461
Travel expenses		-	4,003	4,003	10,277
Insurance		-	1,351	1,351	1,352
Telephone & internet charges		-	2,448	2,448	2,024
Printing, postage stationery and photocopying		-	1,315	1,315	1,717
Computer & software		-	1,038	1,038	-
Fundraising expenses		-	-	-	5,035
Refurbishment, relocation & IT		-	2,301	2,301	4,330
Staff welfare & training		-	407	407	339
Bank charges		-	228	228	60
Professional fees incl. film		-	-	-	2,139
Independent Examination		-	150	150	150
Sundry expenses		-	691	691	1,173
Subscriptions (BACP) incl. Data Protection		-	275	275	240
Adjustment	£	-	4,474	4,474	-
		-	183,791	183,791	214,043
Net surplus/(deficit)		-	54,689	54,689	1,066
Fund balance b/f at 01/01/2020		-	66,016	66,016	64,950
Fund balances c/f at 31/12/2020		-	120,705	120,705	66,016

Counselling Plus Community

Statement of assets and liabilities at 31 December 2020

	Notes	Restricted Income	Unrestricted income	Total	2019 Total
Current assets					
CAF bank accounts		-	140,215	140,215	64,573
Lodgements not credited @ 31/12/20		-	-	-	-
Accounts receivable		-	20,480	20,480	1,410
Prepayments		-	(40,234)	(40,234)	-
Cash in hand (not physically counted)		-	244	244	33
		-	120,705	120,705	66,016
Current liabilities					
		-	-	-	-
		-	120,705	120,705	66,016
Balance b/f				66,016	64,950
Net surplus/(deficit)				54,689	1,068
				120,705	66,016
Represented by:					
Designated fund: per reserves policy				57,500	57,500
General funds				63,205	8,516
				120,705	66,016

These financial statements are accepted on behalf of the charity by:

Signed  Dated 12.08.21
Sue Herriott – Vice chair

Counselling Plus Community

Notes to the accounts for the year ended 31 December 2020

1. Receipts & payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2. Premises, staff and volunteers

The premises rented from a local charity.

The organisation employs a team 4 part time paid staff, 36 volunteer counsellors, 6 self-employed supervisors and 6 trustees

3. Trustees' remuneration

During the period no Trustees received expenses, remuneration or benefits.

4. Related party transactions

During the period there were no related party transactions

5. Previous period comparison

The figures for 2019 are presented in these accounts to provide the reader with a year on year comparison.

An adjustment was made post 2019 published accounts which affected the prepayments figure for the year. Rather than re-state the 2019 accounts, the adjustment has been put through in the 2020 accounts.

6. Glossary of terms

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Debtors: These are amounts owed to the charity, but not received in the accounting period.