

Counselling Plus Community

Registered charity number 1168634

(Previously registered as charity number 1051003)

Trustee Report and Financial Statements for the year ended 31 December 2021

Page	Contents
2-5	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 2021

The trustees present their annual report and financial statements of the charity for the year ended 31 December 2021. 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 - Co-Chair
Susan Herriott - Co-Chair
Jilly Hall
Shauna McCusker
Sue Manwaring
Clare Knight - Financial Support
Bankers: CAF Bank, West Malling
Independent examiner: Keith Miller, 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 year 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 1151003) was dissolved on 31 December 2016, with the assets being vested in the new charity - number 1168634 - on the same date.

Alms 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.

Counselling Plus Community
Trustees' annual report
for the year ended 31 December 2021 - 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 Commission's guidance on public benefit. The trustees are confident that the charity's 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.

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/plan, 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.

Summary of the main activities undertaken for the public benefit

Progression

Moving to a remote service during the COVID pandemic highlighted some gaps in the service provision. This led to a remodel involving employment of Clinical Leads who now work closely with the CEO to offer clear and consistent assessments and clinical supervision. The move has allowed the service to respond more easily to changes and emerging patterns within the sector.

Sustainability

The number of local residents requiring mental health support continues to rise as we move towards our 30th anniversary. Pressure on the voluntary sector is increasing and funding is becoming more complex. Our systems allow us to provide the necessary information required to ensure we are recognised as effective and crucial.

The same original ethos of supporting clients on benefits and low-incomes continues to exist and is a driving force for the Trustees, Counsellors and staff. However we are ever-mindful of the need to keep up with changing requirements to ensure the best outcome for our clients and funders.

The careful management of funds ensures financial reserves are consistent with our reserves policy which, in turn, ensures the service's sustainability.

Counselling Plus Community
Trustees' annual report
for the year ended 31 December 2021 - cont'd

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

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 the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the trustee are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable Accounting Standards and the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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 enable the Trustees to ensure that the financial statements comply with the requirements of the Charities Act 2011, and the Charities (Accounts and Reports) FRS 102, and the provision of the governing document. 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 £225,934 (2020: £243,479) with expenditure amounting to £224,070 (2020: £188,790) resulting in a surplus of £1,864 (2020: £54,689).

Counselling Plus Community
Trustees' annual report
for the year ended 31 December 2021 - cont'd


The charity's policy on reserves

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

- 1 Factors to be 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.
 - 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 timely ending of counselling and therefore orderly reduction or closure would need to be planned and any outstanding liabilities would need to be met.
- 2 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.
- 3 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. This decision has been continued in 2022 due to the increased cost of living which is having an impact on clients' ability to pay their own contributions.
- 4 The Trustees have agreed to review this Reserves Policy every 12 months.

Updated Feb 2022

Signed on behalf of the charity's trustees:

Signed 
Janet Beale, Co-chair

Date 16.6.22.

Signed 
Susan Herriot - Co-chair

Date 16.6.22.

Independent Examiner's Report to the trustees of Counselling Plus Community

I report on the accounts of Counselling Plus Community Service for the period ended 31 December 2021 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 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 supporting documentation 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 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 130 of the Charities Act
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.



.....
Keith Miller
Finance Officer
Hastings Voluntary Action
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated:

Counselling Plus Community

Receipts & Payment accounts

for the period

01 January 2021 to 31 December 2021

		Current Year			Previous Year
		Restricted funds	Unrestricted funds	Total funds	
<u>Receipts</u>					
Grants for Counselling:	CCG	-	64,934	64,934	64,934
	Partner Grants	-	143,354	143,354	151,389
Donations:	Client Donations	-	14,126	14,126	19,415
	Misc Donations	-	2,517	2,517	1,817
Grants	Refurbishment	-	-	-	2,980
	Interest	-	11	11	49
Other Income:	Misc	-	907	907	2,595
	Fundraising	-	85	85	300
	Training workshops	-	-	-	-
TOTAL RECEIPTS		-	225,934	225,934	243,479
<u>Payments</u>					
	Salaries & wages	-	122,153	122,153	96,512
	Counsellors & supervision fees	-	73,952	73,952	57,901
	DBS checks	-	700	700	0
	Training workshop costs	-	-	-	0
	Rent and premises costs	-	12,894	12,894	15,695
	Travel expenses	-	2,404	2,404	4,003
	Insurance	-	1,352	1,352	1,351
	Telephone & internet charges	-	1,751	1,751	2,448
	Printing, postage, stationery & photocopying	-	1,958	1,958	1,315
	Computer & software	-	-	-	1,038
	Fundraising expenses	-	-	-	0
	Refurbishment, relocation & IT	-	3,132	3,132	2,301
	Staff welfare & training	-	310	310	407
	Bank charges	-	460	460	228
	Professional fees incl film	-	1,808	1,808	-
	Independent examination	-	-	-	150
	Sundry expenses	-	1,157	1,157	691
	Subscriptions (BACP) incl Data Protection	-	-	-	275
	Adjustment	-	39	39	4,474
TOTAL PAYMENTS		-	224,070	224,070	188,790
Net surplus/(deficit)		-	1,864	1,864	54,689
Fund balances b/f at	1/1/21	-	120,705	120,705	66,016
Fund balances c/f at	31/12/21	-	122,569	122,569	120,705

Counselling Plus Community
Statement of Assets & Liabilities
as at
31 December 2021

	Restricted Income	Unrestricted Income	Total	Previous year Total
Current assets				
CAF bank accounts @ 31/12/2021	-	138,487	138,487	140,215
Lodgements not credited 31/12/2021		-	-	-
Accounts receivable		20,368	20,368	20,480
Prepayments		(36,392)	(36,392)	(40,234)
Cash in hand @ 31/12/2021		106	106	244
	-	122,569	122,569	120,705
Current liabilities				
	-	-	-	-
Net current assets	-	122,569	122,569	120,705

Balance b/f	120,705	66,016
Net surplus/(deficit)	1,864	54,689
	<u>122,569</u>	<u>120,705</u>

Represented by:		
Designated fund: per reserves policy	105,700	57,500
General funds	16,869	63,205
	<u>122,569</u>	<u>120,705</u>

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

Signed J. E. Beale
Janet Beale, Co-chair

Dated 16.6.22

Signed AP Herriot
Susan Herriot - Co-chair

Dated 16.6.22

Counselling Plus Community

Notes to the accounts for the year ended 31 December 2021

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 debt as they become due.

2 Premises & staff

The premises are rented from a local charity.

The organisation employs a team of 8 part time paid staff, 28 volunteer counsellors and 6 trustees.

3 Trustees' remuneration

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

4 Related party transactions

There were no related party transactions during the period.

5 Previous period comparison

The previous period's figures have been included for comparison.

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 during the accounting period.