

# **Counselling Plus Community**

**Registered charity number 1168634**

(Previously registered as charity number 1051003)

## **Trustee Report and Financial Statements for the year ended 31 December 2022**

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## **Counselling Plus Community**

### **Trustees' annual report for the year ended 31 December 2022**

The trustees present their annual report and financial statements of the charity for the year ended 31 December 2022. 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.

<b>Full name:</b>	Counselling Plus Community
<b>Legal status:</b>	Charitable Incorporated Organisation
<b>Registered charity number:</b>	1168634
<b>Formerly:</b>	Counselling Plus Community registered charity number 1051003
<b>Principal address:</b>	48 Cambridge Gardens, Hastings, TN34 1EN
<b>Trustees:</b>	Janet Beale - Chair Susan Herriott Jilly Hall Shauna McCusker Sue Manwaring Clare Knight - Financial Support Andrea Ostle Angelica McMilan
<b>Bankers:</b>	CAF Bank, West Malling
<b>Independent examiner:</b>	Laura Dawson, Finance Manager, 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.

#### **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.

**Counselling Plus Community**  
**Trustees' annual report**  
**for the year ended 31 December 2022 - cont'd**

**Trustees' Report**

The Trustees submit their annual report and financial statement for Counselling Plus Community for the year ended 31st December 2022

**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 was delivered by a large team of qualified and committed volunteer counsellors and the service is supported by a team of admin staff and Clinical Leads working alongside the Chief Executive Officer.

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

**Progression**

The Service has gone through another major change this year, which will allow a full remodel in 2023. The remodel will include employing a team of 10 counsellors to work alongside our volunteer counsellors. This will provide additional stability for the service, which in turn, provides increased ability to apply for funds to support our clients.

The majority of clients are now choosing to return to face-to-face sessions, but the continued offer of remote sessions is preferred by some.

**Sustainability**

Having completed 30 years of service to the local community, the trustees and management are very aware that we must not become complacent to the needs of the local community. Many of our clients are those most affected in society, by the cost of living crisis, and are therefore those most likely to require professional, but affordable counselling.

Our original ethos remains strong - to remove financial blocks to professional counselling. The need for mental health support continues to increase, and we are therefore remaining flexible to ensure this need is met within a trusted and well-known service.

Funds continue to be carefully managed to ensure financial reserves are consistent with our reserves policy which, in turn, ensure the service's sustainability

**Counselling Plus Community**  
**Trustees' annual report**  
**for the year ended 31 December 2022 - 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 £248,874 (2021: £225,934) with expenditure amounting to £250,232 (2021: £224,070) resulting in a deficit of £1,358 (2021: £1,864 Surplus).

**Counselling Plus Community**  
**Trustees' annual report**  
**for the year ended 31 December 2022 - 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 16 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 changing demands on the service and potential funding streams, the policy was changed in 2022 to hold 16 weeks of costs plus potential redundancy costs.
- 4 The Trustees have agreed to review this Reserves Policy every 12 months.

Updated Feb 2023

Signed on behalf of the charity's trustees:

Signed Janet Beale  
Janet Beale, Chair

Date 31.5.23

Signed Clare Knight  
Clare Knight- Trustee with Financial Responsibility

Date 31.5.23

## **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 2022 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.



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Laura Dawson

Finance Manager  
Hastings Voluntary Action  
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated: 25th May 2023

## Counselling Plus Community

### Receipts & Payment accounts

for the period

01 January 2022 to 31 December 2022

		Current Year			Previous Year
		Restricted funds	Unrestricted funds	Total funds	
<b>Receipts</b>					
Grants for Counselling:	CCG	-	64,935	64,935	64,934
	Partner Grants	-	151,435	151,435	143,354
Donations:	Client Donations	-	20,686	20,686	14,126
	Misc Donations	-	1,341	1,341	2,517
Grants	Refurbishment	-	-	-	-
	Interest	-	465	465	11
Other Income:	Misc	-	7,505	7,505	907
	Fundraising	-	55	55	85
	Training workshops	-	2,452	2,452	-
TOTAL RECEIPTS		-	248,874	248,874	225,934
<b>Payments</b>					
Salaries & wages		-	152,117	152,117	122,153
Counsellors & supervision fees		-	61,431	61,431	73,952
DBS checks		-	400	400	700
Training workshop costs		-	-	-	-
Rent and premises costs		-	15,684	15,684	12,894
Travel expenses		-	6,110	6,110	2,404
Insurance		-	1,421	1,421	1,352
Telephone & internet charges		-	2,072	2,072	1,751
Printing, postage, stationery & photocopying		-	1,432	1,432	1,958
Computer & software		-	-	-	-
Fundraising expenses		-	-	-	-
Refurbishment, relocation & IT		-	650	650	3,132
Staff welfare & training		-	1,935	1,935	310
Bank charges		-	498	498	460
Professional fees		-	3,616	3,616	1,808
Independent examination		-	-	-	-
Sundry expenses		-	2,829	2,829	1,157
Subscriptions (BACP) incl Data Protection		-	35	35	-
Adjustment		-	-	-	39
TOTAL PAYMENTS		-	250,232	250,232	224,070
Net surplus/(deficit)		-	(1,358)	(1,358)	1,864
Fund balances b/f at	1/1/22	-	122,569	122,569	120,705
Fund balances c/f at	31/12/22	-	121,211	121,211	122,569

## Counselling Plus Community

### Statement of Assets & Liabilities

as at

31 December 2022

	Restricted Income	Unrestricted Income	Total	Previous year Total
<b>Current assets</b>				
CAF bank accounts @ 31/12/2022	-	149,355	149,355	138,487
Lodgements not credited 31/12/2022		-	-	-
Accounts receivable		6,332	6,332	20,368
Prepayments		(34,500)	(34,500)	(36,392)
Cash in hand @ 31/12/2022		24	24	106
	-	121,211	121,211	122,569
<b>Current liabilities</b>	-	-	-	-
<b>Net current assets</b>	-	121,211	121,211	122,569

Balance b/f	122,569	120,705
Net surplus/(deficit)	(1,358)	1,864
	<u>121,211</u>	<u>122,569</u>

Represented by:		
Designated fund: per reserves policy	97,000	105,700
General funds	24,211	16,869
	<u>121,211</u>	<u>122,569</u>

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

Signed J. E. Beale  
Janet Beale, Chair

Dated 31.5.23

Signed Clare Knight  
Clare Knight- Trustee with Financial Responsibility

Dated 31.5.23



## **Counselling Plus Community**

### **Notes to the accounts for the year ended 31 December 2022**

#### **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 7 part time paid staf, 10 part time counsellors , 15 volunteer counsellors and 7 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.