



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	25	07	2020		17	07	2021

Section A Reference and administration details

Charity name Winchester Pregnancy Crisis Centre

Other names charity is known by WPCC

Registered charity number (if any) 1179212

Charity's principal address Bradbury House

Durrogate Place

Winchester

Postcode SO23 8DX

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Catherine Redgrave	Chair		
2	Hannah Scott			
3	Henrik Steinbrecher	Treasurer		
4	Janet Crick			
5	Steve Chick			
6				
7				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Mandy Cummings – Counselling Lead (01/05/21)

Amy Paterson – Centre Manager (01/07/21)

Section B management

Structure, governance and

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Interested parties can apply to be trustees, are interviewed and then are elected by the board of trustees.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Trustees have operated a temporary operational structure in the absence of a centre manager.

The structure had an operations manager overseeing the service leads responsible for:

- ☐ Counselling
- ☐ Communications and marketing
- ☐ Fundraising, grants and administration

A new structure has been agreed where the Centre Manager and Counselling lead have been disaggregated and hours per week increased.

Both roles have been appointed to and from 01/07/21 the new structure is operating. The Centre Manager is employed for 10 hrs per week and the Counselling Lead for 6 hrs per week. Two employees have been contracted to take on these roles, rather than one employee responsible for both in the past. This is an increase of 8 hrs in terms of hours working for the charity.

The centre administrator now has a specific responsibility to apply for grants and raise funds for the charity.

In 19/20 the role of treasurer was disaggregated from the book-keeper role in order to manage the potential risk caused by lack of funds. The treasurer role is now carried out by a trustee. The development of this role enables the board of trustees to anticipate the point at which a 3 month reserve will be reached and enable action to be taken. This model will continue despite the appointment of a new Centre Manager.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

1. The preservation and protection of women's health by the provision of counselling and assistance to women, their partners and families who are suffering from any physical or mental

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)

- illness, distress or poverty during or as a result of unplanned pregnancy or following an abortion, miscarriage, cot death, still birth or loss of a child.
2. The advancement of education in the subject of pregnancy and the termination of pregnancy and into the effects thereof upon women and their partners whether physical, medical or psychological.
3. The promotion of such other purposes which are deemed to be charitable within the laws of England and Wales which may conveniently be carried on in connection with the above objects.

Counselling: the charity provides free face to face counselling. There is no limit on the number of sessions a client can receive.

Be-friending support: this is given to clients who request it, who have previously used the counselling service, when they are going through a new pregnancy and may be anxious due to their earlier experiences.

Information service: Email response and signposting for those requiring information or support but who are not in the local area.

The trustees referred to and considered the guidance document 'Public benefit: the public benefit requirement (PB1)' when reviewing the objects of the charity as part of the application for the change to a CIO.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Counsellors are able to claim £30 per hour of face-to-face counselling. Some counsellors opt to do the counselling on a voluntary basis.

The Counselling Lead is able to carry a counselling caseload as required.

Volunteers carry out a range of roles for the charity including:

- ☐ Counselling
- ☐ Organisation of fundraising events
- ☐ Operational support and oversight
- ☐ Governance

There are also a number of supporters who:

- ☐ Donate money on a regular basis
- ☐ Attend fundraising events
- ☐ Undertake sponsored events to raise money
- ☐ Attend prayer meetings to support the work

Summary of the main achievements of the charity during the year

There has been a centre to support women facing crisis pregnancy, post abortion and pregnancy loss in Winchester since 1997.

During 2020/21 there has been a change in the operational management of the centre. We have appointed a Counselling Lead who took up post in May '21 and a Centre Manager who took up post in July 2021 (see section B).

Both posts are on a 1 year fixed term contract to ensure the charity is able to sustain the budgeted increase in wages of £854 per month.

The charity has continued to secure additional grants from external sources including:

- Rosa UK - £3000
 - County Councillor grant - £500
- Total: £3500

We have continued to benefit from generous monetary gifts and sponsored events over the year.

Financial Year – 2020 – 2021

Income £31,276.58

Expenditure £18,471.76

Charity balance: £19,266

Since the start of the Coronavirus pandemic in March '20 the counsellors have not been seeing clients face-to-face but have been carrying out virtual counselling sessions.

The centre is able to go back to face-to-face counselling in the office but this is governed by the client.

The centre's objectives over the next 3 years (2019 – 2022) are:

1. Advice and counselling

- a) To provide face to face counselling, and access to alternatives if necessary, to those facing unplanned pregnancy or intending to access termination
- b) To provide face to face counselling or befriending to those dealing with the emotional consequences of termination, miscarriage or baby loss.
- c) To create links with other services in order to direct clients or potential clients as appropriate (e.g. infertility clinics)
- d) To build a team of counsellors

2. Education

- a) To develop online resources related to our core work that support healthy lifestyle choices
- b) Evaluate marketing resources and their impact
- c) Create new marketing strategy to underpin the growth of service
- d) To provide online decision-making tools and advice (e.g. You Tube clips) for our client group

Section D

Achievements and performance

- e) To develop a presentation with information about our service for local agencies and organisations where women spend time (e.g. IBM, Gyms)

3. Training

- a) To develop a training programme to extend CCTS programme to provide specific skills to become a counsellor for our specific client group
b) To develop a competency framework for our counsellors

4. Financial

- a) To administer resources appropriately to achieve the mission of WPCC
b) To enable proficient oversight by trustees, particularly with regard to paid v. voluntary counsellors
c) To support all fundraising activities and explore further fundraising links, i.e. grants and regular giving

We have seen 22 clients in the last year and signposted an additional 4 clients. We provided 256.5 hours of counselling (July 2020 to 2021) and 271 hours of admin linked to counselling.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees have agreed that the minimum reserves that should be held covers 3 months of rent and staff payment (approx. £4200).

At the end of the 2020/21 financial year the charity's reserves were £19,266

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

2020/21 financial year:
Regular supporters (monthly giving) - £835 x 12 = £9700
Total donations - £8293
Total gifts in kind - £4713
Total gift aid recovered - £3710
Total grants received - £4200
Fundraising - £516
Other - £144

We give regularly to Pregnancy Centres' Network - and have increased our giving to £100 per month

Money spent on:
Wages - £7177
Counselling - £4845

Whilst we are aware that the monthly giving does not cover our monthly expenditure, we have been successful in securing significant funds through gifts, grants and fundraising events

over the last year. We have also benefitted from 'funds in kind' while we have not had a centre manager/counselling lead in post. As a result of all this our surplus balance has increased by more than £12,600.

The centre is well placed to provide a service for an increasing number of clients and will continue to prioritise increasing the number of monthly supporters who give financially to the charity, the support of local churches, grant-funding and fundraising events, in order to maintain the centre's long-term sustainability.

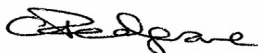
Section F Other optional information

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Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Catherine Redgrave	
Position (eg Secretary, Chair, etc)	Chair of Trustees	
Date	17/07/21	

YEARLY BUDGET 20/21	MONTHLY BUDGET 20/21	April '20	05/20	06/20	07/20	08/20	09/20	10/20	11/20	12/20	01/21	02/21	03/21
BANK STARTING BALANCE 1 APRIL 20													
INCOME													
Grant Funding	2550	212.5	250	250	0	2500	1200	0	0	0	0	0	0
Donations	1800	150	0	0	0	8140	0	0	0	0	0	24.17	0
one off gift aided	300	25	0	0	0	0	50	39.05	0	0	0	0	40
one off non gift aided	1720	125	570	570	570	570	570	570	570	570	570	570	570
regular gift aided (Guarantee)	3140	261	265	265	265	225	225	225	225	265	225	225	225
regular non gift aided (Guarantee)													
Donations in kind	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12
Counselling Lead (J Crick 2 hrs/wk)	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12	107.12
Counselling (J Crick)	300	300	270	187.5	345	420	285	255	225	225	225	225	225
TRAINING (J Crick)													
Fund raising	3146	262	245.72	245.72	0	0	0	0	0	0	0	0	24.75
Gift aid recover (Guarantee)	2225	185	0	0	0	0	0	0	0	0	0	0	3710
other	0	0	0	0	0	0	0	0	0	0	0	0	0
	19881	2169.74	1330.72	1330.72	835	3800.24	10709.23	1321.74	1303.29	1486.14	1461.36	1264.24	1258.41
													5076.88
EXPENSES													
Business expenses													
Insurance - PUBLIC LIABILITY	-555	-46	-35.08	-35.08	-35.08	-35.08	-35.08	-35.08	0	0	-37.06	-36.99	-36.99
Insurance - EMPLOYER LIABILITY	-254	-17	0	0	0	0	-81.51	-20.39	-20.39	-20.39	-20.39	-20.39	0
internet services	-200	-17	0	0	0	0	0	0	-144	0	0	0	0
office	-100	-8	0	0	0	0	-39.99	0	-68.69	-154	0	0	0
rent premises	-3000	-250	-250	-250	-250	-250	-250	-250	-250	-250	0	-500	0
telephone	-372	-31	-49.71	-49.705	0	0	-97.92	0	0	-97.92	0	-97.92	0
travel	-100	-8	-15.7	-15.7	0	0	0	0	0	0	0	0	0
Wages	-9427	-357.07	-357.07	-357.07	-357.07	-357.07	-357.07	-357.07	-357.07	-357.07	-357.07	0	-714.14
admin (J McGrath)													
communications mgr													
flexible communications work													
ops mgr (H Scott)													
counselling Lead (J Crick)													
CCMS	-120	-10	0	0	-129	0	0	0	0	0	0	0	0
Charity													
Donations	-1395	-116.25	0	0	0	0	0	0	0	0	0	0	0
Conferences	-250	-20.83	0	0	0	0	0	0	0	0	0	0	0
Counselling													
1 A Kaye	-3120	-260	-87.5	-97.5	-60	-30	0	0	-60	-90	-90	-30	-360
2 C Parkinson	-3120	-260	-60	-60	-90	-120	0	0	-180	-150	-150	0	-270
J Crick													
Supervision	-1000	-84	0	0	0	245	-83	0	-166	0	0	-166	0
Marketing	-300	-25	0	0	0	0	0	0	0	0	0	0	-130
PCUK	-96	-8	0	0	0	0	0	0	0	0	0	0	0
PCN	-1200	-100	-50	-50	-50	-50	-50	-50	-100	-100	-100	-100	-100
Training	-300	-25	0	0	-30	0	0	0	0	0	0	0	0
J Crick													
training update as lead counsellor													
TOTAL EXPENSES	-24859	-2331.63	-1339.3	-1024.175	-1108.27	-1684.51	-1795.92	-1206.4	-1903.59	-2154.74	-1486.7	-1579.76	-894.54
													-2617.8
INCOME - EXPENSES	-4978	-161.89	201.42	308.545	-273.27	2126.73	8913.31	25.34	-510.3	-668.6	-25.34	-315.52	563.87
													2458.62
BANK CLOSING BALANCE 31 MARCH 2021													
YEARLY BUDGET 20/21	MONTHLY BUDGET 20/21	April '20	05/20	06/20	07/20	08/20	09/20	10/20	11/20	12/20	01/21	02/21	03/21
Donations in kind cancelled out by Gifts in kind for H Scott and J Crick													
J Crick carrying out counselling as Gift in kind													
J Crick did update training "in kind" until training budget agreed at trustees meeting Nov20													

YEARLY BUDGET 20/21	TOTAL APRIL20-MARCH21 "YEAR OF COVID 19"	DESCRIPTORS	DESCRIPTORS
BANK STARTING BALANCE 1 APRIL 20			
position related to £6,461.27 budget			
INCOME			
2550	4200 over	Grant Funding	
1800	8164.17 over	Donations	
300	129.05 under		one off gift aided
1720	6840.05 budget		regular gift aided (Guarantee)
3140	2860 under		regular non gift aided (Guarantee)
	964.08	Donations in kind	Ops mgr (H Scott 2hrs/wk)
	964.08	Donations in kind	Counselling Lead (J Crick 2 hrs /wk)
	2580	Donations in kind	Donations in kind
	204.99	Donations in kind	TRAINING (J Crick)
3146	516.19 under	Fund raising	
2225	3710 under	Gift aid recovery (825%)	
0	144.02 over	other	(Guarantee)
19881	31276.58 OVER		
EXPENSES			
Business expenses			
-555	-356.6 under	Insurance - PUBLIC LIABILITY	
-254	-203.85 to budget	Insurance - EMPLOYER LIABILITY	
-200	-144 under	internet services	
-100	-262.68 over	office	
-3000	-3000 to budget	rent premises	
-372	-393.175 over	telephone	
-100	-31.4 under	travel	
-9427	-4284.84 to budget	Wages	
	-1285.44		admin (J McGrath)
	-107.12 under		communications mgr
	-107.12 under		flexible communications work
	964.08	ops mgr (H Scott)	
	-107.12	counselling Lead (J Crick)	
-120	-129 to budget	CCMS	
-1395	0 under	Charity	
-250	0 under	Conferences	Donations
-3120	-815 under	Counselling	
-3120	-1350 under		1 A Kaye
	-2580		2 C Parkinson
	-2580		J Crick
-1000	-794 under		Supervision
-300	0 under	Marketing	
-96	0 under	PCUK	
-1200	-900 under	PCN	
-300	-30 under	Training	
	-204.99		J Crick training update
	0		
-22187.72	-18411.17 UNDER		
-2406.72	12804.805		
BANK CLOSING BALANCE 31 MARCH 2021			
YEARLY BUDGET 20/21	TOTAL APRIL20-MARCH21	DESCRIPTORS	DESCRIPTORS
tallies with Bank statement			
Donations in kind cancelled out by Gifts in kind for H Scott and J Crick			
J Crick carrying out counselling as Gift in kind			
J Crick did update training "in kind" until training budget agreed at trustees meeting Nov20			

BUDGET 2021/22

INCOME

Grant Funding
Donations

Gift in Kind

Fund raising
Gift aid recovery (@25%)
other

TOTAL INCOME

EXPENSES

Business expenses

Wages

CCPAS
Charity

Conferences
Counselling

1
2
3

Marketing
PCUK
PCN
Training

TOTAL EXPENSES

total income
total expenses
Income - Expense

INCOME

EXPENSES

the point at which we have 3 months reserve AS
3 month reserve Bank balance = 3 x monthly BU

one off gift aided
one off non gift aided
regular gift aided (Guarantee)
regular non gift aided (Guarant

Counselling (J Crick) (Guara

(Guarantee)

insurance - PUBLIC LIABILITY
insurance - EMPLOYER LIABILIT
internet services
office
rent premises
telephone
travel

admin (J McGrath)
Centre mgr
counselling Lead

Donations

A Keyte
C Parkinson

J Crick (IN KIND)

Supervision

SUMMING GUARANTEED REGULA
IDGETTED expenses (£8328.21)

**YEARLY
BUDGET 20/21**

ongoing grant applications?	2550
	1800
	300
	6720
ee)	3140
ntee)	
? Individual activities ? Quiz ? Barn dance ? Tea / banquets etc	3146
	2225
	19881
	-555
employer liability renewed MAY, DDB over 10 months, compa	-204
includes £120 for squarespace website in Nov	-200
	-100
to Trinity Centre	-3000
telephone paid quarterly £96 in Feb/May/Aug/Nov	-372
	-100
admin (Jo) 8hrs / wk @ 10.30/hr for 52 weeks	-4285
new centre manager lead. £12.36 hr x 10 hrs/wk	-1286
new counselling lead £15/hr x 6 hrs /wk	-1286
CCPAS is £120 in June	-120
	-1395
Annual PCN conference is planned for JUNE 2021 - unsure if C	-250
budgetted at £15 / hr for 2 hrs per client / x 2 clients / wk.	-3120
budgetted at £15 / hr for 2 hrs per client / x 2 clients / wk.	-3120
budgetted at £15 / hr for 2 hrs per client / x 2 clients /	-3120

-1000
-300
-96
-1200
-300

ANNUAL TRAINING BUDGET = £100 / PERSON (3 counsellors,

-25409

19881
-25409
-5528

R INCOME STAYS THE SAME including gift aid recovery and gifts in kind =
- 3 x monthly GUARANTEED income (£3675) = 4653.21

YEARLY BUDGET 21/22	MONTHLY BUDGET 21/22
2550	212
X	x
X	x
6720	560
3180	265
3120	260
3000	250
1680	140
20250	1687
-555	-47
-204	-17
-200	-17
-100	-8
-3000	-250
-372	-31
-100	-8
-4285	-357.07
-6430	-536
-4680	-390
-120	-10
X	x
-250	-20
-3120	-260
-3120	-260
-3120	-260

-1560	-130	
-300	-25	
0	0	
-1200	-100	
-600	-50	
-33316	-2776.07	
20250	1687	total income
-33316	-2776.07	total expenses
-13066	-1089.07	Income - Expense

WPCC FINANCIAL REPORT 1 April 2020 - 31 March 2021

H Steinbrecher,
Trustee and Treasurer WPCC

GENERAL COMMENTS

As we all know this was the financial year in which the COVID 19 pandemic took over most if not all areas of life. The financial implications for WPCC on the income side included no fundraising, the potential reduction in regular giving as jobs / salaries and wages of regular donator were at risk. On the expenses side, implications included the potential for less counselling as face to face counselling was hindered and clients may not have wished to carry out online counselling.

As it was, we were truly blessed by a number of things:

- ☐ A one off **“Anonymous gift” of £8400**, gift aided
- ☐ A number of Grant applications that were successful

One Stop Community Fund - Groundwork UK GWUK £500, May 20

Winchester City Council Covid 19 Discretionary Fund £2,500 July 20

August 2020 - Rosa fund small grant 600 ;

August 2020 covid - 19 response fund 600

- ☐ Regular giving did not drop off. We are continually grateful to our ongoing supporters for all their financial help.
- ☐ Expenses were significantly reduced as 2 of the Trustees took on some of the roles of the centre manager and counselling lead as “gifts in kind”, due to Natalie, our centre manager, stepping down from her role, and a review of our personnel needs taking place over the year. Grateful thanks to them for this.
- ☐ In addition, one of the Trustees carried out counselling as “gift in kind”, also reducing expenses.

The result of these significant actions, the income was significantly over budget for the year and the expenses a good amount under budget, leading to a healthy end of year position of £ 19,266.08 in the bank account at the end of March 2021.

DETAILS (Spreadsheets attached and notes relating to these)

The attached spreadsheet has 2 elements to it.

The first is the summary of 1 April 20 – 31 March 21 for detailed monthly breakdowns (columns H to S) compared to yearly budget and monthly budget (Columns E to F) for anyone who might be interested in these, as well as an annual summary (Columns V to Z).

The second is a Budget for 1 April 2021-31 st March 2022 with associated breakdown of costs for each area. There will be significant on-going challenges to the Charity over the coming year and these are outlined below.

CHALLENGES FOR 2021-2022 and ongoing

Due to new personnel and re-organisation of activities, expenses for the coming year will increase significantly as we have engaged a new supervisor (with a slightly higher fee), employed a new counselling lead (meaning the “gift in kind” cost of this will become a real cost), and the anticipation of a new centre manager (meaning the “gift in kind” cost of this will become a real cost).

The budget has been “conservatively” set for income with nothing in the budget line for one off gifts, a lower than anticipated number for Grant income, and a modest income for fundraising which will hopefully become possible again.

The result of this is that the run rate per month comes out as a NEGATIVE £1089.07 (i.e. each month’s expenses are £1089.07 greater than expected income).

We continue to trust that our needs will be met financially and continue to look to encourage an increase in our regular giving from new and existing supporters, and increase our income from grant applications and fund raising.

H Steinbrecher