

**Evolve Counselling**  
**(formerly Cambridgeshire Consultancy in Counselling)**  
**Annual Report and Financial Statements for the year ended**  
**31 August 2021**  
**REGISTERED CHARITY NUMBER 1181861**

**EVOLVE COUNSELLING**  
**Charity Information**

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<b>Trustees</b>	Dr John May – Chair Francesca Amor (Counselling member) Catherine Drury (Counselling member) Nicki Mawby Gary Elsley – <i>appointed 23/10/2020</i> Alicia Coates (Counselling member) <i>appointed 16/10/2021</i> Nicole Horst – <i>appointed 16/10/2021</i>  Amit Mehta ACA MBA – Hon Treasurer – <i>resigned 12/11/2020</i> Kirstin Bicknell – <i>resigned 23/01/2021</i> Catherine Callow – <i>resigned 26/04/2021</i> Susan Wilson – <i>appointed 01/08/2020, resigned 11/04/2021</i>
<b>Director</b>	Stephen Wright – <i>appointed July 2021</i> Judie Woods FCA DChA BFP – <i>resigned July 2021</i>
<b>Registered charity number (CIO)</b>	1181861
<b>Registered office</b>	c/o Bulley Davey 6 North Street Oundle Peterborough PE8 4AL
<b>Independent examiner</b>	K. J. Maggs FCA Moore Thompson Bank House Broad Street Spalding Lincolnshire PE11 1TB
<b>Bankers</b>	Charities Aid Foundation (CAF) Bank 25 Kings Hill Avenue Kings Hill Kent ME19 4JQ  Cambridge & Counties Bank Charlwood Court Leicester LE1 6TE

**EVOLVE COUNSELLING**  
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The Trustees present their report and the financial statements of Evolve Counselling for the year ended 31 August 2021. In preparing the annual report and financial statements, the trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and reporting by Charities" (FRS102).

### Structure, governance and management

#### *Structure*

Evolve Counselling, formerly known as Cambridgeshire Consultancy in Counselling, also known as Evolve (Community Counselling Charity, CCC and CCC- Counselling, (the 'Charity') is registered as a Charitable Incorporated Organisation (CIO) with charity number 1181861. The Charity was originally formed in 1978 and became a registered charity on 15 March 1996 with registered charity number 1053794. On 4 February 2019, the assets of this charity were transferred to the CIO and CCC continued to operate seamlessly through the transition, albeit under its new constitution.

Evolve is a membership organisation; membership of the CIO is restricted to trustees and persons who have applied and been appraised as having sufficient training, personal therapy and experience to counsel the Charity's clients. In accordance with the constitution, Members are entitled to appoint and remove trustees, receive the annual accounts and vote on any proposed amendment to the constitution.

Evolve is an organisational member of the British Association of Counselling and Psychotherapy (BACP).

The Charity delivers high quality counselling through professional counsellors. Its areas of operation include Cambridgeshire, Peterborough, South Lincolnshire, Rutland, Northamptonshire, Hertfordshire, Bedfordshire, Norfolk and Suffolk.

Counselling services and mental health training and awareness sessions are provided to organisations on a contract basis; clients include NHS trusts, large not-for-profits, local councils, and corporates of all sizes. The surplus from these contracted services allows the Charity to support those who could benefit from counselling but cannot afford the cost of private fees or wait for NHS care. Counselling is provided on a sliding fee scale, dependent on income.

#### *Governance*

The trustees manage the affairs of the Charity. The trustees who held office during the year are listed on Page 2. The Charity's constitution requires a minimum of three and a maximum of ten trustees. At each AGM one third of the trustees must retire and can stand for re-election twice.

As a result of the Covid-19 lockdown the trustees moved their meetings online. The trustees have been particular in their diligence on monitoring the financial impact on the charity and the clinical implications for counsellors and clients, ensuring the safety for all concerned.



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'.

#### *Management*

The Trustees are supported by a Director and a small team of employees and contractors. During the year the Director Judie Woods (was Judie Martin-Jones) resigned. The trustees would like to formally thank Judie for her hard work over a challenging time for the Charity for the work that she did in setting a solid bedrock for the Charity to move forward into the new financial year. The Trustees would also like to thank Judie for remaining part of Evolve as a volunteer, this is greatly appreciated and will be a great help in supporting the new Director. Stephen Wright has been appointed as the new Director. Stephen has considerable experience in senior roles within the charity sector and will be working with the team to rebuild and grow the charity over the time he is in post.

The staff and members' views are taken into account in many aspects of running the Charity, with relevant engagement when key decisions are being taken. Evolve could not operate without the dedication and commitment of its counselling members. Counsellors provide their services to the Charity on a philanthropic basis, albeit they are paid a fee to cover costs and they receive benefits of Evolve memberships such as training and development.

In the year Tina Williams the Clinical Services Manager has worked on encouraging new members to join, some sadly leave, often down to having too heavy a case load and not being able to actively support the Charity with availability. As such we said farewell to some, however at the end of the year there were 43 counselling members which is up from 39 at the end of last year.

#### *Objects*

In the coming year the Director has been tasked with establishing a fundraising and marketing plan that will be discussed and approved by the board. The plan will look at the need to refresh the website, establish a marketing plan to raise the profile of Evolve in our community so that those in need are aware of our presence and those that support the Charity financially will understand the need. The fundraising strategy will be to ensure core costs are covered whilst also looking at ways to expand our community outreach and look at ways to connect with those that need help that we are not currently engaged with.

#### *Our Vision*

A world where all those who could benefit from counselling services have the opportunity to access them, at a time when they need them, whatever their financial means.

#### *Our Purpose*

To advance the wellbeing of individuals wishing to access support through counselling services, to advance the development of counselling professionals and to advance the awareness of the general public about mental health and the benefits of talking therapies.



#### *Our Mission*

We provide a broad range of counselling services to those aged 18+ and a community for counsellors to provide their services and access support and training.

#### *Our Values*

We are proud of our organisation's heritage and our membership. Our values are at the heart of what we do and how we work to create a better future.

#### ***People – promoting a culture of warmth and belonging where everyone is welcome***

- clients – putting clients' interests and needs at the centre of everything we do
- counsellors – providing a community for counsellors to develop and support each other, working together to provide a high-quality service to clients
- community – working in collaboration with others for the benefit of local communities

#### ***Principles – upholding the highest standards of counselling ethics***

- equality – enabling equal access to service for clients and equal development opportunity for members, showing respect for all as individuals, empowering people to make choices for their lives
- empathy – championing the wellbeing of individuals and treating everyone with kindness, compassion, and dignity

#### ***Professionalism – providing a high-quality, affordable, and accessible counselling service, respecting every individual's rights to privacy and confidentiality***

- integrity – working honestly, openly and with respect
- accountability – being fully accountable for all aspects of our service

### *Activities, achievements and performance*

#### *Activities*

2020/21 was intended to be the third year of a major programme of restructuring to enable the Charity to meet the challenges of growth and change. The programme was on track: CIO status attained, a Director appointed and other staffing changes underway, the name officially changed to Evolve Counselling, and a number of other initiatives were planned for the year to improve the efficiency of our administration, to raise the public profile of the charity, and to embark on a programme of fundraising. The trustees' response to Covid 19 was to draw on reserves to maintain the restructuring programme, but to delay elements of it until funding became available. However, the effects of lockdowns and the cessation of a number of corporate contracts due to Covid and homeworking had an effect of causing the Charity to use the majority of its reserves and seek assistance from grant makers of which the National Lottery Community Fund was the major provider which allowed Evolve to continue to provide services via on-line portals such as Teams and Zoom. The Charity remains committed to its overall aim of being ready to deal with the ever-increasing need for its services, and to deliver them in an efficient and cost-effective manner. The Trustees would like to thank all those grant makers that supported Evolve over the past year. The Trustees would particularly like to thank the Evelyn Trust for their support which allowed



the Charity to invest into a data management system for the counsellors which has ensured not only a more secure data protection environment but also monitoring of that data and the provision of reports to support, counsellors, clients and also trustees.

#### *Achievements*

Evolve has been proud to work in collaboration with Peterborough Council for Voluntary Service (PCVS) during the Covid pandemic, chairing the Mental Health sub-group and taking an active role in the Peterborough Exemplar Minority Ethnic Groups Project. This has been Chaired by Heather Knapp our Business Development Manager. The PCVS COVID response group was formed following concern that mental health would be a particularly prominent issue during the pandemic. Community groups were reporting of an increased level of depression and anxiety following lockdown and as ongoing face to face support via the NHS was immediately halted, those already undergoing treatment were left in a very vulnerable position. By working together and engaging with central agencies and other community groups Evolve continues to make a positive difference to the lives of others.

Charitable collaborations within the community are a cornerstone of Evolve, we are a community-based Charity, we work within the community for the community. We are no longer collaborating with The Light Project, Little Miracles, Excellerate or Eve due to the completion of the initial objectives. Charity collaboration will be reviewed and reintroduced if and when our financial situation allows, probably working on a shorter-term project basis, rather than indefinite arrangements. We will also endeavour to secure funding for such projects where possible.

Whilst the past year has reduced what could be achieved in collaboration with other charities due to the pandemic, we have already reached out to new potential partners and the trustees look forward to sharing the success of this in next year's report.

As part of the 2020-25 strategy, trustees agreed the importance of diversifying income and to re-initiate fundraising, particularly from grants and trusts. This will be part of the new marketing and fundraising plan that the Director will be bringing to the board in the early part of the new 2021/22 financial year.

Formal training has been provided to members on "Ethical Framework", "Gender relationships and diversity" and "Working with Trauma" in the year, along with updates on safeguarding and data protection. The ongoing provision of continual professional development to members is a core part of Evolve's charitable objectives.

#### *Performance*

Like so many other charities, 2020/21 has been a challenging and eventful year for Evolve, however the trustees would like to express their thanks to all the members and the staff team for all their hard work over the last year for which the trustees are pleased to advise has resulted in a surplus of £31,482. This is significantly above the figure budgeted for and is testament to joint efforts made.

The Trustees are pleased to report that the number of clients allocated to counsellors for the 2020/21 year was ahead of that budgeted for. Total sessions were 6,931 against budget of



6,153 sessions. Both contract and private sessions were above budget which provided additional income above that anticipated in the budget. Last year 2019/20 saw total allocations of 5,382 as such this past year has seen an increase of over 28% on those figures. The increase in sessions is evidence of the need for the services that Evolve provides to both the corporate market and also to private individuals.

Face-to-face counselling was paused. As an organisational member of the BACP, Evolve followed its guidelines and moved clients to remote counselling via webcam or telephone. Some clients, and indeed some counselling members, decided not to proceed on this basis and to wait until face-to-face sessions became possible again. Out of the current 43 counsellors, 9 have returned to face to face at the time of this report.

Training and support were provided to those counselling members who wished to continue to see Evolve clients remotely. During this period, the NHS clients' employees in particular were focusing on caring for others rather than themselves, others were adapting to furlough or facing cost cuts, therefore it is only via hard work that contract referrals have increased.

Of the monitoring forms that were received from clients, 99% of responses were satisfied, very satisfied or completely satisfied (2019/20: 99%). Of those responses 99% ( up from 98% 2019/20) of clients felt satisfied that their counselling sessions had enabled them to make changes to their lives as a result.

One client wrote — *The session and my counsellor's input and listening skills have freed me from 42 years of pain, anxiety and depression. I am happy and even on a 'bad day' I have the resources taught to me to cope. My counsellor is amazing. She inspired me to get well helped me deconstruct the mess. Thank you doesn't cover it. I cannot state how different I am as a person and how much calmer I am. My counsellor's coaching, listening – wisdom and acceptance of my past – helped me to rebuild myself. Although I wish I had met my counsellor years ago! I am truly grateful she was appointed as my counsellor, and I got to work with her. Thank you – Just doesn't begin to cover it*

#### Financial review

Total income received during the year was £341,919 compared with £215,522 in the previous year. However the trustees are pleased to report that the Charity generated a surplus of £31,482 compared to a deficit of £52,878 in the previous year.

As a registered charity Evolve is exempt from corporation tax and income tax on its charitable activities.

#### Reserves policy

The Trustees' policy is to maintain a sufficient level of general reserves to enable the Charity to continue to support those clients with whom its counsellors are already working. The number of sessions this requires is different on a case-by-case basis. The Charity also needs to allow for an orderly curtailment of activities so has designated a fund for this purpose during this year. The estimated free reserves required, on a prudent basis, is £60,000. This policy is reviewed on an annual basis and is based on six months expenditure. £35,000 of this £60,000 has been designated as a commitments reserve by the trustees. This is to provide six months of costs for ongoing counselling for those already being supported by



counselling and fixed costs including staff costs in the event of an orderly wind-up of the Charity should this be required.

As at 31 August 2021, the Charity held £118,703 of unrestricted reserves, £738 of which is designated by Trustees for development and charity collaborations. A further £35,000 is designated to cover the costs of ensuing all current clients can receive their full treatment. The remaining free reserves at year end are £82,963. Although the free reserves are higher than target, it is anticipated that the reserves will reduce to the policy level as further investment takes place in the future of the charity

#### *Risk assessment*

The trustees monitor risks at each meeting. The primary risk for 2021/22 is the need for additional corporate contracts or additional income from grants and trusts. This risk is being regularly monitored both by the board but is being targeted by the Director to the staff team. This will be addressed in the fundraising and marketing plan to be discussed and agreed by trustees.

#### *Future plans*

Evolve is incredibly proud of its heritage but equally ambitious for its future. It is of great importance that Evolve retains its very special characteristics and the goodwill of its members. This is what will enable the Charity to continue to thrive, but it is vital that Evolve continues to change and adapt to ensure its services meet the needs of the growing number of people who could benefit from them.

To do this Evolve aims to

- have the best internal systems, controls and procedures to allow it to operate as a fully compliant and more efficient organisation
- recruit more counsellors and offer training opportunities to its members
- strengthen its ties with other charities and the business community
- continue to raise awareness of mental wellbeing and the benefit of talking therapies so that more people can be signposted to the support and advice they need.

These aims will enable Evolve to provide timely and accessible counselling services to those who could benefit from them.

In 2021/22 the Trustees have set objectives as follows:

- To review the charitable impact of Evolve and ensure it has the appropriate data to monitor the reach and success of its activities
- To continue to review the diversification of income through fundraising and other counselling opportunities
- To raise the profile of Evolve with a review of its website and marketing
- To ensure that the benefits we offer to counselling members is appropriate
- To continue to work on its project of continuous improvement and policy review.



These objectives will require investment in systems and therefore related fundraising will be a priority.

2021/22 will continue to be a challenging period for all charities, including Evolve. Whilst some counsellors and clients are starting to meet face to face, the majority of sessions continue to be offered remotely. Many contract clients remain away from their offices and are relying on alternative support systems whilst face to face is not available. The trustees will continue to fundraise and look to contain costs in order to ensure the viability of the Charity's future and believe that the Charity has sufficient funds to provide a base for the Charity to move forward with its future plans as set out above.

#### Trustees' responsibilities in relation to financial statements

The law applicable to Charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the 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 that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed. The Trustees 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.

Thanks are due to all the counsellors who contracted to provide counselling for the Charity during the year, to the staff and of course to the other self-employed contractors who provided valuable services to the charity in the fields of clinical leadership, membership administration, counselling and reception.

This report was approved by the Trustees on 10<sup>th</sup> November 2021 and signed on their behalf by



John May  
Chair of Trustees  
10<sup>th</sup> November 2021



**EVOLVE COUNSELLING**  
**Independent Examiner's Report to the Trustees**

I report to the charity on my examination of the accounts of the Charity for the period from 1 September 2020 to 31 August 2021, which are set out on pages 12 to 20.

**Respective responsibilities of trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act

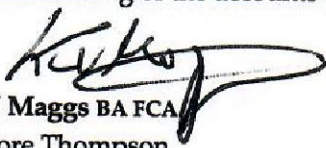
**Independent examiner's statement**

Since the Charity's income exceeded £250,000 your examiner must be an independent member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records not kept in respect of the Charity as required by section 130 of the Act, or
2. the accounts do not accord with those records, or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an Independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

  
K. J Maggs BA FCA  
Moore Thompson  
Chartered Accountants  
Spalding

2 December 2021

**EVOLVE COUNSELLING**  
**Statement of Financial Activity**  
**for the year ending 31 August 2021**

	Note	2020/21 Unrestricted funds £	2020/21 Restricted funds £	2020/21 Total funds £	2019/20 Total funds £
<b>Income from:</b>					
Donations and legacies		5,737		5,737	77
Charitable activities	3	248,840	-	248,840	205,491
Fundraising income	4	-	87,285	87,285	8,970
Bank interest received		57	-	57	984
<b>Total income</b>		<b>254,634</b>	<b>87,285</b>	<b>341,919</b>	<b>215,522</b>
<b>Expenditure on:</b>					
Raising funds		980	-	980	4,980
Charitable activities		222,172	87,285	309,457	263,420
<b>Total expenditure</b>	5	<b>223,152</b>	<b>87,285</b>	<b>310,437</b>	<b>268,400</b>
<b>Net income/(expenditure)</b>		<b>31,482</b>	<b>-</b>	<b>31,482</b>	<b>(52,878)</b>
<b>Balance brought forward</b>		<b>87,221</b>	<b>-</b>	<b>87,221</b>	<b>140,099</b>
<b>Balance carried forward</b>		<b>118,703</b>	<b>-</b>	<b>118,703</b>	<b>87,221</b>

The notes on pages 14 to 20 form part of these financial statements



**EVOLVE COUNSELLING**  
**Balance Sheet at 31 August 2021**  
**Charity Number 1181861**

	<b>Note</b>	<b>31 August 2021</b>	<b>31 August 2020</b>
		<b>£</b>	<b>£</b>
<b>Current assets</b>			
Debtors	<b>7</b>	36,172	22,743
Cash at bank and in hand		90,024	81,027
		<b>126,196</b>	<b>103,770</b>
 <b>Creditors: amounts falling due within one year</b>	 <b>8</b>	 (7,493)	 (16,549)
 <b>Net current assets</b>		 <b>118,703</b>	 <b>87,221</b>
 <b>Total assets</b>		 <b>118,703</b>	 <b>87,221</b>
 <b>Funds</b>			
Restricted income funds	<b>9</b>	-	-
Unrestricted income fund	<b>10</b>	118,703	87,221
 <b>Total Funds</b>	 <b>11</b>	 <b>118,703</b>	 <b>87,221</b>

All assets and liabilities included within the balance sheet related to unrestricted funds.

These financial statements have been prepared in accordance with provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial reporting Standards applicable in the UK and republic of Ireland'.

These financial statements were approved by the board on 10<sup>th</sup> November 2021

Dr John May  
Trustee

The notes on pages 14 to 20 form part of these financial statements

**1. Accounting policies**

The significant accounting policies applied in the preparation of these financial statements are set out below.

**Charity Information**

The Charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the Charity.

**Funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with the specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**Income recognition**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the Charity is legally entitled to the income after any performance conditions have been met, the amount can be measured and it is probable that the income will be received.

For donations to be recognised the Charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those is within the control of the Charity and it is probable that they will be fulfilled.



Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably, and the Charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Income from charitable activities includes income earned from counselling including those offered as a charity beneficiary and the commercial counselling sessions which create funds to enable the former to be provided. Charitable activities income is received in exchange for supplying services in order to raise funds and is recognised when entitlement has occurred.

Investment income is earned through holding assets for investment purposes. Interest income is recognised using the effective interest method and dividend and rent income is recognised as the Charity's right to receive payment is established.

#### **Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- costs of raising funds includes costs incurred in raising donation and grant income;
- expenditure on charitable activities includes costs of providing counselling services and core costs; and
- other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

#### **Support costs allocation**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative and payroll costs. They are incurred directly in support of expenditure on the objects of the Charity. Where support costs cannot be directly attributed to particular headings, they have been allocated to expenditure on charitable activities.

**Debtors and creditors receivable payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**Leases**

Rentals payable and receivable under operating leases are charged to the SoFA on a straight-line basis over the period of the lease.

**Employee benefits**

The Charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

**Tax**

The Charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

**Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**2. Control**

The Charity decisions are made by the trustees as a body which is detailed on page 2 of this report. No one trustee or group of trustees has dominant control.

**3. Income from charitable activities**

	2020/2021	2019/2020
	£	£
Membership	1,085	1,140
Counselling (contract)	157,295	162,090
Counselling (private)	83,577	42,261
Counselling training	910	-
Contract workshops	5,973	-
	<u>248,840</u>	<u>205,491</u>



**4. Fundraising income**

	2020/2021	2019/2020
	£	£
National Lottery Community Fund	69,775	-
Evelyn Trust	10,000	-
CCF	4,010	-
Albert Hunt	2,000	-
The Cole Charitable Trust	1,500	-
Tesco Bags of Change	-	500
BGL Group	-	4,470
Health Exchange	-	4,000
	<b>87,285</b>	<b>8,970</b>

**5. Analysis of total expenditure**

	Direct	2020/2021		Total	2019-20
	£	Support	Governance	£	Total
		£	£		£
<b>Expenditure on raising funds</b>					
Fundraising costs	980	-	-	980	4,980
<b>Expenditure on charitable activities</b>					
Clinical contractors fees	165,698	-	-	165,698	146,580
Other clinical costs	10,369	-	-	10,369	10,887
Membership costs	3,055	-	-	3,055	5,575
Room Hire	-	60	-	60	1,836
Employees	19,340	65,907	-	85,247	58,728
Outsourced Finance function		11,989	-	11,989	12,602
Administration	828	12,975	188	13,991	12,062
Development project		5,760	-	5,760	7,417
Collaboration project	1,420		-	1,420	7,073
Charitylog project		11,156	-	11,156	-
Independent Examination fee	-	-	712	712	660
	<b>200,710</b>	<b>107,847</b>	<b>900</b>	<b>309,457</b>	<b>263,420</b>
<b>Total</b>	<b>201,690</b>	<b>107,847</b>	<b>900</b>	<b>310,437</b>	<b>268,400</b>

**EVOLVE COUNSELLING**  
**Notes to the Financial Statements for the year to 31 August 2021 (continued)**

Support costs include

	2020/2021	2019/2020
	£	£
Employees	65,907	58,143
Charitylog project	11,156	-
KVT bookkeeping	11,989	11,252
Development Project	5,760	7,417
Web, IT and Comms	6,119	1,821
Other employee costs	2,586	4,501
Subscriptions	1,540	1,119
Insurance	1,256	700
General costs	1,474	1,901
Room Hire	60	
Professional fees	-	362
	<b>107,847</b>	<b>87,216</b>

**6. Employees**

	2020/2021	2019/2020
	£	£
Wages and salaries	83,266	57,161
National insurance	-	-
Pension	1,981	1,567
	<b>85,247</b>	<b>58,728</b>

	2020/2021	2019/2020
	Number	Number
The average number of employees during the year was	4.1	3.00
FTE equivalent	2.45	1.68

There are no employees earning benefits exceeding £60,000 per annum.

**7. Debtors**

	31 August 2021	31 August 2020
	£	£
Trade debtors	36,172	22,743
	<b>36,172</b>	<b>22,743</b>



## 8. Creditors

	31 August 2021 £	31 August 2020 £
Trade creditors and accruals	6,774	11,478
Tax and social security costs	29	990
Accruals and deferred income	690	4,081
	<b>7,493</b>	<b>16,549</b>

## 9. Payments to Trustees

Trustees can receive re-imbursement of expenses and can also receive payments in respect of the provision of their counselling services for the Charity, but which are not related to their work as Trustees of the Charity. There was no re-imbursement of expenses in the year.

Provision of counselling services	£
Francesca Amor	1,125
Kirstin Bicknell	3,975
Catherine Drury	9,989

## 10. Restricted funds

Restricted Income funds	Balance 1 September 2020 £	Income £	Expenditure £	Balance 31 August 2021 £
National Lottery Community Fund	-	69,775	(69,775)	-
Evelyn Trust	-	10,000	(10,000)	-
CCF	-	4,010	(4,010)	-
Albert Hunt	-	2,000	(2,000)	-
The Cole Charitable Trust	-	1,500	(1,500)	-
	-			
	<b>0</b>	<b>87,285</b>	<b>(87,285)</b>	<b>-</b>

The Restricted funds are:

**National Lottery Community Fund**– grant provided by HM Government as part of the Covid response. Supported private counselling sessions and staff costs.

**The Evelyn Trust** – grant provided to implement the Charitylog system. Additional funds were spent on this project from unrestricted funds.

**EVOLVE COUNSELLING**  
**Notes to the Financial Statements for the year to 31 August 2021 (continued)**

*Cambridgeshire Community Foundation (CCF)* – grant from the Cambridgeshire Coronavirus Community Fund to part pay the salary of the Clinical Services Manager to help with the Covid response

*The Albert Hunt Trust*– grant to part fund costs of suitably qualified counsellors on reception

*The Cole Charitable Trust* – grant to part fund costs of suitably qualified counsellors on reception.

**11. Reserves**

	Balance 1 September 2020 £	Utilised in year £	Transferred in year £	Balance 31 August 2021 £
Free reserves	40,057	38,660	4,246	82,963
Designated reserves				
Collaboration project	6,025	(1,420)	(4,246)	359
Development fund	6,139	(5,760)	-	379
Commitments fund	35,000	-	-	35,000
Sub-total	47,164	(7,180)	(4,246)	35,738
	<b>87,221</b>	<b>31,480</b>	<b>-</b>	<b>118,701</b>

	Balance 1 September 2019 £	Utilised in year £	Designated in year £	Balance 31 August 2020 £
Free reserves	103,465	(33,407)	(30,000)	40,058
Designated reserves				
Collaboration project	18,098	(7,073)	(5,000)	6,025
Development fund	18,536	(12,397)	-	6,139
Commitments fund	-	-	35,000	35,000
Sub-total	36,634	(19,470)	30,000	47,164
	<b>140,099</b>	<b>(52,878)</b>	<b>-</b>	<b>87,222</b>

The Designated funds are:

*Collaboration project* – funds set aside by trustees to fund charity partnerships and provision of counselling sessions and mental health training to the staff and service users of those charities.

*Development fund* – designated for the investment in new systems and projects as set out in the strategic plan.

*Commitments fund* – funds estimated to be sufficient to complete all therapy for clients should there be a need to close the Charity.