

Evolve Counselling
Annual Report and Financial Statements
for the year ended

31 August 2022

REGISTERED CHARITY NUMBER 1181861

EVOLVE COUNSELLING
Charity Information

Trustees	Dr John May – Chair Francesca Amor (Counselling member) Nicki Mawby Alicia Coates (Counselling member) <i>appointed 16/10/2021</i> Nicole Horst – <i>appointed 16/10/2021</i> Catherine Drury (Counselling member) <i>resigned 2/12/2021</i> Gary Elsley – <i>resigned 31/1/2022</i> Bruna Menegatti <i>-appointed 29/1/2022, resigned 18/8/2022</i>
Director	Stephen Wright - <i>resigned 14th April 2022</i>
Registered charity number (CIO)	1181861
Registered office	c/o Bulley Davey 6 North Street Oundle Peterborough PE8 4AL
Independent examiner	K. J. Maggs FCA Moore Thompson Bank House Broad Street Spalding Lincolnshire PE11 1TB
Bankers	Charities Aid Foundation (CAF) Bank 25 Kings Hill Avenue Kings Hill Kent ME19 4JQ

EVOLVE COUNSELLING
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The Trustees present their report and the financial statements of Evolve Counselling for the year ended 31 August 2022. 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

By way of background, Evolve Counselling, 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 the charity continued to operate seamlessly through the transition, albeit under its new constitution. The Charity changed its name from Cambridgeshire Consultancy in Counselling (CCC) on 1 March 2021. The Charity is an organisational member of the British Association of Counselling and Psychotherapy (BACP).

Evolve is a membership organisation. Membership of the CIO is restricted to trustees and members; the latter being persons who have applied and been appraised as having sufficient training, personal therapy and experience to provide counselling to 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.

The Charity delivers high quality counselling through its counsellor members. The Charity's areas of operation include Cambridgeshire, Peterborough, South Lincolnshire, Rutland, Northamptonshire, Hertfordshire, Bedfordshire, Norfolk and Suffolk.

Counselling services to individuals aged over 18 years of age, and mental health training and awareness sessions are provided to organisations on a contractual basis. The latter clients include NHS trusts, not-for-profit organisations, 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 fees charged by counsellors in private practice or wait for NHS care. Counselling sessions for fee-paying clients are provided on a sliding fee scale, based on client income.

Evolve could not operate without the dedication and commitment of its counselling members, who offer counselling services to the Charity's clients at counselling payment rates lower than they could achieve in private practice; and the Trustees extend their gratitude to all members for the commitment they make to supporting the Charity's clients. As a membership Charity, members' views are sought in the running of the Charity, with relevant engagement when key strategic decisions are being taken.

Governance

The Trustees manage the affairs of the Charity, and those 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 Annual General Meeting, one third of the trustees must retire and can stand for re-election twice. The Trustees have continued to meet remotely. They 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 and that work has been undertaken ethically in line with British Association for Counselling and Psychotherapy (BACP) standards.

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'.

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 right to privacy and confidentiality

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

Management

The Trustees are supported by a Director and a staff team comprising a part-time Business Development Manager (BDM), a part-time Clinical Services Manager (CSM) and a full-time Administrator. The staff team have been assisted by two contract staff - a Deputy Clinical Services Manager who provides ad-hoc-hoc cover and support to the CSM and a Project Manager who has provided assistance with the implementation of new client management systems and well as in preparing funding bids. The latter role ceased during this financial year.

During the year, the Director (Stephen Wright) and the CSM (Tina Williams) resigned. The Trustees would like to formally thank Stephen and Tina for their hard work during a year of much change for the Charity. During the year, Stephen focussed on supporting the staff team to seek out funding opportunities as well as procuring the redesign of the existing Evolve website. Tina continued to recruit new members into the Evolve community and provide clinical guidance to counsellors in relation to their work with Evolve clients. Both Stephen and Tina co-ordinated the implementation of changes to the Evolve service- offering to fee-paying clients, that involved a transition from open-ended counselling to a time-limited service, with the possibility of continuing to support clients for up to two years if clinically needed. This transition involved significant change for both existing clients and counsellors.

Heather Robbie took over as CSM in May 2022, with a focus on recruitment and induction of new members, providing ongoing clinical guidance to members, as well as streamlining operational processes, identifying members' training needs around the new service model and assisting the BDM with new business opportunities.

Despite five counsellors leaving during the year, we ended the year with forty-eight counsellor members. This represents a net increase of five members year-on-year.

The Charity has been unsuccessful in appointing a new Director during the year and anticipates making an appointment in the early part of 2022/23. Heather Robbie has been appointed Interim Director from 1st September 2022, although has provided support in the role during August 2022.

Activities, achievements and performance

Activities

2021/22 continued to be a year of adjustment for the Charity as the country and community emerged from the COVID pandemic into a "new normal" with continuing demand for counselling as well as individual and group reflective practice and supervision services to be provided remotely via telephone or video. There has been a less than expected demand for a return to face to face working.

The Charity continued to develop and deliver mental health awareness training as well as support to local as well as out-of-area organisations through the delivery of supervision, reflective practice and support groups.

Achievements

The Charity reviewed the fee structure for existing corporate clients from 1st September 2022. This involved re-assessing standard counselling session rates, introduction of a monthly minimum plan (12 months at a time) for larger clients with corporate session rates reviewed annually on 1st April each year.

New counselling service agreements were signed with eleven organisations. Agreement has been reached to provide additional related services, ad-hoc or ongoing, to seven existing organisational clients. We also partner with The Lithuanian Society and Rosmini Centre to provide counselling, including where needed with multi-lingual counsellors or by providing in-room translation support.

Continuous Personal Development (CPD) has been provided to counselling members on "Gender, Diversity and Relationship Diversity", "Working with Complex Mental health Conditions", "Working with Trauma" as well as an "Introduction to Working with Eating Disorders". The ongoing provision of CPD to members is a core part of Evolve's charitable objectives. Our CPD schedule is also open to external counsellors, space permitting.

The Trustees had set objectives for the year, 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. This was achieved through the implementation of Charitylog, Client Management System in June 2021 for new clients, and from 1st February 2022 for existing clients at as 1st June 2021; and continue to add further operational and administration functions into the system. We remain very grateful for the financial support provided by The Evelyn Trust to enable the initial implementation of the system in 2021.
- To continue to review the diversification of income through fundraising and other counselling opportunities. This was supported through the award of grants from Cambridge Community Foundation to support the delivery of a "Developing Resilience" programme; as well as the provision of low-cost counselling sessions supported by the Harry Cureton Charitable Trust; both funding streams for the benefit of Peterborough residents. The Mrs Smith and Mount Trust provided financial assistance to provide counselling support to refugees and asylum seekers. A Tesco Community Grant was awarded to provide counselling to individuals in Peterborough who are affected by COVID.
- To raise the profile of Evolve with a review of its website and marketing. The development of a new website was commissioned and is currently undergoing the final stages of testing.
- To ensure that the benefits we offer to counselling members is appropriate. The Trustees and CSM have consulted with counselling members on pay structure, and this led to a review of counselling session rates from 1st September 2022. Further consideration of counsellor pay strategy is planned for 2022/23.
- To continue to work on its project of continuous improvement and policy review. In particular, the Charity implemented more robust Health & Safety policies and procedures, with external consultancy support. Additionally, our portfolio of Data Protection Policies and Procedures was reviewed, again with external consultancy support.
- The implementation of Charitylog to hold all client activity has allowed the Charity to streamline the process for paying counsellors for the counselling sessions undertaken with Evolve clients, automating a previous process that was reliant on counsellors completing manual monthly returns. This new method of generating session information from source is less time-consuming for counsellors and is also expected to yield cost savings in our book-keeping activities.

Evolve has continued to provide remote (telephone and video) as well as face to face counselling support to clients. In the year, we:

- Allocated 652 clients to counsellors for counselling support
- Offered 2,385 counselling sessions to employees of organisations with whom we hold contracts for counselling provision (2,965 sessions in 2020/21)
- Arranged 3,452 counselling sessions with fee-paying private clients. (4,037 in 2020/21).

Of the client feedback forms that were received from clients, 99% of responses were satisfied, very satisfied or completely satisfied (2020/21: 99%).

One client wrote — "I found the whole experience very professional and effective. I felt my issues were handled sensitively and my feelings were validated. I have left the sessions feeling equipped to manage some of the issues we were working on. I cannot praise Evolve enough for what they do and how they have impacted my wellbeing in a positive way."

Financial review

Total income received during the year was £254,260 compared with £341,919 in the previous year. The Charity generated a deficit of £30,965 compared to a surplus of £31,482 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 of 31 August 2022, the Charity held £64,563 of unrestricted reserves, £35,000 of which is designated by Trustees to cover the costs of ensuring all current clients can receive their full treatment.

Risk assessment

The trustees monitor risks at each meeting. The primary risk for 2022/23 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 and 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, adaptability to change, and ambitious for its future.

Evolve could not operate without the dedication and commitment of its counselling members, who offer high quality counselling services to the Charity's clients, and 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 continue to provide timely and accessible counselling services to those who could benefit from them through:

- increasing our fundraising activity, to include grants and major donors
- extending awareness of the Charity's services through effective marketing, including the launch of our new website
- maintaining an appropriate number of experienced and skilled counsellors to meet demand from clients for counselling sessions
- strengthening ties with other charities and the local business community
- continuing 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 through delivery of training and workshops to local organisations as well as to members of the public

In 2022/23 the Trustees have set objectives as follows:

- To continue to review the charitable impact of Evolve, adapt to changing client needs 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 and related service opportunities, to ensure the longer-term financial viability of the Charity. Whilst the Charity has been successful in achieving funding to support counselling and related activities in Peterborough, funding should be sought to reach other areas of need in our community as well as assistance with core costs
- To raise the profile of Evolve by implementing a new website; as well as developing and implementing a marketing strategy to increase our profile across our community and further develop partnership opportunities
- To ensure that the rewards offered to counselling members are appropriate and affordable, through ongoing consultation with counsellor members, including but not exclusively on pay strategy
- To continue to work on its project of continuous improvement and policy review, including the reorganisation of new client enquiry handling, eliminating separate enquiry handlers for each of Huntingdon/Cambridge and Peterborough. We envisage that this will deliver productivity improvements, telecommunications cost reductions as well as speedier handling of new client enquiries. Further efficiency and/or service improvement opportunities should be sought on an ongoing basis.
- Recruit a new Director to be the external face of, and lead, the Charity in delivery of our strategic objectives.

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 of our counsellor members who contracted to provide counselling and related services to clients of the Charity during the year, to the staff members as well as the other self-employed contractors who provided valuable services to the charity in the fields of clinical leadership, client and membership administration and counselling support.

This report was approved by the Trustees on 2nd November 2022 and signed on their behalf by



Dr John May
Chair of Trustees
2nd November 2022

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 2021 to 31 August 2022, 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 to enable a proper understanding of the accounts to be reached.


K. J Maggs BA FCA
Moore Thompson
Chartered Accountants
Spalding

Date: **3** November 2022

EVOLVE COUNSELLING
Statement of Financial Activity
for the year ending 31 August 2022

	Note	2021/22 Unrestricted funds £	2021/22 Restricted funds £	2021/22 Total funds £	2020/21 Total funds £
Income from:					
Donations and legacies		248		248	5,737
Charitable activities	3	228,200	-	228,200	248,840
Fundraising income	4	-	25,620	25,620	87,285
Bank interest received		192	-	192	57
Total income		228,640	25,620	254,260	341,919
Expenditure on:					
Raising funds		-	-	-	980
Charitable activities		282,780	2,445	285,225	309,457
Total expenditure	5	282,780	2,445	285,225	310,437
Net income/(expenditure)		(54,140)	23,175	(30,965)	31,482
Balance brought forward		118,703	-	118,703	87,221
Balance carried forward		64,563	23,175	87,738	118,703

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

EVOLVE COUNSELLING
Balance Sheet at 31 August 2022
Charity Number 1181861

	Note	31 August 2022	31 August 2021
		£	£
Current assets			
Debtors	7	31,494	36,172
Cash at bank and in hand		67,968	90,024
		99,462	126,196
Creditors: amounts falling due within one year	8	(11,724)	(7,493)
Net current assets		87,738	118,703
Total assets		87,738	118,703
Funds			
Restricted income funds	10	23,175	-
Unrestricted income fund	11	64,563	118,703
Total Funds		87,738	118,703

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 2nd November 2022



Dr John May
Chair of Trustees
2nd November 2022

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 based on 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 are 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

	2021/2022	2020/2021
	£	£
Membership	1,240	1,085
Counselling (contract)	150,404	157,295
Counselling (private)	68,386	83,577
Counselling training	1,055	910
Contract workshops	7,115	5,973
	228,200	248,840

4. Fundraising income

	2021/2022	2020/2021
	£	£
Harry Cureton Fund	17,300	
Mrs Smith & Mount Trust	3,000	
Peterborough Think Communities	4,820	
Tesco Community Grant	500	
National Lottery Community Fund	-	69,775
Evelyn Trust	-	10,000
CCF	-	4,010
Albert Hunt	-	2,000
The Cole Charitable Trust	-	1,500
	25,620	87,285

All funds received in 2021/22 are restricted funds and all received during 2020/21 were unrestricted.

5. Analysis of total expenditure

	2021/2022			2020/21
	Direct	Support	Governance	Total
	£	£	£	£
Expenditure on raising funds				
Fundraising costs	-	-	-	980
Expenditure on charitable activities				
Clinical contractors fees	151,623	-	-	151,623
Other clinical costs	11,984	-	-	11,984
Membership costs	3,484	-	-	3,484
Room Hire	-	42	-	42
Employees	17,452	71,558	-	89,009
Outsourced Finance function	-	11,383	-	11,383
Administration	931	11,284	-	12,215
Development project	-	96	-	96
Collaboration project	-	-	-	-
Charitylog project	-	4,549	-	4,549
Independent Examination fee current year	-	-	720	720
Independent Examination fee prior year	-	-	120	120
	185,473	98,912	840	285,225
Total	185,473	98,912	840	310,437

Restricted funds: £2,445 of the 'Clinical contractors fees' in the current year relate to restricted funds

Support costs include

	2021/22	2020/2021
	£	£
Employees	71,558	65,907
Charitylog project	4,549	11,156
KVT bookkeeping	11,383	11,989
Development Project	96	5,760
Web, IT and Comms	5,848	6,119
Other employee costs	1,568	2,586
Subscriptions	712	1,540
Insurance	1,135	1,256
General costs	2,021	1,474
Room Hire	42	60
	98,912	107,847

6. Employees

	2021/2022	2020/2021
	£	£
Wages and salaries	83,644	83,266
National insurance	3,527	-
Pension	1,839	1,981
	89,009	85,247

	2021/2022	2020/2021
	Number	Number
The average number of employees during the year was	3.6	4.1
FTE equivalent	2.27	2.45

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

7. Debtors

	31 August 2022	31 August 2021
	£	£
Trade debtors	31,494	36,172
	31,494	36,172

8. Creditors

	31 August 2022	31 August 2021
	£	£
Trade creditors and accruals	11,743	6,774
Tax and social security costs	(739)	29
Accruals and deferred income	720	690
	11,724	7,493

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	475
Alicia Coates	570
Catherine Drury	1,119

10. Restricted funds

	Balance 1 September 2021	Income	Expenditure	Balance 31 August 2022
	£	£	£	£
Harry Cureton Fund	-	17,300	(1,960)	15,340
Mrs Smith & Mount Trust	-	3,000	-	3,000
Peterborough Think Communities	-	4,820	(485)	4,335
Tesco Community Grant	-	500	-	500
	-	25,620	(2,445)	23,175

The Restricted funds are:

Harry Cureton Fund – to provide subsidised counselling to adults in Peterborough.

Mrs Smith & Mount Trust – grant to provide subsidised counselling to refugees or asylum seekers in the local community.

Peterborough Think Communities - grant to deliver online and in person counselling workshops on developing resilience in the areas of Millfield, Orton and Paston in Peterborough.

Tesco Community Grant – grant to provide subsidised counselling to elderly individuals, or those in or previously in the armed forces, residing in Peterborough.

11. Reserves

	Balance 1 September 2021 £	Utilised in year £	Transferred in year £	Balance 31 August 2022 £
Free reserves	82,965	(54,044)	642	29,563
Designated reserves				
Collaboration project	359	0	(359)	0
Development fund	379	(96)	(283)	0
Commitments fund	35,000	-	-	35,000
Sub-total	35,738	(96)	(642)	35,000
	118,703	(54,140)	-	64,563

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.