

COUNSELLING MATTERS BEXLEY

Annual Report and Financial Statements for the year ended 31st March 2023



REGISTERED CHARITY NUMBER 1182012

REGISTERED OFFICE: THE ABBEY CLINIC, 6A ALBERT ROAD, BELVEDERE, KENT,
DA17 5LJ

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Reference and administrative information

Charity name: Counselling Matters Bexley

Charity registration number: 1182012

Registered Office: The Abbey Clinic, 6A Albert Road, Belvedere, Kent, DA17 5LJ

Email: mail@cmbtalk.org

Website: www.counsellingmattersbexley.org

Trustees

| | |
|-----------------|---|
| Carol Penny | Chair (Resigned 11th January 2023) |
| Steven Fryer | Trustee (appointed Chair 11th January 2023) |
| Felicia Fasokun | Treasurer (appointed 11th January 2023) |
| Deborah Cox | Trustee |
| Jennifer Caney | Trustee |
| Rahij Anwar | Trustee |
| Kiera Robbins | Trustee |

Bankers: Metro Bank, 66-68b The Broadway Shopping Centre, Bexleyheath, DA6 7JN

Independent Examiner: Sadler Fogarty Services Ltd, T/AS Sadler Davies & Co, Chartered Accountants, 3 Enterprise House, 8 Essex Road, Dartford, Kent, DA1 2AU.

Trustees' Report Year to 31 March 2023

The trustees present their report and the financial statements of Counselling Matters Bexley for the year ending 31st March 2023. 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

Counselling Matters Bexley is managed by the Chief Executive Officer, Liz Hann, who is accountable to the Board of Trustees. The CEO is assisted in her management duties by the Counselling Manager, Sarah Skinner, the Deputy Counselling Manager, Alison Crawford, the Children and Young People's Service Manager, Dawn Joseph and the Referrals Manager, Amanda Brooker. The management team carries out a number of functions including line managing qualified and trainee counsellors, managing the Talk Line, Children and Young People's service, school counselling and Affordable services, managing referrals and allocating clients. Counselling sessions are provided by a large team of counsellors who all either work for Counselling Matters Bexley on a part time basis or are volunteering for the charity.

External supervisors provide supervision for counsellors, all counsellors are required to make a contribution to the cost of their supervision, with the charity making up the rest of the payment.

The trustees would like to extend their sincere thanks to Carol Penny, who resigned as Chair on 11th January after over 4 years in this role, during which time she skilfully guided the charity through the registration process and presided over a period of rapid growth.

Governing Document

Counselling Matters Bexley became registered as a Charitable Incorporated Organisation on 13th February 2019 with the Charity Commission. In the event of the CIO being wound up, Trustees of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

Objectives and activities and public benefit

Counselling Matters Bexley aims to provide free or low-cost counselling and other therapeutic services to residents of the London Borough of Bexley and surrounding areas. In addition, the CIO provides counselling placements for volunteer counsellors.

Public Benefit

Trustees have full awareness of the guidance issued by the Charity Commission on public benefit. Trustees consider regularly how planned activities will contribute to the aims and objectives set in accordance with public benefit guidance.

Achievements and performance

Counselling Matters Bexley delivered a high quality counselling service to approximately 450 clients throughout the year, this included clients from all age groups, from age five upwards. Counselling was provided both face to face and remotely, according to clients' preferences. Counselling sessions took place in various venues in Bexley borough, including school premises. In addition, the charity also ran a free online course for female survivors of domestic abuse and a free face to face counselling group for unpaid carers.

The charity continued to grow, both in terms of number of counsellors working or volunteering for the CIO, and number of sessions offered to clients. By March 2023 the charity had 32 qualified counsellors and 19 trainee counsellors providing sessions to clients. A mentoring service was established, whereby volunteer mentors could facilitate the growth of confidence with clients who needed more practical support than could be offered by counselling.

The CIO secured funding from the National Lottery to operate the "Talk Line" service, which provided callers with the opportunity to talk to a counsellor free of charge every weekday between 9am and 5pm.

The charity continued to deliver a counselling service in 4 local primary schools and also secured a new contract with an independent secondary school catering for children and young people with emotional difficulties. Counselling Matters Bexley worked in partnership with Bexley Voluntary Service Council (BVSC) to deliver counselling to 10-17 year olds as part of Bexley's social prescribing scheme.

Free counselling sessions were provided by the charity to residents of two local housing associations as a result of funding agreements, these were Orbit Group and the Peabody Trust. A new contract was negotiated with Maximus Restart, which enabled unemployed Bexley residents to receive a minimum of six sessions of free counselling from the charity. By the end of March 2023 over 90 people had been referred via this scheme, indicating that it is proving successful.

The charity continued to promote its "Affordable Therapy" service, which meant that clients could access general counselling, CBT, couples counselling and child counselling at below average prices and with little or no waiting time. The service was expanded to include more specialised types of therapy, including Neuro Linguistic Programming and Rewind therapy. The Affordable service continues to generate a substantial income for the charity and enables the continued provision of low cost and free counselling for clients who genuinely cannot afford to pay for therapy.

Counselling Matters Bexley played an active role in the local community throughout the year, helping to raise awareness of the benefits of counselling and the services available. Events attended included the Lakeside Festival in Thamesmead, International Women's Day

celebration, a carers event and an open afternoon for older adults. The charity itself ran a fundraising quiz night and a workshop for parents caring for children on the autistic spectrum.

The CIO is committed to providing educational and training opportunities to local people who wish to develop a career in counselling. It continues to be one of the largest providers of counselling placements in the local area, it also provides in-house training for all its counsellors, which complements the learning provided by counselling colleges.

Risk assessment

The trustees monitor risk at each meeting. The primary risk identified for 2022-2023 is the need to generate additional income from contracts, grants and fundraising, so that the charity can meet increased costs and build up reserves to a satisfactory level. This risk is being targeted by the CEO together with the staff team, progress will be reported and reviewed at each board meeting.

Future plans

The charity aims to continue providing a high quality, professional counselling service to residents of Bexley borough and surrounding areas. In so doing it is aware of the need to adapt and change to meet the evolving needs of the local community.

The charity is committed to continuing to provide placements for trainee counsellors and may consider expanding provision of training to counsellors in the future.

There is an awareness of the need to increase the income of the charity, in order to build up financial reserves, resulting in increased focus on gaining new contracts and grants; the charity will also engage in more fundraising activity.

Financial review

Income for the year 2022-2023 was £182,119, which represented an increase of approximately £44,000 from the previous year. The majority of this increase was accounted for by additional revenue from the Affordable Counselling scheme and by new contracts, namely Maximus Restart and SAFE School.

However, expenditure also increased by around £44,000, resulting in total expenditure of £179,664. The charity therefore produced a surplus of £2,455. The increase in expenditure was due to increased costs in all areas, most significant being counsellors' fees, rent and utilities payments.

Reserves Policy

It is the aim of the charity to have financial reserves which are equivalent to a minimum of six months worth of expenditure, so that in the event of the charity having to be wound up, or of any unforeseen or additional financial demands, all outstanding debts can be paid. This level of financial reserves has not yet been achieved; however, the reserves are increasing by a significant amount, month by month. It is expected that the target level of reserves will be achieved by the end of the next financial year (31st March 2024).

The Reserves Policy will be reviewed on an annual basis.

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.

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 and the Charity (Accounts and Reports) Regulations 2008. 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.

Signed on behalf of the charity's trustees:



Steven Fryer
Chair of Trustees

Date: 6.12.2023

COUNSELLING MATTERS BEXLEY

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE COUNSELLING MATTERS BEXLEY

This report on the financial statements of the **COUNSELLING MATTERS BEXLEY** for the year ended 31 March 2023, which are set on pages 8 to 11 is in respect of an examination carried out in accordance with s145 of the Charities Act 2011 (the Act).

Respective responsibilities of the trustees and the examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10(1)(d) of the Charities Accounts (Scotland) Regulations 2008 (the 2008 Accounts Regulations) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act)
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report


Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare financial statements which accord with the accounting records and comply with the requirements of the Act:
- have not been met; or
- to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached; or
- which gives us reasonable cause to believe that in any material respect the accounting rules of the charity's constitution have not been met.



Graham E.J. Sadler FCA
SADLER DAVIES & CO
Chartered Accountants
3 Enterprise House
8 Essex Road
Dartford,
Kent, DA1 2AU

Date 28/11/23

COUNSELLING MATTERS BEXLEY
STATEMENT OF FINANCIAL ACTIVITIES
AS AT 31ST MARCH 2023

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| | <u>Note</u> | <u>Unrestricted</u> <u>Funds</u> <u>General</u> | <u>Restricted</u> <u>Funds</u> | <u>TOTAL FUNDS</u> | |
|---|-------------|---|-----------------------------------|--------------------|--------------------|
| | | | | <u>2023</u> | <u>2022</u> |
| INCOMING RESOURCES | | | | | |
| Voluntary Income & Grants | 3a | £13,501.41 | - | £13,501.41 | £97,905.28 |
| Charitable Activities | 3b | £117,243.12 | £51,363.00 | £168,606.12 | £39,400.50 |
| Income from Investments | 3c | £11.76 | - | £11.76 | - |
| TOTAL INCOMING RESOURCES | | <u>£130,756.29</u> | <u>£51,363.00</u> | <u>£182,119.29</u> | <u>£137,305.78</u> |
| RESOURCES EXPENDED | | | | | |
| Charitable Activities | 4a | £136,746.85 | £42,694.49 | £179,441.34 | £134,851.85 |
| Other Expenditure | 4b | £223.00 | - | £223.00 | £2.40 |
| TOTAL RESOURCES EXPENDED | | <u>£136,969.85</u> | <u>£42,694.49</u> | <u>£179,664.34</u> | <u>£134,854.25</u> |
| NET INCOMING / (OUTGOING) RESOURCES BEFORE TRANSFERS | | (£6,213.56) | £8,668.51 | £2,454.95 | £2,451.53 |
| ADDITIONS TO & RELEASES FROM FUNDS | | £505.97 | (£505.97) | - | - |
| NET MOVEMENT IN FUNDS | | <u>(£5,707.59)</u> | <u>£8,162.54</u> | <u>£2,454.95</u> | <u>£2,451.53</u> |
| BALANCES BROUGHT FWD AT 1 APRIL 2022 (2021) | | <u>£15,968.42</u> | <u>£3,526.28</u> | <u>£19,494.70</u> | <u>£17,043.17</u> |
| BALANCES CARRIED FWD AT 31 MARCH 2023 (2022) | | <u>£10,260.83</u> | <u>£11,688.82</u> | <u>£21,949.65</u> | <u>£19,494.70</u> |

COUNSELLING MATTERS BEXLEY
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31ST MARCH 2023

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| | Note | Unrestricted 2023 | Restricted 2023 | Total 2023 | Total 2022 |
|--|------|----------------------|--------------------|---------------|---------------|
| Tangible Fixed Assets | | - | - | - | - |
| Current Assets | | | | | |
| Monetary Assets | | | | | |
| Bank accounts | | £36,719.26 | £11,688.82 | £48,408.08 | £29,745.40 |
| Prepayments & Accrued Income | | £3,576.00 | - | £3,576.00 | £6,593.00 |
| Debtors | | £1,757.50 | - | £1,757.50 | £150.00 |
| Total current assets | | £42,052.76 | £11,688.82 | £53,741.58 | £36,488.40 |
| Liabilities: amounts falling due within 1 year | 2 | £31,791.93 | - | £31,791.93 | £16,993.70 |
| Current Assets less Current Liabilities | | £10,260.83 | £11,688.82 | £21,949.65 | £19,494.70 |
| Total Assets less Current Liabilities | | £10,260.83 | £11,688.82 | £21,949.65 | £19,494.70 |
| FUNDS | 6 | | | | |
| Unrestricted - General | | £10,260.83 | - | £10,260.83 | £15,968.42 |
| Restricted | | - | £11,688.82 | £11,688.82 | £3,526.28 |
| | | £10,260.83 | £11,688.82 | £21,949.65 | £19,494.70 |

Signed by:



Steven Fryer

Date: 6.12.2023

COUNSELLING MATTERS BEXLEY
NOTES TO THE FINANCIAL STATEMENTS
AS AT 31ST MARCH 2023

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1 Accounting Policies

1a Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (SORP FRS102) 2015 and the Charities Act 2011. An independent examination is required under the Charities Act 2011.

1b Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

| | <u>2023</u> | <u>2022</u> |
|--|-------------------|-------------------|
| 2 LIABILITIES FALLING DUE WITHIN 1 YEAR | | |
| Accrued expenses | £180.00 | £800.00 |
| Deferred Income | £16,430.00 | - |
| Creditors | <u>£15,181.93</u> | <u>£16,193.70</u> |
| | <u>£31,791.93</u> | <u>£16,993.70</u> |

3 INCOMING RESOURCES

| | <u>Unrestricted</u> <u>General</u> | <u>Restricted</u> <u>Funds</u> | <u>TOTAL FUNDS</u> <u>2023</u> | <u>2022</u> |
|---|---------------------------------------|-----------------------------------|-----------------------------------|---------------------------|
| 3a Voluntary Income | | | | |
| Client Contributions | £9,860.99 | - | £9,860.99 | £5,612.50 |
| Donations and Legacies | <u>£3,640.42</u> | <u>-</u> | <u>£3,640.42</u> | <u>£3,522.78</u> |
| | <u>£13,501.41</u> | <u>£0.00</u> | <u>£13,501.41</u> | <u>£9,135.28</u> |
| 3b Charitable Activities | | | | |
| Grant: Mind In Bexley; Carers Group | £1,297.00 | - | £1,297.00 | £18,295.00 |
| Grant: CCG/Mencap | £270.00 | - | £270.00 | £0.00 |
| Grant: London Community Fund: Fresh Minds | - | - | - | £31,000.00 |
| Grant: Orbit Group | - | £10,125.00 | £10,125.00 | £16,875.00 |
| Grant: Peabody | - | £9,800.00 | £9,800.00 | £5,300.00 |
| Grant: The National Lottery: Talkline | - | £2,490.00 | £2,490.00 | £14,500.00 |
| Grant: BVSC: CYP Social Prescribing | - | £6,400.00 | £6,400.00 | - |
| Contract Income | £32,695.00 | - | £32,695.00 | £21,885.00 |
| Contract: London Borough of Bexley: Maximus | - | £20,668.00 | £20,668.00 | - |
| Fundraising: General | £2,131.53 | £1,880.00 | £4,011.53 | - |
| Fundraising: Affordable Counselling | £75,228.59 | - | £75,228.59 | £14,582.50 |
| Fundraising: Room Rental Income | £4,430.00 | - | £4,430.00 | £4,830.00 |
| Fundraising: Training | £1,071.00 | - | £1,071.00 | 903.00 |
| Other Income | <u>£120.00</u> | <u>-</u> | <u>£120.00</u> | <u>-</u> |
| | <u>£117,243.12</u> | <u>£51,363.00</u> | <u>£168,606.12</u> | <u>£128,170.50</u> |
| 3c Income from investment | <u>£11.76</u> | <u>-</u> | <u>£11.76</u> | <u>-</u> |
| | <u>£11.76</u> | <u>-</u> | <u>£11.76</u> | <u>-</u> |
| TOTAL INCOMING RESOURCES | <u><u>£130,756.29</u></u> | <u><u>£51,363.00</u></u> | <u><u>£182,119.29</u></u> | <u><u>£137,305.78</u></u> |

COUNSELLING MATTERS BEXLEY
NOTES TO THE FINANCIAL STATEMENTS
AS AT 31ST MARCH 2023

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| 4 | RESOURCES EXPENDED | Unrestricted | Restricted | TOTAL FUNDS | |
|----|---|---------------------------|--------------------------|---------------------------|---------------------------|
| | | General | Funds | 2023 | 2022 |
| 4a | Expenditure on charitable activities | | | | |
| | Fundraising: costs | - | - | - | £170.00 |
| | Clinic Rent | £7,316.00 | £690.00 | £8,006.00 | £7,661.00 |
| | Counselling Fees | £117,053.33 | £26,597.95 | £143,651.28 | £110,729.34 |
| | Counselling Fees: Training for counsellors | £57.00 | - | £57.00 | - |
| | Advertising & Marketing | £142.40 | - | £142.40 | £52.28 |
| | Office Expenses: Equipment | £32.40 | £77.37 | £109.77 | £271.15 |
| | Office Expenses: Printing, postage & stationary | £2,220.45 | - | £2,220.45 | £1,239.31 |
| | Office Expenses: Software | £448.65 | - | £448.65 | £377.03 |
| | Office Expenses: Telephone | £225.96 | £119.40 | £345.36 | £549.11 |
| | Office Expenses: Utilities | £1,590.20 | - | £1,590.20 | £782.45 |
| | Office Expenses: Wages | £5,754.45 | £14,242.41 | £19,996.86 | £9,496.04 |
| | Office Expenses: Website & Internet | £156.00 | - | £156.00 | £134.40 |
| | Accountancy | £223.00 | £529.00 | £752.00 | £1,058.00 |
| | Insurance | £700.00 | £238.36 | £938.36 | £844.43 |
| | Other Professional Services | £192.00 | - | £192.00 | £653.00 |
| | Volunteer Expenses | £616.92 | £200.00 | £816.92 | £728.59 |
| | Travel & Accommodation | - | - | - | - |
| | Other Expenses | £18.09 | - | £18.09 | £105.72 |
| | | <u>£136,746.85</u> | <u>£42,694.49</u> | <u>£179,441.34</u> | <u>£134,851.85</u> |
| 4b | Other expenditure | | | | |
| | Depreciation | - | - | - | - |
| | Bank charges | £223.00 | - | £223.00 | £2.40 |
| | | <u>£223.00</u> | <u>-</u> | <u>£223.00</u> | <u>£2.40</u> |
| | TOTAL RESOURCES EXPENDED | <u>£136,969.85</u> | <u>£42,694.49</u> | <u>£179,664.34</u> | <u>£134,854.25</u> |

5 Trustee Remuneration

One or more of the trustees have been paid remuneration or received other benefits from employment with the charity:

| | 2023 | 2022 |
|--|-------------------------|-----------------------|
| Deborah Cox - payment for expenses incurred to provide a service | £1,027.50 | £650.00 |
| | <u>£1,027.50</u> | <u>£650.00</u> |

6 Funds

| | <u>Restricted Funds</u> | | | | | |
|---|--------------------------|---------------------------|---------------------------|-------------------------|------------------|--------------------------|
| | BFWD | Income | Expenditure | Net Movement | Transfers | CFWD |
| Grant: London Community Fund: Fresh Minds | £1,395.42 | £0.00 | £1,395.42 | £0.00 | - | - |
| Grant: Orbit Group | £2,130.86 | £10,125.00 | £9,641.08 | £2,614.78 | (£2,614.78) | - |
| Grant: Peabody | - | £9,800.00 | £9,191.29 | £608.71 | (£608.71) | - |
| Grant: The National Lottery: Talkline | - | £4,370.00 | £7,087.52 | (£2,717.52) | £2,717.52 | - |
| Grant: BVSC: CYP Social Prescribing | - | £6,400.00 | £2,627.49 | £3,772.51 | - | £3,772.51 |
| Contract: London Borough of Bexley: Maximus | - | £20,668.00 | £12,751.69 | £7,916.31 | - | £7,916.31 |
| | <u>£3,526.28</u> | <u>£51,363.00</u> | <u>£42,694.49</u> | <u>£12,194.79</u> | <u>(£505.97)</u> | <u>£11,688.82</u> |
| <u>General</u> | | | | | | |
| General Reserve | £15,968.42 | £130,756.29 | £136,969.85 | (£6,213.56) | £505.97 | £10,260.83 |
| | <u>£19,494.70</u> | <u>£182,119.29</u> | <u>£179,664.34</u> | <u>£5,981.23</u> | <u>-</u> | <u>£21,949.65</u> |
| TOTAL FUNDS | <u>£19,494.70</u> | <u>£182,119.29</u> | <u>£179,664.34</u> | <u>£5,981.23</u> | <u>-</u> | <u>£21,949.65</u> |