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# COUNSELLING MATTERS BEXLEY

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**Annual Report and Financial Statements for the year ended 31st March 2024**



**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](mailto:mail@cmbtalk.org)

Website: [www.counsellingmattersbexley.org](http://www.counsellingmattersbexley.org)

### **Trustees**

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

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

**Independent Examiner:** Sadler Davies, Trading as: Finsbury Robinson Ltd  
Top Floor, West Hill House, Dartford, Kent DA1 2EU

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## **Trustees' report Year to 31 March 2024**

The trustees present their report and the financial statements of Counselling Matters Bexley for the year ending 31st March 2024. 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 contribute to the cost of their supervision, with the charity making up the rest of the payment.

#### **Governing Document**

Counselling Matters Bexley became registered as a Charitable Incorporated Organisation on 13<sup>th</sup> 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 over 600 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

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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, in terms of number of sessions offered to clients and variety of services offered. The number of counsellors working or volunteering with the charity remained at around the same level as the previous year, with 30 qualified counsellors and 18 counselling students.

The CIO secured further 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 3 local primary schools and an independent secondary school catering for children and young people with emotional difficulties. A new contract commenced in September 2023 with a large secondary academy in Dartford. Counselling Matters Bexley continued working 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 a local housing association as a result of a funding agreement with the Peabody Community Foundation. The contract with Maximus Restart, which enabled unemployed Bexley residents to receive a minimum of six sessions of free counselling continued very successfully, with several Bexley residents entering employment after they had completed their counselling.

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 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 "marketplace" events for children and young people's services, two events for unpaid carers and a consultation on the autism strategy for Bexley. The charity itself ran a fundraising Wellbeing Fair, a Workforce Wellbeing Day and free or low cost yoga classes, recognising the link between physical and mental health.

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 2023-2024 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. A further risk identified is the shortage of counsellors specialising in working with children and young people, efforts are being made to recruit counsellors who specialise in working with this age group.



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### **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 on an ongoing basis.

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

### **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.

### **Financial review**

Income for the year 2023-2024 was £248,518, which represented an increase of approximately £66,000 from the previous year and surpassing the budgeted figure of £209k by £39k. Most of this increase was accounted for by additional revenue from the Affordable counselling scheme and by new contracts, namely Maximus Restart and the secondary school mentioned previously.

However, expenditure also increased by around £53,000 compared to the prior year, resulting in total expenditure of £233,434 which was £47,000 adverse to budget. The charity therefore produced a surplus of £15,084. The increase in expenditure was due to increased costs in all areas, most significant being counsellors' fees, rent, utilities and salaries.

**COUNSELLING MATTERS BEXLEY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**AS AT 31ST MARCH 2024**

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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>2024</u>	<u>2023</u>
<b>INCOMING RESOURCES</b>					
Voluntary Income & Grants	3a	£14,528.70	-	£14,528.70	£13,501.41
Charitable Activities	3b	£154,639.41	£79,005.00	£233,644.41	£168,606.12
Income from Investments	3c	£345.16	-	£345.16	£11.76
<b>TOTAL INCOMING RESOURCES</b>		<u>£169,513.27</u>	<u>£79,005.00</u>	<u>£248,518.27</u>	<u>£182,119.29</u>
<b>RESOURCES EXPENDED</b>					
Charitable Activities	4a	£168,670.71	£64,198.80	£232,869.51	£179,441.34
Other Expenditure	4b	£564.49	-	£564.49	£223.00
<b>TOTAL RESOURCES EXPENDED</b>		<u>£169,235.20</u>	<u>£64,198.80</u>	<u>£233,434.00</u>	<u>£179,664.34</u>
<b>NET INCOMING / ( OUTGOING ) RESOURCES BEFORE TRANSFERS</b>		£278.07	£14,806.20	£15,084.27	£2,454.95
<b>ADDITIONS TO &amp; RELEASES FROM FUNDS</b>		(£1,766.25)	£1,766.25	-	-
<b>NET MOVEMENT IN FUNDS</b>		<u>(£1,488.18)</u>	<u>£16,572.45</u>	<u>£15,084.27</u>	<u>£2,454.95</u>
<b>BALANCES BROUGHT FWD AT</b>					
<b>1 APRIL 2023 (2022)</b>		<u>£10,260.83</u>	<u>£11,688.82</u>	<u>£21,949.65</u>	<u>£19,494.70</u>
<b>BALANCES CARRIED FWD AT</b>					
<b>31 MARCH 2024 (2023)</b>		<u>£8,772.65</u>	<u>£28,261.27</u>	<u>£37,033.92</u>	<u>£21,949.65</u>

**COUNSELLING MATTERS BEXLEY**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31ST MARCH 2024**

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	Note	Unrestricted 2024	Restricted 2024	Total 2024	Total 2023
<b>Tangible Fixed Assets</b>		-	-	-	-
<b>Current Assets</b>					
<b>Monetary Assets</b>					
Bank accounts		£85,277.92	£28,261.27	£113,539.19	£48,408.08
Prepayments & Accrued Income		£0.00	-	£0.00	£3,576.00
Debtors		£5,775.00	-	£5,775.00	£1,757.50
Total current assets		£91,052.92	£28,261.27	£119,314.19	£53,741.58
Liabilities: amounts falling due within 1 year	2	£82,280.27	-	£82,280.27	£31,791.93
<b>Current Assets less Current Liabilities</b>		£8,772.65	£28,261.27	£37,033.92	£21,949.65
<b>Total Assets less Current Liabilities</b>		£8,772.65	£28,261.27	£37,033.92	£21,949.65
<b>FUNDS</b>	6				
Unrestricted - General		£8,772.65	-	£8,772.65	£10,260.83
Restricted		-	£28,261.27	£28,261.27	£11,688.82
		£8,772.65	£28,261.27	£37,033.92	£21,949.65

Signed by:



Steven Fryer CHAIR

Date: 11/12/2024



**COUNSELLING MATTERS BEXLEY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT 31ST MARCH 2024**

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**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>2024</u>	<u>2023</u>
<b>2 LIABILITIES FALLING DUE WITHIN 1 YEAR</b>		
Accrued expenses	£800.00	£180.00
Deferred Income	£61,000.00	16,430.00
Creditors	£19,678.08	£15,181.93
HMRC Tax & National Insurance	£675.70	-
Nest Pension	£126.49	-
	<u>£82,280.27</u>	<u>£31,791.93</u>

	<u>Unrestricted</u> <u>General</u>	<u>Restricted</u> <u>Funds</u>	<u>TOTAL FUNDS</u> <u>2024</u>	<u>2023</u>
<b>INCOMING RESOURCES</b>				
<b>3a Voluntary Income</b>				
Client Contributions	£13,398.91	-	£13,398.91	£9,860.93
Donations and Legacies	£1,129.79	-	£1,129.79	£3,640.42
	<u>£14,528.70</u>	<u>£0.00</u>	<u>£14,528.70</u>	<u>£13,501.41</u>
<b>3b Charitable Activities</b>				
Grant: Mind In Bexley; Carers Group	-	-	-	£1,297.00
Grant: CCG/Mencap	-	-	-	£270.00
Grant: SAFE	-	£10,235.00	£10,235.00	-
Grant: Orbit Group	-	-	-	£10,125.00
Grant: Peabody	-	£6,500.00	£6,500.00	£9,800.00
Grant: The National Lottery: Talkline	-	£7,470.00	£7,470.00	£2,490.00
Grant: BVSC: CYP Social Prescribing	-	£24,320.00	£24,320.00	£6,400.00
Contract Income	£33,823.00	-	£33,823.00	£32,695.00
Contract: London Borough of Bexley: Maximus	-	£30,090.00	£30,090.00	£20,668.00
Fundraising: General	£2,008.52	£390.00	£2,398.52	£4,011.53
Fundraising: Affordable Counselling	£113,597.89	-	£113,597.89	£75,228.59
Fundraising: Room Rental Income	£4,034.00	-	£4,034.00	£4,430.00
Fundraising: Training	£825.00	-	£825.00	£1,071.00
Other Income	£351.00	-	£351.00	£120.00
	<u>£154,639.41</u>	<u>£79,005.00</u>	<u>£233,644.41</u>	<u>£168,606.12</u>
<b>3c Income from investment</b>	£345.16	-	£345.16	£11.76
	<u>£345.16</u>	<u>-</u>	<u>£345.16</u>	<u>£11.76</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>£169,513.27</u>	<u>£79,005.00</u>	<u>£248,518.27</u>	<u>£182,119.29</u>

**COUNSELLING MATTERS BEXLEY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT 31ST MARCH 2024**

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4	RESOURCES EXPENDED	Unrestricted	Restricted	TOTAL FUNDS	
		General	Funds	2024	2023
4a	<b>Expenditure on charitable activities</b>				
	Fundraising: costs	£306.14	-	£306.14	-
	Clinic Rent	£8,277.00	£2,250.50	£10,527.50	£8,006.00
	Counselling Fees	£120,897.24	£57,383.00	£178,280.24	£143,651.28
	Counselling Fees: Training for counsellors	£159.00	-	£159.00	£57.00
	Advertising & Marketing	£186.00	-	£186.00	£142.40
	Office Expenses: General	£2,988.99	-	£2,988.99	-
	Office Expenses: Equipment	£571.44	£21.50	£592.94	£109.77
	Office Expenses: Printing, postage & stationary	£1,244.32	-	£1,244.32	£2,220.45
	Office Expenses: Software	£782.71	-	£782.71	£448.65
	Office Expenses: Telephone	-	£131.40	£131.40	£345.36
	Office Expenses: Utilities	£3,057.16	-	£3,057.16	£1,590.20
	Office Expenses: Wages	£27,306.96	4,352.00	£31,658.96	£19,996.86
	Office Expenses: Website & Internet	£147.60	£19.20	£166.80	£156.00
	Accountancy	£765.00	-	£765.00	£752.00
	Insurance	£938.36	-	£938.36	£938.36
	Other Professional Services	£513.00	-	£513.00	£192.00
	Volunteer Expenses	£44.90	£41.20	£86.10	£816.92
	Travel & Accommodation	-	-	-	-
	Other Expenses	£484.89	-	£484.89	£18.09
		<u>£168,670.71</u>	<u>£64,198.80</u>	<u>£232,869.51</u>	<u>£179,441.34</u>
4b	<b>Other expenditure</b>				
	Depreciation	-	-	-	-
	Bank charges	£564.49	-	£564.49	£223.00
		<u>£564.49</u>	<u>-</u>	<u>£564.49</u>	<u>£223.00</u>
	<b>TOTAL RESOURCES EXPENDED</b>	<u><u>£169,235.20</u></u>	<u><u>£64,198.80</u></u>	<u><u>£233,434.00</u></u>	<u><u>£179,664.34</u></u>

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

	2024	2023
Deborah Cox - payment for expenses incurred to provide a service	£1,803.00	£1,027.50
	<u><u>£1,803.00</u></u>	<u><u>£1,027.50</u></u>

6	Funds	BFWD	Income	Expenditure	Net Movement	Transfers	CFWD
	<u>Restricted Funds</u>						
Grant:	CCG/Mencap	-	-	£1,226.25	(£1,226.25)	£1,226.25	-
Grant:	SAFE	-	£10,235.00	£10,235.00	-	-	-
Grant:	Orbit Group	-	-	£540.00	(£540.00)	£540.00	-
Grant:	Peabody	-	£6,500.00	£6,500.00	-	-	-
Grant:	The National Lottery: Talkline	-	£7,860.00	£7,860.00	-	-	-
Grant:	BVSC: CYP Social Prescribing	£3,772.51	£24,320.00	£18,107.30	£9,985.21	-	£9,985.21
Contract:	London Borough of Bexley: Maximus	£7,916.31	£30,090.00	£19,730.25	£18,276.06	-	£18,276.06
		<u>£11,688.82</u>	<u>£79,005.00</u>	<u>£64,198.80</u>	<u>£26,495.02</u>	<u>£1,766.25</u>	<u>£28,261.27</u>
	<u>General</u>						
	General Reserve	£10,260.83	£169,513.27	£169,235.20	£278.07	(£1,766.25)	£8,772.65
	<b>TOTAL FUNDS</b>	<u><u>£21,949.65</u></u>	<u><u>£248,518.27</u></u>	<u><u>£233,434.00</u></u>	<u><u>£26,773.09</u></u>	<u><u>-</u></u>	<u><u>£37,033.92</u></u>

## **COUNSELLING MATTERS BEXLEY**

### **INDEPENDENT EXAMINER'S REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2024**

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

This report on the financial statements of **COUNSELLING MATTERS BEXLEY** for the year ended 31 March 2024, which are set on pages 6 to 9 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**

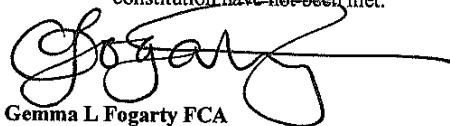
Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items 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.



Gemma L Fogarty FCA  
Sadler Davies  
Trading as: Finsbury Robinson Ltd  
Top Floor, West Hill House,  
Dartford,  
Kent DA1 2EU

Date 26th November 2024