COUNSELLING AND SUPPORT SERVICES SOUTHEND

England & Wales · Charity number 1184892

Details

Other names	CASSS
Status	Registered
Legal form	CIO
Registered	2019-08-14
Register	View on the Charity Commission register

Contact

Address	135 Norwich Avenue Southend-On-Sea SS2 4DH
Phone	07526066517
Email	info@casss.co.uk
Website	www.casss.co.uk

Activities

Objects: THE OBJECT OF THE CIO IS: 1. FOR THE PUBLIC BENEFIT THE PROMOTION AND PROTECTION OF GOOD MENTAL HEALTH OF PEOPLE LIVING IN ESSEX IN PARTICULAR BUT NOT EXCLUSIVELY THROUGH IMPROVING AND DEVELOPING THE DELIVERY OF MENTAL HEALTH SERVICES BY: • TRAINING MENTAL HEALTH PROFESSIONALS AND COUNSELLORS BY PROVIDING OR ASSISTING IN THE PROVISION OF WORKSHOPS, CONFERENCES AND ACCREDITED COURSES. • PROMOTING COMMUNICATION, COLLABORATION AND NETWORKING WITHIN THE SECTOR BETWEEN THERAPY ORGANISATIONS, VOLUNTARY GROUPS AND STATUTORY BODIES TO PROMOTE A COORDINATED RESPONSE TO LOCAL SERVICE STRATEGIES. 2. TO RELIEVE THE NEEDS OF PEOPLE IN ESSEX EXPERIENCING MENTAL ILLNESS BY RAISING GENERAL AWARENESS AND UNDERSTANDING IN THE COMMUNITY ABOUT MENTAL HEALTH WELLBEING AND MENTAL HEALTH TREATMENTS AND SERVICES TO REDUCE STIGMA, DISCRIMINATION AND SOCIAL ISOLATION.

Activities: We help to coordinate and develop counselling and therapy services in Southend and Essex. We do this by carrying out various activities such as newsletters, network meetings, organise and run public mental health events, promote marketing and giving information and advise to the public and professionals.

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Classification

- **How:** Provides Other Finance, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, The Advancement Of Health Or Saving Of Lives
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- Essex
- Southend-on-sea
- Thurrock

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£2,000	£1,342	-	-
2024-03-31	£5,173	£4,809	-	-
2023-03-31	£2,233	£1,842	-	-
2022-03-31	£2,562	£552	-	-
2021-03-31	£0	£362	-	-

Trustees

Name	Role	Appointed
Dan Gurner	Chair	2024-10-15
Debora D'Auria		2025-12-04
Elena Clements		2024-12-04
Misa Ichinose		2026-03-25

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COUNSELLING AND SUPPORT SERVICES SOUTHEND

England & Wales - Charity number 1184892

Accounts

Counselling and Support Services Southend

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025

Counselling and Support Services Southend

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Counselling and Support Services Southend

LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31ST MARCH 2025

Trustees:

Angela Dress	(Appointed 09/11/21)
Donna Kilday	(Resigned 04/12/24)
Karen Sutton	(Appointed 09/11/21)
Lauren Draycott	(Appointed 23/11/23)
Elena Clements	(Appointed 04/12/24)
Dan Gurner	(Appointed 15/10/24)

Registered Charity Number: 1184892

Registered Office: 135 Norwich Avenue
Southend on sea
SS2 4DH

Independent Examiner: David Andrew Robb
Associate of the Chartered Governance Institute
Affiliate of the Association of Charity Independent Examiners
MBA

Banker: National Westminster Bank plc
250 Bishopsgate
London
EC2M 4AA

Counselling and Support Services Southend

RECEIPTS AND PAYMENTS ACOUNT
FOR THE YEAR ENDED 31ST MARCH 2025

	Notes	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Receipts					
Donations and Gifts	**4**	2,000.00	-	2,000.00	3,038.38
Grants Receivable	**5**	-	-	0.00	2,000.00
Other income		-	-	0.00	135.36
Client session fees		-	-	0.00	-
Interest Received		-	-	0.00	0.00
Total Receipts		**2,000.00**	**0.00**	**2,000.00**	**5,173.74**
Payments					
Fundraising Activities		-	-	-	-
Session and Charitable Activities Costs	**6**	1,259.77	20.00	1,279.77	4,759.78
Governance Costs	**7**	62.50	-	62.50	50.00
Total Payments		**1,322.27**	**20.00**	**1,342.27**	**4,809.78**
Net Receipts/(Payments)		677.73	-20.00	657.73	363.96
Net Receipts/(Payments) after Transfers		**677.73**	**-20.00**	**657.73**	**363.96**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Cash Funds at 31st March 2025	**4,012.94**	**0.00**	**4,012.94**
Cash Funds at 31st March 2024	**3,335.21**	**20.00**	**3,355.21**

Notes on pages 4 to 6 form part of these accounts

Counselling and Support Services Southend

ASSETS AND LIABILITIES ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2025

	Notes		2025	2024
			£	£
Monetary Assets				
Cash at Bank and in Hand	**3**		4,012.94	3,355.21
			4,012.94	**3,355.21**
Represented by Funds				
		Restricted	0.00	20.00
Unrestricted Funds			4,012.94	3,335.21
			4,012.94	**3,355.21**

The accounts were approved by the Trustees and signed on their behalf by:

Signed: **Name:** Dan Curner
Date: 19/12/25

Angela Dress - Chair of Counselling and Support Services Southend

Counselling and Support Services Southend

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025

1. Basis of Preparation

These accounts are prepared on a receipts and payments basis, following best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in October 2005, with all revenue and expenses shown on a cash basis.

2. Independent Examination

The cost of the Independent Examination was

3. Bank Accounts

	2025	2024
	£	£
NatWest current account	4,012.94	3,355.21
Barclays current account		
Deposit account		
	4,012.94	**3,355.21**

4. Donations and Gifts

	Unrestricted Funds 2025	Restricted Funds 2025	Total Funds 2025	Total Funds 2024
	£	£	£	£
Michael Chard	2,000.00	-	2,000.00	2,000.00
HMRC gift aid	-		0.00	1,038.38
Donations below £250	-	-	0.00	135.36
Inter Church Caring Trust	-	-	0.00	2,000.00
	2,000.00	**0.00**	**2,000.00**	**5,173.74**

Counselling and Support Services Southend

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025

5. Grants Receivable

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Inter Church Caring Trust Credit	-	-	0.00	2,000.00
	-	-	0.00	-
	-	-	0.00	-
	0.00	**0.00**	**0.00**	**2,000.00**

6. Session and Charitable Activities Cost

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
CPD/training	-	-	0.00	1,500.00
Telephone Internet	558.77	20.00	578.77	659.90
Expenses mileage	3.60	-	3.60	56.04
Refreshments	-	-	0.00	48.50
Publicity/marketing	363.00	-	363.00	2,025.00
Office/overheads	-	-	0.00	0.00
Venue hire	-	-	0.00	183.00
Insurance	334.40	-	334.40	287.34
	1,259.77	**20.00**	**1,279.77**	**4,759.78**

Counselling and Support Services Southend

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025

7. Governance Costs

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Independent Examination	62.50	0.00	62.50	50.00
	-	-	0.00	-
	62.50	**0.00**	**62.50**	**50.00**

8. Trustees' Remuneration

There was no trustee remuneration paid by the charity

COUNSELLING AND SUPPORT SERVICES SOUTHEND

England & Wales - Charity number 1184892

Accounts

Counselling and Support Services Southend

Annual Report

2023 - 2024

Counselling and Support Services
Southend Annual Review
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Introduction and Acknowledgments

Welcome to the latest Counselling and Support Services Southend Annual Report, for the years 2023 to 2024. The report presents various information on how the charity has progressed, over the last year. It aims to highlight some of the successes and challenges experienced by the charity. It also sets out some future aims for the charity.

The report discusses progress for the financial years, 2022-2023 and 2023-24. It firstly sets out the charity's objects stated on its constitution, along with its aims, organisational objectives and values and who is involved in its running. There is a breakdown of who contributes to the charity and in what role. The Nominated Therapeutic Services Coordinator Report goes into more detail, regarding the work completed over the year. There is a Financial Report and summary of the Finances, for the last financial year, with comparison to the previous year. Finally, there is a summary of plans for the next year and thanks to various local agencies.

I would like to take this opportunity to acknowledge and thank all the trustees and volunteers who have continued to provide their time and skills, to keep the charity running. I would also like to thank all the organisations who have continued to attend our activities and support CASSS.

We hope you find this document to be useful and informative. If you have any questions, please contact us on info@casss.co.uk.

Nick Chard

Nominated Therapeutic Services Coordinator

Objects, Aims, Objectives, Values

Charitable Objective

Counselling and Support Services Southend is a Registered Charity, number 1184892.

Its charitable objective as stated on the charity's constitution is to:

1. For the public benefit the promotion and protection of good mental health of people living in Essex in particular but not exclusively through improving and developing the delivery of mental health services by:

- Training mental health professionals and counsellors by providing or assisting in the provision of workshops, conferences and accredited courses.

- Promoting communication, collaboration and networking within the sector between therapy organisations, voluntary groups and statutory bodies to promote a coordinated response to local service strategies.

2. To relieve the needs of people in Essex experiencing mental illness by raising general awareness and understanding in the community about mental health wellbeing and mental health treatments and services to reduce stigma, discrimination and social isolation.'

Main Aims

To achieve the above objectives CASSS aims to:

- improve communication within and between the counselling sector and related services, its partners and service users.

- improve Continuing Professional Development opportunities, for counsellors and workers providing similar support.

- improve the quality and range of counselling provision and related services and encourage collaborative working between agencies, in Essex.

Organisational Objectives

The objectives of Counselling and Support Services Southend are to:

- Develop a secure funding and income generation base from which to develop a sustainable and high-quality service, for agencies and the public.
- Ensure our services are delivered to a consistently high quality, which meets the targets set by funders and the needs of agencies and the public, within the diverse communities of Southend and surrounding areas.
- Continue develop the board of trustees and volunteers for recruitment and training, to build a team best placed to deliver our services.
- Continue develop and assess the range of support the charity provides, to ensure it continues to evolve and develop in line with changing needs of the community's mental health.
- Identify and understand the needs, concerns and mental health problems of the community, by annual consultation and ongoing contact with clients, organisations, individual practitioners and relevant local organisations.

Our Values

Accessible: Work to ensure counselling and associated therapies are accessible to the community, regardless of an individual's financial situation, age, gender or ethnicity.

Partnership: we will work in partnership with other agencies, to ensure that services are connected to meet the full range of client needs.

Communication and Networking: To improve communication within the sector, and between the sector and the public and statutory services.

Equality, Independent and Impartial: To work equally with all individuals, professionals, partners and stakeholders, without prioritising any person, agency or professional above others.

High Standards: To work with partners and stakeholders to achieve high standards of delivery, in the sector.

Responsive: To be responsive and receptive to the needs of the sector and public.

Who's Who at Counselling and Support Services Southend

Board of Trustees

Angela Dress - Chair

Karen Sutton - Secretary

Donna Kilday – Treasurer

Lauren Draycott

Senior Management Team

Nick Chard - Nominated Therapeutic Services Coordinator

Volunteer

Rebekka Chambers Ward – Network meetings minute taker

Chair of Trustees Report

This year has seen us grow our trustee numbers by 2 with new trustees Elena and Dan. They come to us with a wealth of experience in the counselling sector and who will make a great contribution to the running of the charity.

We've continued to work on positioning CASSS as a trusted source of knowledge amongst its peers. We have participated in the usual public events with stalls at both the Mental Health Awareness Week in May and the Feelgood Festival which took place at Garon's Park, in July. Plans are to do the same next year. We plan to use some funds to purchase some CASSS merchandise for further promotional purposes at future events.

With regard to CPD, we ran a Talking Therapy Training Session at Garon's Park in November 2023. We are looking at ways in which we could bring some attention amongst our peers of equine therapy.

Our website is in the process of being updated and we will devote the next Trustee meeting in January 2025 to a review of the new site. This is with a view to having it go live, as soon as we can.

Funding applications are in the pipeline to see if we can start to pay our hard-working Co-Ordinator a salary for all the work he does. This is as well as to pay our student minute taker at the network meetings and see if we can fund our merchandise plans, with an external grant.

All in all, another good year for CASSS, with some innovative plans for the future!

Angela Dress.
Chairperson.

Nominated Therapeutic Services Coordinator Report

The period covering 2023 and 2024 covers a long period with events coming back to normal from the pandemic, so activities now run pretty much as before. However, this issue was merely taken over by the cost of living crisis and other world events. So demand for talking therapies was just as high if not higher, in the community.

Network meetings continued to be organised, in May 2023 and 2024. The alternating format of virtual and face to face meetings was kept, to allow more agencies to attend. There has been a slow shift to more agencies attending virtually, to face to face. It is possible future meeting will only be going virtual. However this decision will first be discussed with the network, to see what they prefer.

The public mental health events were continued to be run at The Victoria Shopping Centre, in Southend. This event was a great success, on both occasions. This event is a highly important opportunity for services to connect to possible clients and offer greatly needed support. It must be noted that careful consideration needs to be taken, in where stalls are set up in the centre. Experience has shown that stalls located on the top floor where the walkway is narrowest, gives agencies the best chance to connect to the public.

As well as CASSS organising its own event, it also attended the Wellbeing Festival at Garon's Park in the summer. This again gave CASSS the chance to connect to the public and advise on talking therapies and signpost to relevant agencies.

Monthly newsletters continued to be produced and sent out to the network and other organisations. These continue to be published every 2 months, to allow for more information to build up and make it more worthwhile. Other information was forwarded on a regular basis, regarding other updates relevant to the sector.

Other activities involve CASSS taking enquiries from members of the public, about how best to access counselling support. We have provided them with independent and impartial advice, about what agency is best to support them. We have also eg advised student counsellors where to access student placements, by advising them based upon our contacts and networks. This shows that CASSS provides a unique role in helping the counselling and therapy sector run effectively and supports the community to Improve their mental health.

In 2023, CASSS ran some CPD for agencies on outdoor therapy. This has led an agency in the network to set up their own walking talking therapy activity.

Financially, CASSS has continued to increase its savings, due to minimal spending of services delivered. We received funding to have the website redesigned and have regular Facebook postings. The redesign is ongoing and the website will look to be published, in 2025.

In summary the period in question involved CASSS continuing to support the public to engage with appropriate services and therapy agencies offer support.

Partnership Working and Promoting Community Talking Therapies

CASSS has links to a broad number of organisations, in and around Southend. Some are counselling and therapy organisations; others are more broadly related to the therapy sector.

Agencies who have attended the Network meetings or contributed to CASSS's output in the last 2 years include:

Havens Hospices

Relate London North East and Essex

Southend Carers

Victoria Counselling and Training Services

South Essex College

Netpark Wellbeing Project

Olive Tree Centre

Abacus Counselling and Support

ASC Wellbeing Clinic

Atrium Clinic and Therapy Centre

NHS Therapy for You

Therapy for Life

Counselling on Sea

Liberty Talking Therapy

South East and Central Essex Mind

Healthwatch Essex

Southend on sea Rape Crisis

Step Out Essex

The Peaceful Pony

Ky Harkins Counselling

Financial Summary Balance Sheet

Below are summaries of finances for April 2022 to March 2023 and April 2023 to March 2024, as comparison.

2022-23

Total Income	**2,233.17**
Expenditure	
Salaries	
Parking	2.00
Volunteers Expenses	
Trustees Expenses	
Freelance/tutors	1,020.00
Tel, Internet, Fax	292.09
Parking - Mileage	28.16
Light/heat/utilities	
Refreshments	12.33
Photocopying	
Publicity - Marketing	
Venue hire	253.16
Insurance	218.37
Office supplies	15.69
Total Expenditure	**1,841.80**
Surplus/Deficit	**391.37**
Total Funds	**2,991.25**

2023-24

Total Income	**8,164.99**
Expenditure	
Salaries	
Parking	9.00
Volunteers Expenses	
Trustees Expenses	
Freelance/tutors	1,550.00
Tel, Internet, Fax	659.90
Mileage	47.04
Light/heat/utilities	
Refreshments	48.50
Photocopying	
Publicity - Marketing	2,025.00
Venue hire	183.00
Insurance	287.34
Office supplies	
Total Expenditure	**4,809.78**
Surplus/Deficit	**3,355.21**
Total Funds	**3,355.21**

Financial Report

Financial Report for the Financial Year 2023-24.

Donna Kilday (Treasurer) and Nick Chard (Nominated Therapeutic Services Coordinator) are now using the new bank account with Natwest Bankline Business Account. This means that Donna Kilday and Angela Dress (Chair) are able to approve payments through internet banking rather than visiting a branch in person.

CASSS arranged walk and Talk Therapy CPD for counsellors, by Creative Counsellors, which helped to raise further income for the charity, whilst keeping the CPD cost effective for attendees. This took place at Garon's in October 2023, and was advertised through CASSS and Eventbrite.

The main income in the account (over £3000) was unrestricted funding, from donations. This meant the money did not have any restrictions or conditions placed upon it, regards when or how it is spent.

We also received a grant from Leigh Town Council, which was used to pay for the room hire network meetings and the AGM last year.

Nick Chard applied to the Inter Church Caring Trust (ICCT), for funding to pay for increased marketing and a new website. The bid was successful, and the £2000 funding was used to get someone to run the social media and the charities online presence.

CASSS has its finances examined by Dave Robb, who is an Associate of the Chartered Institute of Secretaries and Administrators and an Affiliate Member of the Association of the Charity Independent Examiners. We thank Dave for completing our accounts, in a timely and professional manner.

Future Plans

The aims for 2024-2025 are:

- Continue mental health events, helping therapy agencies to connect to the public.
- Attend other Mental Health Events run by other agencies, to raise the profile of CASSS with the public, gather feedback on local services and advise on services available.
- Recruit more volunteers and trustees, to be able to run the above activities and develop the team.
- Update and publish the Best Practise guidance, previously developed.
- Obtain funding to market and promote the new website, to raise the profile of CASSS and members of the network.
- Obtain funding to pay workers for their time.
- Set up a savings account, to build reserve funds.

Thanks to:

SAVS
Southend Association of Voluntary Services

OACS Counselling

relate
the relationship people

The Olive Tree Centre

FSJ Charities

Southend Carers

south essex college
FURTHER & HIGHER EDUCATION

Metal

TrustLinks

ABACUS
COUNSELLING & SUPPORT
SINCE 2007

Havens Hospices Making every day count.

Therapy For You

Counselling and Support Services Southend

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024

Counselling and Support Services Southend

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Counselling and Support Services Southend

LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31ST MARCH 2024

Trustees:

Angela Dress	(Appointed 09/11/21)
Donna Kilday	(Appointed 17/11/22)
Karen Sutton	(Appointed 09/11/21)
Lauren Draycott	(Appointed 23/11/23)

Registered Charity Number: 1184892

Registered Office: 135 Norwich Avenue
Southend on sea
SS2 4DH

Independent Examiner: David Andrew Robb
Associate of the Chartered Governance Institute
Affiliate of the Association of Charity Independent Examiners
MBA

Banker: National Westminster Bank plc
250 Bishopsgate
London
EC2M 4AA

Counselling and Support Services Southend

RECEIPTS AND PAYMENTS ACOUNT
FOR THE YEAR ENDED 31ST MARCH 2024

	Notes	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Receipts					
Donations and Gifts	4	3,038.38	-	3,038.38	2,233.17
Grants Receivable	5	-	2,000.00	2,000.00	-
Other income		135.36	-	135.36	-
Client session fees		-	-	0.00	-
Interest Received		-	-	0.00	0.00
Total Receipts		**3,173.74**	**2,000.00**	**5,173.74**	**2,233.17**
Payments					
Fundraising Activities		-	-	-	-
Session and Charitable Activities Costs	6	2,779.78	1,980.00	4,759.78	1,791.80
Governance Costs	7	50.00	-	50.00	50.00
Total Payments		**2,829.78**	**1,980.00**	**4,809.78**	**1,841.80**
Net Receipts/(Payments)		343.96	20.00	363.96	391.20
Net Receipts/(Payments) after Transfers		**343.96**	**20.00**	**363.96**	**391.20**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Cash Funds at 31st March 2024	**3,335.21**	**20.00**	**3,355.21**
Cash Funds at 31st March 2023	**2,991.25**	**0.00**	**2,991.25**

Notes on pages 4 to 6 form part of these accounts

Counselling and Support Services Southend

ASSETS AND LIABILITIES ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2024

	Notes		2024	2023
			£	£
Monetary Assets				
Cash at Bank and in Hand	**3**		3,355.21	2,991.25
			3,355.21	**2,991.25**
Represented by Funds				
		Restricted	20.00	
		Restricted	0.00	
Unrestricted Funds			3,335.21	2,991.25
			3,355.21	**2,991.25**

The accounts were approved by the Trustees and signed on their behalf by:

Signed: Angela Dress **Name:** ANGELA DRESS
Date: 12/12/24

Angela Dress - Chair of Counselling and Support Services Southend

Counselling and Support Services Southend

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2024

1. Basis of Preparation

These accounts are prepared on a receipts and payments basis, following best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in October 2005, with all revenue and expenses shown on a cash basis.

2. Independent Examination

The cost of the Independent Examination was

3. Bank Accounts

	2024	2023
	£	£
NatWest current account	3,355.21	
Barclays current account		2,991.25
Deposit account		
	3,355.21	**2,991.25**

4. Donations and Gifts

	Unrestricted Funds 2024	Restricted Funds 2024	Total Funds 2024	Total Funds 2023
	£	£	£	£
Michael Chard	2,000.00	-	2,000.00	2,000.00
HMRC gift aid	1,038.38		1,038.38	0.00
Donations below £250	135.36	-	135.36	233.17
Inter Church Caring Trust	-	2,000.00	2,000.00	-
	3,173.74	**2,000.00**	**5,173.74**	**2,233.17**

Counselling and Support Services Southend

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2024

5. Grants Receivable

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Inter Church Caring Trust Credit	-	2,000.00	2,000.00	-
	-	-	0.00	-
	-	-	0.00	-
	0.00	**2,000.00**	**2,000.00**	**0.00**

6. Session and Charitable Activities Cost

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
CPD/training	1,500.00	-	1,500.00	970.00
Telephone Internet	659.90	-	659.90	292.09
Expenses mileage	56.04	-	56.04	30.16
Refreshments	48.50	-	48.50	12.33
Publicity/marketing	45.00	1,980.00	2,025.00	-
Office/overheads	-	-	0.00	15.69
Venue hire	183.00	-	183.00	253.16
Insurance	287.34	-	287.34	218.37
	2,779.78	**1,980.00**	**4,759.78**	**1,791.80**

7. Governance Costs

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Independent Examination	50.00	0.00	50.00	50.00
	-	-	0.00	-
	50.00	**0.00**	**50.00**	**50.00**

8. Trustees' Remuneration

There was no trustee remuneration paid by the charity

COUNSELLING AND SUPPORT SERVICES SOUTHEND

England & Wales - Charity number 1184892

Accounts

Counselling and Support Services Southend

Annual Report

2022 - 2023

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Introduction and Acknowledgments

Welcome to the latest Counselling and Support Services Southend Annual Report, for the year 2022-2023. The report presents various information on how the charity has progressed, over the last year. It aims to highlight some of the successes and challenges experienced by the charity. It also sets out some future aims for the charity.

The report discusses progress for the financial year, 2022-2023. It firstly sets out the charity's objects stated on its constitution, along with its aims, organisational objectives and values and who is involved in its running. There is a breakdown of who contributes to the charity and in what role. The Nominated Therapeutic Services Coordinator Report goes into more detail, regarding the work completed over the year. There is a Financial Report and summary of the Finances, for the last financial year, with comparison to the previous year. Finally, there is a summary of plans for the next year and thanks to various local agencies.

I would like to take this opportunity to acknowledge and thank all the trustees and volunteers who have continued to provide their time and skills, to keep the charity running. I would also like to thank all the organisations who have continued to attend our activities and support CASSS.

We hope you find this document to be useful and informative. If you have any questions, please contact us on info@casss.co.uk.

Nick Chard

Nominated Therapeutic Services Coordinator

Objects, Aims, Objectives, Values

Charitable Objective

Counselling and Support Services Southend is a Registered Charity, number 1184892.

Its charitable objective as stated on the charity's constitution is to:

1. For the public benefit the promotion and protection of good mental health of people living in Essex in particular but not exclusively through improving and developing the delivery of mental health services by:

- Training mental health professionals and counsellors by providing or assisting in the provision of workshops, conferences and accredited courses.

- Promoting communication, collaboration and networking within the sector between therapy organisations, voluntary groups and statutory bodies to promote a coordinated response to local service strategies.

2. To relieve the needs of people in Essex experiencing mental illness by raising general awareness and understanding in the community about mental health wellbeing and mental health treatments and services to reduce stigma, discrimination and social isolation.'

Main Aims

To achieve the above objectives CASSS aims to:

- improve communication within and between the counselling sector and related services, its partners and service users.

- improve Continuing Professional Development opportunities, for counsellors and workers providing similar support.

- improve the quality and range of counselling provision and related services and encourage collaborative working between agencies, in Essex.

Organisational Objectives

The objectives of Counselling and Support Services Southend are to:

- Develop a secure funding and income generation base from which to develop a sustainable and high-quality service, for agencies and the public.
- Ensure our services are delivered to a consistently high quality, which meets the targets set by funders and the needs of agencies and the public, within the diverse communities of Southend and surrounding areas.
- Continue develop the board of trustees and volunteers for recruitment and training, to build a team best placed to deliver our services.
- Continue develop and assess the range of support the charity provides, to ensure it continues to evolve and develop in line with changing needs of the community's mental health.
- Identify and understand the needs, concerns and mental health problems of the community, by annual consultation and ongoing contact with clients, organisations, individual practitioners and relevant local organisations.

Our Values

Accessible: Work to ensure counselling and associated therapies are accessible to the community, regardless of an individual's financial situation, age, gender or ethnicity.

Partnership: we will work in partnership with other agencies, to ensure that services are connected to meet the full range of client needs.

Communication and Networking: To improve communication within the sector, and between the sector and the public and statutory services.

Equality, Independent and Impartial: To work equally with all individuals, professionals, partners and stakeholders, without prioritising any person, agency or professional above others.

High Standards: To work with partners and stakeholders to achieve high standards of delivery, in the sector.

Responsive: To be responsive and receptive to the needs of the sector and public.

Who's Who at Counselling and Support Services Southend

Board of Trustees

Angela Dress - Chair

Karen Sutton - Secretary

Donna Kilday – Treasurer

Lauren Draycott

Senior Management Team

Nick Chard - Nominated Therapeutic Services Coordinator

Volunteer

Rebekka Chambers Ward – Minute taker

Chair of Trustees Report

I was delighted to rake over the Chair of the CASSS Board of Trustees from Lyn Lynne at the AGM in November 2022.

Early on, we decided it was time to take another look at our strategic and business plans. Nick and myself worked on updating and streamlining our strategy, looking to work towards the goals of (re) positioning CASSS as a trusted source of knowledge amongst its peers.

We tidied up the plan, retained the basic structure and kept the final section of ideas for the future. We gave ourselves quarterly goals to keep things manageable and realistic. These included working on our marketing and communications, aiming for more social media exposure and some quick wins such as producing guidance and support for student counsellor placements.

We have continued our events such as the stall at Victoria Shopping Centre for Mental Health Awareness week in May, and the stall at the Feel Good festival event run at Garons Park in July.

In addition to these events in future years we will look to plan in more opportunities for continuous professional development (CPD)

We have welcomed a new trustee to the board, Lauren Draycott, who comes to us with highly valued, extensive experience in the field. We continue to work to attract more trustees with some options in the pipeline. Existing and new trustee attended the Trustee Training session organised by CASSS which took place at the Leigh Community Centre in May 2022.

All in all, a productive and positive year for CASSS. This coming year we will embark on an upgrade to our website and continue to work for the furtherance of our over-arching aim, which of course will keep Nick as busy as ever, not least in submitting funding applications. I would like to thank you all for your work and continuing presence this year and look forward to continuing to work together with you all.

Angela Dress.
Chairperson.

Nominated Therapeutic Services Coordinator Report

The period covering April 2022 to March 2023 covers a period where the country had mostly emerged from the pandemic, so most activities could be run again. However, there were some adaptions and amendments, as a result of the pandemic.

Network meetings continued to be organised. The alternating format of virtual and face to face meetings was kept, to allow more agencies to attend. This has helped to increase attendance to meetings, as virtual meetings are generally more convenient to attend. Also, some workers may not be local to Southend, so face to face meetings are less practical.

The public mental health event previously was restarted in 2022, this time running at The Voctoria Shopping Centre in Southend, rather than the Royals Shopping Centre. This event was a great success, with over 10 agencies attending, having contact with roughly 125 members of the public. This event is a highly important opportunity for services to connect to possible clients and offer greatly needed support.

As well as CASSS organising its own event, it also attended the Wellbeing Festival at Garon's Park in the summer. This again gave CASSS the chance to connect to the public and advise on talking therapies and signpost to relevant agencies.

Monthly newsletters continued to be produced and sent out to the network and other organisations. However, these are now done every 2 months rather than monthly, to allow for more information to build up and make it more worthwhile. Other information was forwarded on a regular basis, regarding other updates relevant to the sector.

Financially, CASSS has managed to increase its savings, due to minimal spending of services delivered.

The website continued to be a resource of information and promotion. Funding will be sought to pay for the site to be redesigned and updated.

In summary the period in question involves the charity reestablishing its services after the pandemic and continuing to engage with the public and offer support.

Partnership Working and Promoting Community Talking Therapies

CASSS has links to a broad number of organisations, in and around Southend. Some are counselling and therapy organisations; others are more broadly related to the therapy sector.

Agencies who have attended the Network meetings or contributed to CASSS's output in the last year include:

Havens Hospices

Relate London North East and Essex

Southend Carers

Victoria Counselling and Training Services

South Essex College

Netpark Wellbeing Project

Olive Tree Centre

Abacus Counselling and Support

ASC Wellbeing Clinic

Samaritans Southend

Atrium Clinic and Therapy Centre

NHS Therapy for You

The Anxiety Society

South East and Central Essex Mind

Healthwatch Essex

Southend on sea Rape Crisis

Financial Summary Balance Sheet

Below are summaries of finances for April 2021 to March 2022 and April 2022 to March 2023, as comparison.

2021-22

Total Funds	2599.88
Current Assets	
Cash and Bank	
Bank Account	2599.88
Petty Cash	
Total Current Assets	**2599.88**
Net Assets	**2599.88**
Funds Position	
Restricted	
Project1	
Project2	
Project3	
Project4	
Unrestricted	2599.88

2022-23

Current Assets	
Cash and Bank	
Bank Account	2991.25
Petty Cash	
Total Current Assets	2991.25
Net Assets	2991.25
Funds Position	
Restricted	
Project1	
Project2	
Project3	
Project4	

Unrestricted	2991.25
Total Funds	**2991.25**

Financial Report

Financial Report for the Financial Year 2022-23.

Donna Kilday (Treasurer) and Nick Chard (Nominated Therapeutic Services Coordinator) are in the process of setting up a new bank account with Natwest Bankline Business Account. This will allow for greater accessibility and services, than currently offered from our current bank account with Barclays.

CASSS is looking to arrange walk and Talk Therapy CPD for counsellors, which will help to raise further income for the charity, whilst keeping the CPD cost effective for attendees. This will be taking place later this year (hopefully the summer) and will be advertised through CASSS and Eventbrite.

The main income in the account (over £2000) was unrestricted funding, from donations. This meant the money did not have any restrictions or conditions placed upon it, regards when or how it is spent. Gift aid was also claimed at 25% of the donation giving a further £500, itself a significant sum. This further helps to increase the overall balance.

We also have a grant from Leigh Town Council, which will be used to pay for the network meetings and the AGM this year. Liberty Talking Therapy in Rochford also very generously allowed CASSS to use their rooms free of charge, for Trustees meetings.

Nick Chard will aim to apply to the Inter Church Caring Trust (ICCT), for funding to pay for increased marketing and a new website. The funding will also be used to get someone to run the social media and the charities online presence.

CASSS has its finances examined by Dave Robb, who is an Associate of the Chartered Institute of Secretaries and Administrators and an Affiliate Member of the Association of the Charity Independent Examiners. We thank Dave completing our accounts, in a timely and professional manner.

Future Plans

The aims for 2023-2024 are:

- Continue mental health events, helping therapy agencies to connect to the public.
- Attend other Mental Health Events run by other agencies, to raise the profile of CASSS with the public, gather feedback on local services and advise on services available.
- Recruit more volunteers and trustees, to be able to run the above activities and develop the team.
- Continue consultation with agencies, practitioners and the public, to make the charity more responsive to the needs of the public and sector.
- Run CPD events for counsellors, to help develop skills in the sector.
- Update the Best Practise guidance, previously developed.
- Obtain funding to professionally redesign the website, so it provides more information to the public and can act as an income generator. This will rely on further feedback from the public and network.

Thanks to:

SAVS
Southend Association of Voluntary Services

OACS Counselling

relate
the relationship people

The Olive Tree Centre

FSJ Charities

Southend Carers

south essex college
FURTHER & HIGHER EDUCATION

Metal

TrustLinks

ABACUS
COUNSELLING & SUPPORT
SINCE 2007

Havens
Hospices
Making every day count.

Therapy For You

Counselling and Support Services Southend

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023

Counselling and Support Services Southend

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FOR THE YEAR ENDED 31ST MARCH 2023

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Receipts and Payments Account	2
Assets and Liabilities Account	3
Notes to the Financial Statements	4
Independent Examiner's Report	7

Counselling and Support Services Southend

LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31ST MARCH 2023

Trustees:

Angela Dress	(Appointed 091121)
Donna Kilday	(Appointed 171122)
Karen Sutton	(Appointed 091121)

Registered Charity Number: 1184892

Registered Office: 135 Norwich Avenue
Southend on sea
SS2 4DH

Independent Examiner: David Andrew Robb
Associate of the Chartered Governance Institute
Affiliate of the Association of Charity Independent Examiners
MBA

Banker: National Westminster Bank plc
250 Bishopsgate
London
EC2M 4AA

Counselling and Support Services Southend

RECEIPTS AND PAYMENTS ACOUNT FOR THE YEAR ENDED 31ST MARCH 2023

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Receipts					
Donations and Gifts	4	2,233	-	2,233	2,562
Grants Receivable	5	-	0	0	-
Fundraising and gift aid		-	-	0	-
Client session fees		-	-	0	-
Interest Received		-	-	0	0
Total Receipts		**2,233**	**0**	**2,233**	**2,562**
Payments					
Fundraising Activities		-	-	-	-
Session and Charitable Activities Costs	6	1,792	0	1,792	492
Governance Costs	7	50	-	50	75
Total Payments		**1,842**	**0**	**1,842**	**567**
Net Receipts/(Payments)		391	-	391	1,995
Net Receipts/(Payments) after Transfers		**391**	**-**	**391**	**1,995**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Cash Funds at 31st March 2023	**2,991**	**0**	**2,991**
Cash Funds at 31st March 2022	**2,600**	**0**	**2,600**

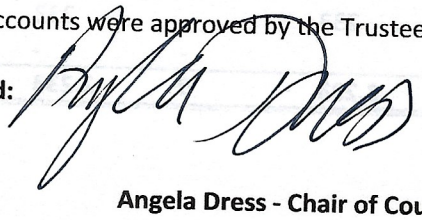
Notes on pages 4 to 6 form part of these accounts

Counselling and Support Services Southend

ASSETS AND LIABILITIES ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2023

	Notes		2023	2022
			£	£
Monetary Assets				
Cash at Bank and in Hand	3		2,991	2,600
			2,991	**2,600**
Represented by Funds				
		Restricted	0	
		Restricted	0	
Unrestricted Funds			2,991	2,600
			2,991	**2,600**

The accounts were approved by the Trustees and signed on their behalf by:

Signed:  **Name:** ANGELA DRESS

Date: 5/10/23

Angela Dress - Chair of Counselling and Support Services Southend

Counselling and Support Services

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2023

1. Basis of Preparation

These accounts are prepared on a receipts and payments basis, following best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in October 2005, with all revenue and expenses shown on a cash basis.

2. Independent Examination

The cost of the Independent Examination was

3. Bank Accounts

	2023 £	2022 £
NatWest current account	2,991	
Barclays current account		2,600
Deposit account		
	2,991	**2,600**

4. Donations and Gifts

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Michael Chard	2,000	-	2,000	2,502
Deposit/HMRC	233	-	233	60
Donations below £250	-	-	-	-
	2,233	**0**	**2,233**	**2,562**

Counselling and Support Services

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2023

5. Grants Receivable

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
	-	-	0	-
	-	-	0	-
	-	-	0	-
	0	**0**	**0**	**0**

6. Session and Charitable Activities Cost

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
CPD/training	970	-	970	-
Telephone Internet	292	-	292	148
Expenses mileage	30	-	30	28
Refreshments	12	-	12	8
Publicity/marketing	-	-	0	17
Office/overheads	16	-	16	9
Venue hire	253	-	253	85
Insurance	218	-	218	197
	1,792	**0**	**1,792**	**492**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2023

7. Governance Costs

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Independent Examination	50	0	50	60
	-	-	0	-
	50	**0**	**50**	**60**

8. Trustees' Remuneration

There was no trustee remuneration paid by the charity

COUNSELLING AND SUPPORT SERVICES SOUTHEND

England & Wales - Charity number 1184892

Accounts

CHARITY COMMISSION FOR ENGLAND AND WALES

Counselling and Support Services Southend	No (if any) 1184892

Receipts and payments accounts

CC16a

For the period from	Period start date 01 April 2021	To	Period end date 31 March 2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fundraising and community	2,562	-	-	2,562	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total *(Gross income for AR)*	2,562	-	-	2,562	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	2,562	-	-	2,562	-
A3 Payments					
Volunteer expenses	-	-	-	-	-
Freelance/tutors	60	-	-	60	50
Tel, Internet, Fax	148	-	-	148	136
Travel/parking	28	-	-	28	-
Refreshments clients	8	-	-	8	-
Photocopying	-	-	-	-	-
Publicity marketing	17	-	-	17	-
Venue hire	85	-	-	85	-
Insurance	197	-	-	197	177
Office supplies	9	-	-	9	-
	-	-	-	-	-
Sub total	552	-	-	552	363
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	552	-	-	552	363
Net of receipts/(payments)	2,010	-	-	2,010	- 363
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	590	-	-	590	953
Cash funds this year end	2,600	-	-	2,600	590

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Charity Funds	2,600	-	-
		-	-	-
		-	-	-
	Total cash funds	2,600	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	Karen Rayne K Sutton	LYNN LYNNE KAREN SOTTON	20/10/22 20/10/22

WELCOME TO VOLUNTARY ACTION ISLINGTON EXCEL CASHBOOK FOR COMMU

This Excel Cashbook Template has been produced by Voluntary Action Islington's Commur
London Councils. You are welcome to reproduce the template, but please let us know (dev
instructions below before using the cashbook. You will need basic Excel skills to use this c

**We welcome feedback! As this is a new resource that we designed ourselves, we welcome any f
you find that any section of it does not work properly or that you can see an area that can be in
Many thanks.**

INSTRUCTIONS

This cashbook contains seven worksheets. Worksheets are labelled on tabs at the bottom
you'll be taken to that worksheet.

Bank Account
Petty Cash Account
Project 1
Project 2
Unrestricted Funds
Income and Expenditure
Balance Sheet

If you hover the cursor over a heading, you'll see an explanation appear, which tells you w

DO NOT ENTER INFORMATION ON THE GREY AREAS!! THESE CONTAIN FORMULAE AND LIN
AUTOMATICALLY.

1. Bank Account

ALL money coming into your organisation and leaving your organisation must be entered in your bank acco
entered AGAIN in the appropriate project worksheet or under petty cash. Don't forget to add all the details o
(box) G50, if you need more lines, put the cursor on G50, hold down the button on your mouse and drag G5
enough lines. If you go need to go beyond G200, you'll need to add these lines manually.

2. Petty Cash Account

This is similar to the Bank Account worksheet. Petty cash is the paper money/coins that are used in your org
a limited 'float' e.g. £50 that they keep in a secure box. The money can either be withdrawn from the bank a
be entered in the Bank Account (see above) and in the Petty Cash Account. The reference that is usually giv
withdrawal or the cheque number if you have cashed a cheque. The reference that is usually used for mone
number, e.g. PC001, PC002 etc. The number should be the same as the number used on your petty cash vo

3. Project Reports (project 1, project 2 etc.)

Most community groups are funded by grants. Many groups have more than one grant. It is important to ke
each grant. So, when you enter a transaction in the Bank Account or Petty Cash Account, and it relates to a
under the appropriate project account. Firstly, add the names of your projects to the worksheet headings, e
the project names can be used as project codes, e.g. Lunch Club is 'LC'. Secondly, go back to your applicati
your project budget under the red heading 'Expenditure'. We've put in example headings - but you need to
enter the budget figures in row 3 - above the appropriate heading. When you start to receive and spend mo
away how much you have spent and how much you have left (the variance) under each budget heading. All
side of the shaded balance column and any expenditure is entered on the right side of the balance column.

4. Unrestricted Funds

Some groups will be funded only by grants and will have no 'unrestricted funds' (in which case this workshe
money which is not 'restricted' by a funder - and can therefore be spent as the organisation wishes (as long
might be in the form of donations, membership fees, payments for services, fundraising events etc. All unre
Account (as with all income and expenditure), and then in the Unrestricted Funds worksheet. Charities are c

5. Income and Expenditure

This worksheet will present a summary of the money coming in and going out of your organisation. You will
other worksheets and should display figures automatically. It is important not to change the names of works
this worksheet you will be able to see how money is being spent at a glance - e.g. what is the total amount

6. Balance Sheet

This provides a 'snap-shot' of the organisation's finances, and will show how much money is being held by t
surplus or deficit. Obviously, these figures are based on your own records and may not correspond to bank s
bank statements with your records and carry out regular bank reconciliation.

Bank Account

Date	Details	Cheque no/ref	Project code
4/1/2021	Deposit	100005	UF
4/6/2021	DD Ansvar Insurance		UF
5/5/2021	Direct Credit from Aerian Studios		UF
7/2/2021	DD Ansvar Insurance		UF
6/28/2021	Room Hire LTC Inv No: 15222	100023	UF
6/8/2021	NC expenses NC8	100022	UF
8/3/2021	DD Ansvar Insurance		UF
9/2/2021	DD Ansvar Insurance		UF
8/23/2021	Room booking Inv No: 15437	100024	UF
10/4/2021	DD Ansvar Insurance		UF
10/1/2021	Room booking Inv No: 63498	100025	UF
10/11/2021	SAVS invoice No: 188	100026	UF
11/2/2021	DD Ansvar Insurance		UF
10/26/2021	Room Hire Inv No: 15720	100027	UF
12/2/2021	DD Ansvar Insurance		UF
1/5/2022	DD Ansvar Insurance		UF
1/12/2022	Credit from HMRC Ref: ZD10226		UF
2/2/2022	DD Ansvar Insurance		UF
2/17/2022	Deposit at Barclays Southend	100006	
3/3/2022	DD Ansvar Insurance		UF

		2599.88	
Incoming	Outgoings	Balance	Date Cleared
		590.22	
2,000.00		2590.22	4/1/2021
	19.70	2570.52	4/6/2021
50.00		2620.52	5/5/2021
	19.71	2600.81	7/2/2021
	28.80	2572.01	7/6/2021
	210.56	2361.45	7/15/2021
	19.70	2341.75	8/3/2021
	19.70	2322.05	9/2/2021
	20.16	2301.89	9/7/2021
	19.70	2282.19	10/4/2021
	15.60	2266.59	10/21/2021
	60.00	2206.59	10/27/2021
	19.70	2186.89	11/2/2021
	20.16	2166.73	11/5/2021
	19.70	2147.03	12/2/2021
	19.70	2127.33	1/5/2022
501.95		2629.28	1/12/2022
	19.70	2609.58	2/2/2022
10.00		2619.58	2/17/2022
	19.70	2599.88	3/3/2022
		2599.88	
		2599.88	
		2599.88

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Petty Cash Account

Date	Details	Voucher no/ cheque no	Project ref

		0.00
Incoming	Outgoings	Balance
		0.00
		0.00
		0.00

Project 1

						Variance	0.00	0.00	0.00	0.00	0.00	0.00
						Budget						
				0	0	Actual balance	0.00	0.00	0.00	0.00	0.00	0.00
				Income								
Date	Details	Cheque no. /Ref	Ref	Grant	Other income	Opening Balance	Salaries	Tax/NI	Volunteer expenses	Trustee Expenses	Freelance / tutors	Tel/internet /fax
						0.00						
						0.00						
						0.00					

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Expenditure

Travel/parking	Light/heat/ utilities	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies

Project 2 [name of project]

						Variance	0.00	0.00	0.00	0.00	0.00
						Budget					
				0	0	Actual balance	0.00	0.00	0.00	0.00	0.00
				Income							
Date	Details	Cheque No/Ref	Ref	Grant	Other income	Opening Balance	Salaries	Tax/NI	Volunteer expenses	Trustee expenses	Freelance / tutors
						0.00					
						0.00					
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0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure

Tel/internet /fax	Travel/parking	Light/heat/ utilites	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies

Project 2 [name of project]

						Variance	0.00	0.00	0.00	0.00	0.00
						Budget					
				0	0	Actual balance	0.00	0.00	0.00	0.00	0.00
				Income							
Date	Details	Cheque No/Ref	Ref	Grant	Other income	Opening Balance	Salaries	Tax/NI	Volunteer expenses	Trustee expenses	Freelance / tutors
						0.00					
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Expenditure

Tel/internet /fax	Travel/parking	Light/heat/ utilites	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies

Project 2 [name of project]

						Variance	0.00	0.00	0.00	0.00	0.00
						Budget					
				0	0	Actual balance	0.00	0.00	0.00	0.00	0.00
				Income							
Date	Details	Cheque No/Ref	Ref	Grant	Other income	Opening Balance	Salaries	Tax/NI	Volunteer expenses	Trustee expenses	Freelance / tutors
						0.00					
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Expenditure

Tel/internet /fax	Travel/parking	Light/heat/ utilites	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies

Unrestricted Funds

						Variance	0.00	0.00	0.00
						Budget			
				0	2561.95	Actual balance	0.00	0.00	0.00
				Income					
Date	Details	Cheque No/Ref	Ref	Grant	Other income	Opening Balance	Salaries	Tax/NI	Volunteer expenses
						590.22			
4/1/2021	Deposit	100005			2000	2,590.22			
4/6/2021	DD Ansvar Insurance					2,570.52			
5/5/2021	Direct Credit from Aerian Studios				50	2,620.52			
7/2/2021	DD Ansvar Insurance					2,600.81			
6/28/2021	Room Hire LTC Inv No: 15222	100023				2,572.01			
6/8/2021	NC expenses NC8	100022				2,361.45			
8/3/2021	DD Ansvar Insurance					2,341.75			
9/2/2021	DD Ansvar Insurance					2,322.05			
8/23/2021	Room booking Inv No: 15437	100024				2,301.89			
10/4/2021	DD Ansvar Insurance					2,282.19			
10/1/2021	Room booking Inv No: 63498	100025				2,266.59			
10/11/2021	SAVS invoice No: 188	100026				2,206.59			
11/2/2021	DD Ansvar Insurance					2,186.89			
10/26/2021	Room Hire Inv No: 15720	100027				2,166.73			
12/2/2021	DD Ansvar Insurance					2,147.03			
1/5/2022	DD Ansvar Insurance					2,127.33			
1/12/2022	Credit from HMRC Ref: ZD10226				501.95	2,629.28			
2/2/2022	DD Ansvar Insurance					2,609.58			
2/17/2022	Deposit at Barclays Southend	100006			10	2,619.58			
3/3/2022	DD Ansvar Insurance					2,599.88			
						2,599.88			
						2,599.88			

0.00	-60.00	-148.21	-28.42	0.00	-7.95	0.00	-16.99	-84.72	-197.01	-8.99
0.00	60.00	148.21	28.42	0.00	7.95	0.00	16.99	84.72	197.01	8.99

Expenditure

Trustee expenses	Freelance / tutors	Tel/internet /fax	Travel/parking	Light/heat/ utilites	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies
									19.70	
									19.71	
								28.80		
		148.21	28.42		7.95		16.99			8.99
									19.70	
									19.70	
								20.16		
									19.70	
								15.60		
	60.00									
									19.70	
								20.16		
									19.70	
									19.70	
									19.70	
									19.70	

Income and Expenditure

	Total	UF	Total RF	Restricted Project 1	Restricted Project 2
Balance B/F	590.22	**590.22**	**0.00**		
Income					
Grants	0.00		**0.00**	0.00	0.00
	0.00				
	0.00				
	0.00				
Other Income	2,561.95	2,561.95	**0.00**	0.00	0.00
Total Income	**2,561.95**	**2,561.95**	**0.00**	**0.00**	**0.00**
Expenditure					
Salaries	0.00	0.00	**0.00**	0.00	0.00
Tax/NI	0.00	0.00	**0.00**	0.00	0.00
Volunteers Expenses	0.00	0.00	**0.00**	0.00	0.00
Trustees Expenses	0.00	0.00	**0.00**	0.00	0.00
Freelance/tutors	60.00	60.00	**0.00**	0.00	0.00
Tel, Internet, Fax	148.21	148.21	**0.00**	0.00	0.00
Travel/Parking	28.42	28.42	**0.00**	0.00	0.00
Light/heat/utilities	0.00	0.00	**0.00**	0.00	0.00
Snacks - clients	7.95	7.95	**0.00**	0.00	0.00
Photocopying	0.00	0.00	**0.00**	0.00	0.00
Publicity	16.99	16.99	**0.00**	0.00	0.00
Venue hire	84.72	84.72	**0.00**	0.00	0.00
Insurance	197.01	197.01	**0.00**	0.00	0.00
Office supplies	8.99	8.99	**0.00**	0.00	0.00
Total Expenditure	**552.29**	**552.29**	**0.00**	**0.00**	**0.00**
Surplus/Deficit	**2,009.66**	**2,009.66**	**0.00**	**0.00**	**0.00**
Balance C/F					

Funds (RF) Project 3	Project 4
0.00	0.00
0.00	0.00
0.00	**0.00**
0.00	0.00
0.00	0.00
0.00	0.00
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0.00	0.00
0.00	0.00
0.00	**0.00**
0.00	**0.00**

Balance Sheet

Current Assets		
Cash and Bank		
Bank Account	2,599.88	
Petty Cash	0.00	
Total Current Assets		**2,599.88**
Net Assets		**2,599.88**
Funds Position		
Restricted		
FSJ	0.00	
Project2	0.00	
Project3	0.00	
Project4	0.00	**0.00**
Unrestricted		2,599.88
Total Funds		**2,599.88**

COUNSELLING AND SUPPORT SERVICES SOUTHEND

England & Wales - Charity number 1184892

Accounts

CHARITY COMMISSION FOR ENGLAND AND WALES

Counselling and Support Services Southend	No (if any) 1184892

Receipts and payments accounts

CC16a

For the period from	Period start date 01 April 2020	To	Period end date 31 March 2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fundraising and community	-	-	-	-	1,000
Southend Bor Council	-	-	-	-	-
FSJ Trust	-	-	-	-	-
Essex Community Foundation	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
***Sub total** (Gross income for AR)*	-	-	-	-	1,000
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	-	-	-	1,000
A3 Payments					
Volunteer expenses	-	-	-	-	-
Freelance/tutors	50	-	-	50	
Tel, Internet, Fax	136	-	-	136	113
Rent	-	-	-	-	40
Refreshments clients	-	-	-	-	15
Photocopying	-	-	-	-	-
Publicity marketing	-	-	-	-	-
Venue hire	-	-	-	-	160
Insurance	177	-	-	177	197
Office supplies	-	-	-	-	-
	-	-	-	-	-
Sub total	363	-	-	363	525
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	363	-	-	363	525
Net of receipts/(payments)	- 363	-	-	- 363	475
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	953	-	-	953	478
Cash funds this year end	590	-	-	590	953

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Charity Funds	590	-	-
		-	-	-
		-	-	-
	Total cash funds	590	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	CDrewer	CJ DREWER	7/9/21
	KP	K. PIPE	7/9/21

WELCOME TO VOLUNTARY ACTION ISLINGTON EXCEL CASHBOOK FOR COMMU

This Excel Cashbook Template has been produced by Voluntary Action Islington's Commur
London Councils. You are welcome to reproduce the template, but please let us know (dev
instructions below before using the cashbook. You will need basic Excel skills to use this c

**We welcome feedback! As this is a new resource that we designed ourselves, we welcome any f
you find that any section of it does not work properly or that you can see an area that can be in
Many thanks.**

INSTRUCTIONS

This cashbook contains seven worksheets. Worksheets are labelled on tabs at the bottom
you'll be taken to that worksheet.

Bank Account
Petty Cash Account
Project 1
Project 2
Unrestricted Funds
Income and Expenditure
Balance Sheet

If you hover the cursor over a heading, you'll see an explanation appear, which tells you w

DO NOT ENTER INFORMATION ON THE GREY AREAS!! THESE CONTAIN FORMULAE AND LIN
AUTOMATICALLY.

1. Bank Account

ALL money coming into your organisation and leaving your organisation must be entered in your bank acco
entered AGAIN in the appropriate project worksheet or under petty cash. Don't forget to add all the details o
(box) G50, if you need more lines, put the cursor on G50, hold down the button on your mouse and drag G5
enough lines. If you go need to go beyond G200, you'll need to add these lines manually.

2. Petty Cash Account

This is similar to the Bank Account worksheet. Petty cash is the paper money/coins that are used in your org
a limited 'float' e.g. £50 that they keep in a secure box. The money can either be withdrawn from the bank a
be entered in the Bank Account (see above) and in the Petty Cash Account. The reference that is usually giv
withdrawal or the cheque number if you have cashed a cheque. The reference that is usually used for mone
number, e.g. PC001, PC002 etc. The number should be the same as the number used on your petty cash vo

3. Project Reports (project 1, project 2 etc.)

Most community groups are funded by grants. Many groups have more than one grant. It is important to ke
each grant. So, when you enter a transaction in the Bank Account or Petty Cash Account, and it relates to a
under the appropriate project account. Firstly, add the names of your projects to the worksheet headings, e
the project names can be used as project codes, e.g. Lunch Club is 'LC'. Secondly, go back to your applicati
your project budget under the red heading 'Expenditure'. We've put in example headings - but you need to
enter the budget figures in row 3 - above the appropriate heading. When you start to receive and spend mo
away how much you have spent and how much you have left (the variance) under each budget heading. All
side of the shaded balance column and any expenditure is entered on the right side of the balance column.

4. Unrestricted Funds

Some groups will be funded only by grants and will have no 'unrestricted funds' (in which case this workshe
money which is not 'restricted' by a funder - and can therefore be spent as the organisation wishes (as long
might be in the form of donations, membership fees, payments for services, fundraising events etc. All unre
Account (as with all income and expenditure), and then in the Unrestricted Funds worksheet. Charities are c

5. Income and Expenditure

This worksheet will present a summary of the money coming in and going out of your organisation. You will
other worksheets and should display figures automatically. It is important not to change the names of works
this worksheet you will be able to see how money is being spent at a glance - e.g. what is the total amount

6. Balance Sheet

This provides a 'snap-shot' of the organisation's finances, and will show how much money is being held by t
surplus or deficit. Obviously, these figures are based on your own records and may not correspond to bank s
bank statements with your records and carry out regular bank reconciliation.

Bank Account

Date	Details	Cheque no/ref	Project code
7/2/2020	DD Ansvar Insurance		UF
3/4/2020	Expenses NC7	100018	UF
8/4/2020	DD Ansvar Insurance		UF
9/3/2020	DD Ansvar Insurance		UF
10/1/2020	DD Ansvar Insurance		UF
11/3/2020	DD Ansvar Insurance		UF
12/2/2020	DD Ansvar Insurance		UF
1/5/2021	DD Ansvar Insurance		UF
2/2/2021	DD Ansvar Insurance		UF
2/1/2021	Accounts review Inv No 97	100021	UF
3/2/2021	DD Ansvar Insurance		UF

Incoming	Outgoings	Balance	Date Cleared
		590.22	
		953.21	
	19.71	933.50	7/2/2020
	135.68	797.82	7/21/2020
	19.70	778.12	8/4/2020
	19.70	758.42	9/3/2020
	19.70	738.72	10/1/2020
	19.70	719.02	11/3/2020
	19.70	699.32	12/2/2020
	19.70	679.62	1/5/2021
	19.70	659.92	2/2/2021
	50.00	609.92	2/24/2021
	19.70	590.22	3/2/2021
		590.22	
		590.22	
		590.22

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Petty Cash Account

Date	Details	Voucher no/ cheque no	Project ref

		0.00
Incoming	Outgoings	Balance
		0.00
		0.00
		0.00

Project 1

						Variance	0.00	0.00	0.00	0.00	0.00	0.00
						Budget						
				0	0	Actual balance	0.00	0.00	0.00	0.00	0.00	0.00
				Income								
Date	Details	Cheque no. /Ref	Ref	Grant	Other income	Opening Balance	Salaries	Tax/NI	Volunteer expenses	Trustee Expenses	Freelance / tutors	Tel/internet /fax
						0.00						
						0.00						
						0.00					

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	Expenditure						
Rent	Light/heat/ utilities	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies

Project 2 [name of project]

						Variance	0.00	0.00	0.00	0.00	0.00
						Budget					
				0	0	Actual balance	0.00	0.00	0.00	0.00	0.00
				Income							
Date	Details	Cheque No/Ref	Ref	Grant	Other income	Opening Balance	Salaries	Tax/NI	Volunteer expenses	Trustee expenses	Freelance / tutors
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
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						0.00					
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						0.00					
						0.00					
						0.00					
						0.00					
						0.00					

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure

Tel/internet /fax	Rent	Light/heat/ utilites	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies

Project 2 [name of project]

						Variance	0.00	0.00	0.00	0.00	0.00
						Budget					
				0	0	Actual balance	0.00	0.00	0.00	0.00	0.00
				Income							
Date	Details	Cheque No/Ref	Ref	Grant	Other income	Opening Balance	Salaries	Tax/NI	Volunteer expenses	Trustee expenses	Freelance / tutors
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure

Tel/internet /fax	Rent	Light/heat/ utilites	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies

Project 2 [name of project]

						Variance	0.00	0.00	0.00	0.00	0.00
						Budget					
				0	0	Actual balance	0.00	0.00	0.00	0.00	0.00
				Income							
Date	Details	Cheque No/Ref	Ref	Grant	Other income	Opening Balance	Salaries	Tax/NI	Volunteer expenses	Trustee expenses	Freelance / tutors
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
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						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					
						0.00					

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure

Tel/internet /fax	Rent	Light/heat/ utilites	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies

Unrestricted Funds

						Variance	0.00	0.00	0.00	0.00
						Budget				
				0	0	Actual balance	0.00	0.00	0.00	0.00
				Income						
Date	Details	Cheque No/Ref	Ref	Grant	Other income	Opening Balance	Salaries	Tax/NI	Volunteer expenses	Trustee expenses
						953.21				
7/2/2020	DD Ansvar Insurance					933.50				
3/4/2020	Expenses NC7	100018				797.82				
8/4/2020	DD Ansvar Insurance					778.12				
9/3/2020	DD Ansvar Insurance					758.42				
10/1/2020	DD Ansvar Insurance					738.72				
11/3/2020	DD Ansvar Insurance					719.02				
12/2/2020	DD Ansvar Insurance					699.32				
1/5/2021	DD Ansvar Insurance					679.62				
2/2/2021	DD Ansvar Insurance					659.92				
2/1/2021	Accounts review Inv No 97	100021				609.92				
3/2/2021	DD Ansvar Insurance					590.22				
						590.22				
						590.22				
						590.22				
						590.22				
						590.22				
						590.22				
						590.22				
						590.22				
						590.22				
						590.22				
						590.22				

-50.00	-135.68	0.00	0.00	0.00	0.00	0.00	0.00	-177.31	0.00
50.00	135.68	0.00	0.00	0.00	0.00	0.00	0.00	177.31	0.00

Expenditure

Freelance / tutors	Tel/internet /fax	Rent	Light/heat/ utilites	Snacks - clients	Photo-copying	Publicity	Venue hire	Insurance	Office supplies
								19.71	
	135.68								
								19.70	
								19.70	
								19.70	
								19.70	
								19.70	
								19.70	
								19.70	
50.00									
								19.70	

Income and Expenditure

	Total	UF	Total RF	Restricted Project 1	Restricted Project 2
Balance B/F	953.21	**953.21**	**0.00**		
Income					
Grants	0.00		**0.00**	0.00	0.00
	0.00				
	0.00				
	0.00				
Other Income	0.00	0.00	**0.00**	0.00	0.00
Total Income	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Expenditure					
Salaries	0.00	0.00	**0.00**	0.00	0.00
Tax/NI	0.00	0.00	**0.00**	0.00	0.00
Volunteers Expenses	0.00	0.00	**0.00**	0.00	0.00
Trustees Expenses	0.00	0.00	**0.00**	0.00	0.00
Freelance/tutors	50.00	50.00	**0.00**	0.00	0.00
Tel, Internet, Fax	135.68	135.68	**0.00**	0.00	0.00
Rent	0.00	0.00	**0.00**	0.00	0.00
Light/heat/utilities	0.00	0.00	**0.00**	0.00	0.00
Snacks - clients	0.00	0.00	**0.00**	0.00	0.00
Photocopying	0.00	0.00	**0.00**	0.00	0.00
Publicity	0.00	0.00	**0.00**	0.00	0.00
Venue hire	0.00	0.00	**0.00**	0.00	0.00
Insurance	177.31	177.31	**0.00**	0.00	0.00
Office supplies	0.00	0.00	**0.00**	0.00	0.00
Total Expenditure	**362.99**	**362.99**	**0.00**	**0.00**	**0.00**
Surplus/Deficit	**-362.99**	**-362.99**	**0.00**	**0.00**	**0.00**
Balance C/F					

Funds (RF) Project 3	Project 4
0.00	0.00
0.00	0.00
0.00	**0.00**
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	**0.00**
0.00	**0.00**

Balance Sheet

Current Assets		
Cash and Bank		
Bank Account	590.22	
Petty Cash	0.00	
Total Current Assets		**590.22**
Net Assets		**590.22**
Funds Position		
Restricted		
FSJ	0.00	
Project2	0.00	
Project3	0.00	
Project4	0.00	**0.00**
Unrestricted		590.22
Total Funds		**590.22**