



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 1st Oct 19 Period start date

To: 30th Sept 20 Period end date

Charity name: Olive Branch Counselling

Charity registration number: 1185613

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To offer safe, professional and affordable counselling for the people of Wiltshire
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Activities to include serving the local community by helping our clients take greater control of their lives with a view to increased fulfilment , functioning & empowerment.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are all fully cognisant of guidance issued by the Charity Commission with regards to the public benefits the charity should offer.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity has had to adapt with the onset of COVID 19 from a traditional face 2 face organisation to a more flexible approach to counselling – this has led to cultural difficulties with our clients not only having to manage the virus which we know is closely linked to increases in Mental Health support requirements.</p> <p>Our sustainability has been achieved via great effort from all our counsellors and clients.</p> <p>We continue to progress with around 25 counsellors seeing on average 3 clients at a time.</p> <p>We believe in full equality and diversity to support society as a whole.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity closing bank balance was £52.5k with a net YoY income of £16.0k predominantly sourced via grants.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	No specific reserves are held – all income used to settle employees , overheads and supervision costs
Amount of reserves held	Para 1.22	None specific other than cash balance
Reasons for holding zero reserves	Para 1.22	See above
Details of fund materially in deficit	Para 1.24	Not applicable – positive cash position
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None – expectation is continue as going concern

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution document
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees consist of seven – integrally associated with the charity and its operation and strategic goals.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Olive Branch Counselling
Other name the charity uses	None
Registered charity number	1185613
Charity's principal address	Top Floor Saxon Court 21 Gladstone Road Chippenham Wiltshire SN15 3BW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paul Austin	Trustee	14/07/20	
2	Geoffrey Wheeler	Trustee (Chair)	19/11/19	
3	Claire Cosgrove	Trustee	14/05/20	
4	Peter Sims	Trustee	19/11/19	
5	Margaret Russell	Trustee	19/11/19	
6	Sophia Austin	Trustee	01/03/20	
7	Thomas Wethers	Trustee	19/11/19	
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Corporate trustees – names of the directors at the date the report was approved

Director name	None	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
	None	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Paul Austin (Covid 19)	
Full name(s)	Paul Charles Austin	
Position (eg Secretary, Chair, etc)	Trustee	
Date	05/07/21	

Olive Branch Counselling
Full Year Statement - 1st October 2019 - 30 September 2020
General Account

	18/19	19/20		18/19	19/20	Bank/Deposit Accounts	
Income	£	£	Expenditure	£	£		
Hire of Premises	620.00	3,348.00	Administrator Wages	2,178.35	2,502.28	Opening Balance	Current Account 4,583.06 Deposit Account 12,053.16 Business Account 20,003.76 Total Funds 36,639.98
Client Donations	12,076.47	17,787.95	Counselling Manager Wages	6,644.68	10,316.00	Credits	58,375.06 0.00 0.00 58,375.06
Other Donations	23,516.02	26,770.00	Co-ordinator Wages	1,261.40	0.00	Debits	(42,382.07) 0.00 0.00 (42,382.07)
Registration & Assessments	0.00	1,013.14	Income Tax / HMRC	911.96	586.28	Transfers In	32,056.92 (12,053.16) (20,003.76) 0.00
Tax Reclaimed	0.00	7,257.66	Employer Pension Contribution	68.15	636.98	Transfers Out	0.00 0.00 0.00 0.00
Grants	34,630.00	2,012.00	Supervision Costs	2,626.00	4,287.00	Closing Balance	52,632.97 0.00 0.00 52,632.97
Misc	206.36	170.47	Staff & Counsellors Expenses	143.40	894.39		
Interest	2.76	15.84	Training	128.66	980.00		
Courses	505.00	0.00	Insurance	636.92	1,040.81		
			CRB & Affiliation	129.00	530.00		
			Administration Costs	1,364.22	862.10		
			Equipment Costs	3,146.47	223.43		
			Property	33,132.71	19,492.80		
			Misc	2,487.31	30.00		
Total Income	71,556.61	58,375.06	Total Expenditure	54,859.23	42,382.07		
		0.00 Check			0.00 Check		
Total Income		58,375.06					
Less - Total Expenditure		42,382.07					
Surplus (Deficit)		15,992.99					
Opening Balance		36,639.98					
Surplus (Deficit)		15,992.99					
Closing Balance		52,632.97					