



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 1st Oct 21 **Period start date** **To:** 30th Sept 22 **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 deal with a number of challenges in this financial year particularly around a shortage of volunteer counsellors and the increase in demand from clients with limited resources.</p> <p>Our sustainability has been achieved via great effort from all our counsellors and clients.</p> <p>We continue to progress with around 20 counsellors seeing on average 3 clients a week.</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 £51.8k with a net YoY expense of £3.3k 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 three – 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 (chair)	14/07/20	
2	Thomas Wethers	Trustee	19/11/19	
3	Peter Sims	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	07/07/23	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity name

OLIVE BRANCH COUNSELLING

On accounts for the year
ended

30th SEPTEMBER, 2022

Charity no
(if any)

1185613

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2022.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]] Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

(signature)

Date:

20/07/23

Name:

CHRISTOPHER DAVID WATCHMAN

Relevant professional
qualification(s) or body

CHARTERED CERTIFIED ACCOUNTANT (FCA)

IER



Olive Branch Counselling
Full Year Statement - 1st October 2021 - 30 September 2022
General Account

	21/22		21/22
Income	£	Expenditure	£
Hire of Premises	1,233.00	Administrator Wages	4,766.92
Client Donations	21,798.50	Counselling Manager Wages	13,767.14
Other Donations	9,025.00	Co-ordinator Wages	0.00
Registration & Assessments	1,747.00	Income Tax / HMRC	1,885.29
Tax Reclaimed	6,713.15	Employer Pension Contribution	0.00
Grants	0.00	Supervision Costs	5,273.50
Misc	10.82	Staff & Counsellors Expenses	860.78
Interest	0.00	Training	440.00
Courses	0.00	Insurance	1,032.17
		CRB & Affiliation	565.00
		Administration Costs	240.00
		Equipment Costs	0.00
		Software Costs	2,408.36
		Property	19,702.69
		Misc	0.00
Total Income	<u>40,527.47</u>	Total Expenditure	<u>50,941.85</u>
	Check		0.00 Check
Total Income	40,527.47		
Less - Total Expenditure	<u>50,941.85</u>		
Surplus (Deficit)	<u>(10,414.38)</u>		
Opening Balance	55,011.26		
Surplus (Deficit)	<u>(10,414.38)</u>		
Closing Balance	<u>44,596.88</u> Check		0.00