



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 1st Oct 22 Period start date

To: 30th Sept 23 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. Our sustainability has been achieved via great effort from all our counsellors and clients.</p> <p>We have significantly increased the number of counsellors this year and now have around 60 (part time) . Each counsellor is seeing around 3 clients a week on average.</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 £26.9k with a net YoY expense of £24.8k predominantly sourced via grants & donations – YoY movement was significant with an increase in staff headcount reviewed in FY 23/24. |
| 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 four – 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 | Edward Kerr | Trustee | 01/12/22 | |
| 4 | Claire Stringer | Trustee | 01/03/23 | |
| 5 | | | | |
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| 20 | | | | |

Corporate trustees – names of the directors at the date the report was approved

| Director name | None | |
|---------------|------|--|
| | | |
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| | | |
| | | |
| | | |
| | | |

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 | 20/06/24 |
|-------------|----------|

| Sum of Transaction | | Year Period | | | | | | | | | | | | | | | | | 2023 Total | 2024 | |
|----------------------|-------------------------------------|-------------|----------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|------------|-------|---------|
| Income / Expenditure | Description | 2020 | 2021 | 2022 | 2023 | | | | | | | | | | | | | | | | |
| | | | | | Oct-22 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | | | | | |
| Expenditure | Accountants Fee | (240) | (240) | (240) | | | | | | | | | | | | | (600) | | (600) | | |
| | Advertising Costs | | | | (285) | | | | | | | | | | | | | (285) | | | |
| | Cleaning | | (1,080) | (2,000) | (200) | (160) | (200) | (160) | (96) | | (126) | (114) | (192) | | (228) | | (1,476) | (120) | | | |
| | Contra | | | 0 | | | | | | | | | | | | | | | | 0 | |
| | Counsellor Meal | | | (163) | | | | | | | | | | | | | | | | | |
| | Counsellor Meeting | | | | | | | | | | | | | | | | | | | (106) | |
| | DBS Costs | (390) | (104) | 0 | (10) | 0 | | 49 | (50) | | | | | | (258) | (70) | (213) | (551) | (262) | | |
| | Employee Gifts | (30) | (83) | (217) | | | | | | | | | | | | | | (250) | | | |
| | Fire Alarm Service | (229) | | | | | | | | | | | | | | | (150) | | | | |
| | HMRC - Tax/NI | (586) | (1,474) | (1,885) | (286) | (159) | (159) | (386) | (772) | | (386) | | (386) | (419) | | | (2,952) | | | | |
| | ICO Registration | | | (40) | | | | | | | | | | | | | (40) | | | (40) | |
| | Insurance - ELI | (283) | (290) | (16) | | | | | | | | | | | | | | (658) | | (658) | |
| | Landlords Ins | (254) | (170) | (246) | | | | | | | | | | | | | | | | (307) | |
| | Membership ACC | (140) | | (285) | | | | | | | | | | | | | | | | | |
| | Membership BACP | | (240) | (240) | | | | | | | | | | | | | | | | | |
| | Office Equipment | (223) | (30) | | | | | | | | | | | | | | | (160) | | (160) | (694) |
| | Pension Costs | (637) | (67) | | | | | | | | | | | | | | | | | | |
| | Power | (641) | (413) | (352) | (46) | (14) | (32) | (48) | (82) | (59) | (3) | (69) | (57) | (60) | (63) | (53) | (588) | (504) | | | |
| | Premises Cost | (1,522) | (492) | (518) | (25) | | (25) | (15) | (38) | | | | (44) | (110) | (55) | (132) | (120) | (564) | (521) | | |
| | Rates | (1,089) | (1,101) | (1,101) | (92) | (92) | (92) | (92) | (92) | (92) | (92) | (93) | (97) | (97) | (97) | (97) | (97) | (1,130) | (582) | | |
| | Recruitment Costs | | | | (15) | (55) | | | | | | | | | | | | (70) | | | |
| | Rent | (15,192) | (15,192) | (15,192) | (1,266) | (1,266) | (1,266) | (1,266) | (1,266) | (1,266) | (1,266) | (1,266) | (1,266) | (1,266) | (1,266) | (1,266) | (1,266) | (15,192) | (7,596) | | |
| | Room Hire Costs | (14) | | | | | | | | | | | | | | | | | | | |
| | Salary - AW | (10,316) | (1,116) | | | | | | | | | | | | | | | | | | |
| | Salary - CM | | (9,737) | (13,767) | (1,361) | (1,361) | (851) | (1,109) | (1,109) | (1,109) | (1,109) | (1,109) | (1,109) | (1,109) | | | | (10,227) | | | |
| | Salary - DS | | | | (650) | (650) | (650) | (650) | (650) | (650) | | | | | | | | (3,250) | | | |
| | Salary - SF | (2,502) | (3,640) | (4,767) | (520) | (520) | (520) | (780) | (780) | (780) | (780) | (780) | (780) | (780) | (2,130) | | | (8,370) | | | |
| | Saxon (Duplication ??) | 0 | | | | | | | | | | | | | | | | | | | |
| | Software Costs | (118) | (1,276) | (2,236) | (349) | (162) | (148) | (530) | (162) | (166) | (163) | (163) | (26) | (334) | (173) | (173) | (2,549) | (348) | | | |
| | Stationary | (259) | (47) | (176) | | | | | | | | | | | | | (184) | (121) | (90) | (611) | (1,127) |
| | Subscription NCPS | | | | | | | | | | | | | | | | | | (100) | (100) | |
| | Supervision Costs | (894) | (1,190) | (120) | (20) | (20) | | | | (165) | (185) | (150) | (90) | (60) | (310) | (60) | (1,060) | (420) | | | |
| | Supervisor Costs | (4,287) | (5,267) | (5,154) | (660) | (285) | (305) | (125) | (350) | (210) | | (205) | (250) | (220) | (185) | (365) | (3,160) | (9,565) | | | |
| | SW Hygiene | (59) | | | | | | | | | | | | | | | | | | | |
| | Telephone | (531) | (318) | (364) | (28) | (27) | (27) | (20) | (29) | (29) | (34) | (33) | (34) | (39) | (33) | (39) | (374) | (263) | | | |
| | Training Costs | (980) | (500) | (440) | | | | | | | | | | | | | | | | | |
| | Travel Expenses | | | | | | | | | | | | | | | | (160) | | | (740) | |
| | Trustee Insurance | | | | | | | | | | | | | | | | (380) | | (200) | | |
| | Trustee Meeting | (504) | (504) | (770) | | | | | | | | | | | | | | | | | |
| | Water | (289) | | | | | | | | | | | | | | | | | | | |
| Website Costs | (173) | | (173) | | | | | | | | | | | | | | | | | | |
| Xmas Gifts | | | (480) | | | | | | | | | | | | | | | | (420) | (424) | |
| Xmas Party | | | | | | | | | | | | | | | | (300) | | (63) | | | |
| Expenditure Total | | (42,382) | (44,571) | (50,942) | (4,878) | (4,421) | (4,070) | (5,726) | (5,681) | (4,526) | (5,175) | (4,680) | (4,894) | (5,321) | (4,095) | (2,577) | (56,045) | (22,643) | | | |
| Income | Amazon Income | 7 | 13 | 11 | | | | | | | | | | | | | | | | 18 | |
| | Client Income | 17,788 | 24,903 | 21,799 | 2,119 | 2,558 | 1,360 | 2,298 | 1,640 | 1,930 | 1,205 | 1,693 | 2,075 | 1,564 | 2,358 | 3,828 | 24,627 | 34,984 | | | |
| | Deposit Interest | 16 | | | | | | | | | | | | | | | | | | | |
| | Donation - AF | 5,325 | 185 | 275 | 25 | 25 | 25 | | 25 | 25 | 25 | 25 | 25 | 25 | | | 225 | | | | |
| | Donation - BP | 40 | | | | | | | | | | | | | | | | | | | |
| | Donation - CAF | | 11,088 | | | | | | | | | | | | | | | | | | |
| | Donation - CC | | 40 | | | | | | | | | | | | | | | | | 200 | |
| | Donation - Chippenham Borough Lands | | | | | | | | | | | | | | | | | | | | |
| | Donation - Chippenham Lands | 1,220 | | | | | | | | | | | | | | | | | | 195 | |
| | Donation - Chippenham Lions | 500 | | | | | | | | | | | | | | | | | | | |
| | Donation - CR | 51 | 300 | 300 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 300 | 150 | | | |
| | Donation - Crowdfunder | | | | | | | | | | | | | | | | | | | 371 | |
| | Donation - CW | 5,070 | | | | | | | | | | | | | | | | | | | |
| | Donation - Holman Fleet | | | | | | | | | | | | | | | | | | | 1,542 | |
| | Donation - Kauri Centre | 4,500 | | | | | | | | | | | | | | | | | | | |
| | Donation - KG | 400 | 400 | 300 | | | | | | | | | | | | | | | | | |
| | Donation - Lower Green | | | | | | | | | | | | | | | | | | | 180 | |
| | Donation - McManus | 100 | | | | | | | | | | | | | | | | | | | |
| | Donation - Misc | 200 | | | | | | | | | | | | | | | | | | 180 | |
| | Donation - North Wilts Meth | 2,000 | | | | | | | | | | | | | | | | | | | |
| | Donation - NT Fundraiser | | | | | | | | | | | | | | | | | | | 300 | |
| | Donation - Purposes Trust | 3,000 | 3,000 | 3,000 | | | | | | | | | | | | | | | | | |
| | Donation - SB | | 360 | | | | | | | | | | | | | | | | | | |
| | Donation - SH | 170 | | | | | | | | | | | | | | | | | | | |
| | Donation - Sheldon Meth | 250 | | | | | | | | | | | | | | | | | | | |
| | Donation - St Pauls 2018 | 242 | | | | | | | | | | | | | | | | | | | |
| | Donation - St Pauls 2019 | 262 | | | | | | | | | | | | | | | | | | | |
| | Donation - St Pauls 2022 | | | | | | | | | | | | | | | | | | | 217 | |
| | Donation - St Peters | 80 | | | | | | | | | | | | | | | | | | | |
| | Donation - Tithe Trust | | 226 | 290 | | | | | | | | | | | | | | | | | |
| | Donation - TW/CW | 360 | 360 | 360 | 30 | | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 330 | 680 | | | |
| | Donation - Zurich CT | 3,000 | | | | | | | | | | | | | | | | | | | |
| | Gift Aid Income | 7,258 | 7,532 | 6,713 | | | | | | | | | | | | | | | | | |
| | Golf Day | | | 7,500 | | | | | | | | | | | | | | | | | |
| | Grant - Corsham TC | 500 | | | | | | | | | | | | | | | | | | | |
| | Grant - Wiltshire CF | 1,512 | | | | | | | | | | | | | | | | | | | |
| Misc Income | | | | | | | | | | | | | | | | | | | 91 | | |
| Room Hire Income | 3,348 | 1,350 | 1,233 | | | | | | | | | | | | | | | | | | |
| Stripe Income | 509 | 731 | 477 | 52 | 82 | 10 | 49 | 165 | 15 | 215 | 215 | 215 | 236 | 243 | 236 | 243 | 1,818 | 1,355 | | | |
| Supervision Income | 10 | 595 | 1,270 | | 60 | 120 | 120 | 135 | 255 | 298 | 168 | 328 | 188 | 298 | 358 | | 2,325 | 4,645 | | | |
| Training Income | 494 | | | | | | | | | | | | | | | | | | | | |
| Waitrose Tokens | 163 | | | | | | | | | | | | | | | | | | | | |
| Income Total | | 58,375 | 51,083 | 43,527 | 2,251 | 2,750 | 1,570 | 2,581 | 2,235 | 2,892 | 2,178 | 2,168 | 2,748 | 2,075 | 2,946 | 4,834 | 31,229 | 44,602 | | | |
| Grand Total | | 15,993 | 6,512 | (7,414) | (2,627) | (1,671) | (2,500) | (3,145) | (3,446) | (1,634) | (2,997) | (2,512) | (2,146) | (3,246) | (1,149) | 2,258 | (24,815) | 21,959 | | | |

Op Balance 01/10/22 51,756
Income 31,229
Expenditure (56,045)
Cl Balance 30/09/23 26,941



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 2023

Charity no
(if any)

1185613

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2023.

Responsibilities and
basis of report

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

~~[If 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:

Christopher

Date:

14/06/2024

Name:

CHRISTOPHER DAVID WATCHMAN

Relevant professional
qualification(s) or body

F.C.C.A.