



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 1st Oct 23 Period start date

To: 30th Sept 24 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 continues 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 and a Manager who is unpaid.</p> <p>We have significantly increased the number of counsellors this year and now have around 80 (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 £79.4k with a net YoY income of £52.4k predominantly sourced via grants & donations – YoY movement was significant with a reduction of admin / management from paid to unpaid.
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	Edward Kerr	Trustee	01/12/22	
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20				

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	23/06/25	

Sum of Transaction		2024												2024 Total
Income / Expenditure	Description	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	
Expenditure	Accountants Fee									(384)				(384)
	Admin - EL												(577)	(577)
	Admin - FM											(225)	(90)	(315)
	Admin - MM									(300)	(1,200)	(1,500)	(360)	(3,360)
	Admin - VF											(78)	(394)	(471)
	Advertising Costs													
	Cleaning	(120)								(120)	(330)	(300)	(15)	(885)
	Contra		0											0
	Counsellor Gifts								(70)				(50)	(119)
	Counsellor Meal				(106)									(106)
	Counsellor Meeting						(12)							(106)
	DBS Costs	133	(166)	(216)			(12)							(262)
	Employee Gifts													
	Fire Alarm Service													
	HMRC - Tax/NI													
	ICO Registration								(40)					(40)
	Insurance - ELI													
	Landlords Ins									(340)				(340)
	Membership ACC													
	Membership BACP													
	Office Equipment		(13)	(680)										(694)
	Pension Costs													
	Power	(67)		(165)	(95)		(178)	(99)	(94)	(74)	(85)	(101)	(88)	(1,046)
	Premises Cost		(20)		(136)	(31)	(335)	(456)	(416)	(106)	(184)	(785)	(13,016)	(15,484)
	Rates	(97)	(97)	(97)	(97)	(97)	(97)	(106)	(103)	(103)	(103)	(103)	(103)	(1,203)
	Recruitment Costs													
	Rent	(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)
	Room Hire Costs													
	Salary - AW													
	Salary - CM													
	Salary - DS													
	Salary - SF													
	Saxon (Duplication ??)													
	Saxon Care								(5,346)					(5,346)
	Software Costs	(170)	(87)	(16)	(20)				(127)	(16)		(295)	(16)	(746)
	Stationary	(290)	(604)	(137)		(95)		(139)		(1,545)	(170)	(441)	(1,358)	(4,779)
	Subscription - NCPS												(100)	(100)
	Supervision Costs	(60)	(45)	(45)	(45)		(45)	(45)	(1,865)	(45)	(45)	(45)	(45)	(2,330)
	Supervisor Costs	(1,888)	(1,560)	(1,893)	(255)	(2,073)	(2,133)	(2,823)	(490)	(3,743)	(3,339)	(3,453)	(2,588)	(26,234)
	SW Hygiene													
	Telephone	(40)	(40)	(43)	(34)	(52)	(55)	(36)	(88)	(47)	(41)	(616)	(51)	(1,142)
	Training Costs													
	Travel Expenses													
	Trustee Insurance											(702)		(702)
	Trustee Meeting				(112)							(102)	(42)	(256)
	Water													
	Website Costs													
	Xmas Gifts		(387)	(37)										(424)
	Xmas Party													
Expenditure Total		(3,865)	(4,285)	(4,707)	(2,054)	(3,613)	(4,120)	(4,970)	(9,905)	(8,088)	(6,762)	(10,011)	(20,159)	(82,537)
Income	Amazon Income													
	Chippenham Marathon													
	Client Income	6,582	5,310	3,743	6,917	6,237	6,384	7,197	6,916	6,702	8,092	5,659	5,774	75,514
	Deposit Interest													
	Donation - AF													
	Donation - BP													
	Donation - CAF		200											200
	Donation - CC													
	Donation - Chippenham Borough Lands		195									10,000		10,195
	Donation - Chippenham Lands													
	Donation - Chippenham Lions													
	Donation - Chippenham Town Council											881		881
	Donation - CR	25	25	25	25	25	25	25	25	25	25	25	25	275
	Donation - Crowdfunder				371									371
	Donation - CW													
	Donation - Holman Fleet			1,542										1,542
	Donation - Kauri Centre													
	Donation - KG													
	Donation - Lower Green													
	Donation - McManus													
	Donation - Misc	25		25	130				70			2	10	262
	Donation - North Wilts Meth													
	Donation - NT Fundraiser		300											300
	Donation - Purposes Trust													
	Donation - SB													
	Donation - SH													
	Donation - Sheldon Meth													
	Donation - St Marys Church										150			150
	Donation - St Pauls 2018													
	Donation - St Pauls 2019													
	Donation - St Pauls 2022													
	Donation - St Peters													
	Donation - Tithe Trust							90						90
	Donation - TW/CW	30	30	30	530	30	30	30	30	30	30	30	30	860
	Donation - Zurich CT													
	Gift Aid Income								12,174					12,174
	Golf Day													
	Grant - Clothworkers									5,500				5,500
	Grant - Corsham TC													
	Grant - Main Grant							9,970						9,970
	Grant - Wiltshire CF									5,000				5,000
	Room Hire Income	257	257	271	250	264	56	35	42	56	42	21	63	1,614
	Stripe Income													
	Supervision Income	613	533	368	1,128	1,018	798	858	998	988	978	868	928	10,070
	Training Income													
	Waitrose Tokens													
Income Total		7,532	6,850	6,003	9,351	7,574	7,292	18,205	20,255	18,301	9,317	17,485	6,805	134,968
Grand Total		3,667	2,565	1,296	7,297	3,961	3,173	13,235	10,350	10,213	2,554	7,474	(13,354)	52,430

Op Balance	26,941
Expenditure	(82,537)
Income	134,968
Cl Balance	79,371
Check	0



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 2024

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 30/09/2024

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

~~[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:

17/6/25

Name:

CHRISTOPHER DAVID WATCHMAN

Relevant professional
qualification(s) or body

CHARTERED CERTIFIED ACCOUNTANT (F.C.C.A.)

(if any):

Address:

WATCHMAN ACCOUNTANTS LIMITED

48 The Causeway, Chippenham

Wiltshire SN15 3DD

Company No: 13800518

Email: chris@watchmanaccountants.com

Tel: 01249 658059

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.