

HBBS COUNSELLING

England & Wales · Charity number 1198645

Details

Other names	HAVERING AND BRENTWOOD BEREAVEMENT SERVICE
Status	Registered
Legal form	CIO
Registered	2022-04-18
Register	View on the Charity Commission register

Contact

Address	165 Ardleigh Green Road Hornchurch RM11 2LF
Phone	01277283199
Email	enquiries@hbbscounselling.org
Website	https://www.hbbscounselling.org/

Activities

Objects: To relieve children and adults in need, primarily in Havering and Brentwood, who are suffering from the effects of bereavement or other loss by provision of counselling services and support

Activities: Provides counselling services to children and adults

Classification

- **How:** Provides Services
- **What:** General Charitable Purposes, Disability, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£243,120	£312,659	-	-
2024-03-31	£185,661	£234,103	-	-
2023-03-31	£203,402	£182,702	-	-

Trustees

Name	Role	Appointed
Adrian David Sheridan	Chair	2025-02-28
Dr Heather Churchill		2023-10-19
James Cattle		2022-04-18
Kelly Harman		2024-07-16
alan Finch		2024-07-16

HBBS COUNSELLING

England & Wales - Charity number 1198645

Accounts

HBBS COUNSELLING

COMPLETE ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31ST MARCH 2025

Registered Charity No: 1198645

165 Ardleigh Green, Essex RM11 2SP

Email: enquiries@hbbscounselling.org

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OUR MISSION

"To provide a counselling service, with a specialism in bereavement, supporting the emotional wellbeing of people of all ages in our community"

HBBS Counselling (formerly Havering & Brentwood Bereavement Service) is a local charity, established in 1989 to provide one-to-one bereavement counselling for adults. HBBS has grown and evolved over the years, diversifying and responding to meet the needs of our community. In addition to bereavement and loss as a specialism HBBS provides counselling for all ages and for a wider variety of issues.

HBBS has worked in Havering and Brentwood to develop strong partnerships in the community with schools, health professionals, GPs and other agencies. Counselling is also provided, on request, in other areas of Essex.

HBBS Children and young people's bereavement service began in November 2009 offering specialist individual face to face counselling to children struggling to cope with a recent bereavement. The service has continued uninterrupted since then, funded most notably by The National Lottery and BBC Children in Need.

The adult service is currently free to Havering adults, funded by The National Lottery and is funded by Essex Community Foundation for Essex adults. We have recently finished offering free bereavement counselling to adults in Thurrock.

In addition to individual counselling, we also deliver Clinical Supervision sessions to Havering School Leaders which is funded by NE London ICB via Havering Children & Young People's Emotional Wellbeing group.

Our dedicated, professional team of counsellors hold a wide range of experience and expertise in working with bereavement and loss, alongside expertise in working with trauma, anticipatory grief, issues affecting young people and clients with special needs. Our aim is to deliver timely high quality counselling interventions for adults, dementia carers, children and young people.

HBBS operate in a challenging financial environment, but our ethos is one of flexibility, which has meant we are always open to taking on new projects to better serve our clients and community. We exist to make a lasting positive difference to the people and communities we work with. HBBS are particularly well known for bereavement counselling, but the scope of what we do reaches beyond that.

CHAIR'S REPORT

I am pleased to present this year's Annual Report for HBBS Counselling. This past year has undoubtedly been one with many challenges. We have faced financial pressures, increased demand for our services, and the enduring impacts of economic downturn and reduced funding. Despite

these headwinds, the resilience of our CEO, the core team, volunteers and supporters has been nothing short of inspiring.

The year was marked by a significant decrease in funding from key sources, compounded by rising operational costs. This has put increased pressure on the unrestricted funds that support the operation. These constraints forced us to make difficult decisions, including scaling back some of the roles and reducing capacity. I would like to thank Daniel Shore for his tenure as Chair and thank those members of staff who have given great support to the Charity over the years, and we wish them well for the future.

I am always amazed at the focus and motivation of the core team, demonstrating to the Trustees that as a team, they remained deeply committed to our mission and supporting those in need. Amid the difficulties, there are genuine signs of recovery and hope. Thanks to a concerted effort in strategic fundraising and community engagement, we have begun to extend and create partnerships that will look to support and stabilise our financial position. New partnerships have been established with local organisations, and we are exploring fresh avenues for sustainable income.

We've also undertaken a thorough internal review to ensure our operations are as efficient and impactful as possible. This has led to the implementation of streamlined procedures, focusing the governance procedures, improved data tracking, and a renewed focus on outcome-driven programs.

Our staff and volunteers, as always, have been the lifeblood of our charity. Their unwavering support has kept us moving forward. I extend my deepest gratitude to each and every one of them.

Whilst we are still effecting change, we are beginning to see new opportunity. With several new funding applications pending and an upcoming public awareness campaign, we are cautiously optimistic about the year to come.

I would like to express my thanks to our staff, trustees, partners, and especially our grant providers and donors. Your belief in our mission sustains us and together we are focused to deliver services to our local communities.

I hope in submitting this report, that this difficult year will be a turning point - a time when we faced the odds, held firm to our values, and laid the groundwork for a brighter, more resilient future.

****With sincere thanks and warm regards,****

****Adrian Sheridan****

Chair

TREASURER'S REPORT

This year has been one of transition, with both the charity's Chair and its Treasurer moving on during the year. My predecessor, Stephen Downton, retired in December 2024 and I would like to start this report by paying tribute to his stewardship of HBBS's finances over his term in office.

The charity continues to operate in a changing and increasingly difficult environment. Continuing austerity in public services has put further downward pressure on the resources of partner organisations that have traditionally funded HBBS's activities in the past, while the impact of inflation has affected the cost both of our direct operations and our back-office. Although the impact was not felt in 2024-25, recent changes in Employers' National Insurance will also affect the charity negatively going forward.

In response to the increase in the cost of living and its impact on local employment markets, the Board agreed to increase pay for counsellors and other staff with effect from April 2024. This was an important step to show goodwill to our hard-working staff and ensure the continuity and resilience of service, but of course it is not matched automatically by increases in grants and fees.

Fortunately, our reserves had built up in previous years, and it is incumbent upon us as a charity to utilise all those reserves except for those that we need to set aside to ensure the charity's sustainability and resilience. HBBS is therefore reporting an operating loss for the second year in a row. It will be evident to readers of the accounts that this level of losses is not sustainable into 2025-26 and the charity is taking steps to ensure that the budget remains sustainable. We actively monitor our income and expenses on an ongoing basis to ensure that we have a clear understanding of our position and retain financial control.

This refocus is incorporated within the strategic plan which will enable us to continue to search for funding opportunities to cover counselling needs in Brentwood and Havering for the foreseeable future.

The financial results for the year show a £69,500 loss compared to a £48,400 for the previous year. Total restricted income for the year was £177,100 for 2024/25, up from last year's £140,300, but in line with £175,800 in 2022/23, with unrestricted income increasing to £45,300 from £27,600. As at 31st March 2025 the unrestricted reserves were £67,100 (2.5 months of operating costs) which is above the Charity's reserves policy requiring 2.4 months of operating costs to be held.

Unrestricted income is up from £45,300 in 2023/24 to just under £66,000 in 2024/25. This reflects the changing nature of the charity's activities which is becoming more geared towards providing counselling services on a 'call-off' basis to partner organisations, including schools, for the benefit of their pupils and service users.

The charity continued to benefit through most of the year from higher interest rates, but this income declined compared with 2023/24, partly because of declining reserves and partly, towards the end of the year, by a change in the interest rates trend.

Restricted grants for the year included £87,400 from the National Lottery Reaching Communities Fund, including funding for the Help Hub scheme operated in conjunction with the Ardleigh Green Family Centre and the Havering Volunteer Centre. This year we have seen the benefit of other grants secured; £63,600 from NHS NE London ICB helping to fund several local projects in the Havering area, £8,000 from the Essex Community Foundation and £13,200 from the London Borough of Havering.

In respect of expenditure, this totalled £312,700 up a third from £234,100 in the previous year.

Staff wages and salaries increased to £249,300 from £174,300, up 43%. This reflected an increased number of counselling sessions delivered as well as the much-needed market adjustment to the hourly rate for counsellors and specifically our more experienced counsellors as it was proving to be extremely difficult to recruit for new counsellors, causing a detrimental effect on our waiting list times and service delivery. In addition, the full year impact of the tri-party Help Hub project has required significant additional hours for overall project co-ordination, finance and counselling admin roles.

The cost of office and meeting room rent rose to £31,800, an increase of 43% primarily due to slightly higher counselling session numbers than last year and an increasing return to face to face working in the aftermath of the pandemic. The organisations from which we hire rooms are subject to the same inflationary pressures that the charity itself faces and have been required to put up rates in line with their costs.

Our new Investment Strategy policy has yielded favourable returns this year towards our overall financial results. With the interest rate increases seen at the beginning of the financial year, by prudently looking at our cash flow projections and liquidity needs we have, where possible, been able to place any surplus funds (particularly when received up front for longer term projects) in low-risk deposit accounts in line with the risk appetite agreed by the trustees.

The trustee's financial strategy for the year ahead is to ensure that the charity continues to navigate the changing environment and the change from grant-funded programmes to partnership working. This will involve us reducing costs and consolidating our operations as well as seeking new sources of income to strengthen the robustness of the Charity with a longer-term vision thereby helping improve the essential services the Charity offers to our local community.

****Alan Finch CPFA****

Treasurer

CEO REPORT

Unusually I'd like to start my report with the thank you's and acknowledgement of the work of our team. I am very proud to be CEO of an organisation which comprises of such an incredible team. And I mean this most sincerely.

Through the ups and downs of another busy year, the team has worked extremely hard and with flexibility to ensure we are doing our best for our clients. We said a sad farewell to 2 key roles (Daniel Shore as Chair and Dawn Foley as Clinical Lead) but managed the transition to new postholders (Adrian Sheridan as Interim Chair and Alison Staff as Clinical Lead). So, whilst we thank and acknowledge Daniel and Dawn for their contributions to HBBS, down to the efforts of the team, the work of HBBS has not been affected.

We also saw the departure of Jenny Raindle, David Bishop, Kelly Wellington and Eloise Williams. We wish them the best in their future careers. We are particularly proud to have been able to support David, Kelly and Eloise as part of their initial and continued personal development whilst on placement as well as their paid work.

Delivery 2024-5:

During the past year we have worked hard to increase the number of individual face to face counselling sessions by 35% on last year. 51% of this work was with adults, 49% with children and young people aged 18 and under.

Of these sessions 78% adult counselling was free to clients and 98% free for CYP with 88% free overall.

Counselling Sessions History:

Year	Adults	Children	Total	Free to Clients
2019-20	1010	1461	2471	47%
2020-21	341	460	801	71%
2021-22	1012	1343	2355	82%
2022-23	1178	1280	2458	87%
2023-24	1254	1240	2494	89%
2024-25	1736	1623	3359	88%

Funding Overview

Grant Income

The majority of the sessions during the past year have been funded by grants.

The grant application process is getting increasingly complex and competitive, and we have been unsuccessful in getting grants of the size we need to consolidate, develop and give stability to our services.

The availability of larger grants (of at least £20k) which we need to run projects for more than a few months are becoming scarcer. Without the prospect of these larger grants, we have had more success with applications for smaller amounts of money although they are still highly competitive. We have become skilled in managing these smaller pots of funding, whilst offering continuity and clarity to our clients and the team.

A good example of the challenges we have faced is in the provision of free bereavement counselling for adults in Brentwood.

In the last 12 months, this counselling has been funded by 4 organisations (Essex Community Foundation, South Essex Crematorium, National Lottery Awards for All Fund and the Albert Hunt Trust). The waiting list has been closed for several months as all sessions have been allocated although we have applications outstanding with Essex Community Foundation for continuation. In the meantime, we continue to offer bereavement counselling but at a rate of £50 per session. In the medium term, we have also submitted an application to the National Lottery for a 3 year partnership project with Sawyers Church. This project would be for 3 years and would secure a free bereavement counselling service for local people in need of support.

****Current Services****

At the time of writing this report the status of our current funded work is as follows. We are still delivering sessions in all dimensions, but this is only until current funds are exhausted:

Service	Waiting List	Prospects
Adult Counselling Havering	Open	Year 2 of a 3 year project, to close Dec 2026
Counselling Parents of Children in Crisis	Closed	Funding unlikely
Adult Counselling Brentwood	Closed	Some potential
Children's Bereavement Counselling Havering	Closed	Funding unlikely
Children's Generic Counselling Havering	Closed	Funding unlikely
Children's Bereavement Counselling Havering and	Closed	Funding priority

At this point please also note we have £80,000 of applications in process.

Partnerships

With the diminishing prospects of grant income, the recent development of partnerships with schools becomes even more significant.

Initiated by one school, we have developed a partnership model which has been very effective and well received by all parties, including HBBS counsellors.

The model consists of 4 client sessions, and administrative hour for the counsellor plus a further hour for the counsellor to liaise with and advise the school staff in the provision of emotional wellbeing support for their students and staff.

We currently work in 3 schools in this way and hope to continue this indefinitely (school funding permitting) adding further schools from September 2025 where possible.

Future

HBBS is entering a new phase of financial management. Having taken full advantage of a fundraising event phase in the 2000s, the grant application phase of the 2010s, it is now time for us to generate the bulk of our own income through the work of our Service and utilise small grants for our charitable activities.

Concluding Comments

Having been involved in HBBS for 12 years I have been privileged to see how it has developed over the years. Whilst consistently working for the wellbeing of local people in need, we have ridden the crest of the wave of fundraising events (who can forget the 30 strong team raising £40k at the Brentwood Half Marathon) and grant applications (which boosted our free delivery to clients from 47% to 89%) it is now time to embrace a new era of income generation.

This will be a challenge, but no more insurmountable than those we have faced previously, and we have the right team in place to continue the legacy of HBBS in the community for years to come.

We certainly have an interesting year ahead.

****Louise Mundy****

CEO

Service Statistics 2024-25

****Total Sessions: 3,359 (280 per month)****

****Adult Sessions: 1,736****

****Children & Young People Sessions: 1,623****

****Client Numbers: 452 Total****

- Adults: 221

- Children & Young People: 231

HBBS TEAM

GOVERNING BODY

- **Adrian Sheridan** - Trustee, Interim Chair
- **Alan Finch** - Trustee, Treasurer
- **Jim Cattle** - Trustee, Secretary
- **Heather Churchill** - Trustee
- **Kelly Harman** - Trustee

STAFF AND VOLUNTEERS

Central Administrative Team

- **Louise Mundy** - CEO
- **Dawn Foley** - Clinical Lead, until December 2024
- **Alison Staff** - Clinical Lead from January 2025
- **Julian Edwards** - Clinical Deputy, until May 2025
- **Garry Egglestone** - Finance Officer
- **Jan Mountford** - Service Administrator, until July 2025
- **Elaine Brown** - Counselling Co-ordinator
- **Kim Barden** - Counselling Administrator, until June 2025
- **Sarah Low** - Counselling Administrator, until June 2025
- **Mel Weedy** - Volunteer Administrator
- **Shupaula Mistry** - Volunteer

COUNSELLORS

- Arlette Anfield
- David Bishop, until March 2025
- Kerry Codrington
- Georgina Chen
- Lili Chen
- Lisa Chubb

- Samantha Collins
- Corrina Davies
- Caroline Furey
- Wendy Handley
- Viv Hill
- Phil Kemp
- Sue Medlycott
- Amanda Pelham
- Jenny Raindle, until February 2025
- Kerry Tesi
- Kelly Wellington until November 2024
- Eloise Williams until December 2024

ACKNOWLEDGEMENTS

****Staff & Volunteers of HBBS****

****Funders****

- Essex Community Foundation
- Big Lottery Reaching Communities Fund
- Havering Children & Young People's Emotional Wellbeing Group
- South Essex Crematorium

****Delivery Partners****

- Ardleigh Green Family Centre
- Havering Volunteer Centre
- Trevor Cook, Havering Education Services

****Supportive Landlords****

- John Morris, Chair of AGFC
- Peter Jordan, Sawyers Church, Brentwood

The Trustees of the Charity present their report with the financial statements of the Charity for the year ended 31st March 2025. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's trust deed and the Charities Act 2011. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102, effective 1st January 2015).

REFERENCE AND ADMINISTRATIVE DETAILS

****Registered Charity Number:**** 1198645

****Principal Office:****

HBBS Counselling
Ardleigh Green Family Centre
165 Ardleigh Green Road
Essex RM11 2SP

****Governing Body:****

- ****Chair:**** Mr. Adrian Sheridan
- ****Treasurer:**** Mr. Alan Finch CPFA
- ****Secretary:**** Mr. Jim Cattle
- ****Members:**** Mrs. Heather Churchill, Ms. Kelly Harman
- ****Ex-officio Members:**** Mrs. Louise Mundy

****Independent Examiner:****

Mrs. Rebekah Finn MAAT
Finer Accountancy Limited
36 Brook Lane, Galleywood
Chelmsford, Essex CM2 8NL

****Bankers:****

HSBC Bank
Unit 8, Lakeside Shopping Centre
West Thurrock, Essex RM20 2ZF

STRUCTURE, GOVERNANCE AND MANAGEMENT

HBBS Counselling (formerly Havering & Brentwood Bereavement Service) is constituted as a Charitable Incorporated Organisation (CIO) and is a registered charity with the Charity Commission on 18th April 2022. Full membership of the Charity is open to all those who are interested in furthering the work of the Charity. The Charity is funded by a mixture of restricted and unrestricted grant payments, client fees and fundraising activities.

As set out in the governing document (constitution), the Trustees shall consist of up to eight trustees.

OBJECTIVES AND ACTIVITIES

The prime objective of the Charity is to provide the best one to one support for adults, young people and children experiencing bereavement and loss, enabling them to explore and understand their feelings and emotions and work towards adjustment in their new lives. The Charity also provides a generic counselling service.

In order to achieve this, the Charity provides:

- Therapeutic interventions appropriate for dealing with bereavement and loss and other mental health issues.
- Advice and expertise to local organisations to facilitate a greater understanding of bereavement and loss.
- A local, accessible and flexible service which anyone can refer to for help which is confidential.

The service is provided equally to people regardless of their gender, disability, marital status, sexual orientation, creed/religion, ethnic or national origin. The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

RELATED PARTIES AND CONNECTED ORGANISATIONS

The Charity has no links with Related Parties as defined by The Statement of Recommended Practice and has not combined with any other organisation in the pursuit of its charitable objectives.

ACHIEVEMENTS AND PERFORMANCE

Counselling Sessions:

Year	Adults	Children	Total	Free to Clients
2019-20	1010	1461	2471	47%
2020-21	341	460	801	71%
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2023-24	1254	1240	2494	89%
2024-25	1736	1623	3359	88%

Larger grants (of at least £20k) which we need to run projects for more than a few months are becoming scarcer. We have had more success with applications for smaller amounts of money although they are still highly competitive. We have become skilled in managing these smaller pots of funding, whilst offering continuity and clarity to our clients.

A good example of the challenges we have faced is in the provision of free bereavement counselling for adults in Brentwood. In the last 12 months, this counselling has been funded by 4 organisations (Essex Community Foundation, South Essex Crematorium, National Lottery Awards for All Fund and the Albert Hunt Trust). The waiting list has been closed for several months as all sessions have been allocated although we have applications outstanding with Essex Community Foundation for continuation. In the meantime, we continue to offer bereavement counselling but at a subsidised rate per session.

With the diminishing prospects of grant income, the recent development of partnerships with schools becomes even more significant. Initially with one school, we have developed a partnership model which has been very effective and well received by all parties. We currently work in three schools in this way and hope to continue this indefinitely (school funding permitting) adding further schools from September 2025 where possible.

We've also undertaken a thorough internal review to ensure our operations are as efficient and impactful as possible. This has led to the implementation of streamlined procedures, focusing the governance procedures, improved data tracking, and a renewed focus on outcome-driven programme.

FINANCIAL REVIEW

****Reserves****

Total reserves at the end of the year have reduced from last year to £138,657 (2024: £208,196) of which £71,529 (2024: £106,433) was restricted. The Charity has maintained unrestricted reserves at a level that complies with its reserves policy, under which the Charity aims to maintain unrestricted reserves at a level equivalent to a minimum of 2.4 months of operating costs. At 31st March 2025 the level of unrestricted reserves of £67,128 (2023: £101,763) represented 2.6 months of current year operating costs and 4.0 months of forecast operating costs for the coming year. The level of reserves is regularly reviewed by the Trustees in order to ensure that appropriate and timely action is taken and that the Charity's reserves policy remains relevant, taking account of changing circumstances.

****Financial Performance****

The financial results for the year are detailed in the attached accounts and show a £69,539 loss (2024: £48,442 loss). Total income for the year was £243,120 (2024: £185,661) with an overall increase in Restricted Income in consequence of participation with partner bodies in the National Lottery funded Reaching Communities Help Hub. Total expenditure was £312,659 (2024: £234,103), with the main increases due to Staff Wages and Salaries up £74,963 and External Training, Counselling and Admin up £9,764. The Charity increased its income from support to schools and from fee paying services by £21,660 (48%) but also continues to rely on grant income in order to fund its activities.

RISK STATEMENT

The highest risk is the sustainability of the service in the short to medium term. Client need is high and increasingly complex. There is a shortage of experienced and qualified counsellors. To mitigate this risk attention is continuing to be given to the recruitment, pay and career progression of staff. However the additional costs of provision this places on the charity in turn creates additional pressure on funding.

For the management of the charity's assets, the Investment Strategy policy manages financial risk in the exposure of funds above the £85k threshold protected under the Financial Services Compensation Scheme. Any surplus funds are continued to be placed in low-risk deposit accounts thereby maximising our investment return at a risk level agreed by the Charity trustees. The

cashflow is continually monitored and conversely to investing any surplus fund, any drawdowns necessary for liquidity needs are conducted in line with policy.

RESPONSIBILITIES OF TRUSTEES

The Trustees are responsible for preparing a Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards.

The law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing the financial statements, the Trustees are required to:

- Select suitable Accounting Policies and then apply them consistently.
- Observe the methods and principles in the applicable Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departure disclosed and explained in the accounts.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the Accounts comply with the Charities Act 2011. They are also responsible for safeguarding the Charity's Assets and taking reasonable steps for the prevention and detection of fraud and breaches of law and regulations.

The Trustees are responsible for the maintenance and integrity of the Charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

FUTURE DEVELOPMENTS

Ongoing pressure on traditional public sector funders means that we can expect continued downward pressure on grant funding, but there are positive signs that our offer to provide support via local partner organisations including schools and other charitable bodies will enable us to

continue to deliver our core services over the next few years. We will be taking advantage of opportunities which come our way to develop our clinical expertise and offer even more free support to clients.

****For and on behalf of HBBS COUNSELLING****

****Mr. A. Sheridan****

Chair of the Trustees

Date: 17th July 2025

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of the Charity, for the year ended 31st March 2025, which are set out on pages 6 and 7 along with the notes to the accounts on pages 8 to 11.

Respective responsibilities of the Trustees and the Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act.
- To follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts

present a "true and fair view" and the report is limited to those matters set out in the next statement.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) Which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act,
- have not been met or,

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

****Mrs. R. Finn MAAT****

Independent Examiner

Finer Accountancy Limited

Date: 22nd August 2025

36 Brook Lane, Galleywood
Chelmsford, Essex CM2 8NL

FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2025

[Note: The detailed financial statements including Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements contain specific numerical data and accounting details that form part of the official audited accounts]

****Key Financial Highlights:****

- **Total Income:** £243,120 (2024: £185,661)
- **Total Expenditure:** £312,659 (2024: £234,103)
- **Net Movement in Funds:** -£69,539 (2024: -£48,442)
- **Total Funds Carried Forward:** £138,657 (2024: £208,196)
- Unrestricted: £67,128 (2024: £101,763)
- Restricted: £71,529 (2024: £106,433)

This combined document contains all information from both the Financial Statements and Annual Report for HBBS Counselling for the year ending 31st March 2025.

HBBS COUNSELLING

England & Wales - Charity number 1198645

Accounts

HBBS COUNSELLING
(formerly Havering & Brentwood Bereavement Service)
FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31stMARCH 2024

HBBS COUNSELLING – (formerly Havering & Brentwood Bereavement Service)

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For the Year Ended 31st March 2024

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HBBS COUNSELLING – (formerly Havering & Brentwood Bereavement Service)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2024

The Trustees of the Charity present their report with the financial statements of the Charity for the year ended 31st March 2024. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's trust deed and the Charities Act 2011. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102, effective 1st January 2015).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number:-

1198645

Principal office

HBBS Counselling
Ardleigh Green Family Centre
165 Ardleigh Green Road
Essex RM11 2SP

Governing Body

Chair	Mr. Daniel Shore
Treasurer	Mr. Stephen Downton
Secretary	Mr. Jim Cattle
Members	Mr. Adrian Sheridan Mrs. Karen Egglestone (resigned 15/2/24) Mrs. Heather Churchill
Ex-officio Members	Mrs. Louise Mundy

Independent Examiner

Mrs. Rebekah Finn MAAT
Finer Accountancy Limited
36 Brook Lane
Galleywood
Chelmsford
Essex
CM2 8NL

Bankers

HSBC Bank
Unit 8, Lakeside Shopping Centre
West Thurrock
Essex
RM20 2ZF

HBBS COUNSELLING – (formerly Havering & Brentwood Bereavement Service)

STRUCTURE, GOVERNANCE AND MANAGEMENT

HBBS Counselling (formerly Havering & Brentwood Bereavement Service) is constituted as a Charitable Incorporated Organisation (CIO) and is a registered charity with the Charity Commission on 18th April 2022. Full membership of the Charity is open to all those who are interested in furthering the work of the Charity. The Charity is funded by a mixture of restricted and unrestricted grant payments, client fees and fundraising activities.

As set out in the governing document (constitution), the Trustees shall consist of up to eight trustees.

OBJECTIVES AND ACTIVITIES

The prime objective of the Charity is to provide the best one to one support for adults, young people and children experiencing bereavement and loss, enabling them to explore and understand their feelings and emotions and work towards adjustment in their new lives. The Charity also provides a generic counselling service.

In order to achieve this, the Charity provides:-

- Therapeutic interventions appropriate for dealing with bereavement and loss and other mental health issues.
- Advice and expertise to local organisations to facilitate a greater understanding of bereavement and loss.
- A local, accessible and flexible service which anyone can refer to for help which is confidential.

The service is provided equally to people regardless of their gender, disability, marital status, sexual orientation, creed / religion, ethnic or national origin. The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

RELATED PARTIES AND CONNECTED ORGANISATIONS

The Charity has no links with Related Parties as defined by The Statement of Recommended Practice and has not combined with any other organisation in the pursuit of its charitable objectives.

ACHIEVEMENTS AND PERFORMANCE

Counselling Sessions	2019-20	2020-21	2021-22	2022-23	2023-24
For Adults	1010	341	1012	1178	1254
For Children	1461	460	1343	1280	1240
Total	2471	801	2355	2458	2494
Free to clients	47%	71%	82%	87%	89%

For the third year running we were also able to provide CPD for our Counselling Team this year through courses in Trauma Processing Training and Applied Suicide Prevention Training.

We maintained our links with longer standing funders and continued to deliver grants from them. These included Essex Community Foundation (Adult Bereavement Counselling in Brentwood) Barking Havering and Redbridge Clinical Commissioning Group (Children's Generic Counselling, Counselling for Parents of children in crisis and School leaders Supervision), The National Lottery and BBC Children in Need (Bereavement Counselling for Young People of secondary and primary school aged).

A significant step forward for us this year was the successful partnership application to the National Lottery, Reaching Communities Fund. This 3 year project focuses on the development of a Community Help Hub in partnership with Ardleigh Green Family Centre and Havering Volunteers Centre. HBBS is the coordinating organisation and our main project delivery element is 700 sessions per year of free adult counselling

HBBS COUNSELLING – (formerly Havering & Brentwood Bereavement Service)

ACHIEVEMENTS AND PERFORMANCE (continued)

Our relationships with local key organisations have been consolidated and developed. This includes working more closely with Havering Talking Therapies and Thurrock and Brentwood MIND, joining the Havering Place Based Partnership for mental health and as a response to a local emergencies we have offered bespoke support to 3 separate schools struggling to come to terms with a traumatic incident affecting members of their communities.

In terms of new ways of working with new client groups, we continue to deliver our Clinical Supervision project for Havering School Leaders and with Havering Changing (providing an emotional well-being support worker to a Creative Arts Café for Ukrainian people recently arrived Borough).

FINANCIAL REVIEW

Reserves

Total reserves at the end of the year have reduced from last year to £208,196 (2023: £256,638) of which £106,433 (2023: £183,065) was restricted. The Charity has maintained unrestricted reserves at a level that complies with its reserves policy, under which the Charity aims to maintain unrestricted reserves at a level equivalent to a minimum of three months of operating costs. At 31st March 2024 the level of unrestricted reserves of £101,763 (2023: £73,573) represented 5.2 months (2023: 4.7 months) of current year operating costs and 4.6 months of forecast operating costs for the coming year. The level of reserves is regularly reviewed by the Trustees in order to ensure that appropriate and timely action is taken and that the Charity's reserves policy remains relevant, taking account of changing circumstances.

Financial Performance

The financial results for the year are detailed in the attached accounts and show a £48,442 loss (2023: £20,700 surplus). Total income for the year was £185,661 (2023: £203,402) with a reduction in Donations and Grants of £22,818 partly offset by Investment Income of £7,135. Total expenditure was £234,103 (2023: £182,702), with the main increases due to Staff Wages and Salaries up £41,121 and External Training, Counselling and Admin up £5,791. The Charity continues to rely heavily on grant income in order to fund its activities. Grants received from Big Lottery Fund, NHS NE London ICB, Essex Community Foundation, Thurrock & Brentwood Mind and the London Borough of Havering were all restricted. A grant/donation was also received from South Essex Crematorium which was classified as unrestricted and for the general purpose of the Charity.

RISK STATEMENT

The highest risk is the sustainability of the service in the short to medium term. Client need is high and increasingly complex. There is a shortage of experienced and qualified counsellors. To mitigate this risk attention is continuing to be given to the recruitment, pay and career progression of staff.

For the management of the charity's assets, a new Investment Strategy policy was introduced last year and has helped mitigate any financial risk in the exposure of funds above the £85k threshold protected under the Financial Services Compensation Scheme. Any surplus funds are continued to be placed in low-risk deposit accounts thereby maximising our investment return at a risk level agreed by the Charity trustees. The cashflow is continually monitored and conversely to investing any surplus fund, any drawdowns necessary for liquidity needs are conducted in line with policy.

HBBS COUNSELLING – (formerly Havering & Brentwood Bereavement Service)

RESPONSIBILITIES OF TRUSTEES

The Trustees are responsible for preparing a Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards.

The law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing the financial statements, the Trustees are required to:-

- Select suitable Accounting Policies and then apply them consistently.
- Observe the methods and principles in the applicable Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departure disclosed and explained in the accounts.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the Accounts comply with the Charities Act 2011. They are also responsible for safeguarding the Charity's Assets and taking reasonable steps for the prevention and detection of fraud and breaches of law and regulations.

The Trustees are responsible for the maintenance and integrity of the Charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

FUTURE DEVELOPMENTS

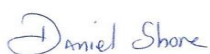
Having successfully secure funding for counselling for all ages in Havering, the challenge of the next 12 months is to secure funding for at least bereavement counselling in Brentwood.

We shall be seeking funding for a Bereavement Hub and are currently exploring this opportunity with the team at Sawyers Church and Thurrock and Brentwood MIND.

In the meantime, HBBS is in a strong position, so we are confident we can continue deliver our core services for the next few years taking advantage of opportunities which come our way to develop our clinical expertise and offer even more free support to clients.

For and on behalf of

HBBS COUNSELLING – (formerly Havering & Brentwood Bereavement Service)



Mr. D Shore

Chair of the Trustees

Date: 3rd June 2024

HBBS COUNSELLING – (formerly Havering & Brentwood Bereavement Service)

Independent Examiner’s Report to the Trustees

I report on the accounts of the Charity, for the year ended 31st March 2024, which are set out on pages 6 and 7 along with the notes to the accounts on pages 8 to 11.

Respective responsibilities of the Trustees and the Examiner

The Charity’s Trustees are responsible for the preparation of the accounts. The Charity’s Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act.
- To follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.
- To state whether particular matters have come to my attention.

Basis of Independent Examiner’s Report

My examination was carried out in accordance with the general directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a “true and fair view” and the report is limited to those matters set out in the next statement.

Independent Examiner’s Statement

In connection with my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act,have not been met or,
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Independent Examiner

Rebekah Finn MAAT

Mrs. R. Finn MAAT
Finer Accountancy Limited

Date: 3rd June 2024
36 Brook Lane
Galleywood
Chelmsford
Essex
CM2 8NL

HBBS COUNSELLING - (formerly Havering and Brentwood Bereavement Service)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2024

	Notes	Unrestricted funds	Restricted funds	Y/E 31.03.24 Total funds	Unrestricted funds	Restricted funds	Y/E 31.03.23 Total funds
		£	£	£	£	£	£
INCOMING RESOURCES							
Voluntary Income:							
Donations & Grants	2	14,991	140,336	155,327	2,297	175,847	178,144
Income from Charitable Activities							
Schools	2	10,113	0	10,113	10,620	0	10,620
Other Fee Paying sessions	2	13,086	0	13,086	14,638	0	14,638
Activities for generating funds:							
Fund Raising	2	0	0	0	0	0	0
Investment Income		7,135	0	7,135	0	0	0
Other income							
Furlough claims		0	0	0	0	0	0
Total incoming resources		<u>45,325</u>	<u>140,336</u>	<u>185,661</u>	<u>27,555</u>	<u>175,847</u>	<u>203,402</u>
RESOURCES EXPENDED							
Fundraising activities	3	0	0	0	0	0	0
Charitable activities	3	15,089	216,968	232,057	27,478	153,178	180,656
Governance costs	3	2,046	0	2,046	2,046	0	2,046
Total resources expended		<u>17,135</u>	<u>216,968</u>	<u>234,103</u>	<u>29,524</u>	<u>153,178</u>	<u>182,702</u>
NET (OUTGOING)/INCOMING RESOURCES		28,190	(76,632)	(48,442)	(1,969)	22,669	20,700
Total funds brought forward		73,573	183,065	256,638	75,542	160,396	235,938
TOTAL FUNDS CARRIED FORWARD		<u>101,763</u>	<u>106,433</u>	<u>208,196</u>	<u>73,573</u>	<u>183,065</u>	<u>256,638</u>

HBBS COUNSELLING - (formerly Havering and Brentwood Bereavement Service)

BALANCE SHEET AS AT 31ST MARCH 2024

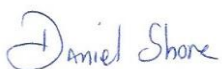
	Notes	As at 31.03.24		As at 31.03.23	
		£	£	£	£
Fixed assets					
Tangible assets	7		0		0
Current assets					
Debtors: amounts falling due within one year	8	6,370		990	
Cash at bank and in hand		<u>239,621</u>		<u>265,711</u>	
Creditors: amounts falling due within one year	9	<u>37,795</u>		<u>10,063</u>	
Net current assets			208,196		256,638
NET ASSETS			<u>208,196</u>		<u>256,638</u>
Funds					
Unrestricted Funds	10	101,763		73,573	
Restricted Funds	10	106,433		183,065	
TOTAL FUNDS			<u>208,196</u>		<u>256,638</u>

For the financial year ended 31st March 2024 the Charity was entitled to exemption from audit under section 144(2) of the Charities Act 2011 (the Act).

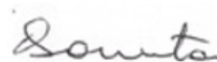
The Trustees acknowledge their responsibilities for ensuring that the Charity keeps accounting records which comply with section 130 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of its income and expenditure for the financial year in accordance with the requirements of the Act.

These financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102, effective 1st January 2015).

The financial statements were approved by the Board of Trustees on the 3rd June 2024.



Mr. D. Shore - Chair
Trustee



Mr. S. Downton - Treasurer
Trustee

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

1 ACCOUNTING POLICIES

Accounting convention

The accounts (financial statements) have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102, effective 1st January 2015), and the Charities Act 2011 and applicable regulations.

Income

All income is included on the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- o Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.
- o Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- o Investment income is included when receivable.
- o Income from grants, where related to performance and specific deliveries, is accounted for as the Charity earns the right to consideration by its performance.

Expenditure

Expenditure is accounted for on an actual basis and has been classified under the headings that aggregate all costs related to that category. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

- o Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- o Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include all fees linked to the strategic management of the Charity.
- o Costs of a direct nature have been grouped together and allocated directly to the activities to which they relate.
- o Costs of an indirect nature, that are necessary to support the Charity's activities are grouped into their functional headings. Each group is then apportioned to the various activities of the Charity on a suitable and reasonable basis that best reflects the usage of each of the individual support functions.

Taxation

No provision for taxation is included in the accounts as the Charity is entitled to exemption from tax afforded by Section 505 of the Income and Corporation Taxes Act 1988.

Tangible Fixed Assets

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off each asset over its expected life, which in all cases is estimated at four years.

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2024**

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees in furtherance of the general objectives of the Charity.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity.

Restrictions arise when specified by the donor or through the terms of an appeal or when funds are raised for particular restricted purposes. Where expenditure has been incurred on fixed assets for use in the Charity the income is shown as restricted income with a transfer being made to general funds for the amount of that expenditure. The asset is then depreciated in the usual way.

2 INCOME FROM CHARITABLE ACTIVITIES

	2024	2023
	£	£
Schools	10,113	10,620
Other Fee Paying Sessions	13,086	14,638
Unrestricted Grants	0	1,150
Fundraising	0	0
Donations & Grants	14,991	1,147
Restricted Grants	<u>140,336</u>	<u>175,847</u>
	<u>178,526</u>	<u>203,402</u>

Fundraising and Grants received, included in the above, are shown as follows:-

	2024	2023
	£	£
Fundraising		
Events	0	0
Community Fundraising	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>

	2024	2023
	£	£
Donations & Grants		
South Essex Crematorium	14,000	0
Personal donations (Including gift aid)	0	0
Other (below £2,500)	<u>991</u>	<u>1,147</u>
	<u>14,991</u>	<u>1,147</u>

	2024	2023
	£	£
Restricted Grants		
NHS NE London ICB	73,800	0
Big Lottery Fund (Reaching Communities)	39,136	33,242
Children in need	0	37,200
Havering CCG	0	47,755
Essex Community Foundation	12,400	22,650
Thurrock & Brentwood Mind	10,000	10,000
London Borough of Havering	5,000	0
The Arm Trust	0	22,750
The Aspire Learning Foundation	0	1,250
Havering Education	0	1,000
	<u>140,336</u>	<u>175,847</u>

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

3 TOTAL RESOURCES EXPENDED

	Fundraising Activities £	Charitable Activities £	Governance Costs £	2024 £	2023 £
Staff Wages and Salaries		174,346		174,346	133,223
Recruitment		0		0	0
Staff and Volunteers expenses		970		970	766
External Supervision		2,010		2,010	1,770
External Training, Counselling & Administration		21,330		21,330	15,539
Fundraising and Social events		0		0	0
Children's Service events		0		0	0
Office and Meeting room rent and rates		22,079		22,079	18,567
Bad Debt		0		0	45
Insurance, Professional & Memberships		2,714		2,714	2,612
Advertising and Marketing		131		131	0
Telephone & Internet		867		867	761
Legal and professional fees			2,046	2,046	2,046
Miscellaneous expenses		343		343	0
Office Supplies Bank Charges and postage		894		894	226
Depreciation - Office equipment		0		0	0
Computer Costs		6,373		6,373	7,147
	<u>0</u>	<u>232,057</u>	<u>2,046</u>	<u>234,103</u>	<u>182,702</u>

4 STAFF COSTS

	2024 £	2023 £
Wages and salaries	<u>174,346</u>	<u>133,223</u>
	174,346	133,223

There were no employees whose total remuneration exceeded £60,000 for the year ended 31st March 2024, nor for the year ended 31st March 2023.

5 NET INCOMING / (OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2024 £	2023 £
Depreciation - owned assets	<u>0</u>	<u>0</u>

6 TRUSTEES' REMUNERATION AND BENEFITS

There were no Trustees' remuneration or other benefits for the year ended 31st March 2024 nor for the year ended 31st March 2023.

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

7 TANGIBLE FIXED ASSETS

	Office Equipment £	Total £
COST		
At 1st April 2023	0	0
Additions	0	0
At 31st March 2024	<u>0</u>	<u>0</u>
DEPRECIATION		
At 1st April 2023	0	0
Charge for the year	0	0
At 31st March 2024	<u>0</u>	<u>0</u>
NET BOOK VALUE		
At 31st March 2024	<u><u>0</u></u>	<u><u>0</u></u>
At 31st March 2023	<u><u>0</u></u>	<u><u>0</u></u>

8 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.03.24 £	31.03.23 £
Clients	<u>6,370</u>	<u>990</u>

9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.03.24 £	31.03.23 £
Trade Creditors	5,735	5,158
Accountancy Fee	750	750
Other Creditors - Restricted Funds held for	23,140	0
IT Fee	0	0
Accrual - Staff Wages and Salaries	8,170	4,155
	<u>37,795</u>	<u>10,063</u>

10 MOVEMENT IN FUNDS

	At 01.04.23 £	Incoming Resources £	Resources Expended £	At 31.03.24 £
Unrestricted funds	73,573	45,325	17,135	101,763
Restricted funds	183,065	140,336	216,968	106,433
Total funds	<u><u>256,638</u></u>	<u><u>185,661</u></u>	<u><u>234,103</u></u>	<u><u>208,196</u></u>

HBBS COUNSELLING

England & Wales - Charity number 1198645

Accounts

HBBS COUNSELLING
(formerly Havering & Brentwood Bereavement Service)
FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31stMARCH 2023

HBBS COUNSELLING – (formerly Havering & Brentwood Bereavement Service)

Contents of the Financial Statements

For the Year Ended 31st March 2023

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Notes to the Financial Statements	8 to 11

HBBS COUNSELLING – (formerly Havering & Brentwood Bereavement Service)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2023

The Trustees of the Charity present their report with the financial statements of the Charity for the year ended 31st March 2023. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's trust deed and the Charities Act 2011. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102, effective 1st January 2015).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number:-

1198645

Principal office

HBBS Counselling
Ardleigh Green Family Centre
165 Ardleigh Green Road
Essex RM11 2SP

Governing Body

Chair	Mrs. Sue Newth-Gibbs
Treasurer	Mr. Stephen Downton
Secretary	Mr. Jim Cante
Members	Mr. Colin Smith Mrs. Karen Egglestone Mr. Adrian Sheridan
Ex-officio Members	Mrs. Louise Mundy

Independent Examiner

Mrs. Rebekah Finn MAAT
Finer Accountancy Limited
36 Brook Lane
Galleywood
Chelmsford
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Unit 8, Lakeside Shopping Centre
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HBBS COUNSELLING – (formerly Havering & Brentwood Bereavement Service)

STRUCTURE, GOVERNANCE AND MANAGEMENT

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As set out in the governing document (constitution), the Trustees shall consist of up to eight trustees.

OBJECTIVES AND ACTIVITIES

The prime objective of the Charity is to provide the best one to one support for adults, young people and children experiencing bereavement and loss, enabling them to explore and understand their feelings and emotions and work towards adjustment in their new lives. The Charity also provides a generic counselling service.

In order to achieve this, the Charity provides:-

- Therapeutic interventions appropriate for dealing with bereavement and loss and other mental health issues.
- Advice and expertise to local organisations to facilitate a greater understanding of bereavement and loss.
- A local, accessible and flexible service which anyone can refer to for help which is confidential.

The service is provided equally to people regardless of their gender, disability, marital status, sexual orientation, creed / religion, ethnic or national origin. The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

RELATED PARTIES AND CONNECTED ORGANISATIONS

The Charity has no links with Related Parties as defined by The Statement of Recommended Practice and has not combined with any other organisation in the pursuit of its charitable objectives.

ACHIEVEMENTS AND PERFORMANCE

We are pleased to report that the level of sessions delivered to clients this year is back to pre-Covid levels which was one of our key aims of the year and 87% of these were free to clients at the point of access.

47% of these sessions were for adults and 53% for children.

For the second year running we were also able to provide CPD for our Counselling Team this year through access to an on-line bereavement training resource.

We maintained our links with longer standing funders and continued to deliver grants from them. These included Essex Community Foundation (Adult Bereavement Counselling in Brentwood) Barking Havering and Redbridge Clinical Commissioning Group (Childrens' Generic Counselling, Counselling for Parents of children in crisis and School leaders Supervision), The National Lottery and BBC Children in Need (Bereavement Counselling for Young People of secondary and primary school aged).

Our relationships with local key organisations have been consolidated and developed. This includes working more closely with Havering Talking Therapies and Thurrock and Brentwood MIND, joining the Havering Place Based Partnership for mental health and as a response to a local emergency we joined the London Borough of Havering Bronze Group for Mental Health Support of those affected by the Wennington Fires.

HBBS COUNSELLING – (formerly Havering & Brentwood Bereavement Service)

FINANCIAL REVIEW

Reserves

Total reserves at the end of the year have increased from last year to £256,638 (2022: £235,938) of which £183,065 (2022: £160,396) was restricted. The Charity has maintained unrestricted reserves at a level that complies with its reserves policy, under which the Charity aims to maintain unrestricted reserves at a level equivalent to a minimum of three months of operating costs. At 31st March 2023 the level of unrestricted reserves of £73,573 (2022: £75,542) represented 4.7 months (2022: 5.5 months) of current year operating costs and 4.4 months of forecast operating costs for the coming year. The level of reserves is regularly reviewed by the Trustees in order to ensure that appropriate and timely action is taken and that the Charity's reserves policy remains relevant, taking account of changing circumstances.

Financial Performance

The financial results for the year are detailed in the attached accounts and show a £20,700 surplus (2022: £577 surplus). Total income for the year was £203,402 (2022: £162,559) showing an increase in Donations and Grants of £50,454 offset by Furlough Claim relief of £8,276 which ceased last year. Total expenditure was £182,702 (2022: £161,982), with the main increases due to Salaries up £9,068 and External Training up £8,698. The Charity continues to rely heavily on grant income in order to fund its activities. Grants received from Big Lottery Fund, Havering CCG, BBC Children in Need, Essex Community Foundation, Thurrock & Brentwood Mind, The Arm Trust, The Aspire Learning Foundation and Havering Education were restricted; all other grants received were unrestricted and for the general purpose of the Charity.

RISK STATEMENT

The highest risk is the sustainability of the service in the short to medium term. Client need is high and increasingly complex. There is a shortage of experienced and qualified counsellors. To mitigate this risk attention is continuing to be given to the recruitment, pay and career progression of staff.

For the management of the charity's assets, a new Investment Strategy policy introduced this year, will mitigate any financial risk in the exposure of funds above the £85k threshold protected under the Financial Services Compensation Scheme. Any surplus funds can be placed in low-risk deposit accounts thereby maximising our investment return at a risk level agreed by the Charity trustees.

RESPONSIBILITIES OF TRUSTEES

The Trustees are responsible for preparing a Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards.

The law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing the financial statements, the Trustees are required to:-

- Select suitable Accounting Policies and then apply them consistently.
- Observe the methods and principles in the applicable Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departure disclosed and explained in the accounts.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

HBBS COUNSELLING – (formerly Havering & Brentwood Bereavement Service)

RESPONSIBILITIES OF TRUSTEES (continued)

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the Accounts comply with the Charities Act 2011. They are also responsible for safeguarding the Charity's Assets and taking reasonable steps for the prevention and detection of fraud and breaches of law and regulations.

The Trustees are responsible for the maintenance and integrity of the Charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

FUTURE DEVELOPMENTS

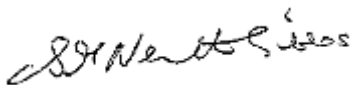
For the future we have 3 large grant applications still being considered by funders 2 of which potentially could be particularly significant in the development of the service and enable us to offer even more free support to local people of all ages.

We shall also be working on smaller projects in partnership with Havering Educational Psychology Service (supporting children in schools who are refugees and asylum seekers with counselling) and another with Havering Changing (providing an emotional well-being support worker to a Creative Arts Café for Ukrainian people recently arrived Borough).

In the meantime, HBBS is in a strong position, so we are confident we can continue deliver our core services for the next few years taking advantage of opportunities which come our way to develop our clinical expertise and offer even more free support to clients.

For and on behalf of

HBBS COUNSELLING – (formerly Havering & Brentwood Bereavement Service)



Mrs. S Newth-Gibbs

Chair of the Trustees

Date:

HBBS COUNSELLING – (formerly Havering & Brentwood Bereavement Service)

Independent Examiner's Report to the Trustees

I report on the accounts of the Charity, for the year ended 31st March 2023, which are set out on pages 6 and 7 along with the notes to the accounts on pages 8 to 11.

Respective responsibilities of the Trustees and the Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act.
- To follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act,have not been met or,
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Independent Examiner

Rebekah Finn MAAT

Mrs. R. Finn MAAT

Finer Accountancy Limited

Date:
36 Brook Lane
Galleywood
Chelmsford
Essex
CM2 8NL

HBBS COUNSELLING - (formerly Havering and Brentwood Bereavement Service)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2023

	Notes	Unrestricted funds	Restricted funds	Y/E 31.03.23 Total funds	Unrestricted funds	Restricted funds	Y/E 31.03.22 Total funds
		£	£	£	£	£	£
INCOMING RESOURCES							
Voluntary Income:							
Donations & Grants	2	2,297	175,847	178,144	12,138	115,552	127,690
Income from Charitable Activities							
Schools	2	10,620	0	10,620	9,776	0	9,776
Other Fee Paying sessions	2	14,638	0	14,638	16,817	0	16,817
Activities for generating funds:							
Fund Raising	2	0	0	0	0	0	0
Investment Income		0	0	0	0	0	0
Other income							
Furlough claims			0	0	8,276	0	8,276
Total incoming resources		<u>27,555</u>	<u>175,847</u>	<u>203,402</u>	<u>47,007</u>	<u>115,552</u>	<u>162,559</u>
RESOURCES EXPENDED							
Fundraising activities	3	0	0	0	0	0	0
Charitable activities	3	27,478	153,178	180,656	26,730	132,856	159,586
Governance costs	3	2,046	0	2,046	2,396	0	2,396
Total resources expended		<u>29,524</u>	<u>153,178</u>	<u>182,702</u>	<u>29,126</u>	<u>132,856</u>	<u>161,982</u>
NET (OUTGOING)/INCOMING RESOURCES		(1,969)	22,669	20,700	17,881	(17,304)	577
Total funds brought forward		75,542	160,396	235,938	57,661	177,700	235,361
TOTAL FUNDS CARRIED FORWARD		<u>73,573</u>	<u>183,065</u>	<u>256,638</u>	<u>75,542</u>	<u>160,396</u>	<u>235,938</u>

HBBS COUNSELLING - (formerly Havering and Brentwood Bereavement Service)

BALANCE SHEET AS AT 31ST MARCH 2023

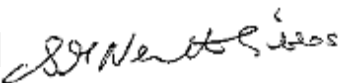
	Notes	As at 31.03.23		As at 31.03.22	
		£	£	£	£
Fixed assets					
Tangible assets	7		0		0
Current assets					
Debtors: amounts falling due within one year	8	990		2,408	
Cash at bank and in hand		<u>265,711</u>		<u>245,169</u>	
Creditors: amounts falling due within one year	9	<u>10,063</u>		<u>11,639</u>	
Net current assets			256,638		235,938
NET ASSETS			<u>256,638</u>		<u>235,938</u>
Funds					
Unrestricted Funds	10		73,573		75,542
Restricted Funds	10		183,065		160,396
TOTAL FUNDS			<u>256,638</u>		<u>235,938</u>

For the financial year ended 31st March 2023 the Charity was entitled to exemption from audit under section 144(2) of the Charities Act 2011 (the Act).

The Trustees acknowledge their responsibilities for ensuring that the Charity keeps accounting records which comply with section 130 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of its income and expenditure for the financial year in accordance with the requirements of the Act.

These financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102, effective 1st January 2015).

The financial statements were approved by the Board of Trustees on the 21st June 2023.



Mrs. S. Newth-Gibbs - Chair
Trustee



Mr. S. Downton - Treasurer
Trustee

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

1 ACCOUNTING POLICIES

Accounting convention

The accounts (financial statements) have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102, effective 1st January 2015), and the Charities Act 2011 and applicable regulations.

Income

All income is included on the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- o Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.
- o Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- o Investment income is included when receivable.
- o Income from grants, where related to performance and specific deliveries, is accounted for as the Charity earns the right to consideration by its performance.

Expenditure

Expenditure is accounted for on an actual basis and has been classified under the headings that aggregate all costs related to that category. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

- o Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- o Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include all fees linked to the strategic management of the Charity.
- o Costs of a direct nature have been grouped together and allocated directly to the activities to which they relate.
- o Costs of an indirect nature, that are necessary to support the Charity's activities are grouped into their functional headings. Each group is then apportioned to the various activities of the Charity on a suitable and reasonable basis that best reflects the usage of each of the individual support functions.

Taxation

No provision for taxation is included in the accounts as the Charity is entitled to exemption from tax afforded by Section 505 of the Income and Corporation Taxes Act 1988.

Tangible Fixed Assets

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off each asset over its expected life, which in all cases is estimated at four years.

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2023**

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees in furtherance of the general objectives of the Charity.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity.

Restrictions arise when specified by the donor or through the terms of an appeal or when funds are raised for particular restricted purposes. Where expenditure has been incurred on fixed assets for use in the Charity the income is shown as restricted income with a transfer being made to general funds for the amount of that expenditure. The asset is then depreciated in the usual way.

2 INCOME FROM CHARITABLE ACTIVITIES

	2023	2022
	£	£
Schools	10,620	9,776
Other Fee Paying Sessions	14,638	16,817
Unrestricted Grants	1,150	11,150
Fundraising	0	0
Donations & Grants	1,147	988
Restricted Grants	<u>175,847</u>	<u>115,552</u>
	<u>203,402</u>	<u>154,283</u>

Fundraising and Grants received, included in the above, are shown as follows:-

	2023	2022
	£	£
Fundraising		
Events	0	0
Community Fundraising	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>

	2023	2022
	£	£
Donations & Grants		
Camelia Botnar Foundation	0	0
Personal donations (Including gift aid)	0	0
Other (below £2,500)	<u>1,147</u>	<u>988</u>
	<u>1,147</u>	<u>988</u>

	2023	2022
	£	£
Restricted Grants		
Big Lottery Fund (Reaching Communities)	33,242	33,242
Children in need	37,200	(3,690)
Havering CCG	47,755	60,000
Thurrock CCG	0	0
Essex Community Foundation	22,650	15,000
Thurrock & Brentwood Mind	10,000	10,000
The Arm Trust	22,750	0
The Aspire Learning Foundation	1,250	0
Havering Education	1,000	0
Co-op Bank	<u>0</u>	<u>1,000</u>
	<u>175,847</u>	<u>115,552</u>

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

3 TOTAL RESOURCES EXPENDED

	Fundraising Activities £	Charitable Activities £	Governance Costs £	2023 £	2022 £
Staff Wages and Salaries		133,223		133,223	124,155
Recruitment		0		0	0
Staff and Volunteers expenses		766		766	248
External Supervision		1,770		1,770	1,180
External Training, Counselling & Administration		15,539		15,539	6,841
Fundraising and Social events		0		0	0
Children's Service events		0		0	0
Office and Meeting room rent and rates		18,567		18,567	16,517
Bad Debt		45		45	0
Insurance, Professional & Memberships		2,612		2,612	2,869
Advertising and Marketing		0		0	0
Telephone & Internet		761		761	415
Legal and professional fees			2,046	2,046	2,396
Miscellaneous expenses		0		0	0
Office Supplies Bank Charges and postage		226		226	344
Depreciation - Office equipment		0		0	0
Computer Costs		7,147		7,147	7,017
	<u>0</u>	<u>180,656</u>	<u>2,046</u>	<u>182,702</u>	<u>161,982</u>

4 STAFF COSTS

	2023 £	2022 £
Wages and salaries	<u>133,223</u>	<u>124,155</u>
	<u>133,223</u>	<u>124,155</u>

There were no employees whose total remuneration exceeded £60,000 for the year ended 31st March 2023, nor for the year ended 31st March 2022.

5 NET INCOMING / (OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2023 £	2022 £
Depreciation - owned assets	<u>0</u>	<u>0</u>

6 TRUSTEES' REMUNERATION AND BENEFITS

There were no Trustees' remuneration or other benefits for the year ended 31st March 2023 nor for the year ended 31st March 2022.

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

7 TANGIBLE FIXED ASSETS

	Office Equipment £	Total £
COST		
At 1st April 2022	0	0
Additions	0	0
At 31st March 2023	<u>0</u>	<u>0</u>
DEPRECIATION		
At 1st April 2022	0	0
Charge for the year	0	0
At 31st March 2023	<u>0</u>	<u>0</u>
NET BOOK VALUE		
At 31st March 2023	<u>0</u>	<u>0</u>
At 31st March 2022	<u>0</u>	<u>0</u>

8 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.03.23 £	31.03.22 £
Clients	<u>990</u>	<u>2,408</u>

9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.03.23 £	31.03.22 £
Trade Creditors	5,158	2,334
Accountancy Fee	750	1,100
CIN Grant return	0	3,690
IT Fee	0	1,314
Accrual - Staff Wages and Salaries	4,155	3,201
	<u>10,063</u>	<u>11,639</u>

10 MOVEMENT IN FUNDS

	At 01.04.22 £	Incoming Resources £	Resources Expended £	At 31.03.23 £
Unrestricted funds	75,542	27,555	29,524	73,573
Restricted funds	160,396	175,847	153,178	183,065
Total funds	<u>235,938</u>	<u>203,402</u>	<u>182,702</u>	<u>256,638</u>