

HIGHGATE COUNSELLING CENTRE

England & Wales · Charity number 289420

Details

Status Registered

Legal form Charitable company

Company number [01782119](#)

Registered 1984-05-18

Register [View on the Charity Commission register](#)

Contact

Address Highgate Counselling Centre
58a Highgate High Street
London
N6 5HX

Phone 02088835427

Email admin@highgatecounselling.org.uk

Website www.highgatecounselling.org.uk

Activities

Objects: TO CONDUCT AND MAINTAIN A CENTRE WITHOUT A PROFIT WHERE ANY PERSON IN NEED CAN FREE OF COST OBTAIN COUNSEL, ADVICE, COMFORT AND HELP WITH PERSONAL PROBLEMS OF ALL KINDS.

Activities: The principal objective is to maintain, without profit, a centre where any person in need can, if necessary free of cost, obtain professional counselling with personal problems of all kinds.

Classification

- **How:** Provides Services
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** The General Public/mankind

Geography

- Area of benefit: UNDEFINED
- Haringey

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£364,515	£364,449	-	-
2023-12-31	£370,600	£344,967	-	-
2022-12-31	£329,552	£279,460	-	-
2021-12-31	£305,996	£297,056	-	-
2020-12-31	£262,712	£266,292	-	-

Trustees

Name	Role	Appointed
Helen Elizabeth Finch		2018-01-10
Nicholas Alexander Nicolaidis		2017-10-09
Nicholas Cobill		2023-10-21
Sheena Fawcett		2017-10-09
VIVIEN WILKINSON		

HIGHGATE COUNSELLING CENTRE

England & Wales - Charity number 289420

Accounts

REGISTERED COMPANY NUMBER: 01782119 (England and Wales)
REGISTERED CHARITY NUMBER: 289420

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 December 2024
for
Highgate Counselling Centre

Venture Accountancy & Tax Ltd
52 Bluebridge Road
Brookmans Park
Hatfield
Hertfordshire
AL9 7SA

Contents of the Financial Statements
for the Year Ended 31 December 2024

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Review of Activities and Future Plans for Counselling Centre

The 2024 focus for HCC centred on implementing and integrating the various developments in communications and procedure the organisation carried out in the previous 18 months.

The new administrative team settled into the centre well and took ownership of procedures to support the organisation through its communications and administrative support. This continued to vastly improve the operational efficiency, which has in turn offered HCC members and clients at the centre better support and communication. The communication developments that took place in 2023 were able to become embedded in the culture of the organisation throughout the year and have proved to offer much valued improved transparency and sense of identity and belonging through HCC.

Following our development of the use of financial software across the centre in 2023, we also rolled this out further to the training department in 2024. This further improved financial visibility and budgeting so we could begin to have conversations about further developments in the organisation. Discussions took place to consider commissioning a fundraising proposal to look at developing a third income stream for HCC to further improve and expand the services we can offer

Training applications were reduced in 2024 for the online certificate. This meant the course could not run and had to be cancelled in August. In September HCC developed a Fast-Track Certificate course that would run from January - July 2025 to address this reduction in trainee numbers and offer greater choice to our training potential members. By December we had a full intake of trainees ready to start in the January cohort and the course had been developed ready to be delivered. The reasons for the reduction of applications for this training were unclear. Inflation and cost of living consideration were likely to be part of the reason. It is also possible the introduction of some additional workshops to the course, to expand the hours required to keep us in line with industry standards, perhaps deterred this specific online demographic. It is also evident that online courses in the past years at this introduction level have vastly increased, resulting in greater competition in online training. Fees were not increased in 2023 or 2024 to remain accessible and competitive.

Significant activities

Contributions for counselling remain on a sliding scale based on what is affordable to each client in relation to income. The increments for each stage of the sliding scale have not increased and there are no plans for this to occur to ensure the charity ethos remains central in all organisation activities. Our client figures at the centre have increased marginally and our average contribution has increased from £36.00 in 2023 to £41.75 in 2024.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The activities of the Charity comprise contributions from clients and training course fees.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

01782119 (England and Wales)

Registered Charity number

289520

Registered office

58a Highgate High Street
London
N6 5HX

Highgate Counselling Centre

Report of the Trustees
for the Year Ended 31 December 2024

Trustees

N Cobill Barrister (appointed 10.10.24)
Ms S Fawcett Director
Ms H E Finch Group Analytic Psychotherapist
Dr B Friedmann General Medical Practitioner (resigned 8.10.24)
N A Nicolaides Director
S W Radford Director (resigned 27.06.25)
Dr J M Seargeant Psychiatrist
Ms V Wilkinson Counsellor

Mr N Cobill, who resigned during the year, was re-appointed on 10/10/2024

Company Secretary

Ms L J Newens

Independent Examiner

Vasilis Vasiliou FCCA
Venture Accountancy & Tax Ltd
52 Bluebridge Road
Brookmans Park
Hatfield
Hertfordshire
AL9 7SA

Bankers

CAF Bank Limited
PO Box 289
West Malling
Kent
ME19 4TA

Advisers

Investment Manager:

M&G Investment
Laurence Pountney Hill
London EC4R 0HH

CAF Bank Limited
PO Box 289
West Malling
Kent, ME19 4TA

Approved by order of the board of trustees on 17 September 2025 and signed on its behalf by:



[Nicholas Cobill \(Sep 19, 2025 17:26:28 GMT+1\)](#)

N Cobill - Trustee

Independent examiner's report to the trustees of Highgate Counselling Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.



Vasilis Vasiliou FCCA

Venture Accountancy & Tax Ltd
52 Bluebridge Road
Brookmans Park
Hatfield
Hertfordshire
AL9 7SA

17 September 2025

Highgate Counselling Centre

Statement of Financial Activities
for the Year Ended 31 December 2024

	Notes	Unrestricted funds £	Restricted fund £	31.12.24 Total funds £	31.12.23 Total funds as restated £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		-	1,075	1,075	1,423
Other trading activities	2	360,299	-	360,299	367,064
Investment income	3	<u>3,141</u>	<u>-</u>	<u>3,141</u>	<u>2,113</u>
Total		<u>363,440</u>	<u>1,075</u>	<u>364,515</u>	<u>370,600</u>
EXPENDITURE ON					
Raising funds		-	-	-	25,497
Other		<u>363,374</u>	<u>1,075</u>	<u>364,449</u>	<u>319,470</u>
Total		<u>363,372</u>	<u>1,075</u>	<u>364,449</u>	<u>344,967</u>
Net gains/(losses) on investments		<u>(292)</u>	<u>-</u>	<u>(292)</u>	<u>722</u>
NET INCOME/(EXPENDITURE)		(226)	-	(226)	26,355
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>197,676</u>	<u>1,075</u>	<u>198,751</u>	<u>172,396</u>
TOTAL FUNDS CARRIED FORWARD		<u>197,450</u>	<u>1,075</u>	<u>198,525</u>	<u>198,751</u>

The notes form part of these financial statements

Highgate Counselling Centre

Balance Sheet

31 December 2024

	Notes	Unrestricted funds £	Restricted fund £	31.12.24 Total funds £	31.12.23 Total funds as restated £
FIXED ASSETS					
Tangible assets	9	43,776	-	43,776	49,334
CURRENT ASSETS					
Debtors	10	226,634	-	226,634	162,788
Investments	11	45,322	-	45,322	45,614
Cash at bank		<u>112,825</u>	<u>-</u>	<u>112,825</u>	<u>124,577</u>
		384,781	-	384,781	332,979
CREDITORS					
Amounts falling due within one year	12	(225,290)	-	(225,290)	(167,420)
NET CURRENT ASSETS		<u>159,491</u>	<u>-</u>	<u>159,491</u>	<u>166,634</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		203,267	-	203,267	215,968
CREDITORS					
Amounts falling due after more than one year	13	(4,742)	-	(4,742)	(17,217)
NET ASSETS		<u>198,525</u>	<u>-</u>	<u>198,525</u>	<u>198,751</u>
FUNDS	15				
Unrestricted funds				198,525	197,676
Restricted funds				<u>-</u>	<u>-</u>
TOTAL FUNDS				<u>198,525</u>	<u>198,751</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 17 September 2025 and were signed on its behalf by:



Nicholas Cobill (Sep 19, 2025 17:26:28 GMT+1)

N Cobill - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold	- in accordance with the property
Plant and machinery	- 25% on cost
Computer equipment	- 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. OTHER TRADING ACTIVITIES

	31.12.24	31.12.23 as restated
	£	£
Other income	-	195
Client contributions	132,950	119,235
Training course fees	<u>227,347</u>	<u>247,634</u>
	<u>360,297</u>	<u>367,064</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2024

3. INVESTMENT INCOME

	31.12.24	31.12.23 as restated
	£	£
Dividends	2,043	1,168
Deposit account interest	<u>1,098</u>	<u>945</u>
	<u>3,141</u>	<u>2,113</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.24	31.12.23 as restated
	£	£
Depreciation - owned assets	<u>5,558</u>	<u>5,560</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2024 nor for the year ended 31 December 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2024 nor for the year ended 31 December 2023.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.12.24	31.12.23 as restated
Employees	<u>6</u>	<u>7</u>

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted fund	Total funds as restated
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	1,423	-	1,423
Other trading activities	367,064	-	367,064
Investment income	<u>2,113</u>	<u>-</u>	<u>2,113</u>
Total	<u>370,600</u>	<u>-</u>	<u>370,600</u>
EXPENDITURE ON			
Raising funds	25,497	-	25,497
Other	<u>319,470</u>	<u>-</u>	<u>319,470</u>
Total	<u>344,967</u>	<u>-</u>	<u>344,967</u>
Net gains on investments	<u>722</u>	<u>-</u>	<u>722</u>

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds	Restricted fund	Total funds as restated
	£	£	£
NET INCOME	26,355	-	26,355
Transfers between funds	<u>(1,075)</u>	<u>1,075</u>	<u>-</u>
Net movement in funds	25,280	1,075	26,355
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>172,396</u>	<u>-</u>	<u>172,396</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>197,676</u></u>	<u><u>1,075</u></u>	<u><u>198,751</u></u>

8. PRIOR YEAR ADJUSTMENT

Due to a software error, some double counting regarding restricted funds in the prior year of £1,075 occurred in current liabilities and also in notes 11-14. These have now been re-stated in the comparative year.

9. TANGIBLE FIXED ASSETS

	Short leasehold £	Plant and machinery £	Computer equipment £	Totals £
COST				
At 1 January 2024 and 31 December 2024	<u>81,641</u>	<u>1,834</u>	<u>7,706</u>	<u>91,181</u>
DEPRECIATION				
At 1 January 2024	32,657	1,484	7,706	41,847
Charge for year	<u>5,442</u>	<u>116</u>	<u>-</u>	<u>5,558</u>
At 31 December 2024	<u>38,099</u>	<u>1,600</u>	<u>7,706</u>	<u>47,405</u>
NET BOOK VALUE				
At 31 December 2024	<u><u>43,542</u></u>	<u><u>234</u></u>	<u><u>-</u></u>	<u><u>43,776</u></u>
At 31 December 2023	<u><u>48,984</u></u>	<u><u>350</u></u>	<u><u>-</u></u>	<u><u>49,334</u></u>

10. DEBTORS

	31.12.24 £	31.12.23 as restated £
Amounts falling due within one year:		
Trade debtors	198,634	134,788
Prepayments	<u>10,500</u>	<u>10,500</u>
	<u><u>209,134</u></u>	<u><u>145,288</u></u>
Amounts falling due after more than one year:		
Other debtors	<u>17,500</u>	<u>17,500</u>
Aggregate amounts	<u><u>226,634</u></u>	<u><u>162,788</u></u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2024

11. CURRENT ASSET INVESTMENTS

	31.12.24	31.12.23 as restated
	£	£
M&G & Other Investments	<u>45,322</u>	<u>45,614</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.24	31.12.23 as restated
	£	£
Bank loans and overdrafts (see note 14)	10,393	7,907
Trade creditors	6,660	19,996
Social security and other taxes	484	437
Other creditors	5,293	-
Restricted income funds	-	1,075
Deferred income	199,600	134,070
Accrued expenses	<u>2,860</u>	<u>2,860</u>
	<u>225,290</u>	<u>166,345</u>

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.12.24	31.12.23 as restated
	£	£
Bank loans (see note 14)	<u>4,742</u>	<u>17,217</u>

14. LOANS

An analysis of the maturity of loans is given below:

	31.12.24	31.12.23 as restated
	£	£
Amounts falling due within one year on demand:		
Bank loans	<u>10,393</u>	<u>7,907</u>
	<u>10,393</u>	<u>7,907</u>
Amounts falling between one and two years:		
Bank loans - 1-2 years	<u>4,742</u>	<u>10,127</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	<u>-</u>	<u>7,090</u>

15. MOVEMENT IN FUNDS

	At 1.1.24	Net movement in funds	At 31.12.24
	£	£	£
Unrestricted funds			
General funds	197,676	(226)	198,525
Restricted funds			
Restricted Funds	1,075	(1,075)	-
TOTAL FUNDS	<u>198,751</u>	<u>(1,301)</u>	<u>198,525</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2024

15. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General funds	364,515	(364,449)	(292)	(226)
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>364,515</u>	<u>(364,449)</u>	<u>(292)</u>	<u>(226)</u>

Comparatives for movement in funds

	At 1.1.23 £	Net movement in funds £	Transfers between funds £	At 31.12.23 £
Unrestricted funds				
General funds	172,396	26,355	-	198,751
Restricted funds				
Restricted Funds	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>172,396</u>	<u>26,355</u>	<u>-</u>	<u>198,751</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General funds	370,600	(344,967)	722	26,355
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>370,600</u>	<u>(344,967)</u>	<u>722</u>	<u>26,355</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.23 £	Net movement in funds £	Transfers between funds £	At 31.12.24 £
Unrestricted funds				
General funds	172,396	26,129	-	198,751
Restricted funds				
Restricted Funds	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>172,396</u>	<u>26,129</u>	<u>-</u>	<u>198,525</u>

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General funds	735,115	(709,416)	430	26,129
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>735,115</u>	<u>(709,416)</u>	<u>430</u>	<u>26,129</u>

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2024.

Detailed Statement of Financial Activities
for the Year Ended 31 December 2024

	31.12.24	31.12.23
	£	as restated £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	-	(2)
Donations	<u>1,075</u>	<u>1,425</u>
	1,075	1,423
Other trading activities		
Other income	-	195
Client contributions	132,952	119,235
Training course fees	<u>227,347</u>	<u>247,634</u>
	360,299	367,064
Investment income		
Dividends	2,043	1,168
Deposit account interest	<u>1,098</u>	<u>945</u>
	<u>3,141</u>	<u>2,113</u>
Total incoming resources	364,515	370,600
EXPENDITURE		
Other trading activities		
Bad debts	-	633
Other		
Wages	199,240	181,104
Pensions	850	-
Training course expenses	4,135	5,680
Room hire	10,927	7,777
Trainer, tutors and other fees	65,683	61,034
Sundry course expenses	4,621	5,546
Search fees	659	124
Rent	42,768	41,038
Consultation fees	5,850	5,619
Subscriptions	1,898	1,774
Cleaning	2,339	2,173
Property maintenance	5,503	1,158
Depreciation of tangible fixed assets	5,560	5,560
Bank loan interest	<u>522</u>	<u>883</u>
	350,555	319,470
Support costs		
Management		
Light and heat	(513)	8,283
Telephone	(1,169)	1,755
Advertising	<u>1,287</u>	<u>749</u>
	(395)	10,787
Finance		
Sundries	<u>393</u>	<u>470</u>
Carried forward	393	470

Highgate Counselling Centre

Detailed Statement of Financial Activities
for the Year Ended 31 December 2024

	31.12.24	31.12.23
	£	as restated £
Finance		
Brought forward	393	470
Bank charges	<u>1,522</u>	<u>2,053</u>
	1,915	2,523
Information technology		
Repairs and renewals	115	145
Human resources		
Software licences	-	362
Other		
Insurance	3,385	4,354
Postage and stationery	2,052	896
Sundries	1,561	1,337
Email, hosting & IT costs	<u>792</u>	<u>1,600</u>
	7,790	8,187
Governance costs		
Accountancy fees	3,269	2,860
Legal fees	<u>1,200</u>	<u>-</u>
	<u>4,469</u>	<u>2,860</u>
Total resources expended	<u>364,449</u>	<u>344,967</u>
Net income before gains and losses	66	25,633
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	<u>(292)</u>	<u>-</u>
Net (expenditure)/income	<u><u>(226)</u></u>	<u><u>25,633</u></u>

HIGHGATE COUNSELLING CENTRE

England & Wales - Charity number 289420

Accounts

REGISTERED COMPANY NUMBER: 01782119 (England and Wales)
REGISTERED CHARITY NUMBER: 289520

Report of the Trustees and

Unaudited Financial Statements for the Year Ended 31 December 2023

for

Highgate Counselling Centre

Venture Accountancy & Tax Ltd
52 Bluebridge Road
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Highgate Counselling Centre

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Highgate Counselling Centre

Report of the Trustees for the Year Ended 31 December 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Review of Activities and Future Plans for Counselling Centre

The 2023 focus for HCC has centred on developing the administrative support and communications within the organisation.

A full team of administrators, supported by receptionists have worked together to develop supportive and sustainable systems and procedures. This has vastly improved the operational efficiency, which has in turn offered HCC members and clients at the centre better support and communication across the organisation.

These developments have meant some expenditure on personnel and equipment. Further minor, but ongoing expenditure has also been made on conservative, thoughtfully placed advertising throughout the year. This has ensured we are communicating our presence, particularly to three local boroughs. Promotional materials have also been developed in keeping with the current branding. This small amount of communication appears to have had a striking impact on enquiries.

We have further developed our use of finance software within the organisation. This has enabled us to streamline the client payment system. This has meant we can offer a more accessible service to our clients, an improved process for counsellors and administrators, in addition to clearer transparency for the Board.

Communications within the organisation have also been further addressed and developed in 2023. Contacts have been fully digitalised. This has enabled easy communications across the whole organisation and within discrete groups, with clear access for all management and all administrative staff. Other developments have included regular news emails, monthly and bimonthly meetings and an organisation bimonthly newsletter. Communications have also been further supported by two social events in the summer and winter periods. The aim for these has been to enhance a sense of identity and belonging amongst staff and trainees and encourage a supportive network for members.

Advertising, targeted development of the Open Day and detailed attention to the application process, appears to have led to the recruitment of full cohorts in all three training intakes for 2023. The interest for all three courses was higher than the final intake. Fees for training were increased marginally. This was to account for general increase in running costs and to account for the shortfall of trainees in 2022. Fees were still comfortably within a competitive range with similar trainings to ensure we reach as broader demographic of applicants as possible. Plans have also been put into action to extend the Certificate training to compete with courses offering increased contact hours, required by some further training providers. This will ensure that for the 2024 intake, we remain a strong competitor in the field of training provision.

Significant activities

Contributions for counselling remain on a sliding scale based on what is affordable to each client in relation to income. The increments for each stage of the sliding scale have not increased and there are no plans for this to occur. It has however been noted there appears to be an increasing demand for lowest contribution increment. In December 2023 the approximated average cost of a session stood at £49 and the average client contribution being paid was £36.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The activities of the Charity comprise contributions from clients and training course fees.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

01782119 (England and Wales)

Registered Charity number

289520

Registered office

58a Highgate High Street
London
N6 5HX

Highgate Counselling Centre

Report of the Trustees
for the Year Ended 31 December 2023

Trustees

N Cobill Barrister (resigned 23.2.23)
Ms S Fawcett Director
Ms H E Finch Group Analytic Psychotherapist
Dr B Friedmann General Medical Practitioner
N A Nicolaidis Director
S W Radford Director
Dr J M Seargeant Psychiatrist
Ms V Wilkinson Counsellor

Mr N Cobill, who resigned during the year, was re-appointed on 10/10/2024

Company Secretary

Ms L J Newens

Independent Examiner

Vasilis Vasiliou FCCA
Venture Accountancy & Tax Ltd
52 Bluebridge Road
Brookmans Park
Hatfield
Hertfordshire
AL9 7SA

Bankers

CAF Bank Limited
PO Box 289
West Malling
Kent
ME19 4TA

Advisers

Investment Manager:

M&G Investment
Laurence Pountney Hill
London EC4R 0HH

CAF Bank Limited
PO Box 289
West Malling
Kent, ME19 4TA

Approved by order of the board of trustees on 18 October 2024 and signed on its behalf by:



S W Radford - Trustee

Independent Examiner's Report to the Trustees of
Highgate Counselling Centre

Independent examiner's report to the trustees of Highgate Counselling Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.



Vasilis Vasilou FCCA

Venture Accountancy & Tax Ltd
52 Bluebridge Road
Brookmans Park
Hatfield
Hertfordshire
AL9 7SA

18 October 2024

Highgate Counselling Centre

Statement of Financial Activities
for the Year Ended 31 December 2023

	Notes	Unrestricted funds £	Restricted fund £	31.12.23 Total funds £	31.12.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		1,423	-	1,423	2
Other trading activities	2	367,064	-	367,064	327,679
Investment income	3	<u>2,113</u>	<u>-</u>	<u>2,113</u>	<u>1,871</u>
Total		<u>370,600</u>	<u>-</u>	<u>370,600</u>	<u>329,552</u>
EXPENDITURE ON					
Raising funds		25,497	-	25,497	-
Other		<u>319,470</u>	<u>-</u>	<u>319,470</u>	<u>304,943</u>
Total		<u>344,967</u>	<u>-</u>	<u>344,967</u>	<u>304,943</u>
Net gains/(losses) on investments		<u>722</u>	<u>-</u>	<u>722</u>	<u>(2,592)</u>
NET INCOME		26,355	-	26,355	22,017
Transfers between funds	14	<u>(1,075)</u>	<u>1,075</u>	<u>-</u>	<u>-</u>
Net movement in funds		25,280	1,075	26,355	22,017
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>172,396</u>	<u>-</u>	<u>172,396</u>	<u>150,379</u>
TOTAL FUNDS CARRIED FORWARD		<u>197,676</u>	<u>1,075</u>	<u>198,751</u>	<u>172,396</u>

The notes form part of these financial statements

Highgate Counselling Centre

Balance Sheet
31 December 2023

	Notes	Unrestricted funds £	Restricted fund £	31.12.23 Total funds £	31.12.22 Total funds £
FIXED ASSETS					
Tangible assets	8	49,334	-	49,334	54,427
CURRENT ASSETS					
Debtors	9	162,788	-	162,788	31,300
Investments	10	45,614	-	45,614	45,407
Cash at bank		<u>124,577</u>	<u>1,075</u>	<u>125,652</u>	<u>121,146</u>
		332,979	1,075	334,054	197,853
CREDITORS					
Amounts falling due within one year	11	(167,420)	-	(167,420)	(54,760)
NET CURRENT ASSETS		<u>165,559</u>	<u>1,075</u>	<u>166,634</u>	<u>143,093</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		214,893	1,075	215,968	197,520
CREDITORS					
Amounts falling due after more than one year	12	(17,217)	-	(17,217)	(25,124)
NET ASSETS		<u>197,676</u>	<u>1,075</u>	<u>198,751</u>	<u>172,396</u>
FUNDS	14				
Unrestricted funds				197,676	172,396
Restricted funds				<u>1,075</u>	-
TOTAL FUNDS				<u>198,751</u>	<u>172,396</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2023.

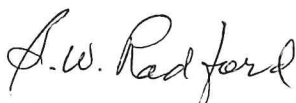
The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 18 October 2024 and were signed on its behalf by:



S W Radford - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold	-	in accordance with the property
Plant and machinery	-	25% on cost
Computer equipment	-	25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. OTHER TRADING ACTIVITIES

	31.12.23	31.12.22
	£	£
Other income	195	-
Client contributions	119,235	117,438
Training course fees	<u>247,634</u>	<u>210,241</u>
	<u>367,064</u>	<u>327,679</u>

Highgate Counselling Centre

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

3. INVESTMENT INCOME

	31.12.23	31.12.22
	£	£
Dividends	1,168	1,563
Deposit account interest	<u>945</u>	<u>308</u>
	<u>2,113</u>	<u>1,871</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.23	31.12.22
	£	£
Depreciation - owned assets	<u>5,560</u>	<u>5,443</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2023 nor for the year ended 31 December 2022.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.12.23	31.12.22
Employees	<u>7</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	2	-	2
Other trading activities	327,679	-	327,679
Investment income	<u>1,871</u>	<u>-</u>	<u>1,871</u>
Total	<u>329,552</u>	<u>-</u>	<u>329,552</u>
EXPENDITURE ON			
Other	<u>304,943</u>	<u>-</u>	<u>304,943</u>
Net gains/(losses) on investments	<u>(2,592)</u>	<u>-</u>	<u>(2,592)</u>
NET INCOME	22,017	-	22,017
RECONCILIATION OF FUNDS			
Total funds brought forward	150,379	-	150,379

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES – continued

	Unrestricted funds £	Restricted fund £	Total funds £
TOTAL FUNDS CARRIED FORWARD	<u>172,396</u>	<u>-</u>	<u>172,396</u>

8. TANGIBLE FIXED ASSETS

	Short leasehold £	Plant and machinery £	Computer equipment £	Totals £
COST				
At 1 January 2023	81,641	1,367	7,706	90,714
Additions	<u>-</u>	<u>467</u>	<u>-</u>	<u>467</u>
At 31 December 2023	<u>81,641</u>	<u>1,834</u>	<u>7,706</u>	<u>91,181</u>
DEPRECIATION				
At 1 January 2023	27,214	1,367	7,706	36,287
Charge for year	<u>5,443</u>	<u>117</u>	<u>-</u>	<u>5,560</u>
At 31 December 2023	<u>32,657</u>	<u>1,484</u>	<u>7,706</u>	<u>41,847</u>
NET BOOK VALUE				
At 31 December 2023	<u>48,984</u>	<u>350</u>	<u>-</u>	<u>49,334</u>
At 31 December 2022	<u>54,427</u>	<u>-</u>	<u>-</u>	<u>54,427</u>

9. DEBTORS

	31.12.23 £	31.12.22 £
Amounts falling due within one year:		
Trade debtors	134,788	5,050
Prepayments	<u>10,500</u>	<u>8,750</u>
	<u>145,288</u>	<u>13,800</u>
Amounts falling due after more than one year:		
Other debtors	<u>17,500</u>	<u>17,500</u>
Aggregate amounts	<u>162,788</u>	<u>31,300</u>

10. CURRENT ASSET INVESTMENTS

	31.12.23 £	31.12.22 £
Other	<u>45,614</u>	<u>45,407</u>

Highgate Counselling Centre

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.23	31.12.22
	£	£
Bank loans and overdrafts (see note 13)	8,982	9,877
Trade creditors	19,996	18,271
Social security and other taxes	437	312
Restricted income funds	1,075	-
Deferred income	134,070	23,440
Accrued expenses	2,860	2,860
	<u>167,420</u>	<u>54,760</u>

12. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.12.23	31.12.22
	£	£
Bank loans (see note 13)	<u>17,217</u>	<u>25,124</u>

13. LOANS

An analysis of the maturity of loans is given below:

	31.12.23	31.12.22
	£	£
Amounts falling due within one year on demand:		
Bank overdrafts	1,075	-
Bank loans	<u>7,907</u>	<u>9,877</u>
	<u>8,982</u>	<u>9,877</u>
Amounts falling between one and two years:		
Bank loans - 1-2 years	<u>10,127</u>	<u>10,127</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	<u>7,090</u>	<u>14,997</u>

14. MOVEMENT IN FUNDS

	At 1.1.23	Net movement in funds	Transfers between funds	At 31.12.23
	£	£	£	£
Unrestricted funds				
General funds	172,396	26,355	(1,075)	197,676
Restricted funds				
Restricted Funds	-	-	1,075	1,075
TOTAL FUNDS	<u>172,396</u>	<u>26,355</u>	<u>-</u>	<u>198,751</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
Unrestricted funds				
General funds	370,600	(344,967)	722	26,355
TOTAL FUNDS	<u>370,600</u>	<u>(344,967)</u>	<u>722</u>	<u>26,355</u>

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General funds	150,379	22,017	172,396
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>150,379</u>	<u>22,017</u>	<u>172,396</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General funds	329,552	(304,943)	(2,592)	22,017
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>329,552</u>	<u>(304,943)</u>	<u>(2,592)</u>	<u>22,017</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.23 £
Unrestricted funds				
General funds	150,379	48,372	(1,075)	197,676
Restricted funds				
Restricted Funds	-	-	1,075	1,075
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>150,379</u>	<u>48,372</u>	<u>-</u>	<u>198,751</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General funds	700,152	(649,910)	(1,870)	48,372
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>700,152</u>	<u>(649,910)</u>	<u>(1,870)</u>	<u>48,372</u>

Highgate Counselling Centre

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2023.

Highgate Counselling Centre

Detailed Statement of Financial Activities
for the Year Ended 31 December 2023

	31.12.23	31.12.22
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	(2)	2
Donations	<u>1,425</u>	<u>-</u>
	1,423	2
Other trading activities		
Other income	195	-
Client contributions	119,235	117,438
Training course fees	<u>247,634</u>	<u>210,241</u>
	367,064	327,679
Investment income		
Dividends	1,168	1,563
Deposit account interest	<u>945</u>	<u>308</u>
	<u>2,113</u>	<u>1,871</u>
Total incoming resources	370,600	329,552
EXPENDITURE		
Other trading activities		
Bad debts	633	-
Other		
Wages	183,277	156,480
Pensions	-	213
Training course expenses	5,680	12,502
Room hire	7,777	650
Trainer, tutors and other fees	61,034	45,697
Sundry course expenses	5,546	3,528
Search fees	124	18
Rent	41,038	45,680
Consultation fees	5,619	3,345
Subscriptions	1,774	1,714
Cleaning	-	2,061
Property maintenance	1,158	1,118
Depreciation of tangible fixed assets	5,560	5,443
Bank loan interest	<u>883</u>	<u>1,011</u>
	319,470	279,460
Support costs		
Management		
Light and heat	8,283	4,174
Telephone	1,755	1,784
Advertising	<u>749</u>	<u>-</u>
	10,787	5,958
Finance		
Sundries	<u>470</u>	<u>3,321</u>
Carried forward	470	3,321

This page does not form part of the statutory financial statements

Highgate Counselling Centre

Detailed Statement of Financial Activities
for the Year Ended 31 December 2023

	31.12.23	31.12.22
	£	£
Finance		
Brought forward	470	3,321
Bank charges	<u>2,053</u>	<u>1,623</u>
	2,523	4,944
Information technology		
Repairs and renewals	145	-
Human resources		
Software licences	362	-
Other		
Insurance	4,354	1,250
Postage and stationery	896	2,436
Sundries	1,337	-
Email, hosting & IT costs	<u>1,600</u>	<u>7,683</u>
	8,187	11,369
Governance costs		
Accountancy fees	<u>2,860</u>	<u>3,212</u>
Total resources expended	<u>344,967</u>	<u>304,943</u>
Net income	<u>25,633</u>	<u>24,609</u>

This page does not form part of the statutory financial statements

HIGHGATE COUNSELLING CENTRE

England & Wales - Charity number 289420

Accounts

REGISTERED COMPANY NUMBER: 01782119 (England and Wales)
REGISTERED CHARITY NUMBER: 289520

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 December 2022
for
Highgate Counselling Centre

Venture Accountancy & Tax Ltd
52 Bluebridge Road
Brookmans Park
Hatfield
Hertfordshire
AL9 7SA

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for the Year Ended 31 December 2022

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Highgate Counselling Centre

Report of the Trustees for the Year Ended 31 December 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Review of Activities and Future Plans for Counselling Centre

With regards to Covid-19, HCC continued to operate as it had ended the year 2021, and remained uninterrupted throughout the year, with no further restrictions in 2022. Demand for face-to-face counselling remained low in the first quarter, but gradually increased throughout the year. By December, a majority of counselling sessions and initial consultations were being conducted face-to-face at the centre. HCC has continued to offer a hybrid service, of online and face-to-face counselling.

The centre directorship of HCC changed hands from Lois Elliott to Natasha Harrison in July 2022, with an appropriate length handover period. Although this was a significant loss and adjustment for the organisation, HCC appeared to metabolise this change with relative ease. Natasha spent July to December ensuring she contacted all members, to gain insight into the experience of those engaging with various aspects of HCC. The main findings were a wish to improve communications generally and opportunities to bring members together again following the understandable fragmentation and distancing, caused by the Covid-19 period, which the organisation was yet to recover from.

Graduation for all three years who missed their graduation due to Covid-19 was held in November. This also served as a space to thank Lois Elliott for her dedication over her significant time as Centre director at HCC.

Upon Natasha joining the organisation the administration staff were running on less than half the number required to cover the hours the centre was open. Administrative staff were also still trying to recover from and adjust to working back in the office. They were needing to bring together administrative structures, which had partly migrated digitally during the Covid-19 period. Over the period July to December, three new staff members were recruited and work began to establish where processes needed improvement and to build structured processes to establish reliable, efficient ways to capture clinical information digitally. These new processes had to consider some staff members and counsellors no longer came into the centre or saw clients face-to-face. Previous processes for recording clinical information relied more on in person contact with the centre.

Some expenditure was required for this return to the centre on the one hand, and also improving a working process that also accommodated the online work. This included updating some of the furniture in the clinic rooms and purchasing a new computer for admin and the Training Manager. OneDrive on the admin system also began to be utilised, so that information could be shared and stored safely and more effectively. This also enabled staff to work more effectively off-site and improved communications generally in the centre. Contacts held for electronic communications were reviewed. This enabled more reliable flexibility in communications with both discreet groups and the whole organisation. Regular news emails from the Centre director began to be sent to the whole organisation to communicate changes and to encourage transparency, identity and belonging again in the organisation. Advertising was also taken out in local publications to promote the counselling services and trainings. Publicity materials were designed and started to be distributed locally to help make the centre more visible. New, up to date GP lists were compiled ready to send out marketing information on a regular basis to GP surgeries from 2023.

Once improved procedures were in place for capturing clinical information, Xero was put fully into use to collect and record client contributions. This allows the centre to monitor with greater ease and monies owing. This process also required counsellors to adapt to changes in the way they communicated with the centre so that improved records could be kept. The organisation appeared to respond and adapt to these changes well.

Counselling Clients

Client numbers remained steady in 2022. By October 2022 there were approximately 90 clients. The centre income from counselling clients was slightly increased from £113,510.00 in 2021 to £117,437.81 in 2022. Income from initial consultations also remained steady increasing slightly from £1926.00 in 2021 to £2276.00 in 2022.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The activities of the Charity comprise contributions from clients and training course fees.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Highgate Counselling Centre

Report of the Trustees
for the Year Ended 31 December 2022

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

01782119 (England and Wales)

Registered Charity number

289520

Registered office

58a Highgate High Street
London
N6 5HX

Trustees

N A Nicolaides Director
S W Radford Director
Dr B Friedmann General Medical Practitioner
Dr J M Seargeant Psychiatrist
Ms V Wilkinson Counsellor
N Cobill Barrister (resigned 23.2.23)
Ms S Fawcett Director
Ms H E Finch Group Analytic Psychotherapist

Company Secretary

Ms L J Newens

Independent Examiner

Vasilis Vasiliou FCCA
Venture Accountancy & Tax Ltd
52 Bluebridge Road
Brookmans Park
Hatfield
Hertfordshire
AL9 7SA

Bankers

CAF Bank Limited
PO Box 289
West Malling
Kent
ME19 4TA

Advisers

Investment Manager:

M&G Investment
Laurence Pountney Hill
London EC4R 0HH

CAF Bank Limited
PO Box 289
West Malling
Kent, ME19 4TA

Approved by order of the board of trustees on 25 September 2023 and signed on its behalf by:

S W Radford - Trustee

Independent examiner's report to the trustees of Highgate Counselling Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

Vasilis Vasiliou FCCA

Venture Accountancy & Tax Ltd
52 Bluebridge Road
Brookmans Park
Hatfield
Hertfordshire
AL9 7SA

25 September 2023

Highgate Counselling Centre

Statement of Financial Activities
for the Year Ended 31 December 2022

	Notes	Unrestricted funds £	Restricted fund £	31.12.22 Total funds £	31.12.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		2	-	2	21
Other trading activities	2	327,679	-	327,679	293,385
Investment income	3	1,871	-	1,871	1,261
Other income		-	-	-	11,329
Total		<u>329,552</u>	<u>-</u>	<u>329,552</u>	<u>305,996</u>
EXPENDITURE ON					
Other		<u>304,943</u>	<u>-</u>	<u>304,943</u>	<u>297,056</u>
Net gains/(losses) on investments		<u>(2,592)</u>	<u>-</u>	<u>(2,592)</u>	<u>3,736</u>
NET INCOME		22,017	-	22,017	12,676
RECONCILIATION OF FUNDS					
Total funds brought forward		150,379	-	150,379	137,703
TOTAL FUNDS CARRIED FORWARD		<u>172,396</u>	<u>-</u>	<u>172,396</u>	<u>150,379</u>

The notes form part of these financial statements

Highgate Counselling Centre

Balance Sheet
31 December 2022

	Notes	Unrestricted funds £	Restricted fund £	31.12.22 Total funds £	31.12.21 Total funds £
FIXED ASSETS					
Tangible assets	8	54,427	-	54,427	59,870
CURRENT ASSETS					
Debtors	9	31,300	-	31,300	32,403
Investments	10	45,407	-	45,407	47,888
Cash at bank		121,146	-	121,146	91,083
		<u>197,853</u>	<u>-</u>	<u>197,853</u>	<u>171,374</u>
CREDITORS					
Amounts falling due within one year	11	(54,760)	-	(54,760)	(45,502)
NET CURRENT ASSETS		<u>143,093</u>	<u>-</u>	<u>143,093</u>	<u>125,872</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		197,520	-	197,520	185,742
CREDITORS					
Amounts falling due after more than one year	12	(25,124)	-	(25,124)	(35,363)
NET ASSETS		<u>172,396</u>	<u>-</u>	<u>172,396</u>	<u>150,379</u>
FUNDS	14				
Unrestricted funds				172,396	150,379
TOTAL FUNDS				<u>172,396</u>	<u>150,379</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Highgate Counselling Centre

Balance Sheet - continued

31 December 2022

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 25 September 2023 and were signed on its behalf by:

S W Radford - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. OTHER TRADING ACTIVITIES

	31.12.22	31.12.21
	£	£
Client contributions	117,438	113,510
Training course fees	210,241	179,875
	<u>327,679</u>	<u>293,385</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2022

3. INVESTMENT INCOME

	31.12.22	31.12.21
	£	£
Dividends	1,563	1,256
Deposit account interest	308	5
	<u>1,871</u>	<u>1,261</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.22	31.12.21
	£	£
Depreciation - owned assets	<u>5,443</u>	<u>5,785</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2022 nor for the year ended 31 December 2021.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.12.22	31.12.21
Employees	<u>5</u>	<u>7</u>

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	21	-	21
Other trading activities	293,385	-	293,385
Investment income	1,261	-	1,261
Other income	<u>11,329</u>	-	<u>11,329</u>
Total	<u>305,996</u>	-	<u>305,996</u>

EXPENDITURE ON

Other	<u>297,056</u>	-	<u>297,056</u>
Net gains on investments	<u>3,736</u>	-	<u>3,736</u>

7. **COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted fund £	Total funds £
NET INCOME	12,676	-	12,676
RECONCILIATION OF FUNDS			
Total funds brought forward	137,703	-	137,703
TOTAL FUNDS CARRIED FORWARD	<u>150,379</u>	<u>-</u>	<u>150,379</u>

8. **TANGIBLE FIXED ASSETS**

	Short leasehold £	Plant and machinery £	Computer equipment £	Totals £
COST				
At 1 January 2022 and 31 December 2022	<u>81,641</u>	<u>1,367</u>	<u>7,706</u>	<u>90,714</u>
DEPRECIATION				
At 1 January 2022	21,771	1,367	7,706	30,844
Charge for year	<u>5,443</u>	<u>-</u>	<u>-</u>	<u>5,443</u>
At 31 December 2022	<u>27,214</u>	<u>1,367</u>	<u>7,706</u>	<u>36,287</u>
NET BOOK VALUE				
At 31 December 2022	<u>54,427</u>	<u>-</u>	<u>-</u>	<u>54,427</u>
At 31 December 2021	<u>59,870</u>	<u>-</u>	<u>-</u>	<u>59,870</u>

9. **DEBTORS**

		31.12.22 £	31.12.21 £
Amounts falling due within one year:			
Trade debtors		5,050	3,505
Other debtors		-	2,648
Prepayments		<u>8,750</u>	<u>8,750</u>
		<u>13,800</u>	<u>14,903</u>
Amounts falling due after more than one year:			
Other debtors		<u>17,500</u>	<u>17,500</u>
Aggregate amounts		<u>31,300</u>	<u>32,403</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2022

10. CURRENT ASSET INVESTMENTS

	31.12.22	31.12.21
	£	£
Other	45,407	47,888

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.22	31.12.21
	£	£
Bank loans and overdrafts (see note 13)	9,877	9,637
Trade creditors	18,271	16,142
Social security and other taxes	312	-
Other creditors	-	43
Deferred income	23,440	17,080
Accrued expenses	2,860	2,600
	<u>54,760</u>	<u>45,502</u>

12. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.12.22	31.12.21
	£	£
Bank loans (see note 13)	<u>25,124</u>	<u>35,363</u>

13. LOANS

An analysis of the maturity of loans is given below:

	31.12.22	31.12.21
	£	£
Amounts falling due within one year on demand:		
Bank loans	<u>9,877</u>	<u>9,637</u>
Amounts falling between one and two years:		
Bank loans - 1-2 years	<u>10,127</u>	<u>9,877</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	<u>14,997</u>	<u>25,486</u>

14. MOVEMENT IN FUNDS

	At 1.1.22	Net movement in funds	At 31.12.22
	£	£	£
Unrestricted funds			
General funds	150,379	22,017	172,396
TOTAL FUNDS	<u>150,379</u>	<u>22,017</u>	<u>172,396</u>

14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General funds	329,552	(304,943)	(2,592)	22,017
TOTAL FUNDS	<u>329,552</u>	<u>(304,943)</u>	<u>(2,592)</u>	<u>22,017</u>

Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General funds	137,703	12,676	150,379
TOTAL FUNDS	<u>137,703</u>	<u>12,676</u>	<u>150,379</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General funds	305,996	(297,056)	3,736	12,676
TOTAL FUNDS	<u>305,996</u>	<u>(297,056)</u>	<u>3,736</u>	<u>12,676</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.21 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General funds	137,703	34,693	172,396
TOTAL FUNDS	<u>137,703</u>	<u>34,693</u>	<u>172,396</u>

14. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General funds	635,548	(601,999)	1,144	34,693
TOTAL FUNDS	<u>635,548</u>	<u>(601,999)</u>	<u>1,144</u>	<u>34,693</u>

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2022.

Highgate Counselling Centre

Detailed Statement of Financial Activities
for the Year Ended 31 December 2022

	31.12.22	31.12.21
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	2	-
Donations	-	21
	<u>2</u>	<u>21</u>
Other trading activities		
Client contributions	117,438	113,510
Training course fees	210,241	179,875
	<u>327,679</u>	<u>293,385</u>
Investment income		
Dividends	1,563	1,256
Deposit account interest	308	5
	<u>1,871</u>	<u>1,261</u>
Other income		
CJRS grant	-	11,329
Total incoming resources	<u>329,552</u>	<u>305,996</u>
EXPENDITURE		
Other		
Wages	156,480	132,160
Pensions	213	633
Training course expenses	12,502	9,443
Room hire	650	2,178
Trainer, tutors and other fees	45,697	50,623
Sundry course expenses	3,528	5,240
Search fees	18	720
Rent	45,680	35,788
Consultation fees	3,345	1,765
Subscriptions	1,714	1,638
Cleaning	2,061	2,124
Property maintenance	1,118	33,123
Short leasehold	5,443	5,443
Plant and machinery	-	342
Bank loan interest	1,011	597
	<u>279,460</u>	<u>281,817</u>
Support costs		
Management		
Light and heat	4,174	3,653
Telephone	1,784	1,658
	<u>5,958</u>	<u>5,311</u>

Highgate Counselling Centre

Detailed Statement of Financial Activities
for the Year Ended 31 December 2022

	31.12.22	31.12.21
	£	£
Management Finance		
Sundries	3,321	477
Bank charges	<u>1,623</u>	<u>1,275</u>
	4,944	1,752
Other		
Insurance	1,250	4,151
Postage and stationery	2,436	607
Sundries	-	57
Email, hosting & IT costs	<u>7,683</u>	<u>417</u>
	11,369	5,232
Governance costs		
Accountancy fees	<u>3,212</u>	<u>2,944</u>
Total resources expended	<u>304,943</u>	<u>297,056</u>
Net income	<u>24,609</u>	<u>8,940</u>

This page does not form part of the statutory financial statements

HIGHGATE COUNSELLING CENTRE

England & Wales - Charity number 289420

Accounts

REGISTERED COMPANY NUMBER: 01782119 (England and Wales)
REGISTERED CHARITY NUMBER: 289520

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 December 2021
for
Highgate Counselling Centre

Venture Accountancy & Tax Ltd
52 Bluebridge Road
Brookmans Park
Hatfield
Hertfordshire
AL9 7SA

Highgate Counselling Centre

Contents of the Financial Statements
for the Year Ended 31 December 2021

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Detailed Statement of Financial Activities	20 to 21

Highgate Counselling Centre

Report of the Trustees
for the Year Ended 31 December 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The activities of the Charity comprise contributions from clients and training course fees.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

01782119 (England and Wales)

Registered Charity number

289520

Registered office

58a Highgate High Street
London
N6 5HX

Trustees

N Cobill, Barrister
Ms S Fawcett, Director
Ms H E Finch, Group Analytic Psychotherapist
Dr B Friedmann, General Medical Practitioner
N A Nicolaidis, Director
S W Radford, Director
Dr J M Seargeant, Psychiatrist
Ms V Wilkinson, Counsellor

Company Secretary

Ms L J Newens

Independent Examiner

Vasilis Vasiliou FCCA
Venture Accountancy & Tax Ltd
52 Bluebridge Road
Brookmans Park
Hatfield
Hertfordshire
AL9 7SA

Bankers

CAF Bank Limited
PO Box 289
West Malling
Kent
ME19 4TA

Highgate Counselling Centre

Report of the Trustees
for the Year Ended 31 December 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Advisers

Investment Manager:

M&G Investment
Laurence Pountney Hill
London EC4R 0HH

CAF Bank Limited
PO Box289
West Malling
Kent, ME19 4TA

HCC ANNUAL REPORT 2021

Review of activities, achievements and future plans

In 2021 HCC continued to operate throughout the Covid-19 pandemic. Up until July 2021 the centre remained closed and all counselling and services were conducted remotely. However in May we did open the centre for those clients that did not have access to a confidential space or the facility to meet remotely we were able to organise this by only unfurloughing one of the receptionists for 1.5 hours. Four of the receptionists remained furloughed with just one receptionist responding to calls and emails, arranging remote initial consultations, and taking remote payments.

As the Government restrictions eased we prepared to start to reopen the centre from September 2021. Initially there was little demand for face to face counselling either from clients or HCC counsellors. The intention had been to gradually reopen the centre and bring all of the receptionists back full time however there was a further lockdown so this was delayed until the October.

At this point two of the receptionists decided not to return to work at the centre and we therefore recruited a new receptionist. As demand continued to be less than pre-pandemic it was decided not to staff all office hours at the centre, only those where a receptionist was already scheduled or where there was a need for face to face counselling, thereby making some financial savings.

The role of the receptionist has also changed as we continue to minimise contact between people at the centre as a continuing Covid-19 preventative measure. The waiting room facilities continue to be suspended apart from when required by disabled clients and all payments are made remotely. Instead the receptionists have taken on more administrative tasks such as catching up with all of the administrative tasks that were not carried out during the lockdown. We have also developed a Clinical Coordinator role in which one of the receptionists has administrative responsibility for keeping a list of the counsellors waiting for clients and client waiting to be allocated. Client allocations to counsellors continues to be done by the Director.

Counsellors and clients are slowly returning to face to face counselling at the centre, and HCC ensures that counselling trainees have experience of both remote and face to face counselling. One of the Initial Consultation team is now offering face to face initial consultations, all others are conducted remotely but at least we are now able to offer the clients a choice.

We have continued to only use three of the five counselling rooms for face to face counselling. Although the Government restrictions have been removed we felt it best to continue with 2 metre social distancing for counsellors and clients, particularly as infection rates continue to be high. This can be reviewed in the summer when it will be possible to utilise better ventilation such as opening windows and when infection rates should be lower.

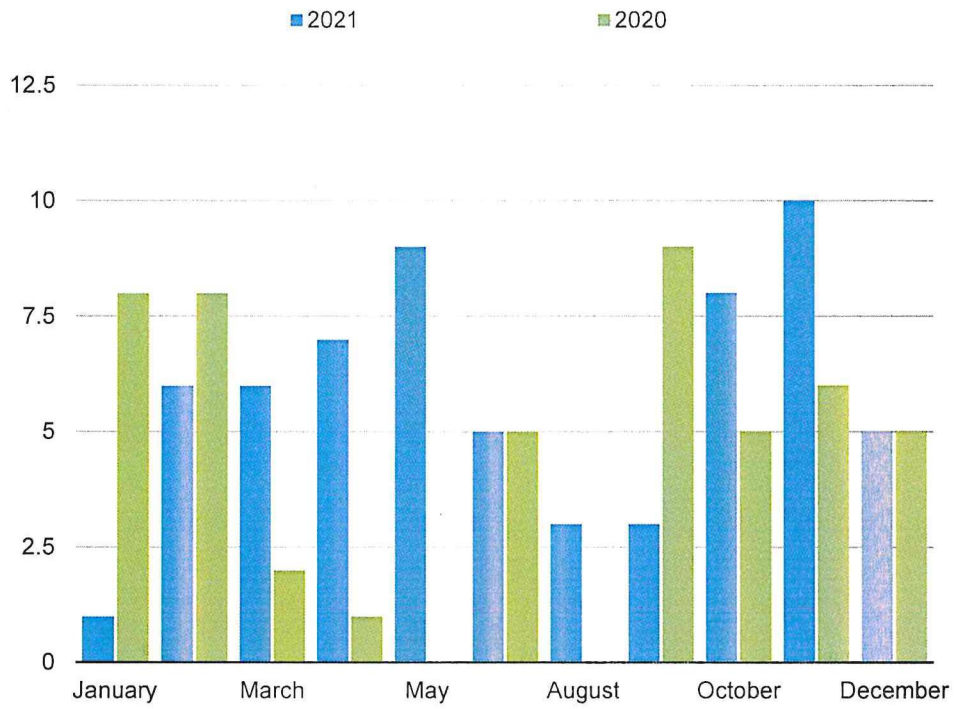
At the beginning of 2021 the current Director expressed her intention to retire in July of that year. The post was advertised and interviews were conducted. Although there were some very good candidates none of them were felt to be the right fit for HCC. After further discussion it was decided to restructure the Directors post at which point one of HCC's supervisors expressed an interest in the post. An interview was conducted and the applicant was offered the post which they will begin in May 2022.

Clients

Client numbers and contributions were affected by the lockdown. In November 2019 there were 111 clients, by the end of 2020 these were down to 83. However they have continued to slowly increase over the year from 86 in May to 89 in August. Client contributions had been £3,294 per week in November 2019 but were down to £2,500 at the end of 2020. Again these have slowly increased to £2,710 per week in May and £2,930 per week in August. It was decided as a precautionary measure, in view of the unknown future of the pandemic, to budget client contributions at £2,500 for 2022, however so far they have remained at an average of £2,785 per week throughout the year.

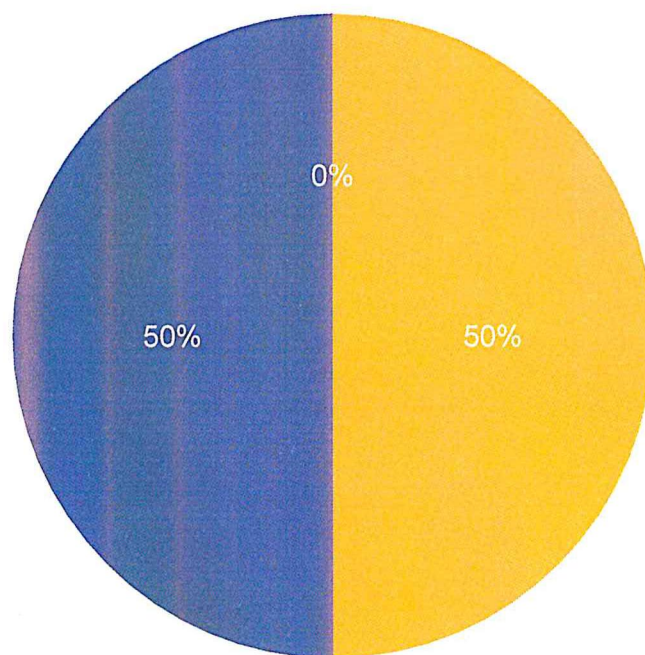
Initial Consultations

The number of initial consultations increased in 2021 - 74 compared to 54 in 2020 -



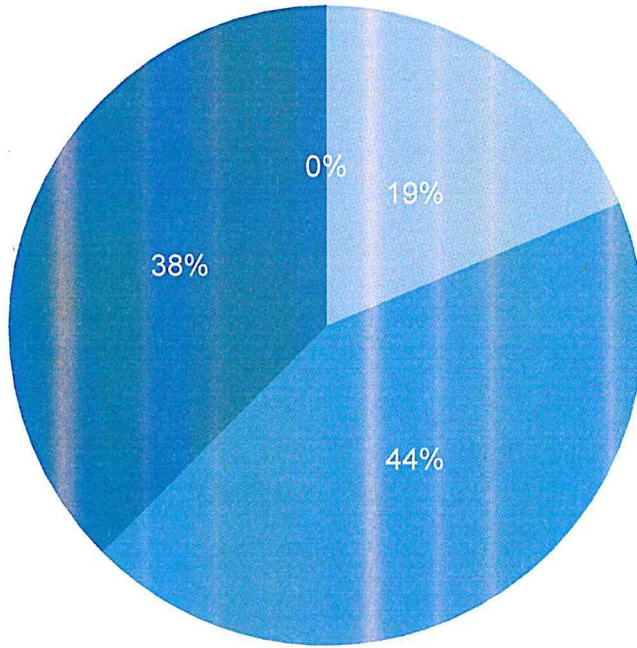
In 2020 there were an equal number of males and females requesting initial consultations -

Female Male Transgender Prefer not to say



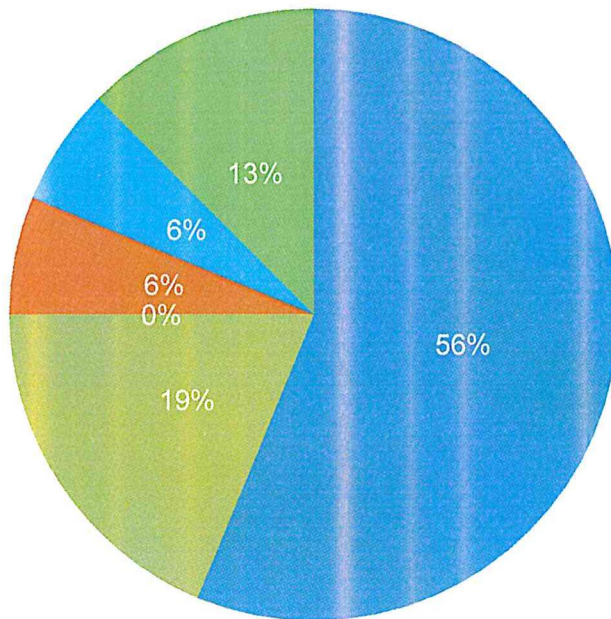
The majority were in the 25 to 34 years age range -

- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+



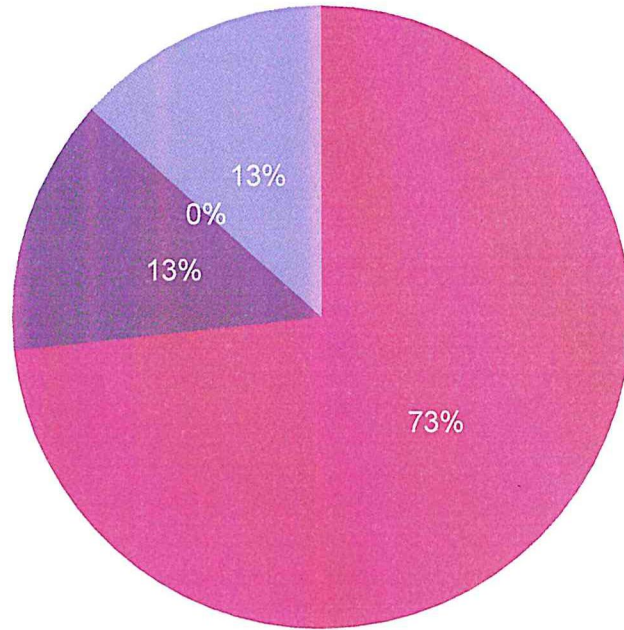
Ethnic origin was mainly White British -

- White British
- Asian/Asian British Indian
- Black/BlackBritish Caribbean
- White Irish
- Other White
- Other Asian/Asian Bitish
- Black/BlackBritish African
- Other



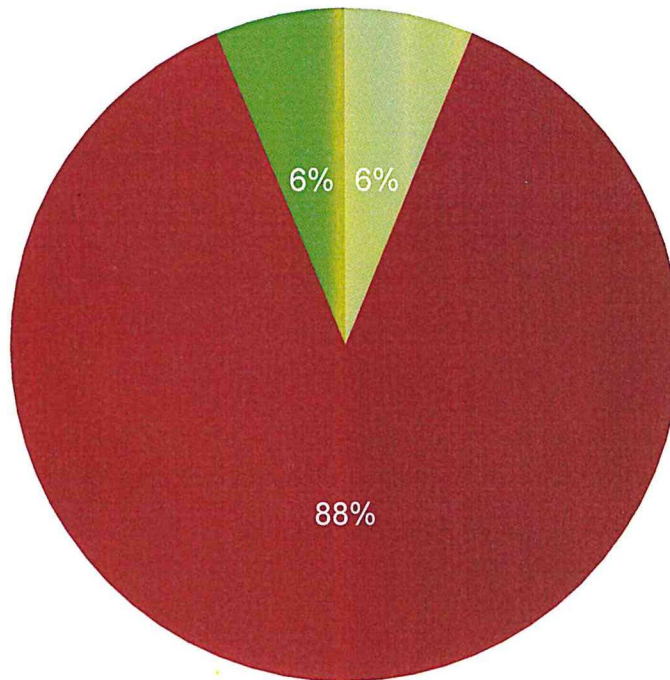
Sexuality -

■ Heterosexual ■ Bisexual ■ Homosexual ■ Prefer not to say

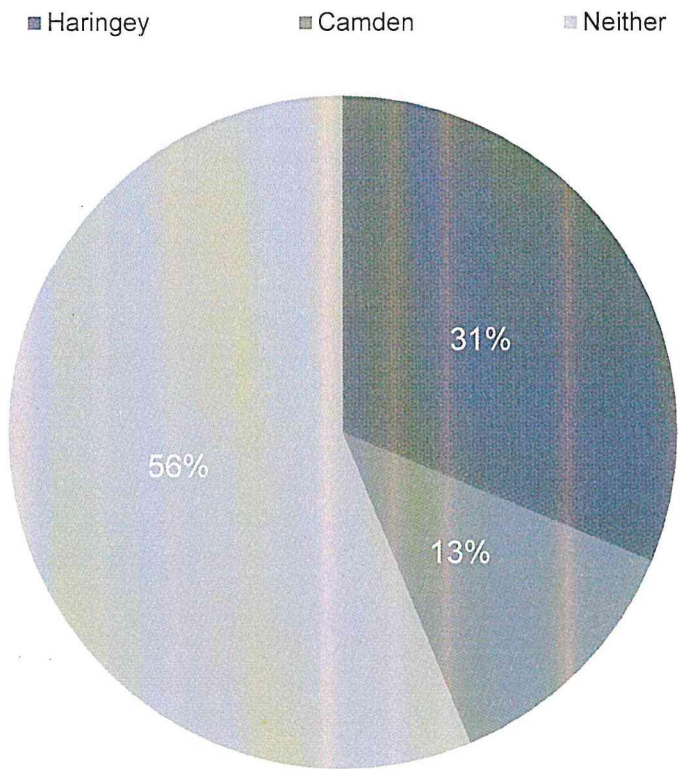


Disability -

■ Yes ■ No ■ Prefer not to say



The majority of people enquiring about counselling at HCC came from outside of the local boroughs of Haringey and Camden -



TRAINING REPORT

BACKGROUND

We currently provide two training courses:

CERTIFICATE IN COUNSELLING SKILLS

- Runs from September until July with an annual intake (for example September 2021 until July 2022)
- 3 teaching terms of 10 weeks duration
- Part-time attendance, one evening per week

Students also attend:

- An induction evening attended by HCC's Director and Training Manager
- Course management meetings at the end of terms 1 and 2 attended by the Chair of the Council of Management, HCC's Director and Training Manager
- One-to-one tutorials with the Certificate tutor at the end of each term
- A group tutorial for the academic assignment, facilitated by the Training Manager

DIPLOMA IN PSYCHODYNAMIC COUNSELLING

Accredited by the British Association for Counselling and Psychotherapy (BACP)

- Runs from September until December with an annual intake (for example September 2019 until December 2021)
- 3 teaching terms of 10 weeks duration in year 1
- 3 teaching terms of 10 weeks duration in year 2
- An additional final term to complete the clinical paper and to accrue 100 clinical hours as required by the BACP
- Part-time attendance, two evenings per week plus Saturday workshops per term

Workshops provided as part of the course:

- | | |
|--------------------------------------------|---------------------------------|
| - Office Induction | - Preparing for supervision |
| - Diversity | - Suicide and Risk Assessment |
| - Medication and Diagnosis | - Psychosexuality |
| - Mentalisation Based Therapy | - Dynamic Interpersonal Therapy |
| - Assessment for Psychodynamic Counselling | |

Some of these workshops are open to external delegates. Uptake is minimal but additional income is generated from these CPD events.

Students also attend:

- An induction evening attended by HCC's Director and Training Manager
- Course management meetings at the end of terms 1-6, attended by the Chair of the Council of Management, HCC's Director and Training Manager
- One-to-one tutorials with either HCC's Director or Training Manager at the end of each term
- Group tutorials for 4 x academic assignments and 1 clinical paper facilitated by the Training Manager
- Weekly supervision for the duration of the course
- Personal therapy until qualification
- An in-house placement with HCC to develop their clinical skills and experience
- An external placement where this is deemed appropriate

During 2021, the following courses were operational:

CERTIFICATE IN COUNSELLING SKILLS SEPTEMBER 2020-2021

COURSE FEE £1,650

16 students were recruited to the course. 13 students successfully completed the training in July 2021. Because of COVID we were not able to hold an awards ceremony and so certificates were posted to the students individually. The transition to remote training, because of lockdown, was experienced positively by the majority of the cohort.

CERTIFICATE IN COUNSELLING SKILLS SEPTEMBER 2021-JULY 2022

COURSE FEE £1,850

FACE-TO-FACE TRAINING

16 students were recruited to the course. The course runs on Tuesday evenings. 1 student has transferred to the online training Certificate training and 1 student left the course in November 2021. Feedback from both tutors and students indicates the course is going well. At the end of 2021, 14 students were still in training.

CERTIFICATE IN COUNSELLING SKILLS SEPTEMBER 2021-JULY 2022

COURSE FEE £1,850

ON-LINE TRAINING

An additional Certificate course was set-up and delivered remotely using the Zoom platform running from September 2021 to July 2022. 11 students were recruited to the course, which runs on Tuesday evenings. One student left prematurely but 11 students continue with this training, which includes the student who transferred from the face-to-face training to the online course. Feedback from the tutor and students indicated the course is going well. The course follows the same curriculum as the face-to-face training.

DIPLOMA IN PSYCHODYNAMIC COUNSELLING 2019-2021

COURSE FEE £8,800

12 students were recruited to the course. One student, who signed up for the course, left before the course actually started because of time constraints. A second student withdrew at the end of year 1 for personal reasons. At the end of 2021, 10 students remained in training. 2 students are close to qualifying as they have completed their final clinical paper, and have almost accrued the required 100 clinical hours.

DIPLOMA IN PSYCHODYNAMIC COUNSELLING 2020-2022

COURSE FEE £12,000

13 students were originally recruited to the course. At the end of 2021, 12 remain in training with one trainee deferring her second year of training to next year since she has had a baby. This course has comprised blended learning, i.e. a mix of online training and face-to-face training because of lockdown. The course fee was raised to help cover the additional costs in HCC moving to newer premises. This fee remains competitive in line with other training providers.

HCC acknowledge the enormous efforts made by tutors, experiential group facilitators and supervisors in making the transition from face-to-face training/supervision to remote training/supervision.

DIPLOMA IN PSYCHODYNAMIC COUNSELLING 2021-2023

COURSE FEE £12,200

13 students were recruited to this training – all remain in training at the end of 2021. Theory and experiential group was delivered face-to-face at North Bank. Skills training was delivered via the Zoom platform. We hope to return to face-to-face training for the skills element as soon as possible.

TRAINING OPEN DAY

An Open Day was held on Saturday, 27th March 2021, which was delivered via Zoom and attended by the Training Manager and a member of the admin team. Students from previous courses also attended and have presentations about their experiences on the course.

- 16 attended the Certificate presentation (21 scheduled to attend).
- 31 attended the Diploma presentation (43 scheduled to attend).

The presentations were well received by those attending. Feedback received during the interviews for the courses starting in September demonstrated that delegates appreciated the presentations and the insights provided by students who had previously attended training with HCC.

TRAINING COMMITTEE MEETINGS

During 2021, training committee meetings were held on 18 February, 26 May and 27 October. These meetings are attended by the Chair of the Council of Management, HCC's Director, Training Manager and the Secretary. All tutors, supervisors and experiential group facilitators are invited to attend these meetings.

Approved by order of the board of trustees on 21/9/22..... and signed on its behalf by:

S.W. Radford
S W Radford - Trustee

Independent Examiner's Report to the Trustees of
Highgate Counselling Centre

Independent examiner's report to the trustees of Highgate Counselling Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCCA which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

Vasilis Vasiliou FCCA
Venture Accountancy & Tax Ltd
52 Bluebridge Road
Brookmans Park
Hatfield
Hertfordshire
AL9 7SA

Date:

Highgate Counselling Centre

Statement of Financial Activities
for the Year Ended 31 December 2021

	Notes	Unrestricted funds £	Restricted fund £	31.12.21 Total funds £	31.12.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		21	-	21	17
Other trading activities	2	293,385	-	293,385	249,018
Investment income	3	1,261	-	1,261	1,647
Other income		<u>11,329</u>	<u>-</u>	<u>11,329</u>	<u>12,030</u>
Total		305,996	-	305,996	262,712
EXPENDITURE ON					
Other		297,056	-	297,056	266,292
Net gains/(losses) on investments		<u>3,736</u>	<u>-</u>	<u>3,736</u>	<u>(2,815)</u>
NET INCOME/(EXPENDITURE)		12,676	-	12,676	(6,395)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>137,703</u>	<u>-</u>	<u>137,703</u>	<u>144,098</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>150,379</u></u>	<u><u>-</u></u>	<u><u>150,379</u></u>	<u><u>137,703</u></u>

The notes form part of these financial statements

Highgate Counselling Centre

Balance Sheet

31 December 2021

	Notes	Unrestricted funds £	Restricted fund £	31.12.21 Total funds £	31.12.20 Total funds £
FIXED ASSETS					
Tangible assets	8	59,870	-	59,870	65,655
CURRENT ASSETS					
Debtors	9	32,403	-	32,403	42,468
Investments	10	47,888	-	47,888	44,398
Cash at bank		<u>91,083</u>	<u>-</u>	<u>91,083</u>	<u>70,439</u>
		171,374	-	171,374	157,305
CREDITORS					
Amounts falling due within one year	11	(45,502)	-	(45,502)	(35,257)
NET CURRENT ASSETS		<u>125,872</u>	<u>-</u>	<u>125,872</u>	<u>122,048</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		185,742	-	185,742	187,703
CREDITORS					
Amounts falling due after more than one year	12	(35,363)	-	(35,363)	(50,000)
NET ASSETS		<u>150,379</u>	<u>-</u>	<u>150,379</u>	<u>137,703</u>
FUNDS	14				
Unrestricted funds				<u>150,379</u>	<u>137,703</u>
TOTAL FUNDS				<u>150,379</u>	<u>137,703</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 21/9/22 and were signed on its behalf by:


S W Radford - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. OTHER TRADING ACTIVITIES

	31.12.21	31.12.20
	£	£
Client contributions	113,510	105,587
Training course fees	179,875	143,231
Supervision fees	-	200
	<u>293,385</u>	<u>249,018</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2021

3. INVESTMENT INCOME

	31.12.21	31.12.20
	£	£
Dividends	1,256	1,612
Deposit account interest	<u>5</u>	<u>35</u>
	<u>1,261</u>	<u>1,647</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.21	31.12.20
	£	£
Depreciation - owned assets	<u>5,785</u>	<u>5,784</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2021 nor for the year ended 31 December 2020.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.12.21	31.12.20
Employees	7	6
Director trustees	<u>8</u>	<u>8</u>
	<u>15</u>	<u>14</u>

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	17	-	17
Other trading activities	249,018	-	249,018
Investment income	1,647	-	1,647
Other income	<u>12,030</u>	<u>-</u>	<u>12,030</u>
Total	262,712	-	262,712
EXPENDITURE ON			
Other	266,292	-	266,292
Net gains/(losses) on investments	<u>(2,815)</u>	<u>-</u>	<u>(2,815)</u>
NET INCOME/(EXPENDITURE)	(6,395)	-	(6,395)

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted fund £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	144,098	-	144,098
TOTAL FUNDS CARRIED FORWARD	<u>137,703</u>	<u>-</u>	<u>137,703</u>

8. TANGIBLE FIXED ASSETS

	Short leasehold £	Plant and machinery £	Computer equipment £	Totals £
COST				
At 1 January 2021 and 31 December 2021	<u>81,641</u>	<u>1,367</u>	<u>7,706</u>	<u>90,714</u>
DEPRECIATION				
At 1 January 2021	16,328	1,025	7,706	25,059
Charge for year	<u>5,443</u>	<u>342</u>	<u>-</u>	<u>5,785</u>
At 31 December 2021	<u>21,771</u>	<u>1,367</u>	<u>7,706</u>	<u>30,844</u>
NET BOOK VALUE				
At 31 December 2021	<u>59,870</u>	<u>-</u>	<u>-</u>	<u>59,870</u>
At 31 December 2020	<u>65,313</u>	<u>342</u>	<u>-</u>	<u>65,655</u>

9. DEBTORS

	31.12.21 £	31.12.20 £
Amounts falling due within one year:		
Trade debtors	3,505	3,755
Other debtors	2,648	2,648
Prepayments	<u>8,750</u>	<u>18,565</u>
	<u>14,903</u>	<u>24,968</u>
Amounts falling due after more than one year:		
Other debtors	<u>17,500</u>	<u>17,500</u>
Aggregate amounts	<u>32,403</u>	<u>42,468</u>

Highgate Counselling Centre

Notes to the Financial Statements - continued
for the Year Ended 31 December 2021

10. CURRENT ASSET INVESTMENTS			
		31.12.21	31.12.20
		£	£
Other		<u>47,888</u>	<u>44,398</u>
11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
		31.12.21	31.12.20
		£	£
Trade creditors		16,142	14,122
Social security and other taxes		-	416
Other creditors		43	39
Deferred income		17,080	18,080
Accrued expenses		<u>2,600</u>	<u>2,600</u>
		<u>35,865</u>	<u>35,257</u>
12. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR			
		31.12.21	31.12.20
		£	£
Bank loans (see note 13)		<u>35,363</u>	<u>50,000</u>
13. LOANS			
An analysis of the maturity of loans is given below:			
		31.12.21	31.12.20
		£	£
Amounts falling due within one year on demand:			
Bank loans		<u>9,637</u>	<u>-</u>
Amounts falling between one and two years:			
Bank loans - 1-2 years		<u>9,877</u>	<u>-</u>
Amounts falling due between two and five years:			
Bank loans - 2-5 years		<u>25,486</u>	<u>-</u>
Amounts falling due in more than five years:			
Repayable by instalments:			
Bank loans more 5 yr by instal		-	50,000
14. MOVEMENT IN FUNDS			
		At 1.1.21	At 31.12.21
		£	£
Unrestricted funds			
General funds		137,703	150,379
		<u>137,703</u>	<u>150,379</u>
TOTAL FUNDS		<u>137,703</u>	<u>150,379</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2021

14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General funds	305,996	(297,056)	3,736	12,676
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>305,996</u>	<u>(297,056)</u>	<u>3,736</u>	<u>12,676</u>

Comparatives for movement in funds

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General funds	144,098	(6,395)	137,703
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>144,098</u>	<u>(6,395)</u>	<u>137,703</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General funds	262,712	(266,292)	(2,815)	(6,395)
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>262,712</u>	<u>(266,292)</u>	<u>(2,815)</u>	<u>(6,395)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.20 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General funds	144,098	6,281	150,379
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>144,098</u>	<u>6,281</u>	<u>150,379</u>

14. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General funds	568,708	(563,348)	921	6,281
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>568,708</u>	<u>(563,348)</u>	<u>921</u>	<u>6,281</u>

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2021.

Highgate Counselling Centre

Detailed Statement of Financial Activities
for the Year Ended 31 December 2021

	31.12.21 £	31.12.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	-	(1)
Donations	<u>21</u>	<u>18</u>
	21	17
Other trading activities		
Client contributions	113,510	105,587
Training course fees	179,875	143,231
Supervision fees	<u>-</u>	<u>200</u>
	293,385	249,018
Investment income		
Dividends	1,256	1,612
Deposit account interest	<u>5</u>	<u>35</u>
	1,261	1,647
Other income		
CJRS grant	<u>11,329</u>	<u>12,030</u>
Total incoming resources	305,996	262,712
EXPENDITURE		
Other		
Wages	132,160	137,329
Pensions	633	1,030
Training course expenses	9,443	8,267
Room hire	2,178	2,051
Trainer, tutors and other fees	50,623	49,424
Sundry course expenses	5,240	2,781
Search fees	720	540
Rent & room hire	35,788	35,701
Consultation fees	1,765	1,885
Subscriptions	1,638	2,974
Cleaning	2,124	2,348
Property maintenance	33,123	1,243
Short leasehold	5,443	-
Improvements to property	-	5,443
Plant and machinery	342	342
Bank loan interest	<u>597</u>	<u>-</u>
	281,817	251,358
Support costs		
Management		
Light and heat	3,653	3,375
Carried forward	3,653	3,375

This page does not form part of the statutory financial statements

Highgate Counselling Centre

Detailed Statement of Financial Activities
for the Year Ended 31 December 2021

	31.12.21	31.12.20
	£	£
Management		
Brought forward	3,653	3,375
Telephone	<u>1,658</u>	<u>1,819</u>
	5,311	5,194
Finance		
Sundries	477	195
Bank charges	<u>1,275</u>	<u>1,776</u>
	1,752	1,971
Other		
Insurance	4,151	1,784
Postage and stationery	607	627
Sundries	57	1,088
Email, hosting & IT costs	<u>417</u>	<u>1,396</u>
	5,232	4,895
Governance costs		
Accountancy fees	<u>2,944</u>	<u>2,874</u>
Total resources expended	<u>297,056</u>	<u>266,292</u>
Net income/(expenditure)	<u>8,940</u>	<u>(3,580)</u>

This page does not form part of the statutory financial statements

HIGHGATE COUNSELLING CENTRE

England & Wales - Charity number 289420

Accounts

REGISTERED COMPANY NUMBER: 01782119 (England and Wales)
REGISTERED CHARITY NUMBER: 289520

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 December 2020
for
Highgate Counselling Centre

Venture Accountancy & Tax Ltd
52 Bluebridge Road
Brookmans Park
Hatfield
Hertfordshire
AL9 7SA

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for the Year Ended 31 December 2020

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Highgate Counselling Centre

Report of the Trustees
for the Year Ended 31 December 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The activities of the Charity comprise contributions from clients and training course fees.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

01782119 (England and Wales)

Registered Charity number

289520

Registered office

58a Highgate High Street
London
N6 5HX

Trustees

N Cobill	Barrister
Ms S Fawcett	Director
Ms H E Finch	Group Analytic Psychotherapist
Dr B Friedmann	General Medical Practitioner
N A Nicolaidis	Director
S W Radford	Director
Dr J M Seargeant	Psychiatrist
Ms V Wilkinson	Counsellor

Company Secretary

Ms L J Newens

Independent Examiner

Vasilis Vasiliou ACCA
Venture Accountancy & Tax Ltd
52 Bluebridge Road
Brookmans Park
Hatfield
Hertfordshire
AL9 7SA

Bankers

CAF Bank Limited
PO Box 289
West Malling
Kent
ME19 4TA

Highgate Counselling Centre

Report of the Trustees
for the Year Ended 31 December 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Advisers

Investment Manager:

M&G Investment
Laurence Pountney Hill
London EC4R 0HH

CAF Bank Limited
PO Box289
West Malling
Kent, ME19 4TA

Review of activities, achievements and future plans

2020 began as any normal year for HCC as we settled in to our new premises, we knew about Covid-19 but had no idea at that time what the consequences of the pandemic would prove to be for the organisation. Thanks to the sterling efforts of Kevin Hamilton the Training Manager and Caspar Kennerdale HCC's IT expert by the time that the country had gone into lockdown on 23rd March, all of HCC's counsellors and trainees had been instructed on how to conduct counselling online and access the training online.

Initially lockdown was to be for three weeks but it soon became apparent that the pandemic was going to cause a much longer disruption.

As the centre was closed HCC took advantage of the Governments furloughing scheme, furloughing four receptionists and the cleaner. One of the receptionists was kept on to answer phone calls and emails which was done from home, and all payments were made remotely.

It has continued to prove a challenging time for HCC as it has for most organisations affected by the Covid-19 pandemic. Fortunately we have been able to respond to and meet those challenges.

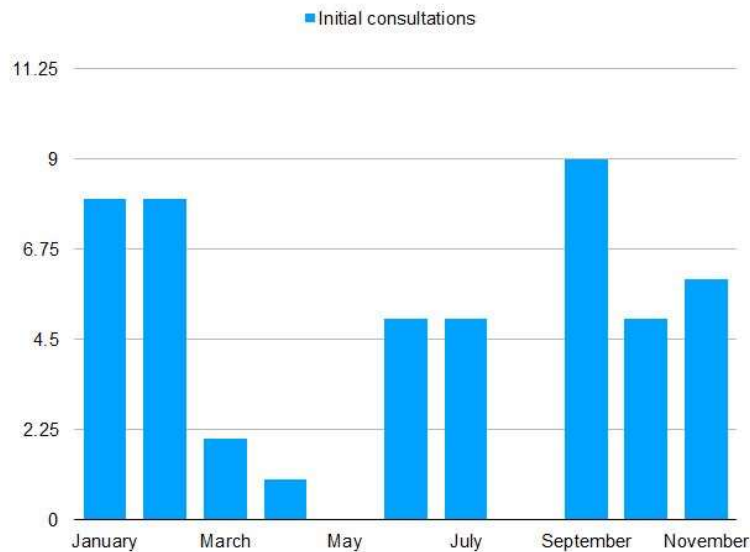
Clients

Client numbers and client contributions have been affected. In November 2019 client numbers were 111 with contributions of £3,294 per week. By the end of 2020 client numbers were 83 with contributions of £2,500, however this did remain steady throughout the year and by May 2021 these figures have started to increase.

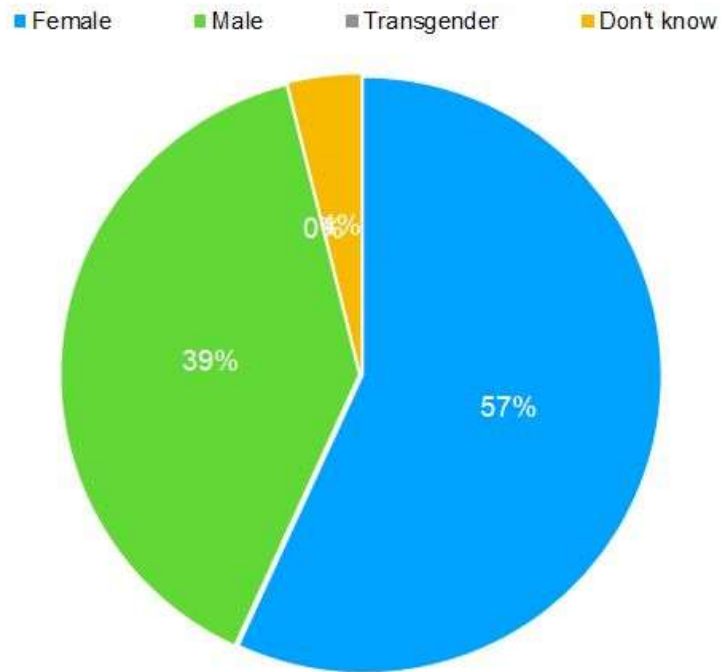
Also, as a number of HCC's clients were furloughed it was agreed that, where needed, client contributions could be reduced by 20% in line with the furloughing scheme.

Initial consultations

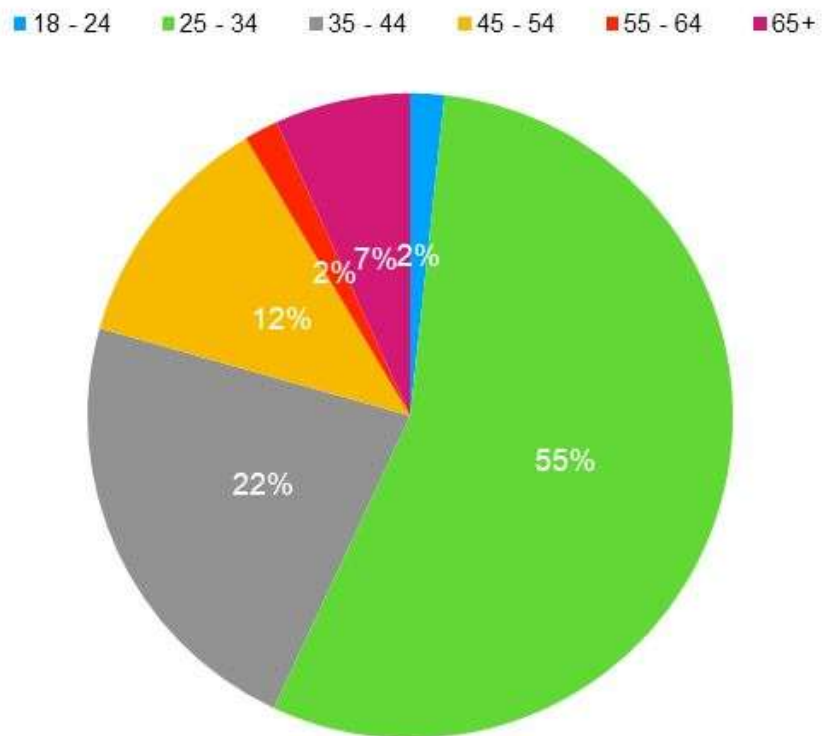
As can be seen from the statistics below the number of initial consultations being conducted fell when lockdown began. These have gradually increased up to September when a record nine initial consultations were conducted, and have since continued at pre-lockdown levels.



Gender

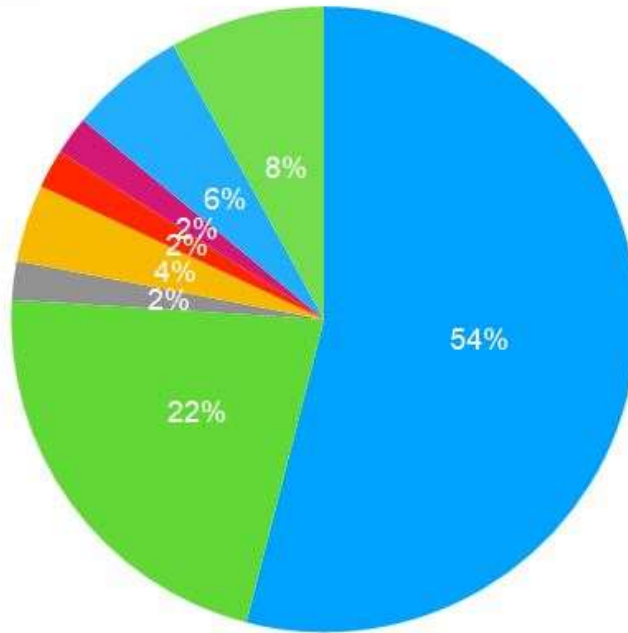


Age-range



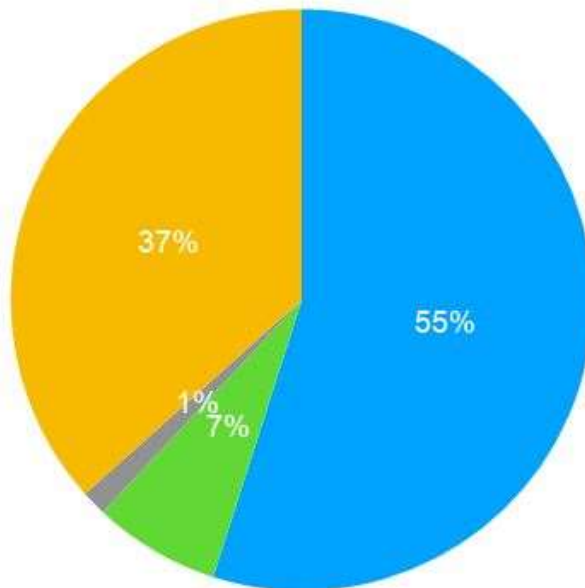
Ethnic origin

- White British
- Asian/Asian British Indian
- Black/Black British Caribbean
- White Irish
- Other White
- Other Asian
- Black/Black British African
- Other

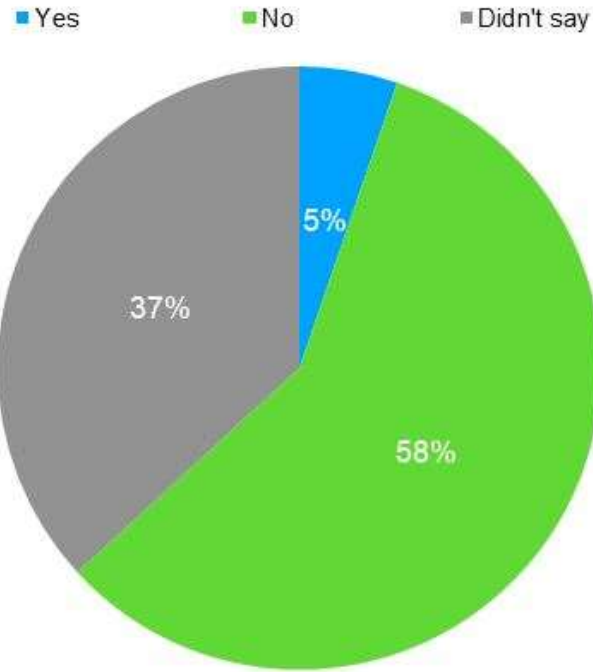


Sexual orientation

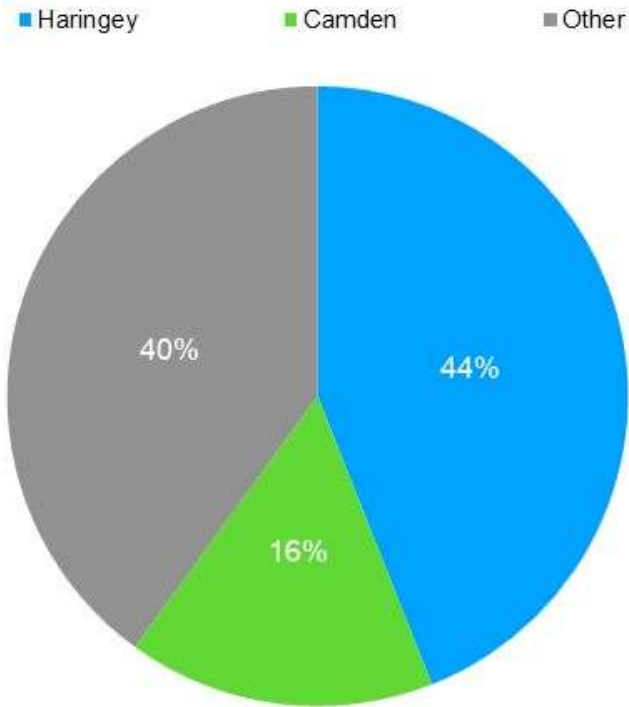
- Heterosexual
- Bisexual
- Homosexual
- Prefer not to say



Disability



Borough of residency



As will be seen from the above statistics of those clients who completed an Equal Opportunities Information form HCC continues to attract a large number of male as well as female clients.

The largest group of clients, contacting the centre for counselling, were in the 25 to 34 year age group, followed by the 35 to 44 year age group.

The majority of clients were of a White British background, and most identified as heterosexual in terms of sexual orientation. Five per cent of clients said that they had a disability, and the majority lived in the Borough of Haringey although almost the same percentage came from other Boroughs.

Counselling

We prepared to reopen the centre for counselling in September, however concerns remained high and the majority of clients and counsellors chose to continue to work remotely.

We introduced appropriate protocols for face to face counselling at the centre which meant that in order to maintain social distancing we could only use three of the five counselling rooms. As mentioned above the demand for face to face counselling has remained low so does not present a problem, but as demand increases thought will need to be given to how to prioritise the availability of rooms.

Trainees

When we went into lockdown in March 2020 only one of the 2020/22 cohort of Diploma trainees had started working with clients, and so was able to continue working remotely with the client. However at that time BACP regulation was that a trainee could not work with a first client remotely and also that only 30% of the clinical hours could be remote as opposed to face to face.

This presented a major problem for HCC as only one trainee out of the 13 cohort had begun working with a client. A further complication was that some of the trainees had not had their DBS checks done and the receptionist who conducted the checks had been furloughed.

However as the lockdown continued BACP in negotiation with training organisations such as HCC agreed to adapt their requirements to the unprecedented circumstances that the pandemic presented. All trainees of that cohort are now working with clients and are on their way to attaining their 100 clinical hours.

Tony Gahan Counselling Fund

In 2019 we had met with Paul Raymond who wished to make a donation to HCC in the name of his Uncle Tony Gahan who had suffered from dementia. In discussion with Paul it was agreed that a counselling fund would be set up in his Uncle's name for people affected by a loved one being diagnosed with dementia.

With the onset of the pandemic this was put on hold, but is now ready to begin. It will be advertised on the website and through dementia organisations.

Future issues

The aim is to start to reopen the centre for face to face counselling from September 2021, the receptionists will be gradually unfurloughed over the month as the amount of face to face counselling increases. The furlough scheme finishes at the end of September when all of the receptionists will return to their normal working hours at the centre.

Director

The current Director has indicated her intention to retire at some point in 2021, when a suitable replacement has been found. The recruitment process has started

Training Report

Background

Highgate Counselling Centre (HCC) currently provide two training courses:

Certificate in Counselling Skills

- Runs from September until July with an annual intake (for example September 2019 until July 2020).
- 3 teaching terms of 10 weeks duration
- Part-time attendance, one evening per week

Students also attend:

- An induction evening attended by HCC's Director and Training Manager
- Course management meetings at the end of terms 1 and 2 attended by the Chair of the Council of Management, HCC's Director and Training Manager
- One-to-one tutorials with the Certificate tutor at the end of each term
- Group tutorial for the sole academic assignment Facilitator: Training Manager

Diploma in Psychodynamic Counselling (accredited by the BACP)

- Runs from September until December with an annual intake (for example September 2019 until December 2021)
- 3 teaching terms of 10 weeks duration in year 1
- 3 teaching terms of 10 weeks duration in year 2
- An additional final term to complete the clinical paper and to accrue 100 clinical hours as required by the BACP
- Part-time attendance, two evenings per week plus one Saturday workshop per term

Workshops provided as part of the course:

Office Induction	Preparing for supervision
Diversity	Suicide and Risk Assessment
Medication and Diagnosis	Psychosexuality
Mentalisation Based Therapy	Dynamic Interpersonal Therapy
Assessment for psychodynamic counselling	

These workshops are also open to delegates other than those attending the course, which provides additional income to HCC.

Students also attend:

- An induction evening attended by HCC's Director and Training Manager
- Course management meetings at the end of terms 1-6, attended by the Chair of the Council of Management, HCC's Director and Training Manager
- One-to-one tutorials with either HCC's Director or Training Manager at the end of each term
- Group tutorials for 4 x academic assignments and 1 clinical paper Facilitator: Training Manager
- Weekly supervision for the duration of the course
- Personal therapy until they qualify
- An in-house placement with HCC to develop their clinical skills and experience

During 2020 the following courses were operational:

Certificate in Counselling Skills September 2019-July 2020

Course fee £1,400

16 students were recruited to the course. All 16 students completed the training. Because of COVID we were not able to hold an awards ceremony and so student certificates were posted to the students individually. The transition from face-to-face training to remote training using the Zoom platform was experienced positively by the majority of the cohort.

Certificate in Counselling Skills September 2020-July 2021

Course fee £1,650

16 students were recruited to the course. 2 students left during the course of the training for personal reasons. 14 students completed the training. As we were not able to hold an awards ceremony, their certificates were posted to them. The entire course was delivered via the Zoom platform, which was experienced positively by the majority of the cohort.

Diploma in Psychodynamic Counselling 2018-2020

Course fee £8,500

11 students were recruited to the course. 2 students did not complete the training for personal reasons. Of the 9 remaining students, 8 have qualified to date. One student still needs to submit his final clinical paper. The majority of the training was delivered face-to-face, with remote training taking place from March 2020.

Diploma in Psychodynamic Counselling 2019-2021

Course fee £8,800

12 students were recruited to the course. One student, who has signed up the course, left before the course actually started, because of time constraint. A second student withdrew at the end of year 1 for personal reasons. Terms 1 and part of Term 2 was delivered face-to-face. Due to the pandemic, the remaining training during 2020 was delivered via the Zoom platform. As previously stated, this presented a major problem for HCC as only one trainee from this cohort had begun working with a client when London went into lockdown. A further complication was that some of the trainees had not had their DBS checks done and the receptionist who conducted the checks had been furloughed.

Diploma in Psychodynamic Counselling 2020-2022

Course fee £12,000

13 students were recruited to the course starting in September 2020. All students remain in training. To date, the content has been delivered via the Zoom platform. This fee remains competitive in line with other training providers.

HCC acknowledge the enormous efforts made by tutors, experiential group facilitators and supervisors in making the transition from face-to-face training/supervision to remote training/supervision.

Training Open Day

The training open day was held on 14 March 2020 at the Quakers Meeting Rooms, Church Crescent, Muswell Hill. The first part of the open day concentrated on the Certificate in Counselling Skills starting in September 2020.

A formal presentation about the Certificate course was delivered by the Training Manager, Kevin Hamilton. Linda McDonald, a former Certificate student talked about her experiences on the course. The content was well received and appreciated by those present.

The second part of the open day concentrated on the Diploma starting in September 2020.

A formal presentation was delivered by the Training Manager, Kevin Hamilton and a current Diploma student, Eleni Henderson, talked about her experience on the course. Again, the content was well received and appreciated by those present.

Attendance at the open day was not as high as it usually is. This was perhaps due to some nervousness about COVID-19, though we had not yet gone into lockdown.

Open Forum

An open forum was scheduled to be held on Tuesday, 14th July 2020 at Muswell Hill Methodist Church, Pages Lane, London N10. The forum is open to all stakeholders at HCC including centre staff, tutors, supervisors, qualified and student counsellors, intake counsellors and anyone else involved with the Centre. The forum provides an opportunity to raise any issues/questions with the Council of Management and the management team at HCC.

The forum was cancelled due to the pandemic.

BACP Course re-accreditation

The BACP contacted HCC on 20th October 2020 conveying that they had completed the assessment of the course accreditation renewal application and informed us that the course has been successfully renewed for a further 5 years. The report was received with no conditions attached. The assessor commented as follows:

“The assessor would like to commend Highgate Counselling Centre for a very well organised and professionally presented application. The supporting statements were clear, and the supporting evidence was strong. A picture emerges of a well-run course that provides trainees with a training that is both containing and appropriately challenging.”

Training Committee meetings

During 2020, training committee meetings were held on 18 February, 26 May and 27 October. These meetings are attended by the Chair of the Council of Management, HCC’s Director, Training Manager and the Secretary. All tutors, supervisors and experiential group facilitators are invited to attend these meetings.

Approved by order of the board of trustees on 21 September 2021 and signed on its behalf by:

S W Radford - Trustee

Independent examiner's report to the trustees of Highgate Counselling Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ACCA which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

Vasilis Vasiliou ACCA
Venture Accountancy & Tax Ltd
52 Bluebridge Road
Brookmans Park
Hatfield
Hertfordshire
AL9 7SA

21 September 2021

Highgate Counselling Centre

Statement of Financial Activities
for the Year Ended 31 December 2020

	Notes	Unrestricted funds £	Restricted fund £	31.12.20 Total funds £	31.12.19 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		-	-	-	-
Other trading activities	2	249,036	-	249,036	252,721
Investment income	3	1,647	-	1,647	1,677
Other income		<u>12,029</u>	<u>-</u>	<u>12,029</u>	<u>-</u>
Total		262,712	-	262,712	254,398
EXPENDITURE ON					
Other		266,292	-	266,292	272,730
Unrealised Net gains/(losses) on investments		<u>(2,815)</u>	<u>-</u>	<u>(2,815)</u>	<u>-</u>
NET INCOME/(EXPENDITURE)		(6,395)	-	(6,395)	(18,332)
Other recognised gains/(losses)					
Gains on revaluation of fixed assets		<u>-</u>	<u>-</u>	<u>-</u>	<u>2,297</u>
Net movement in funds		(6,395)	-	(6,395)	(16,035)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>144,098</u>	<u>-</u>	<u>144,098</u>	<u>160,133</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>137,703</u></u>	<u><u>-</u></u>	<u><u>137,703</u></u>	<u><u>144,098</u></u>

The notes form part of these financial statements

Highgate Counselling Centre

Balance Sheet
31 December 2020

	Notes	Unrestricted funds £	Restricted fund £	31.12.20 Total funds £	31.12.19 Total funds £
FIXED ASSETS					
Tangible assets	8	65,655	-	65,655	71,439
CURRENT ASSETS					
Debtors	9	42,468	-	42,468	36,388
Investments	10	44,398	-	44,398	46,935
Cash at bank		<u>70,439</u>	<u>-</u>	<u>70,439</u>	<u>28,426</u>
		157,305	-	157,305	111,749
CREDITORS					
Amounts falling due within one year	11	<u>(35,257)</u>	<u>-</u>	<u>(35,257)</u>	<u>(39,090)</u>
NET CURRENT ASSETS		<u>122,048</u>	<u>-</u>	<u>122,048</u>	<u>72,659</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		187,703	-	187,703	144,098
CREDITORS					
Amounts falling due after more than one year	12	<u>(50,000)</u>	<u>-</u>	<u>(50,000)</u>	<u>-</u>
NET ASSETS		<u>137,703</u>	<u>-</u>	<u>137,703</u>	<u>144,098</u>
FUNDS	14				
Unrestricted funds				<u>137,703</u>	<u>144,098</u>
TOTAL FUNDS				<u>137,703</u>	<u>144,098</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 21 September 2021 and were signed on its behalf by:

S W Radford - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. OTHER TRADING ACTIVITIES

	31.12.20	31.12.19
	£	£
Client contributions	105,587	133,872
Training course fees	143,249	118,849
Supervision fees	<u>200</u>	<u>-</u>
	<u>249,036</u>	<u>252,721</u>

3. INVESTMENT INCOME

	31.12.20	31.12.19
	£	£
Dividends	1,612	1,593
Deposit account interest	<u>35</u>	<u>84</u>
	<u>1,647</u>	<u>1,677</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2020

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.20	31.12.19
	£	£
Depreciation - owned assets	<u>5,784</u>	<u>5,784</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2020, nor for the year ended 31 December 2019.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.12.20	31.12.19
Employees	6	6
Director trustees	<u>8</u>	<u>8</u>
	<u>14</u>	<u>14</u>

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Other trading activities	252,721	-	252,721
Investment income	<u>1,677</u>	<u>-</u>	<u>1,677</u>
Total	254,398	-	254,398
EXPENDITURE ON			
Other	<u>272,730</u>	<u>-</u>	<u>272,730</u>
NET INCOME/(EXPENDITURE)	(18,332)	-	(18,332)
Other recognised gains/(losses)			
Gains on revaluation of fixed assets	<u>2,297</u>	<u>-</u>	<u>2,297</u>
Net movement in funds	(16,035)	-	(16,035)
RECONCILIATION OF FUNDS			
Total funds brought forward	160,133	-	160,133
TOTAL FUNDS CARRIED FORWARD	<u>144,098</u>	<u>-</u>	<u>144,098</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2020

8. TANGIBLE FIXED ASSETS

	Short leasehold £	Plant and machinery £	Computer equipment £	Totals £
COST				
At 1 January 2020 and 31 December 2020	<u>81,641</u>	<u>1,367</u>	<u>7,706</u>	<u>90,714</u>
DEPRECIATION				
At 1 January 2020	10,886	683	7,706	19,275
Charge for year	<u>5,442</u>	<u>342</u>	<u>-</u>	<u>5,784</u>
At 31 December 2020	<u>16,328</u>	<u>1,025</u>	<u>7,706</u>	<u>25,059</u>
NET BOOK VALUE				
At 31 December 2020	<u>65,313</u>	<u>342</u>	<u>-</u>	<u>65,655</u>
At 31 December 2019	<u>70,755</u>	<u>684</u>	<u>-</u>	<u>71,439</u>

9. DEBTORS

	31.12.20 £	31.12.19 £
Amounts falling due within one year:		
Trade debtors	3,755	7,490
Other debtors	2,648	2,648
Prepayments	<u>18,565</u>	<u>8,750</u>
	<u>24,968</u>	<u>18,888</u>
Amounts falling due after more than one year:		
Other debtors	<u>17,500</u>	<u>17,500</u>
Aggregate amounts	<u>42,468</u>	<u>36,388</u>

10. CURRENT ASSET INVESTMENTS

	31.12.20 £	31.12.19 £
Other	<u>44,398</u>	<u>46,935</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20 £	31.12.19 £
Trade creditors	14,122	15,490
Social security and other taxes	416	-
Other creditors	39	-
Deferred income	18,080	21,000
Accrued expenses	<u>2,600</u>	<u>2,600</u>
	<u>35,257</u>	<u>39,090</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2020

12. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	31.12.20	31.12.19
	£	£
Bank loans (see note 13)	<u>50,000</u>	<u>-</u>

13. LOANS

An analysis of the maturity of loans is given below:

	31.12.20	31.12.19
	£	£
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans more than 5 years by instalments	50,000	-

14. MOVEMENT IN FUNDS

	At 1.1.20	Net movement in funds	At 31.12.20
	£	£	£
Unrestricted funds			
General funds	144,098	(6,395)	137,703
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>144,098</u>	<u>(6,395)</u>	<u>137,703</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
Unrestricted funds				
General funds	262,712	(266,292)	(2,815)	(6,395)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>262,712</u>	<u>(266,292)</u>	<u>(2,815)</u>	<u>(6,395)</u>

Comparatives for movement in funds

	At 1.1.19	Net movement in funds	At 31.12.19
	£	£	£
Unrestricted funds			
General funds	160,133	(16,035)	144,098
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>160,133</u>	<u>(16,035)</u>	<u>144,098</u>

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General funds	254,398	(272,730)	2,297	(16,035)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>254,398</u>	<u>(272,730)</u>	<u>2,297</u>	<u>(16,035)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.19 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General funds	160,133	(22,430)	137,703
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>160,133</u>	<u>(22,430)</u>	<u>137,703</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General funds	517,110	(539,022)	(518)	(22,430)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>517,110</u>	<u>(539,022)</u>	<u>(518)</u>	<u>(22,430)</u>

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

Highgate Counselling Centre

Detailed Statement of Financial Activities
for the Year Ended 31 December 2020

	31.12.20 £	31.12.19 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	-	-
Other trading activities		
Client contributions	105,587	133,872
Training course fees	143,249	118,849
Supervision fees	<u>200</u>	<u>-</u>
	249,036	252,721
Investment income		
Dividends	1,612	1,593
Deposit account interest	<u>35</u>	<u>84</u>
	1,647	1,677
Other income		
CJRS grant	<u>12,029</u>	<u>-</u>
Total incoming resources	262,712	254,398
EXPENDITURE		
Other		
Wages	137,329	139,321
Pensions	1,030	319
Training course expenses	8,267	7,430
Room hire	2,051	6,586
Trainer, tutors and other fees	49,424	49,257
Sundry course expenses	2,781	1,145
Search fees	540	-
Rent & room hire	35,701	36,234
Consultation fees	1,885	6,051
Subscriptions	2,974	1,844
Cleaning	2,348	2,123
Property maintenance	1,243	3,311
Improvements to property	5,443	5,443
Plant and machinery	<u>342</u>	<u>342</u>
	251,358	259,406
Support costs		
Management		
Light and heat	3,375	2,688
Telephone	<u>1,819</u>	<u>1,633</u>
	5,194	4,321
Finance		
Sundries	195	595
Bank charges	<u>1,776</u>	<u>1,824</u>
	1,971	2,419

Highgate Counselling Centre

Detailed Statement of Financial Activities
for the Year Ended 31 December 2020

	31.12.20	31.12.19
	£	£
Finance		
Other		
Insurance	1,784	1,008
Postage and stationery	627	1,232
Sundries	1,088	779
Email, hosting & IT costs	<u>1,396</u>	<u>929</u>
	4,895	3,948
Governance costs		
Accountancy fees	<u>2,874</u>	<u>2,636</u>
Total resources expended	<u>266,292</u>	<u>272,730</u>
Net expenditure	<u>(3,580)</u>	<u>(18,332)</u>