

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
Brookmans Park
Hatfield
Hertfordshire
AL9 7SA

Highgate Counselling Centre

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for the Year Ended 31 December 2023

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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 Nicolaides 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 Vasiliou 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><u>197,676</u></u>	<u><u>1,075</u></u>	<u><u>198,751</u></u>	<u><u>172,396</u></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.

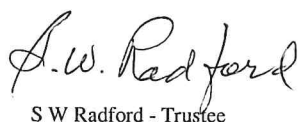
The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- 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 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
	<u>7</u>	<u>5</u>
Employees		

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>

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
	<hr/>	<hr/>	<hr/>
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
	<hr/>	<hr/>	<hr/>	<hr/>
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
	<hr/>	<hr/>	<hr/>	<hr/>
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
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>700,152</u>	<u>(649,910)</u>	<u>(1,870)</u>	<u>48,372</u>

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><u>25,633</u></u>	<u><u>24,609</u></u>

This page does not form part of the statutory financial statements

