

**NETWORK COUNSELLING AND TRAINING LIMITED**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 JULY 2021**

**Company Number 01951370**

**Charity Number 292801**

**NETWORK COUNSELLING AND TRAINING LIMITED**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 JULY 2021**

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## **NETWORK COUNSELLING AND TRAINING LIMITED**

### **REFERENCE & ADMINISTRATIVE INFORMATION**

**YEAR ENDED 31 JULY 2021**

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#### **Status**

The company is a registered charity and limited by guarantee. The working name it uses is Network Counselling and Training.

#### **Trustees**

Eileen Cahill (Chair)  
Phillip Corbin (Treasurer)  
Vicky Elliott  
Stephen Lyne  
Simon Taylor

#### **Company Secretary**

Rita Smith

#### **Registered office**

Elm Park  
Filton  
Bristol BS34 7PS

#### **Independent Examiner**

Joshua Kingston ACA  
Burton Sweet Ltd  
The Clock Tower, 5 Farleigh Court,  
Old Weston Road,  
Flax Bourton, Bristol BS48 1UR

#### **Bankers**

HSBC Bank plc  
11 Canford Lane  
Westbury-on-Trym  
Bristol BS9 3DE

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

Bank of Scotland  
PO Box 208  
21 Prince Street  
Bristol BS99 7JG

#### **Solicitors**

Capstone Solicitors  
62 Gloucester Road  
Bristol BS8 4AN

## **NETWORK COUNSELLING AND TRAINING LIMITED**

### **TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 31 JULY 2021**

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#### **About Network – Its Constitution**

Network is constituted as a company limited by guarantee (Company No. 01951370) and governed by its Memorandum and Articles of Association dated 16th July 2008.

It was registered with the Charity Commission on 11 November 1985 (Charity No. 292801).

Network's purpose and objectives are to promote physical, mental, emotional and spiritual health and well-being in the context of a Christian ethos by:

- providing professional counselling and related services on an affordable basis
- providing a range of educational and training opportunities in counselling and related areas
- providing other opportunities for personal, psychological and spiritual development.

#### **About Network – What is it**

Network provides affordable counselling and training in counselling and listening skills.

It is a nationally accredited counselling and listening skills training course provider. Courses include introductory courses for listening skills and person centred counselling, an Advanced Certificate in Counselling, and a British Association for Counselling and Psychotherapy (BACP) accredited Diploma Course in Counselling, and CPD for the counselling and allied professions.

#### **About Network – How it Works**

Network's provision of affordable counselling is made possible by support from volunteered services, charitable monetary gifts, income from training and room hire, the effective management of running costs, and fundraising efforts.

Volunteer counsellors typically offer 3 sessions of counselling a week, at the charity's building in Elm Park, Filton, Bristol, and at St Luke's Church in Bath. Volunteer counsellors receive free supervision, professional indemnity insurance and travel costs, as well as discounted CPD training.

#### **Members of the Board of Trustees**

The members named below have held office from 1 August 2020 to the signing date of this report unless otherwise stated:

Eileen Cahill (Chair), Elected Dec 2012

Phillip Corbin (Treasurer), Elected April 2009

Vicky Elliott Co-opted June 2013, Elected Feb 2014

Stephen Lyne, Elected November 2018

Simon Taylor, Elected September 2021

### **Staffing matters**

At the beginning of the financial year 2020/2021, Network made the deeply challenging decision, prompted by the Covid pandemic effect on its working processes, to consult staff about proposed redundancies. From April 2020 onward, the Covid pandemic necessitated closure of our building at various points, furlough of reception staff, a very limited return to the building and a much changed nature of the way in which we were able to welcome clients safely. As a result, the four receptionist roles were placed at risk, and following consultation with staff two receptionists, Sue Baker and Julie Bryant, elected to take voluntary redundancy in October 2020. The Trustees recognise how difficult this process was for the whole team. They are deeply grateful to Sue Baker and Julie Bryant for the many years of loyal and committed service which they gave to Network over many years, and for the warmth and care with which they received clients and supported counsellors. Anne Geary and Jackie Bishop interviewed successfully for two new Administrator roles, and Bookkeeper Jackie Jones was successfully appointed to the new role of Office Manager.

The year has seen some staff move on from Network, including self-employed Fundraiser Sue Payne, Counselling Co-ordinator David Goldstein and Administrator Jackie Bishop, all of whom did very valuable work. We also said goodbye to long term Tutors, Yvette Perryman and Nigel Gibbons, both of whom made great contributions during their time on the Advanced Certificate and Advanced Diploma courses. The Trustees are grateful for the work that staff have done for Network, and the strength they brought to the team.

Network also welcomed several new members of staff, including Rhea Hughes as Counselling Co-ordinator and in June the first two Counsellors joined the team on a fixed term basis to deliver sessions as part of the Emerging Stronger project. We also welcomed new Tutors Fiona Morrison to the Advanced Certificate and Emma Duncan to the Advanced Diploma along with Erika Teucher who joined the Advanced Certificate Team as skills facilitator.

Overall 12 staff were employed, all on a part-time basis. They amounted to a full-time equivalent staffing of 4.3 people.

The Trustees would like to express their gratitude for the resilience and commitment the staff team have shown during a year of unique challenges and uncertainty, and continue to uphold them in prayer.

### **Achievements and Performance**

During the year activities focussed on delivering the key objectives of Network's 2019 – 2023 four year strategy (available on our website) as well as undertaking a review of the strategy in light of the changing external context brought about by Covid, and other significant social movements during 2020.

The main activities undertaken during the year to deliver the strategy include the following:

- **Strategic review**  
During the year the organisational strategy was reviewed by the Trustees and Chief Executive, believing that Network's activities should be responsive to its environment. The revised strategy reflects the shifting nature of demand for our services, our commitment to improving access to counselling for communities that face particular barriers, and Network's unique position in being able to support the mental health and wellbeing needs of Church and faith communities in Bristol.
- **Proactively recruiting and working to retain volunteer counsellors.**  
The number of counsellors has remained relatively steady in the low 30s throughout the year. We are developing how we communicate the volunteering experience with Network and

advertising for counsellors in a more focussed way on Network's website and social media. We have received an encouraging response, with enquiries from qualified and experienced counsellors which were in the recruitment process at the end of this reporting period.

The work volunteer counsellors do with their clients is at the heart of Network's mission, and we are indebted to their generosity and commitment to helping those who come to us in need.

- **Making services available in locations that are closer to where clients on low incomes live**

Since being compelled to make our counselling service available remotely in the previous financial year we have seen an unexpected continued interest in remote counselling. Being able to engage in counselling over the phone or via online video conferencing makes counselling more accessible for people who have difficulty travelling either due to transport and financial limitations, or constraints around time away from home. Forty per cent (40%) of clients would only like to have remote counselling, and 78% of clients are happy to have remote counselling. For 22% of clients in person counselling is the only way they wish to and/or are able to access counselling, with questions around availability of a private space and access to technology for some groups. **Offering affordable counselling to residents in the local community in Filton, Patchway, Southmead and Lockleaze, as well as clients on low incomes from across Bristol.**

Network has continued to receive clients on low incomes from the local community and across Bristol, both for in person and remote counselling. During the year 34% of our clients were on very low incomes of below £750 a month, and 66 % were on incomes of below £1250 a month.

Following a successful fundraising campaign our Emerging Stronger project was launched in June. The project aims to significantly increase the number of sessions offered to people on very low incomes of less than £750 a month. It will run for a 12 month period. It is a funded response to the increased need for accessible counselling created by the financial, social and emotional challenges of the Covid pandemic.

- **Running our Diploma in Counselling annually**

We are very pleased to be able to run a second Advanced Diploma, beginning in September 2021 and running alongside our existing cohort of students who will be going into their second year of study. Demand for the BACP accredited Advanced Diploma course has been very high, with the majority of Certificate students wishing to progress their studies as well as students joining us from other pathways. Tutors have been recruited to deliver the course, which will be overseen and moderated by the Course Leader, Sue Cater.

- **Improving our core systems and processes.**

A key piece of work during the year has been the design, implementation and transition to use of a new CRM database, funded by the Quartet Community Foundation's Coronavirus Recovery and Stabilisation fund. Launched in quarter four of 2020 the system means that clients are now able to complete their registration forms and outcomes measures online. Clients are returning their forms much more quickly and often within hours of their call to us. Thirty nine per cent (39%) of clients returned forms on the same day that they were sent out, and twice this number returned them within two days. This shortens their journey into counselling by between one and two weeks. For the small number of clients (<5%) who do not want to or cannot complete forms online we maintain the option to send forms in hard copy. The system also means that we have considerably better information available on our service to inform funding applications and reports.

The main areas of charitable activity are the provision of individual counselling and quality, accredited professional counselling training.

## NETWORK COUNSELLING AND TRAINING LIMITED

### TRUSTEES' ANNUAL REPORT

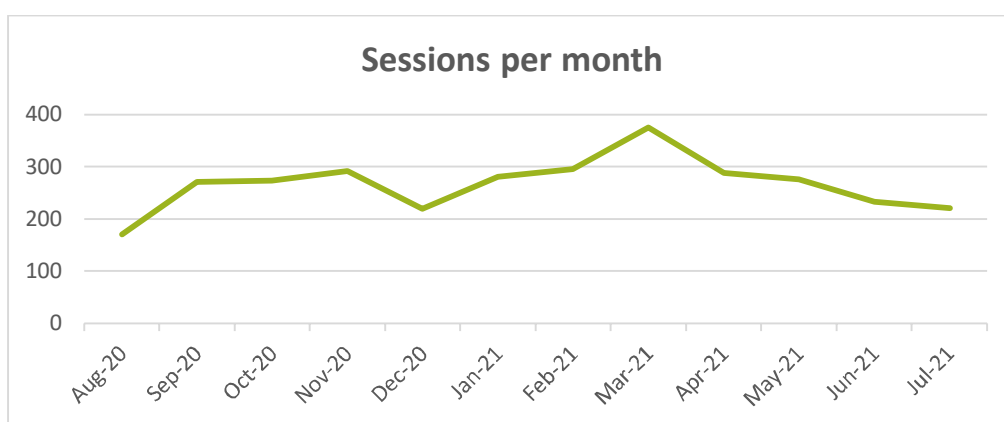
YEAR ENDED 31 JULY 2021

#### *Counselling*

Network offers affordable counselling by qualified counsellors and by counsellors who are in training at Diploma level 5 or above. Our counselling service is based on a Person Centred approach, though we do have counsellors who use other therapeutic approaches. Counselling at Network works with the whole person, physical, emotional and spiritual. Christian counsellors are able to work with clients in a way that specifically incorporates their beliefs, should they wish, and all counsellors are comfortable working with spirituality of any form, or none, as directed by the client.

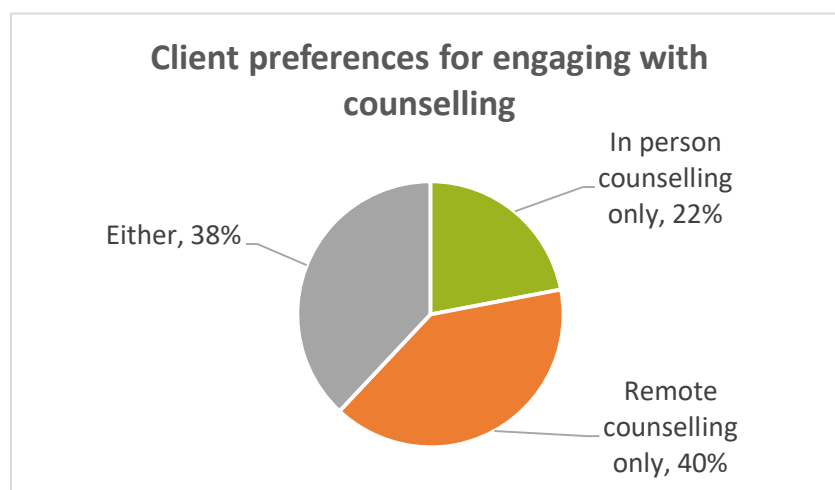
Clients are able to access up to 40 sessions, with clients receiving an average of 15 sessions. On the rare occasions when it is therapeutically indicated, clients can receive more than 40 sessions.

A total number of 287 clients received initial assessments or weekly counselling during the year, with a total of 3190 sessions provided. Though session numbers have varied across the year the total is almost exactly the same as the previous year 2019-20 (3188 sessions). This is in spite of the very difficult backdrop of Covid-19 and the significant challenges and changes that have resulted.



A review of how client contributions are managed took place during this year and was agreed in May 2021. Network will continue to offer affordable counselling to all, inviting clients to contribute an amount in line with their income. It is core to our service that financial circumstances are not a barrier to accessing quality, professional support. This will be implemented in the coming financial year.

Throughout the changes in Covid-19 restrictions, Network continued to offer clients a choice of accessing counselling online, on the phone or in person. Clients have varying preferences, with some only wanting to see a counsellor in person, and others choosing remote counselling, perhaps preferring the safety and comfort of home, not needing to travel, and/or continuing anxieties about Covid. The chart below shows the preferences of clients:



## NETWORK COUNSELLING AND TRAINING LIMITED

### TRUSTEES' ANNUAL REPORT

#### YEAR ENDED 31 JULY 2021

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Network continues to support a small number of counsellors who have decided to remain online for the foreseeable future – for instance because of underlying health conditions or distance from Network.

Finally, to demonstrate the importance of the work Network does to make counselling affordable and available, comments made by clients in the past 12 months are presented here. *“I have had counselling a few times in the past but this was by far the best experience I have had. Not just the shorter waiting time but the service itself. [My counsellor] was fantastic and I wish her all the best in the future once qualified! I can't thank her enough.”*

*“I'm very grateful for the service Network has provided. I have made great advancements in one particular relationship in my life that I struggled with and it is unlocking happiness for me in other areas of my life.”*

*“I am so grateful to Network for giving me access to counselling when I thought it wasn't available to me. It has changed me and brought me life. I am a different person from the one who started counselling a year and a half ago. I have learnt so much about myself and can see my past in a more truthful way. One of the best things I have done in my life.”*

The organisation continues to adhere to the ethical guidelines and standards set by the BACP, of which it is a member.

#### *Training*

Network offers training in listening and counselling skills from Introductory level to Advanced Diploma and beyond.

During the year 45 students joined our two introductory courses, Being There and A Way of Being, developing listening and introductory counselling skills for use in their communities, faith groups or in caring roles. These courses were delivered online, which proved very successful, and we were thrilled to welcome students from all over the UK and as far away as Greece. Our new, third introductory course On Becoming a Person ran in the summer term with 12 students. The course was well received, and we were able to offer the course in person and online, this offered us a few technical challenges, but on the whole was very successful. We were pleased to welcome Sue Bater and Erika Teucher onto the Introductory Course Tutor Team.

The pandemic meant that we were unable to offer our CPD programme but, whilst limited, we were able to offer Exploring Professional Practice Groups online. These were attended by Network and external counsellors and included discussions around the menopause, the impact of Covid on our therapeutic work and what we mean by relationships for growth.

Our Advanced Certificate and Advanced Diploma Tutors and students had various challenges with working online for most of the academic year but managed extremely well. During the summer term some students returned in small groups to the building, whilst others worked from home. Tutors worked extremely hard to ensure that all students were able to access the training day either from home or at Network.

Throughout this year, with all the new and unplanned for challenges of working through a pandemic, and delivering a rich and personal training experience online, the training team met all the requirements of the Professional bodies who accredit the training courses. The National Counselling Society (NCS) provides Quality Assurance for our Advanced Certificate, and the British Association for Counselling and Psychotherapy (BACP), accredits our Advanced Diploma course. During this demanding year, we were also successful in the Advanced Diploma course being re-accredited with the BACP, and we are very grateful to Sue Cater for the tremendous job she did working the BACP to ensure the course retains its accreditation.



## NETWORK COUNSELLING AND TRAINING LIMITED

### TRUSTEES' ANNUAL REPORT

#### YEAR ENDED 31 JULY 2021

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The Training Team have been extremely busy this year with a truly unprecedented level of interest in all our courses. In response, they offered online Information Events enabling over 60 people to attend over two sessions. Other major work has been developing plans to introduce an additional Advanced Diploma Cohort starting in September 2021. Network's Training Department works strenuously to provide courses and teaching of an excellent quality. While accreditation by professional bodies is one measure of its achievement, student feedback is another measure, just as important.

*'The warm, generous and supportive nature of all the tutors came across consistently'*

*'Both facilitators teach with passion'*

*'The teaching remains to a very high standard, and I have been so grateful that Covid has not stopped us from continuing our learning to become counsellors. I know this is a wider team effort and I would like to offer my thanks to Network as a whole for the hard work that goes into keeping it all going'*

*'This term has been fantastic, and I have really appreciated the tutor input. They are both experienced and passionate about the subject matter and it really brings the theory to life'*

*'I'm very thankful for all the course leaders and administrators in working so hard to ensure we learn and grow. It feels like (and is) a real privilege to be on this course'*

#### Financial review

In financial terms the year has been an unexpectedly positive year for Network. The Trustees are very pleased to have paid off £45,000 of short term loan commitments, and Network has been able to return, without difficulty, from the various loan repayment holidays to normal scheduled repayments. Unrestricted Trust income has been considerably lower than previous years and represents an area of concern for the coming year.

Training income was healthy throughout due to significant demand for our introductory courses, and because a second Advanced Diploma course is taking place in 2021/22 there are significant deposits for training during the coming year that are present in the end of year accounts for 2020/2021.

Voluntary income was significantly boosted in the early part of the year. The Emerging Stronger project was very well supported by funders, and we are deeply grateful to our individual donors who have continued to support our much needed work. The Trustees, on behalf of clients, students, counsellors and the staff team, give thanks for the funding received during that year from:

- The Heart of the Community Tithe Fund at St Michael's Church, Stoke Gifford
- Zion United Church
- Westbury Baptist Church
- Stapleton Parochial Church
- Philanthropic Trusts and Foundations

Clients have continued to contribute towards their sessions at levels similar to the previous year, but the amount contributed have fallen from an average of £14.34 per session in the year 2019/2020 to an average of £11.17 per session in the year 2020/2021.

The year ends with an overall surplus of £54,551 for the year and £549,884 in general funds although significantly £494,601 of the value of general funds is held within tangible fixed assets (£873,156 of unrestricted tangible fixed assets, supported by loans of £378,555). This leaves £55,283 in free reserves. Free reserves are considered to be unrestricted general funds, less fixed assets and supporting loans.

## **NETWORK COUNSELLING AND TRAINING LIMITED**

### **TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 31 JULY 2021**

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#### **Results and State of Company Affairs**

The state of the Company's affairs is shown in the financial statements and notes.

#### **Plans for 2020/21**

##### *Network strategy 2019-23*

After two years of considerable uncertainty, core work planned for the year is focussed around:

- Delivery of the Emerging Stronger project, ensuring that we reach out widely to people on very low incomes and that the service is fully taken up
- Supporting and recruiting volunteer counsellors, particularly experienced counsellors
- Delivery of our second Advanced Diploma course, ensuring that the excellent quality of teaching and student experience is maintained
- Building relationships with Church and faith communities in Bristol and supporting understanding of the role of counselling at times of distress
- Consolidating the improvements made in our core systems and processes and developing our fundraising and communications functions.

#### **Risk Management**

The Trustees met regularly throughout year and received regular reports to inform their risk assessments and mitigating actions. They continue to review the major risks to which the charity is exposed, and measures are in place to mitigate these risks.

#### **Reserves Policy**

The Board of Trustees' approved reserve policy follows guidance published by the Charity Commission. The policy is reviewed annually.

During the year the Trustees reviewed the reserves policy in light of continued uncertainty in the external environment. At the close of the year the policy is to hold £45,000 in reserves. The 2020/21 policy review will reflect the extended financial commitments represented by the second Advanced Diploma running in 2020/21, which was confirmed only shortly before year end.

As at 31 July 2021, the cash reserves were £120,935 which is well above the current policy of £45,000. £29,000 of this is deferred income as we are holding deposits for three training courses running in 2021/22. During the year 2021/22 the Trustees expect costs to be higher as staff remuneration has been improved to near charity sector benchmark figures, and short-term loan repayments continue. Forecasts also reflect the more challenging Trust and Foundation fundraising climate, and it is expected costs will exceed income in the year 2021/22.

# NETWORK COUNSELLING AND TRAINING LIMITED

## TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 JULY 2021

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### Statement of trustees' responsibilities

The trustees (who are also directors of Network Counselling & Training Limited for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the strategic report and directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### DECLARATION

The annual report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and was approved by the Board of Trustees on

.....

Signed on its behalf by:

..... Eileen Cahill, Chair of Trustees

**NETWORK COUNSELLING AND TRAINING LIMITED**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
**YEAR ENDED 31 JULY 2021**

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**Independent examiner's report to the trustees of Network Counselling & Training Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 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 the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, 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.

Joshua Kingston ACA  
Burton Sweet Ltd  
The Clock Tower  
5 Farleigh Court  
Old Weston Road  
Flax Bourton  
Bristol BS48 1UR

Date: .....

# **NETWORK COUNSELLING AND TRAINING LIMITED**

## **STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)**

**YEAR ENDED 31 JULY 2021**

		<b>Unrestricted</b>	<b>Restricted</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>Note</b>	<b>General</b>	<b>Designated</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income from:</b>					
Donations and legacies	<b>2</b>	96,116	-	70,492	166,608
Other trading activities	<b>3</b>	2,570	-	-	2,570
Investment income		79	-	-	79
Charitable activities	<b>4</b>	126,547	-	-	126,547
<b>Total income</b>		<b>225,312</b>	<b>-</b>	<b>70,492</b>	<b>295,804</b>
<b>Expenditure on:</b>					
Raising funds	<b>5</b>	4,393	-	-	4,393
Charitable activities	<b>6</b>	181,037	-	55,823	236,860
<b>Total expenditure</b>		<b>185,430</b>	<b>-</b>	<b>55,823</b>	<b>241,253</b>
<b>Net income/(expenditure)</b>		<b>39,882</b>	<b>-</b>	<b>14,669</b>	<b>54,551</b>
<b>Transfers between funds</b>	<b>16</b>	<b>(1,001)</b>	<b>-</b>	<b>1,001</b>	<b>-</b>
<b>Net movement in funds</b>		<b>38,881</b>	<b>-</b>	<b>15,670</b>	<b>54,551</b>
<b>Total funds at 1 August 2020</b>		<b>511,003</b>	<b>-</b>	<b>51,377</b>	<b>562,380</b>
<b>Total funds at 31 July 2021</b>	<b>16</b>	<b>549,884</b>	<b>-</b>	<b>67,047</b>	<b>616,931</b>

The charity has no recognised gains or losses other than the results for the year as set out above

All of the activities of the charity are classed as continuing

Prior year fund comparatives are shown in note 11

**The notes on pages 13 to 21 form part of these financial statements**

# NETWORK COUNSELLING AND TRAINING LIMITED

## BALANCE SHEET

AS AT 31 JULY 2021

Company No. 01951370

	Note	2021 £	2020 £
<b>Fixed Assets</b>			
Tangible assets	12	908,129	928,912
<b>Current Assets</b>			
Debtors	13	1,736	1,667
Cash at bank and in hand		<u>120,935</u>	<u>100,247</u>
		122,671	101,914
<b>Creditors : Amounts falling due within one year</b>	14	<u>(87,783)</u>	<u>(104,687)</u>
<b>Current Assets Less Current Liabilities</b>		34,888	(2,773)
<b>Creditors : Amounts falling due after more than one year</b>	15	(326,086)	(363,759)
<b>Net assets</b>		<u>616,931</u>	<u>562,380</u>
<b>Funds</b>			
<b>Unrestricted funds</b>	17	549,884	511,003
<b>Restricted funds</b>	17	<u>67,047</u>	<u>51,377</u>
		<u>616,931</u>	<u>562,380</u>

For the year in question, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities;

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

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

These financial statements were approved by the trustees on ..... and are signed on their behalf by:

Eileen Cahill  
Chair of Trustees

**The notes on pages 13 to 21 form part of these financial statements**

# NETWORK COUNSELLING AND TRAINING LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

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### 1 Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard 102, the Companies Act 2006, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities (FRS 102).

The charity is a public benefit entity as defined under FRS102.

The trustees consider that there are no material uncertainties affecting the ability of the charity to continue as a going concern, despite the impact of Covid-19, and therefore the financial statements are prepared on the going concern basis. Please see going concern comments in the Financial Review section of the Trustee's Report for more details of this justification.

- b) All income is included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.
- c) Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of donation.
- d) Legacies are recognised when the charity is legally entitled to the legacy and the amount can be quantified with reasonable accuracy. Entitlement is regarded as the earlier of the charity being notified of an impending distribution or the legacy being received.
- e) Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.
- f) Raising funds costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.
- g) Expenditure on tangible assets is capitalised if the cost of any item exceeds £1,000.
- h) Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:
- |                     |                   |
|---------------------|-------------------|
| Freehold Property   | 2% straight line  |
| Leasehold Property  | 123 years         |
| Plant & Machinery   | 4% straight line  |
| Fixtures & fittings | 25% straight line |
- i) Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds, unless designated by the Trustees.
- j) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.
- k) The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

# **NETWORK COUNSELLING AND TRAINING LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 JULY 2021**

### **2 Donations and legacies**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2021 £</b>
Counselling client donations	39,924	64	39,988
Charitable donations and grants	56,192	70,428	126,620
	<u>96,116</u>	<u>70,492</u>	<u>166,608</u>

### **Prior year comparative**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2020 £</b>
Counselling client donations	53,648	-	53,648
Charitable donations and grants	103,315	30,739	134,054
Subscriptions	145	-	145
	<u>157,108</u>	<u>30,739</u>	<u>187,847</u>

### **3 Other trading activities**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Room hire	1,958	-	1,958	11,861
Fundraising events and activities	612	-	612	997
	<u>2,570</u>	<u>-</u>	<u>2,570</u>	<u>12,858</u>

All income from other trading activities in 2020 was unrestricted.

### **4 Income from charitable activities**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Training	126,547	-	126,547	105,763
	<u>126,547</u>	<u>-</u>	<u>126,547</u>	<u>105,763</u>

All income from charitable activities in 2020 was unrestricted.



# **NETWORK COUNSELLING AND TRAINING LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 JULY 2021**

### **5 Expenditure on raising funds**

	<b>Total Funds</b>	<b>Total Funds</b>
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Fundraising costs	4,393	3,655
	<u>4,393</u>	<u>3,655</u>

### **6 Charitable activities expenditure**

	<b>Total Funds</b>	<b>Total Funds</b>
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<i>Direct costs</i>		
Premises costs	150	125
Training courses and CPD costs	9,957	9,431
Sundry counselling costs	307	1,731
Counsellor supervision	19,823	18,564
Wages and salaries	85,377	69,598
<i>Support costs</i>		
Rent and rates	4,734	9,969
Repairs and maintenance	4,521	2,367
Cleaning	4,469	3,764
Utilities	3,863	5,232
Printing, postage & stationery	1,777	1,763
Telephone	748	774
Insurance	4,020	2,640
Legal & professional fees	124	1,620
Sundry support costs	1,413	2,022
Household costs	64	298
IT	16,946	4,973
Wages & salaries	51,641	63,320
Other staff costs	350	354
Depreciation	20,783	20,783
Governance costs (note 7)	1,820	2,054
Loan interest	3,973	16,753
	<u>236,860</u>	<u>238,135</u>

# NETWORK COUNSELLING AND TRAINING LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

### 7 Governance Costs

	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Independent examiner's fee:		
For current independent examination	1,092	1,050
For current year accounts preparation	728	1,004
	<u>1,820</u>	<u>2,054</u>

### 8 Net income/expenditure for the year

This is stated after charging:

	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Depreciation	20,783	20,783
Independent examiner's fee	<u>1,820</u>	<u>2,054</u>

No Trustees received any remuneration or reimbursement for expenses during the year or the previous year.

Aggregate donations from Trustees, key management personnel and related parties were £2,500 (2020: £5,016).

### 9 Staff costs and numbers

The aggregate payroll costs were:

	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
Wages and salaries	135,394	131,541
Social security costs	-	822
Employer's pension contributions	1,253	1,411
	<u>136,647</u>	<u>133,774</u>

No employee received emoluments of more than £60,000.

The Trustees consider themselves, along with the Chief Executive to be the key management personnel of the charity. During the year, the Chief Executive was paid total employment benefits (gross salary, employer's NI and employer's pension) of £17,869 (2020: £17,884).

**NETWORK COUNSELLING AND TRAINING LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 JULY 2021**

**9 Staff costs and numbers (*continued*)**

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

	<b>Total 2021 No.</b>	<b>Total 2020 No.</b>
Average headcount of employees	13	14

**10 Taxation**

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

**11 Prior year fund comparatives**

	<b>Unrestricted funds General £</b>	<b>Designated £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2020 £</b>
<b>Income from:</b>				
Donations and legacies	157,108	-	30,739	187,847
Other trading activities	12,858	-	-	12,858
Charitable activities	105,763	-	-	105,763
<b>Total income</b>	<b>275,729</b>	<b>-</b>	<b>30,739</b>	<b>306,468</b>
<b>Expenditure on:</b>				
Raising funds	3,405	-	250	3,655
Charitable activities	219,640	-	18,495	238,135
<b>Total expenditure</b>	<b>223,045</b>	<b>-</b>	<b>18,745</b>	<b>241,790</b>
<b>Net expenditure</b>	<b>52,684</b>	<b>-</b>	<b>11,994</b>	<b>64,678</b>
Transfers between funds	454,549	(454,549)	-	-
<b>Total funds at 1 August 2019</b>	<b>3,770</b>	<b>454,549</b>	<b>39,383</b>	<b>497,702</b>
<b>Total funds at 31 July 2020</b>	<b>511,003</b>	<b>-</b>	<b>51,377</b>	<b>562,380</b>

# **NETWORK COUNSELLING AND TRAINING LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 JULY 2021**

### **12 Tangible fixed assets**

	Freehold Property	Leasehold Property	Plant & Machinery £	Fixtures & Fittings £	Total £
<b>Cost</b>					
At 1 August 2020	928,889	43,361	46,290	42,093	1,060,633
At 31 July 2021	<u>928,889</u>	<u>43,361</u>	<u>46,290</u>	<u>42,093</u>	<u>1,060,633</u>
<b>Depreciation</b>					
At 1 August 2020	37,156	8,469	44,004	42,092	131,721
Charge for the year	18,578	353	1,852	-	20,783
At 31 July 2021	<u>55,734</u>	<u>8,822</u>	<u>45,856</u>	<u>42,092</u>	<u>152,504</u>
<b>Net book value At 31 July 2021</b>	<u>873,155</u>	<u>34,539</u>	<u>434</u>	<u>1</u>	<u>908,129</u>
At 31 July 2020	<u>891,733</u>	<u>34,892</u>	<u>2,286</u>	<u>1</u>	<u>928,912</u>

The leasehold property, leasehold improvements and certain other assets are situated in Knowle, Bristol and are used by our partner charity, Filwood Hope (see note 16).

The trustees have chosen to carry the above freehold property at cost less depreciation. At the year end the net book value of £873,155 (2020: £891,773) was substantially in excess of the market value, which was considered to be £500,000.

### **13 Debtors**

	<b>2021 £</b>	<b>2020 £</b>
Other debtors	1,385	145
Tax recoverable	351	1,522
	<u>1,736</u>	<u>1,667</u>

### **14 Creditors: amounts falling due within one year**

	<b>2021 £</b>	<b>2020 £</b>
Social security and other taxes	-	487
Accruals and deferred income	35,314	40,149
Other creditors	52,469	64,051
	<u>87,783</u>	<u>104,687</u>

# NETWORK COUNSELLING AND TRAINING LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

### 15 Creditors: amounts falling due after more than one year

	2021 £	2020 £
Other creditors	326,086	363,759
	<u>326,086</u>	<u>363,759</u>

Included within other creditors due within 1 year and after more than 1 year is a loan from Triodos Bank. The Bank holds a fixed and floating charge over the land at Elm Park, Filton, Bristol as security for repayment of the loan.

### 16 Movement in funds

	At 1 Aug 2020 £	Income £	Expenditure £	Transfers £	At 31 Jul 2021 £
<b>Unrestricted funds</b>					
General reserve	511,003	225,312	(185,430)	(1,001)	549,884
	<u>511,003</u>	<u>225,312</u>	<u>(185,430)</u>	<u>(1,001)</u>	<u>549,884</u>
<b>Restricted funds</b>					
Filwood Hope	51,377	-	(2,205)	(14,199)	34,973
Emerging Stronger	-	33,014	(1,540)	-	31,474
Core costs	-	37,478	(39,214)	1,736	-
Counselling	-	-	(12,864)	13,464	600
	<u>51,377</u>	<u>70,492</u>	<u>(55,823)</u>	<u>1,001</u>	<u>67,047</u>
<b>Total funds</b>	<u>562,380</u>	<u>295,804</u>	<u>(241,253)</u>	<u>-</u>	<u>616,931</u>

The majority of our supporters donate towards the work of Network as a whole, entrusting us to steward their donations well and use them where they are most needed. Some funds are donated with specific requirements around what they are spent on.

#### *Restricted funds*

*Filwood Hope* - The Filwood Hope fund was set up during the year ended 30 June 1994 when the company received a gift of £60,000 from the Mervyn Scott-Lindsey Trust to enable the setting up of a drop-in centre in the Knowle West district of Bristol. The company purchased a leasehold property in Knowle West with a term of 123 years for the use of Filwood Hope Project. Substantial improvements were made to the property using funds designated for the purpose. The Filwood Hope Project now operates as a separate charity with its own trustees. The movements above represent the depreciation of the original investment in the property and the subsequent improvements. The transfers this year were required due to a correction as other restricted funds were allocated to the Filwood Hope fund in error in the 2020 accounts.

# NETWORK COUNSELLING AND TRAINING LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

### 16 Movement in funds (continued...)

*Emerging Stronger* - The Emerging Stronger project is a specific piece of work designed to significantly increase the amount of counselling we can offer to people on very low incomes, running for 12 months. The funding of several Trusts and Foundations is in response to funding requests for the costs associated with this project only.

*Core costs* - Network is deeply grateful for the support of those Trusts and Foundations who specifically support the core costs involved in running our charity, including the costs associated with our premises, office, administrative and management salaries and the costs of us raising more funds.

*Counselling* - Some supporters, including Trusts and Foundations, other organisations or groups, and individuals, donate to our work in response to a specific funding request. Where this request is specifically and explicitly for costs directly and immediately associated with the delivery of affordable counselling these funds are 'restricted' to Counselling.

#### *Designated funds*

The designated St Andrews fund did represent the value of the property at Elm Park in Filton, less the balances on loans taken out for the purpose of acquiring the property and work required to bring it into use. The Trustees decided to no longer designate funds in this way.

#### Movement in funds - prior year

	At 1 Aug 2019 £	Income £	Expenditure £	Transfers £	At 31 Jul 2020 £
<b>Unrestricted funds</b>					
General reserve	3,770	275,729	(223,045)	454,549	511,003
<i>Designated funds</i>					
St Andrews	454,549	-	-	(454,549)	-
	<u>458,319</u>	<u>275,729</u>	<u>(223,045)</u>	<u>-</u>	<u>511,003</u>
<b>Restricted funds</b>					
Filwood Hope	39,383	30,739	(18,745)	-	51,377
	<u>39,383</u>	<u>30,739</u>	<u>(18,745)</u>	<u>-</u>	<u>51,377</u>
<b>Total funds</b>	<u>497,702</u>	<u>306,468</u>	<u>(241,790)</u>	<u>-</u>	<u>562,380</u>

# NETWORK COUNSELLING AND TRAINING LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

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### 17 Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	873,156	-	34,973	908,129
Loans	(378,555)	-	-	(378,555)
Other net assets	55,283	-	32,074	87,357
	<u>549,884</u>	<u>-</u>	<u>67,047</u>	<u>616,931</u>

### Analysis of net assets between funds - prior year

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	891,734	-	37,178	928,912
Loans	(427,810)	-	-	(427,810)
Other net assets	47,079	-	14,199	61,278
	<u>511,003</u>	<u>-</u>	<u>51,377</u>	<u>562,380</u>

### 18 Operating Leases

At 31 July the company had aggregate annual commitments under non-cancellable operating leases as set out below:

	Land & buildings	
	2021	2020
	£	£
Operating leases which expire:		
Less than 1 year	1,056	1,056
Within 2 to 5 years	<u>-</u>	<u>1,056</u>

### 19 Company limited by guarantee

The company is limited by guarantee and as such has no issued share capital. In the event of the company being wound up the liability of the members is limited to £10 each.

### 20 Related party transactions

There are no further related party transactions in this year or the prior year other than those reported elsewhere in these financial statements.